



# 2018 Annual Town Meeting Warrant

April 24, 2018



*Michael Milanoski*  
Town Administrator

## BOARD OF SELECTMEN

*Elaine Weston*  
Assistant Town Administrator / HR Coordinator

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Carver, MA 02330  
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Good Evening Taxpayers of Carver,

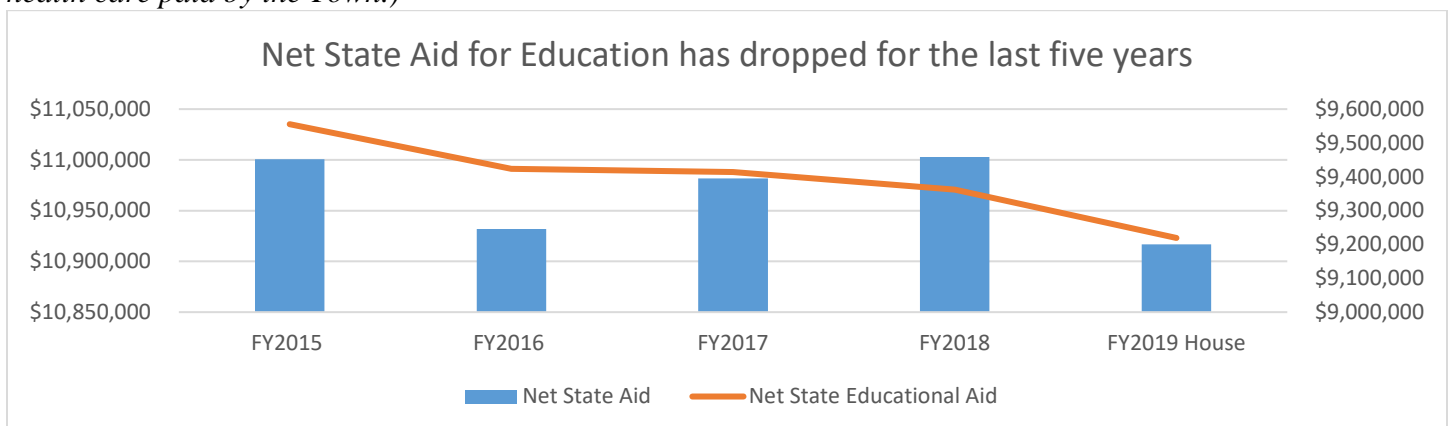
On behalf of the Board of Selectmen, thank you for your participation in the 2018 Annual Town Meeting. In respect of your valuable time, to follow is an informational summary and proposed motions for all articles. Additionally, to allow for an orderly flow through the evening, detailed information is listed in the appendices. This will provide you with a complete summary on the operations of your local government.

The Carver Financial Management Policies are the guiding document to all financial decisions made in Carver, as well as your elected Board of Selectmen's goals and objectives for FY19. We are pleased to report that the FY19 proposed budget, in the planning process since September with dozens of public meetings, was unanimously approved by the Board of Selectmen, School Committee, and Finance Committee 30 days prior to Town Meeting, as required. Great effort went into constructing a budget to serve the entire town.

In this Budget Summary, we provide a general overview of FY19 proposed budget and a summary of warrant articles. Additionally, we encourage everyone to review the full Town Report including the Town's Financial Reports available at Town Hall and in lobby. A summary of this report is included at the end of this memo.

### **General Overview of FY19 Proposed Budget**

The 10-year forecast, detailed in Appendix D, is a critical part of the Financial Management Policies. The forecast shows Carver's projected revenue and serves as the basis of all spending. Due to mandated Proposition 2 ½, Carver is limited to adding 2.5% to the previous year's total property tax levy. The 2.5% additional revenue creates \$597,646 in new tax levy to the existing \$23,905,837 base raised by the taxpayers. New real estate growth is projected to be \$99,389. The meals tax adopted by town meeting is anticipated to generate \$120,000. *(Unless structural changes are made to live within known revenue, this limited financial annual increase is problematic and unsustainable when a union contract has steps that are at 5% or 12.5% per year, or when health care increases on average well over 5% per year with some new employees at the school still receiving 75% of their health care paid by the Town.)*



Approximately one-third of operating revenue in Carver comes from state aid making the town dependent on state support. Although there is a proposed slight increase in non-restricted general government local aid and a slight increase in school aid (despite a decrease in student enrollment), there are more charges against these education figures resulting in an overall reduction of state aid to Carver compared to last year. For the fifth year in a row, net education state aid for Carver declined. Legislature is discussing additional state aid but the result of those funds is not anticipated to have a significant impact on Carver's overall budget.

Pursuant to Carver's priority on education and following the Town's Financial Policy, the Board of Selectmen increased the school budget by approximately half a million dollars over last year's amount to \$23,259,768 for FY19 a total of 70.3% of the available funds. Worth noting, Carver spends significantly more on education than required under the state net school spending formula by over three million dollars.

Superintendent Knief and his staff have been working diligently to develop an operational budget with the best short and long-term interest of the school district. The School Committee directed them to make the necessary structural changes to result in a sustainable budget. Their budget was unanimously approved by the School Committee. Although the school district had to make necessary adjustments to be in line with both its budget allocation and number of students, it is important to note the following three items:

1. Carver allocates the largest percentage of a municipal budget to our PreK-12 school department than any other community in the state.
2. Carver has lost over 400 students since 2005 through next year's projections. That loss is equivalent to 20% of the student population. Over the same time frame, according to the Mass State Education Department, the district has only reduced 15% of classroom teachers.
3. Carver has a desirable student teacher ratio that is higher compared to the state average.

The Board of Selectman and the Finance Committee recommend continuing to transfer \$195,799 into the OPEB trust fund for FY19 given it has an actuarial liability of \$41,133,875 that must be paid by the Carver tax payers to future retiree's health care. The Board of Selectmen have made significant strides in reducing this Town liability down by almost (\$21,000,000) in just a handful of years.

Police, Operations and Maintenance, Dispatch, Clerical, and non-union employees negotiated a bifurcated contract to equally share in health care costs. New hires will make a 50% contribution, an increase from the current 25% contribution. It is hoped the School employees will follow the lead of the Town employees and all new-hire employees on Health Care will make an equitable 50% contribution, however if school unions do not follow the rest of the town employees it is possible that more school cuts will have to follow in future years in order to balance the school budget.

As we continue to plan for the future, the Superintendent and Town Administrator are working together with the support of their respective boards to continue the successful implementation of a Town-Wide IT Department and a Town-Wide Operations and Maintenance Department.

The Capital and Debt Stabilization Fund continues to meet its objectives. In keeping with the town's financial policies, it is recommended to transfer \$2,900,551 to this fund. The fund has reached approximately two thirds of the required goal of Carver's annual revenue for infrastructure investment and debt service annually. Within the tax base, this successful program will allow Carver to protect and maintain the infrastructure, build a new police station, and develop a council on aging addition to the library. All of this will be completed within the tax base with direct oversight and accountability from the Town Administrator's office resulting in significant cost reductions and saved funds.

The North Carver Water District (NCWD) continues to struggle in generating adequate revenue to pay its debt on capital investments requiring the Town to subsidize this enterprise fund in the amount of \$250,000. The NCWD has revenues to cover its operational and maintenance costs, but not their debt service. With the development of the North Carver Urban Renewal Plan / Rt. 44 Development we anticipate new users who will financially benefit the district.

For the second time in ten years, the Board of Selectmen, included a cost-of-living increase for non-union employees that we can afford following the restructuring of Town Hall. Over the last three years restructuring included reducing five full-time department heads to part-time along with other cost-saving initiatives resulting in several departments consolidated. As shown in Appendix G, non-union employees have not received similar cost of living increases as the town and teachers' unions. The non-union employee increases have been disproportionate to the union employees. It is important to note all Carver employees are working hard. Although Carver cannot afford to pay as much as more prosperous towns in the region, we need to strive to find a compensation system that is fair to all and within the means of our town.

Continued implementation of the Financial Management Policies has transformed the financial position of the Town in four short years. This is critically important as the Town moves forward issuing bonds. By meeting and adhering to the Town's Financial Management Policies, along with the initiative the Town has taken to minimize and prepare for its OPEB responsibility, we anticipate maintaining and improving our bond rating and reducing the Town's finance rates resulting in additional long-term savings.

## **SUMMARY OF WARRANT**

### **ARTICLE 1: ANNUAL TOWN REPORT**

This is a standard article to approve the 2017 Annual Town Report.

### **ARTICLE 2: SUPPLEMENTAL APPROPRIATIONS FOR FISCAL 2018**

This is a standard article to approve reallocation of funds in the current fiscal year to cover deficit due to Snow and Ice. This article transfers those saved funds into the Snow and Ice budget.

### **ARTICLE 3: ALLOCATION OF FUNDS FROM FREE CASH**

This standard article is to approve transferring DOR certified additional revenue and town department savings from FY18 for one-time programs and uses as listed in warrant. These funds are not allowed to be used for annual operational expenses per Town's Financial Management Policies.

### **ARTICLE 4: OPERATING BUDGETS FOR TOWN AND ENTERPRISE FUND; FUNDING FOR OTHER POST EMPLOYMENT BENEFITS (OPEB) TRUST AND STABILIZATION FUNDS.**

This article, identical in form to previous years, approves the general operational budget for the school and other General Government and Enterprise funds. It also fixes compensation for elected and non-elected officials and funds several stabilization accounts. This is a balanced budget as unanimously approved by the Board of Selectman and Finance Committee and follows the approved Town Meeting's Financial Management Policies.

The School Committee, after the extensive work by the Superintendent and his team, unanimously approved a balanced budget for the School of \$23,259,768. Please keep in mind neither Town Meeting, nor the Board of Selectmen, can comment on how the School Committee delivers their direct education teaching services.

It is important to note, the tax levy that will have to be raised from the taxpayers is \$22,905,353 plus the 2.5% increase of \$597,646 highlighted in appendix D is for general operations of Town.

#### ARTICLE 5: CAPITAL IMPROVEMENTS BUDGET

This article approves all capital and required debt expenditures in the town. Funding for this Capital and Debt Stabilization Fund is within the tax base and is consistent with the Carver's Financial Management Policies. This fund allows for the town to protect and maintain facilities and infrastructure in a proactive way by allowing proper planning so that preventative maintenance can be performed, as well as purchasing the necessary equipment required to run the Town. These funds are not allowed to be used for annual operational expenses per Town's Financial Management Policies. It is important to note, these projects are all funded within the tax base and any funds that are left over from a project coming in under estimate are returned back into this fund for future projects.

Part A: Town Meeting previously allocated funds for land acquisition of the Cole property that is no longer required, as well as funds to repair an older fire engine where we used other town funds to complete that repair. Since these allocations are no longer needed – town meeting is being asked to rescind its previous allocation.

Part B: these items were reviewed and approved by the Capital Outlay Committee for outright purchase with funds in the Capital and Debt Stabilization Fund plus funds to existing and future debt service and lease payments. The capital process takes about nine month to complete annually.

Part C: is to replace the HVAC mechanical units in the Library that are at the end of their useful life. The challenge with this projects are the units were built into the roof structure and it will take a significant effort to remove and replace these units that is driving up the price of this project. An additional \$100,000 is included for project contingency to account for this challenging project.

Part D: With the completion of the strategic plan for the Police Station and presented to the Board of Selectmen by MRI last month we are now able to move forward with the project. The committee is following a very similar project like the fire station and other successful projects we have recently built in town. The Capital Outlay committee has reserves available if needed given this is a preliminary budget. The Committee is in the process of selecting and hiring a project manager.

Kindly note the Board of Selectmen removed any additional funding for a COA addition to the Library for this 2018 Town Meeting. As background information the 2017 Town Meeting funded in Article 7, \$25,000 for "*COA feasibility study with addition to library*" at the request of the COA Board of Directors. These funds could only be used to evaluate options that were for an addition to the Library. During the review of the preferred option that was voted unanimously by the COA Board of Directors, a small portion of the senior population participated in those public meetings. The next step is for the town to survey the rest of the senior population to determine what they would like to see to support their needs – basically a needs assessment of the senior population of the town.

#### ARTICLE 6: COMMUNITY PRESERVATION COMMITTEE REPORT & RECOMMENDATIONS

This is a standard article by the Community Preservation Committee (CPC) The CPC is required to make recommendations to the Annual Town Meeting as to how the Community Preservation funds raised through local taxation and state matching funds are to be spent. These funds are matched by the state and provide a high return on investment. Under the Community Preservation Act, the Community Preservation Committee. Carver has received \$2,400,651 dollars with a return on investment of 59% over the past ten years.

For the last year the building committee has been meeting with our project manager to move forward with design alternatives for reconstructing the Middle High School track, football and soccer complex. A full presentation from the committee will be given at town meeting.

#### ARTICLE 7: MGL ACCEPTANCE

This is a standard article for bylaw changes including:

- The authorization to establish regional fees for the issuance of these licenses and permits.
- Allows a volunteer to review the public records if they missed a hearing to participate in the future sessions.

#### ARTICLE 8-12: ZONING ARTICLES SPONSORED BY PLANNING BOARD

- Zoning articles will have a presentation at town meeting.

#### ARTICLE 13: HOME RULE PETITIONS REQUIRING LEGISLATIVE AND GOVERNOR APPROVAL

This article asks the Town Meeting to authorize the Board of Selectmen to petition the General Court for a special act to allow for the reduction in real property taxes in the amount of \$500.00 for qualifying Seniors, 65 years of age and over and veterans (soldiers and sailors) 62 years of age and older that qualify based on residency of at least six months of every year for the past 10 years and income that is not more than 60% of the median income for the Town. The total amount of the reductions granted is limited to .5% of the total residential property tax levy for the town, having a total value of \$88,253 in FY 17. In the event, the dollar cap is reached, the total reduction shall be reduced proportionally. The total amount of the reductions granted is proportionally assessed on all non-qualifying residential taxpayers within the Town.

#### ARTICLE 14: MONEY PETITION ARTICLES

These are standard articles requests that have benefits to Carver residents and have been properly petitioned for inclusion in the Town of Carver's Annual Town Meeting.

#### ARTICLE 15: NON-MONEY PETITION ARTICLES

This is a citizen petition that would change the fiscal policies of the Town and this petition article has been voted unanimously down by the Board of Selectmen, Finance Committee, and the School Committee did not bring it up for a vote. The Town also received a legal opinion that states: *In my opinion, a vote of Town Meeting on the Town's financial policies merely expresses a non-binding sense of the meeting as to the preferences of those in attendance. The Massachusetts General Laws and the Town's Bylaws establish a process by which the Town's annual budget is developed and how its funds are allocated. Ultimately, it is the responsibility of Town Meeting to decide these questions by voting on specific monetary proposals placed before it. One Town Meeting, however, cannot pass resolutions that are binding on future meetings and it is up to the Town's decision-makers to decide how to best allocate the Town's resources based on the circumstances presented at the time. Therefore, it is my opinion that any change to the Town's financial policies voted at Town Meeting has no legal effect on the Town's decision-makers.*

#### TOWN ANNUAL REPORT

The Town of Carver continues to operate like a fiscally and socially responsible business focused on providing taxpayers services they can afford. Steered by dedicated elected and appointed leaders and staff, Carver continues to streamline governmental structure and operations with the goal of long-term financial sustainability. Over the past four years, Carver has saved over \$49,000,000 equivalent to more than the annual town revenue.

The Town's Financial Management Policies allow the town to plan in a transparent and efficient way for tomorrow while living today within our means and focusing on the objective of sound fiscal management of

Carver's taxpayer resources. The Board of Selectmen and town meeting adoptions made significant structure and policy changes to demonstrate sound fiscal management of Carver's taxpayer resources. At the forefront, a sustainable town-wide budget was developed providing the level of service Carver can afford within known projected revenues.

The backbone of Carver's strength is the exceptional work and dedication of your professional staff. Their work is done in partnership with the elected and appointed boards and committee members who provide the policy direction and oversight supporting Carver's long-term goals. Their shared focus is always on financial sustainability providing the high level of service within known projected revenues.

In 2017, the school/town partnership between the School Committee and Board of Selectmen developed a centralized town-wide Informational Technology Department and a centralized town-wide Facilities and Department of Public Works Department now called the Operations and Maintenance Department. School Superintendent Scott Knief and Town Administrator Michael Milanoski appointed Stephen Mahoney as the new town-wide IT Director and Dave Siedentopf and John Woods as the new Director and Deputy Director of the Operations and Maintenance Department. Items of shared benefits are continuing to be explored with the goal of efficiency and long-term cost avoidance and savings.

Your professionally-trained Carver Fire Department is comprised of 78 officers/firefighters with six additional firefighters in training. The department continues to excel with a response time of 5.4 minutes with a staffed engine company. On average, 20 firefighters are on scene supporting a daytime incident and 25 or more support evening incidences. The department responds to mutual aid three times more than received. A third of the force are state-certified fire instructors who are able to instruct at the state fire academy. While continuing to provide high-level protection and service, the Carver Fire Department saves the taxpayers almost two million dollars per year.

Your Emergency Medical Services Department (EMS) is comprised of 19 paramedics and 25 basic EMTs. Lifesaving care is provided around the clock with our new ambulance and a second ambulance is available for callback without the use of taxpayer funds. This saving of funds from both the EMS and Fire Department allow the town to devote funds to education resulting in a high level of education under the stewardship of Superintendent Scott Knief.

In recognition of the performance, dedication, and commitment of our key department heads, the Board of Selectmen in 2017 approved a new five-year contract for Police Chief Marc Duphily, Fire Chief Craig Weston, and Finance Director Meg LaMay. The confidence and commitment in these leaders allows them to continue their great work for Carver.

2017 brought significant changes in our union contracts. The DPW, Police, Clerical, and Dispatch Unions, as well as non-union employees, agreed to a bifurcated benefits contract for new employees. Additionally, new hires will have a reduction in sick days and vacation weeks; steps in new hires will be adjusted to a 2% increase year over year.

The Home Rule Petition voted by the Town requires all employees who retire after June 30, 2025 to share equally in their health care benefits. These changes will have a significant impact on Carver's Other Post-Employment Benefits (OPEB). In 2017, under the leadership of the Board of Selectman, the OPEB unfunded actuarial liability of \$62,100,129 has been reduced to \$41,133,875. OPEB is a town liability, like our pension system, that Carver is responsible for funding without assistance from federal or state government.

The following are highlights of Carver's 2017 accomplishments by the Board of Selectmen and the Town:

- Board of Selectmen voted to support the act to update laws relating to dangerous drugs and protecting witnesses as recommended by Police Chief and Town Administrator.
- Approved Master Plan that includes open space/recreation, agriculture, housing, and economic development chapters to guide Carver for the next 20 years and beyond.
- Creation of a town-wide Informational Technology Department, as well as the town-wide Facilities and DPW department recognized as the Operations and Maintenance Department.
- Completed the Route 58 resurfacing and intersection project including the upgrades to natural gas lines funded in part by the federal government.
- Installed upgrades to the Town Hall complex wells and water quality that is also used by the Carver Housing Authority.
- DEP and the Town negotiated a consent decree allowing the Town to upgrade safe-water drinking supply for the schools to a safer level in advance of new regulations being implemented; this is under construction and will be going into effect shortly.
- Carver Redevelopment Authority partnered with the owner of the former 127-acre Whitworth Property to potentially produce over a million square feet of development off Route 44. This project is anticipated to help defray some of the NCWD subsidies from the town as well as generate up to five million dollars in tax revenue at full buildout. Record of Decision was issued by MEPA for the Phase I waiver and Draft Environmental Impact Report will be filed in 2018.
- Completed a public private partnership with the Sportsman Club to resurface their driveway by spreading and rolling millings that were donated from the Rt. 58 project; in exchange the town received several acres of land to expand the Central Cemetery.
- Continued improvement in Carver's Financial Operations under the leadership of Meg LaMay in Carver's Centralized Finance Department and her staff including the Town's new Treasurer/Collector Lori Henault.
- Demolished 92 North Main Street after years of disrepair due to safety and public nuisance concerns.
- Completed Storm Water Management Plan and presentation.
- Secured funding and completed study report for a new police station; building committee will kick-off in 2018. Police Station will be built without any tax increase.
- The Council of Aging Board of Directors and staff guided by their new mission statement are focused on building an addition to the library to house the Council of Aging. The addition will be built without any tax increase.
- Initiated plans for Middle High School Sports Complex with anticipated construction in 2018. Sports Complex will be done without any tax increase.
- Opened Rochester Road Bridge to one lane; Order was given to proceed by MassDOT after resolution of all necessary land takings.
- New members were appointed to the Carver, Marion, Wareham Regional Refuse Disposal District (Dave Robertson, John Cotter, and Bill Duggan). In addition, the Town Administrators from the three towns were appointed to take-over the day to day management of the District and correct administrative and financial issues as well as plan for the future of the District that would best benefit the town.
- Development of the Carver Committee and Board Handbook highlighting town policies for all new members and board members.
- Hosted Employee Appreciation Breakfast serving all town staff by the Town Administrator who drafted other managers to assist in cooking and serving all employees.
- Revised and upgraded the town's personnel policy led by Elaine Weston in our new Human Resources role. Started the process of employee performance reviews scheduled to officially start in FY19.
- Initiated new programming in the Carver Recreational Committee activities in summer 2017 with high interest level.
- Hired new Planning Director Stephen Cole to lead the planning and regulatory departments.
- Completed new union contracts for the Police, Dispatch, and Operations & Maintenance Unions.



In 2014, the Board of Selectman spearheaded the necessary elementary school project in a cost-effective manner. Four out of every five voters were in favor of the project. The Board of Selectman, not only wanted a new elementary school, but they also wanted the community to be proud and enthusiastically endorse the decision for a new school.

The School Building Committee, under the leadership of Dick Ward, is a diverse group of volunteers comprised all parts of our community. The committee operated through collaboration and recognition of what maintains the “best interest” of the entire community; they operated with transparency only using the “all-in cost.” Currently, Bill Harriman chairs the school Technical Review Committee to manage the construction of the project and keep everything under budget.

Carver taxpayers approved a debt exclusion for the new elementary school in the amount of \$1.39/\$100,000 of value added to the tax rate or \$359.01 per average single-family household. Actions taken by the Board of Selectmen following the Town’s Financial Policy, resulted in the town obtaining a very favorable bond rating. The debt service on the 25-year bond was able to be reduced by approximately nine million dollars. This is a 28% reduction from voter approved rates.

After assigning the \$100,000 annual solar project funds, improving our bond rating, securing a historically low interest rate, and having the elementary project designed and bid in a way that resulted in several millions in savings to the town, the final tax rate will be \$0.83/\$100,000 of value. This results is a 40% reduction to an average residential tax payer of \$233.89 to fund their share of the new elementary school thanks to all the hard work of everyone involved – this is an outstanding achievement from a public process.

In closing, the actions the Board of Selectmen have taken in the last four years have resulted in a combined savings or cost avoidance of approximately \$49,000,000 (this includes \$16M for new school vs. the previous proposed renovation project, \$9M in reduced principal and interest payments for new school, \$21M in reduced OPEB liability, and \$3M reduction in the middle high school accelerated project) which is equal to more than the Town’s annual budget for one year.

I want to thank Elaine Weston our Assistant Town Administrator/Human Resource Coordinator for her continued hard work and dedication to the inner workings of Town Hall, along with Shelby Blair, Maureen Nissen, Kari Poudrier and the rest of the dedicated staff who serve our taxpayers.

As we embark on an exciting fiscal 2019, I want to thank you for the opportunity to continue to serve the Town of Carver. It has been an honor and privilege to be your Town Administrator and to work alongside the wonderful people of Carver.

Respectfully Submitted,

Michael Milanoski

Town Administrator

# TOWN OF CARVER



## **Financial Management Policies**

**Adopted 2/11/14; Revised 5/13/14, 3/3/15, 5/3/16**  
**Approved by Town Meeting 6/16/14**  
**Updated 6/27/17**

### **Introduction**

Recognizing the importance of sound financial planning for the long-term financial sustainability of Carver, the following policies set forth the broad framework for overall fiscal management of taxpayers' resources. These policies address both current activities and long-term planning designed to ensure the Town's sound financial condition now and for future generations. These policies are intended to serve as direction for all policy-makers, administrators and advisors. The codification of these principles demonstrates our resolve to affirm to the taxpayers that Carver will conduct business in a financially responsible manner.

Town Meeting retains its full authority to appropriate funds and incur debt at levels it deems appropriate, subject to statutory limits such as Proposition 2 ½. It is equally important that the Town maintain flexibility in its finances to ensure that the Town is in a position to react and respond to changes in the economy and new service challenges without measurable financial stress.

### **Financial Objective**

***It is the Financial Objective of the Board of Selectmen to demonstrate sound fiscal management of Carver's taxpayer resources through earning the highest possible bond rating that includes developing a sustainable town-wide budget based on a 10 year forecast that provides the level of service we can afford within our known projected revenues.***

### **Policy Statements**

1. The Town Administrator shall annually prepare a sustainable balanced budget with a 10 year forecast with the goal towards obtaining and securing the highest possible bond rating. The comprehensive Budget Message shall include a detailed examination of trends in tax levy, "new growth", local receipts, state aid, and other available funds.
2. The town will avoid all budgetary procedures that balance current expenditures at the expense of meeting future year's expenses, such as postponing expenditures, accruing future years' revenues, rolling over short-term debt.
3. Ongoing operating costs shall be funded by ongoing operating revenue sources only. This protects the Town from fluctuating service levels and avoids concern when one-time revenues are reduced or removed. In addition:
  - a. Fund balances (stabilization / non-recurring revenue) are to only be used for one-time expenditures such as capital projects, new initiatives, long-term existing liabilities, and unexpected or extraordinary one-time expenses.
  - b. New operating costs associated with capital projects should be funded through the operating budget but reflected in the capital improvement plan.

- c. All new services, equipment, and personnel proposals shall include a full life-cycle cost analysis prior to budget approval.
  - d. Use of grants and not to fund operational costs as there is no guarantee the Town will fund future operational liabilities once grants expire resulting in potential layoff's and similar liabilities.
  - e. The annual unrestricted fund balance shall not be considered in balancing the current year budget. Once certified, however, the "Free Cash" from the prior year shall be available to deposit in the Capital Stabilization Fund that can fund one-time expenses.
4. The Town will maintain a General Stabilization Fund as its main financial reserve in the event of an emergency or extraordinary need. It shall strive to maintain a balance in the General Stabilization Fund of 7.5% of its town's annual revenue at all times. If the fund falls below 7.5% the town will transfer future free cash or other one-time money to refund the General Stabilization Fund.
5. With the creation of a capital and debt stabilization fund, Carver will transfer one-time revenue, new personal property revenue compounded into a fund to pay for internal debt service and one-time capital projects through a 2/3 vote of town meeting. The Town will work to program and maintain 10% of its annual revenue for infrastructure investment annually into the capital and debt stabilization fund. This will include payment for all internal debt and funding the capital and debt stabilization fund. Debt roll-off will be reallocated to a capital stabilization fund. The Town should strive to issue debt for shorter periods than the maximum allowable.
6. The School Superintendent under the direction of the School Committee and the Town Administrator under the direction of the BOS are directed by the adoption of these policies to explore any and all opportunities to reduce duplications of services that provide either more efficient and effective services to residents and/or reduce expenditures. This direction includes creating town-wide departments that are jointly managed by the School Superintendent and the Town Administrator.
7. New revenue shall be allocated after fixed and shared costs in the following manner: 70.3% shall be allocated to the schools and 29.7% shall be allocated to general town services based on the FY 15 budget.
8. In order to assure long-term solvency, it shall be the objective of the annual budget to meet the actuarial annual required contribution (ARC) necessary to fully fund the Town's future pension, health care, and other post-retirement benefits. The BOS will continue to actively identify solutions and begin to fund other post-employment benefits (OPEB) – unfunded liability is currently valued at **\$44,737,003 for FY18**. In addition, by adoption of these policies, labor and management are encouraged to explore opportunities to equally share in health care benefits. **Finally, it shall be the policy of the BOS to reallocate pension payments to OPEB once Plymouth County Pension is fully funded in 2031 - this will not result in any service cuts to the Town.**
9. The Town will identify options to reduce levy limit below the 2.5% once AA+ Bond Rating or higher is achieved and unfunded liabilities of the Town are funded.

*Annually the Town Administrator shall include a statement in the comprehensive Annual Budget Message identifying Carver's progress toward meeting the above goals. In addition the Finance Committee shall include a similar statement in their Annual Report to Town Meeting.*

## Town of Carver FY19

### Town-Wide Budget Process *for All Operating Budgets*

Step 1	Step 2	Step 3	Step 4
<b>Guidance to Town Administrator / Fiscal Forecast</b>	<b>Preparation of Preliminary Department Budget</b>	<b>Preliminary Budget Review of Stakeholders</b>	<b>Proposed Budget Finalized</b>
<b>Lead: Selectmen</b> <b>Support: Town Admin</b>	<b>Lead: Town Admin.</b> <b>Support: Dept. Heads</b>	<b>Lead: Fin Com</b> <b>Support: Dept. Heads</b>	<b>Lead: Selectmen</b> <b>Support: Town Admin</b>
<b>Start: Sept 5<sup>th</sup></b> <b>Finish: Oct 17<sup>th</sup></b>	<b>Start: Sept 5<sup>th</sup></b> <b>Finish: Dec 5<sup>th</sup></b>	<b>Start: Dec 5<sup>th</sup></b> <b>Finish: Feb 6<sup>th</sup></b>	<b>Start: Feb 6<sup>th</sup></b> <b>Finish: Mar 6<sup>th</sup></b>
<b>Draft Budget Policy Report</b> <ul style="list-style-type: none"><li>❑ Incorporate BOS Fiscal Guidelines, Goals &amp; Objectives</li><li>❑ Forecast projected Funds Available</li><li>❑ Establish town/school budget allocations based on projected revenues</li></ul>	<b>Set Town / School Department Budgets</b> <ul style="list-style-type: none"><li>❑ School Completes District Budget</li><li>❑ Review department requests and TA recommends draft balance budget based on forecast then disseminate per by-law requirements.</li></ul>	<b>Review &amp; Advise</b> <ul style="list-style-type: none"><li>❑ Recommended budget presented to Finance Committee.</li><li>❑ School District Presents their final budget to Finance Committee.</li><li>❑ Draft/Review Warrant Articles</li></ul>	<b>Prepare Finalized Budget</b> <ul style="list-style-type: none"><li>❑ Review Recommendations</li><li>❑ Finalize Proposed Budget</li><li>❑ Finalize Warrant Articles for Annual Town Meeting, Tuesday April 10, 2018.</li></ul>

## Town of Carver FY19

### Capital Outlay Process for items valued at over \$10,000

Step 1	Step 2	Step 3	Step 4
<b>Development of 10+ Year Department Capital Needs</b>	<b>Create Proposed Balance Town-Wide Capital Budget Plan</b>	<b>Review by Stakeholders of Proposed Plan</b>	<b>Finalized Capital Outlay Warrant Articles and Budget</b>
<b>Lead: Dept. Heads</b> <b>Support: Dept. Staff</b>	<b>Lead: Town Admin.</b> <b>Support: Dept. Heads</b>	<b>Lead: Capital Outlay</b> <b>Support: Dept. Heads</b>	<b>Lead: Selectmen</b> <b>Support: Cap. Outlay</b>
<b>Start: Sept 5<sup>th</sup></b> <b>Finish: Oct 17<sup>th</sup></b>	<b>Start: Oct 17<sup>th</sup></b> <b>Finish: Dec 5<sup>th</sup></b>	<b>Start: Dec 5<sup>th</sup></b> <b>Finish: Feb 6<sup>th</sup></b>	<b>Start: Feb 6<sup>th</sup></b> <b>Finish: Mar 6<sup>th</sup></b>
<b>Dept. Preparation of 10+ YR Capital Needs</b> <ul style="list-style-type: none"><li>□ Inventory and operational status of all Capital Equipment in Dept.</li><li>□ Develop prioritized needs, justification for, and purpose</li><li>□ Complete Forms</li></ul>	<b>Develop Proposed Town-Wide Cap. Plan</b> <ul style="list-style-type: none"><li>□ Create Town-Wide priority based 10+Yr Capital Plan that is balanced based on forecast in consultation with department heads / superintendent.</li></ul>	<b>Detailed Review of Proposed Cap. Plan</b> <ul style="list-style-type: none"><li>□ Interview and conduct site investigation for department request</li><li>□ Modify Proposed Cap. Plan as determined by Committee.</li></ul>	<b>Finalized Budget</b> <ul style="list-style-type: none"><li>□ Presentation by Capital Outlay Committee to BoS &amp; Finance Committee</li><li>□ Finalize Proposed Capital Budget and Warrant Articles in conjunction w/Cap. Outlay &amp; FinCom</li></ul>

COMMONWEALTH OF MASSACHUSETTS  
**Town of Carver**  
**2018 ANNUAL TOWN MEETING AND ELECTION WARRANT**

PLYMOUTH, SS.

To any of the Constables of the Town of Carver,

*GREETING:*

**ANNUAL TOWN ELECTION WARRANT**

In the name of the Commonwealth of Massachusetts, you are hereby directed to notify and warn the inhabitants of the Town of Carver qualified to vote in Town affairs, to meet at **60 South Meadow Road, the Carver High School Gymnasium**, all three precincts in said Carver, on **Saturday the twenty-eighth (28<sup>th</sup>) day of April, 2018 at 8:00 A.M. until 6:00 P.M.**, then and there to act on the following:

**To choose all necessary officers to be voted for all on one Ballot:**

Namely: One Member of Board of Assessors, One Member of the Board of Health, Two Members of the Library Trustees, One Moderator, One Member of the North Carver Water District Water Commissioners, One Member of the School Committee, and Two Members of the Board of Selectmen all for a term of three (3) years; One Member of the Planning Board and One Member of the Redevelopment Authority all for a term of five (5) years; One member of the Library Trustees to fill an unexpired term of two (2) years; One member of the Redevelopment Authority to fill an unexpired term of one (1) year.

**ANNUAL TOWN MEETING WARRANT**

And, you are further directed to notify and warn the Inhabitants of the Town of Carver qualified to vote in Town affairs, to meet at **60 South Meadow Road, the Carver Middle/High School Auditorium**, all three precincts in said Carver, on **Tuesday, the twenty-fourth (24<sup>th</sup>) Day of April, 2018 at 6:30 P.M.**, then and there to act on the following Articles, namely:

**ARTICLE 1: ANNUAL TOWN REPORT**

To act upon the reports of the various Town Officers as printed in the Annual Town Report for 2017, and to hear the reports of any Committee heretofore chosen and act thereon; to abolish any special committee not submitting a report which is required to do so, unless otherwise voted; and to establish any new committee or take any other action related thereto.

**BOARD OF SELECTMEN**

*INFORMATIONAL SUMMARY: This article asks the Town Meeting to accept the reports of the Town Officers that are printed in the Annual Town Report for 2017 and provides an opportunity for Boards and Committees to present a report directly to the Annual Town Meeting. Copies of the Town Report are available in the Town Clerk's Office and the Office of the Board of Selectmen.*

**PROPOSED MOTION:** I move that the Town approve the 2017 Annual report.  
**(Majority Vote Required)**

*Recommendation: Bd. of Selectmen 5-0, Finance Committee: 7-0*

## **ARTICLE 2: SUPPLEMENTAL APPROPRIATIONS FOR FISCAL 2018**

To see if the Town will vote to transfer from available funds a sum or sums of money to be expended by the Town Administrator for various departmental budgets for the remainder of the fiscal year ending June 30, 2018, or to decrease or otherwise adjust any budget line item as appropriated by the Town at the Annual Town Meeting held on April 11, 2017, or to fund any other deficits for fiscal year 2018, or to take any other action related thereto.

BOARD OF SELECTMEN

*INFORMATIONAL SUMMARY: The Town Financial Policy #2 provides in part, "**The Town will avoid all budgetary procedures that balance current expenditures at the expense of meeting future years' expenses, such as postponing expenditures....**" This article proposes transfers from various departmental budgets that the Finance Director has determined to have surplus funds to cover a projected deficit in stated account.*

**PROPOSED MOTION:** I move that the Town make the Fiscal Year 2018 budget transfers shown below:

<b>From:</b>	<b>To:</b>	<b>Amount</b>
<b><i>Accounts listed below</i></b>	<b><i>Snow &amp; Ice Deficit</i></b>	
Landfill Post-closure Receipts Reserved for Appropriation		\$19,675.00
Road Machinery Reserve		151.77
Rec Reserve – State Aid to Library		<u>1,381.24</u>
	<b>TOTAL:</b>	<b>\$21,208.01</b>

PENDING SNOW AND ICE

**(Majority Vote Required)**

*Recommendation: Bd. of Selectmen 5-0, Finance Committee 8-0*

## **ARTICLE 3: ALLOCATION OF FUNDS FROM FISCAL 2018 FREE CASH**

To see if the Town will vote to transfer from free cash, in the amounts and for the purposes specified below, including all incidental and related costs:

<b><u>Transfer to:</u></b>	<b><u>Amount (not to exceed)</u></b>
A. Town / School Special Education Reserve Fund	\$117,983
B. Town Wide – Snow and Ice	\$100,000
C. DEP Water Line Extension due to North Carver Landfill	\$300,000
D. Permitting/GIS/Tracking Software, purchase and install	\$40,000
E. Fire Squad Truck, supplement appropriation under Article 7, ATM 2015	\$30,000
F. Summer recreation programs	\$20,000
G. <u>North Carver Water District for well and infrastructure debt FY19</u>	<u>\$250,000</u>
<b>TOTAL</b>	<b>\$857,983</b>

And further, in connection with the transfer in Part C above, to authorize the Board of Selectmen to acquire by purchase, gift, eminent domain or otherwise, on such terms and conditions as the Board of Selectmen shall deem in the best interests of the Town, permanent and/or temporary easements, for waterline and utility purposes, including but not limited to, to construction, alteration, maintenance, improvement, repair and/or replacement of water mains, hydrants, curb stops, and individual water lines and utilities, and for slope, grading, drainage

and landscaping purposes, said easements to be located on the parcels of land shown on the plans as may be amended, said plans on file with the Town Clerk;

and, to authorize the Town Administrator, in consultation with the Capital Outlay Committee Chair, to expend the funds transferred hereunder in the most fiscally responsible manner and to manage all approved projects, from planning and design to procurement, including negotiation of contracts and change orders, and to authorize the Town Administrator to take such additional action as may be necessary to carry-out the votes taken hereunder.

#### BOARD OF SELECTMEN

*INFORMATIONAL SUMMARY: Per the Town's Financial Policies, fund balances are only to be used for one-time expenditures as they are not reoccurring expenses. This article includes the following that are consistent with the Carver Town Meeting's Financial Policies:*

- A. The School Special Education Reserve is to protect mid-year anomalies that may occur out of the reasonable control of the School District. For example, a student who moves into Carver that has special needs and that could not be accommodated within the district would need to be transported to and from an out of district special tuition based school designed to meet that students specialized needs that could result in a cost to the district of potentially \$100,000 per student. Without this specialized fund, the school would be forced to potentially lay off a teacher midyear for each new student as the school is required to provide these specialized services for these students. This fund would only pay for those costs on a one-time basis as they will be incorporated into the next year's annual budget.*
- B. Town-wide \$100,000 for the Snow & Ice deficit*
- C. Water Main Extension--- The extension of the Plymouth St. water main is required to provide a municipal water supply to homes that may be potentially affected by the chemical 1,4 dioxane that are below DEP limits. The extension is to begin at 169 Plymouth St. (old church/new condo project) to Pine City Rd. which is approximately 1600 ft. and will provide "tie in" services to up to 16 homes. The construction of the water main will consist of the installation of a 4" water main, hydrants, curb stops, and individual water lines to the affected homes. This appropriation will be for costs related to the project, including but not limited to design, engineering, permitting and construction costs, as well as for obtaining any easements needed to conduct work on private property.*
- D. The Department of Planning, Environment and Permitting is focused on undertaking initiatives that will improve the customer's experience and streamline administrative controls in order to operate more efficiently. The Department is leading the Town's effort to procure an online electronic permitting software that will allow customers to submit applications and pay fees online. This software will reduce the amount of paper submitted and stored in the Planning Offices, and minimize the time required for staff to print, copy and assemble content contained in meeting packets for Planning Board members. The online accounting system will further decrease the amount of time Department staff commits to balancing the cash register at the close of each business day. To compliment the progress that will be made with improving our processes, the Department intends to purchase hardware components, such as tablets or computer notebooks for Planning Board members and Building Inspectors. The members and inspectors will be able to receive information in real-time, including inspection appointments and meeting packets. This*



*equipment will use the proposed GIS and E-Permitting software to provide the Town with the data and information needed to quickly and safely make a decision.*

- E. At the Annual Town Meeting in April 2015, the Town authorized a borrowing of \$1.8 million to purchase, outfit and equip three new fire engines and to rehabilitate engine number 4. The Fire Department also received a donation from Southern Sky Renewable Energy in the amount of \$30,000 to off-set this purchase. The donation, however, was inadvertently rolled into Free Cash at the end of the last Fiscal Year and the Fire Department Operating Account was used for the off-set. This transfer is intended to replenish the Fire Department Operating Account.*
- F. The Recreation Committee has implemented consistent programs to the community and the rollout of a website by paying a stipend for someone to seek out, plan and offer a variety of activities for all ages, while working in tandem with the Recreation Committee. The stipend will be paid again this year to ensure the interest is consistent and the need for a part-time Recreation employee exists.*
- G. An amount of \$250,000 for the NCWD Enterprise Fund is intended to close an anticipated FY2019 revenue deficit to cover capital debt costs that is an obligation of the Town. The NCWD continues to explore options to increase revenue in an effort to reduce the Town subsidy.*

*In article 6 an amount of \$831,736 is also being requested out of Free Cash to be used toward the Middle High School Track and Field project.*

**PROPOSED MOTION:** I move that the Town approve Article 3 as set forth in the Warrant.

**(2/3s Vote Required)**

*Recommendation: Bd. of Selectmen 5-0, Finance Committee 7-1*

**ARTICLE 4: FISCAL YEAR 2019 OPERATING BUDGETS FOR TOWN AND ENTERPRISE FUNDS; FUNDING FOR OPEB TRUST, AND STABILIZATION FUNDS; ESTABLISHMENT OF REVOLVING FUND SPENDING LIMITS.**

To see if the Town will vote to raise and appropriate or transfer from available funds or otherwise provide the following sums to fix the salaries and compensation of Elected Officers, for the payment of Personnel Services, Expenses, Capital Outlays, Debt Service, OPEB Trust Fund, Capital Stabilization, Stabilization Fund, and otherwise, of Town Departments, Water Enterprise Funds, Water Betterment Debt Stabilization Fund, and to modify the FY19 Wage and Salary Pay Scale, Wage & Salary Classification Plan for Elected and Non-union Employees, and Organizational Chart for all positions, and appropriate the difference between the levy net and the levy limit to the General Stabilization Fund, and to establish spending limits for the Town's revolving funds, all as specified below:

**PART A**

Approve FY19 Town-Wide Organizational Chart, Wage & Salary Pay Scale and Wage & Salary Classification Plan for Elected & Non-union Employees (See Appendix A, B & C)

**PART B**

**Operating Budget** (Funded from Taxation and Transfers from Available Funds), see budget detail in Appendix D and E for Informational Purposes

<b><u>Category</u></b>	<b><u>Amount (not to exceed)</u></b>
<b>Town-Wide Shared Budget</b>	
Shared Budget (Snow & Ice, Old Colony Vo-Tech, excluded debt, transfer etc.)	\$5,922,044
<b>General Government Budget</b>	
General Government Budget (salaries & expenditures)	\$2,546,572
Public Safety (salaries & expenditures)	\$2,833,770
Public Works and Facilities (salaries & expenditures)	\$1,120,702
Human Services (salaries & expenditures)	\$380,924
Culture and Recreation (salaries & expenditures)	\$427,119
Benefits and other town shared cost	\$2,517,586
<b>TOTAL:</b>	<b>\$9,826,673</b>

**General Government Budget paid directly by fees**

General Government Budget (salaries & expenditures funded by EMS/EMA/Indirect cost) \$860,303

**School Budget**

School General Budget (salaries & expenditures) \$23,259,768

**PART C**

**Enterprise Funds** (*funded from receipts*)

North Carver Water District FY 18 (salary, expenses, capital, debt, etc.) \$274,906  
Cranberry Village FY 18 (salary, expenses, capital, debt, etc.) \$35,099

**PART D**

To see if the Town will vote, pursuant to the provisions of Massachusetts General Laws, Chapter 44, Section 53E½ as most recently amended, to establish the annual spending limits set forth below for the revolving funds listed in the Town Bylaw entitled, “Revolving Funds”, approved under Article 9 of the April 11, 2017 Annual Town Meeting, which funds may be expended without further appropriation for the purposes defined therein, with such expenditure limits to be applicable for each fiscal year until such time as Town Meeting votes, prior to July 1 for the ensuing fiscal year, to increase the same; provided, however, that in accordance with state law, the Board of Selectmen, with the approval of the Finance Committee, increase the limit for that fiscal year only

Revolving Fund	Spending Limit
Library Fines and Passports	\$15,000
Council on Aging Nutrition	\$30,000
Earth Removal Fees	\$215,000
Fire Dept. Revolving Acct for Fire Prevention/Code Enforcement	\$40,000
Recreation Committee	\$20,000
Solar Net Metering Credits	\$360,000

BOARD OF SELECTMEN

**INFORMATIONAL SUMMARY:**

*Article 4 is divided into four parts.*

- *Part A is a non-monetary portion of the article establishing the salaries and compensation of elected and appointed Town officials and employees and for Town Meeting to approve the employee organizational chart;*
- *Part B presents the Town-wide shared cost, the Town's operating budget broken into four categories, Town's operating paid by fee for service, and the School's operating budget. The 10-year pro-forma in appendix D includes \$7,278,679 for expenditures of which \$1,331,636 are direct assessments from the state or overlay account that the Town never receives. These assessment amounts are removed from Carver's "Cherry Sheet", the listing of amounts the Town receives as state aid, prior to the Town receiving these funds and therefore are not part of the budget approval.*
- *Part C are the annual budgets for the North Carver Water District and Cranberry Village Enterprise Funds.*
- *Part D establishes annual spending limits for the Town's revolving funds as set forth in the General Bylaw provision adopted at the April 11, 2017 Annual Town Meeting.*

*The 2014 Annual Town Meeting approved a modified "bottom-line budget", with a line-by-line breakdown by department provided in Appendix E for informational purposes. We have again set forth in Appendix E, a summary of the detailed line-item budget approved by the Board of Selectmen and Finance Committee that must be followed by all departments. Once Town Meeting establishes the budget for each identified category, the Town Administrator and Finance Director, with the approval of the Board of Selectmen, will be able to allocate the funding amongst the various line items in each such category as needed during the course of the fiscal year to most efficiently manage operational requirements. The School Committee as detailed in the Town Audit is also required to vote on budget transfers within its School General Budget as approved by the School Committee.*

**PROPOSED MOTION:** I move that the Town approve amendments to the Town-Wide Organizational Chart for FY19, as set forth in Appendix A, the Town-Wide FY19 Wage and Salary Pay Scale, as set forth in Appendix B and the Town-Wide Wage and Salary Classification Plan for Elected and Non-Union Employees for FY19, as set forth in Appendix C;

and, that the Town raise and appropriate the sum of \$39,008,484, transfer from Ambulance Receipts Reserved for Appropriation the sum of \$770,800, transfer from Entergy Grant the sum of \$10,000, transfer from the North Carver Water District receipts the sum of \$51,603, transfer from Cranberry Village receipts the sum of \$12,900 and transfer from Cemetery Receipts Reserved for Appropriation the sum of \$15,000, all to be allocated for the Town's Operating budget as set forth in Article 4, Part B of the Warrant;

and, that the Town appropriate the sum of \$274,906 from Estimated Water Receipts – North Carver Water to pay the salaries, expenses, capital, debt and other expenditures for the North Carver Water District Enterprise fund for FY19; to transfer from North Carver Water District Retained Earnings the sum of \$35,099 from Estimated Water Receipts – Cranberry Village to pay the salaries, expenses, capital, debt and other expenditures of the Cranberry Village Enterprise Fund for FY19, and to authorize the Board of Selectmen, upon recommendation of the Town's financial staff, to

allocate amounts within each such enterprise fund, respectively, to maximize fiscal efficiency and operations;

and further, to transfer the difference between the net levy and levy limit to the general stabilization fund and to authorize the Board of Selectmen, upon recommendation of the Town's financial staff, to allocate amounts within each such category to maximize fiscal efficiency and operations, provided, however, that any transfer between categories, other than as may be allowed under G.L. c.44, §33B(b) during the last two months of the fiscal year, shall require approval by Town Meeting;

and that the Town vote to establish annual spending limits for the Town's revolving funds as set forth in Part D of Article 4 of the Warrant.

**(Majority Vote Required)**

*Recommendation: Part A: Bd. of Selectmen 4-0-1. (Hewins does not agree with Part A)  
Planning Board 5-0  
Parts B-D: Bd. of Selectmen 5-0, Planning Board 6-0,  
School Committee: 5-0 for School Budget*

**ARTICLE 5: CAPITAL IMPROVEMENTS BUDGET**

**Part A: Debt Retirement**

To see if the Town will vote to rescind the following amounts that have been authorized to be borrowed, but no longer needed for the purpose for which they were initially approved: \$655,000 from Article 1 from Special Town Meeting held on 12/11/06 for Land Acquisition, and \$30,000 from Article 7B from Annual Town Meeting held on April 13, 2015, for Fire Engine Repair and;

**Part B: Capital Improvement Projects**

To see if the Town will vote to transfer from the FY18 ambulance fund the sum of \$25,000 to reimburse the Capital Reserve Account and to close out the following capital projects and transfer the following: \$4,062.62 from Article 1 from STM 9/30/96 Town Hall Addition, the sums of \$31,930 septic system, \$4,000.05 John Deer Tractor, \$777.50 (2) 77 passenger buses, \$8,702 (2) mini vans, and \$5,012 (2) double deck convection ovens from Article 8 from ATM 6/14/10 to be applied to Part M below, and to transfer from the Capital and Debt Stabilization Fund the sum of \$3,336,911.33 for the following purposes and for all costs incidental and related thereto as specified below:

<b><u>Purpose</u></b>	<b><u>Amount (not to exceed)</u></b>
a. Maintenance Front End Loader - replace 554, purchase and equip	\$175,000
b. Ceiling Tiles in Corridors and Lobby MHS, purchase and install	\$75,000
c. Replace Exterior Siding Town Hall, purchase and install	\$40,000
d. Utility Vehicle Middle High School, purchase and equip	\$35,000
e. FY18 -Fire/Police Equipment	\$40,000
f. Police Portable speed signs, LIDAR, used motorcycle purchase and equip	\$12,500
g. Police Cruiser Replacement, purchase and equip	\$44,500
h. Town-wide Technology Upgrades	\$199,000
i. Capital Reserve Account (ATM 2014, Art 15)	\$500,000
j. Replace School 71 Passenger bus, purchase and equip	\$75,000
k. School cafeteria equipment	\$15,000

l. Annual reduction in debt exclusion for new elementary school (solar)	\$100,000
m. Debt Service, Lease Payments, Interest, Project Mgt, Disclosure Statement, <u>TW Capital Network Implementation and Oversight, Town-Wide Maintenance Contract</u>	<u>\$2,080,395</u>
TOTAL	\$3,391,395

Part : C Borrowing Authorization - Library:

To see if the Town will vote to appropriate the sum set forth below for the purposes indicated, including all incidental and related costs and cost over-run contingency:

- Replacement of the Library HVAC system, and upgrade and associated repairs to the building: \$1,100,000;

Part D: Borrowing Authorization – Police Station:

To see if the Town will vote to appropriate the sum set forth below for the purposes indicated, including all incidental and related costs:

- Police Station building, design, construct, furnish, equip: \$4,900,000.

And to meet the appropriations described in Part C & D above, the Treasurer, with the approval of the Board of Selectmen, be authorized to borrow said total amount under and pursuant to M.G.L. c. 44, §§7 or 8, or any other enabling authority, and to issue bonds and notes therefor; provided that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with M.G.L. c. 44, §20 thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

and, to authorize the Town Administrator, in consultation with the Capital Outlay Committee Chair, to expend the funds appropriated hereunder for capital improvements, capital projects and/or purchase of capital equipment in the most fiscally responsible manner and to manage all approved projects, from planning and design to procurement, including negotiation of contracts and change orders, and to authorize the Town Administrator to take such additional action as may be necessary to carry-out the votes taken hereunder.

## CAPITAL OUTLAY COMMITTEE AND BOARD OF SELECTMEN

### INFORMATIONAL SUMMARY:

*Part A: In 2006, the Town authorized a borrowing in the amount of \$7,000,000 to acquire land for North Carver Water District and Cole Property, and in 2015, the Town authorized a borrowing in the amount of \$1,800,000 to purchase equipment for the Fire Department. Because the projects came in under budget, the entire amount of the authorized borrowing was not needed. Rescinding this unused borrowing authority will improve the Town's bond rating and will improve the Town's overall financial position.*

*Part B: The Capital Outlay Committee works within a Capital Improvement Plan, a 10-year fiscal planning process that identifies long-term improvements to the Town's infrastructure and facilities*

*as presented in Appendix F. This article would provide for the funding for various capital projects and equipment for Town departments to be funded from amounts previously set aside in the Capital and Debt Stabilization Fund for such purposes.*

*Part C: Seeks authorization to borrow \$1,100,000 to design and construct upgrades for the HVAC system for the entire Library building that is at the end of its' design life.*

*Part D. Seeks authorization to borrow \$4,900,000 to design and build a new police station building. Since 2005 the Town of Carver has commissioned three separate studies of the current Police facility. The results of those studies have consistently indicated that the building is outdated, undersized, "fortress-like", inadequate and in need of being replaced. The lobby is small, uninviting and provides little privacy for citizens to speak with officers out of view of others in the lobby. Storage space is at a premium with items stored in hallways and in the breakroom. The holding cells are outdated and during the annual state inspection issues regarding their use are raised in the official report. The booking room, used to process arrestees does provide for safe interaction between officers and those being processed.*

*Just last month, a study done by the MRI Group, reaffirmed the deficiencies within the current building and the necessity to build a new Police Station.*

*A Capital Building Stabilization program has been established to fund the new Police Facility, without increasing local taxes.*

*The Police Station Advisory Building Committee has been formed and has put forward a request for proposal to hire an Owner's Project Manager and soon after an Architectural Designer. Once hired, this committee will begin to tour other police facilities and work with the OPM, Designer, and your Officers to design a station appropriate to the needs of the department and community, now and into the future.*

*The appropriated monies, will be used to facilitate the design, construction, closeout and other necessary items for the complete construction of a new Police Facility.*

### **PROPOSED MOTIONS:**

Part A: I move that the Town rescind the amounts as set forth in Part A of Article 5 in the Warrant.

Part B: I move that the approve Part B of Article 5 as set forth in the Warrant; and to authorize the Town Administrator, in consultation with the Capital Outlay Committee Chair, to expend the funds appropriated hereunder for capital improvements, capital projects and/or purchase of capital equipment in the most fiscally responsible manner and to manage all approved projects, from planning and design to procurement, including negotiation of contracts and change orders, and to authorize the Town Administrator to take such additional action as may be necessary to carry-out the votes taken hereunder

Part C: I move that the Town appropriate the sum of \$1,100,000 to design, construct and upgrades to the Library HVAC system, and associated repairs to the building, and to meet the appropriation the Treasurer, with the approval of the Board of Selectmen, be authorized to borrow said amount

under and pursuant to M.G.L. c. 44, §§7 or 8, or any other enabling authority, and to issue bonds and notes therefor; provided that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with M.G.L. c. 44, §20 thereby reducing the amount authorized to be borrowed to pay such costs by a like amount; and, to authorize the Town Administrator, in consultation with the Capital Outlay Committee Chair, to expend the funds appropriated hereunder in the most fiscally responsible manner and to manage the approved project, from planning and design to procurement, including negotiation of contracts and change orders, and to authorize the Town Administrator to take such additional action as may be necessary to carry-out the votes taken hereunder,

Part D: I move that the Town appropriate the sum of \$4,900,000 to design, construct, furnish and equip a new police station, and to meet the appropriation the Treasurer, with the approval of the Board of Selectmen, be authorized to borrow said amount under and pursuant to M.G.L. c. 44, §§7 or 8, or any other enabling authority, and to issue bonds and notes therefor; provided that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with M.G.L. c. 44, §20 thereby reducing the amount authorized to be borrowed to pay such costs by a like amount; and, to authorize the Town Administrator, in consultation with the Capital Outlay Committee Chair, to expend the funds appropriated hereunder in the most fiscally responsible manner and to manage the approved project, from planning and design to procurement, including negotiation of contracts and change orders, and to authorize the Town Administrator to take such additional action as may be necessary to carry-out the votes taken hereunder,

**(2/3s Vote Required)**

*Recommendation: Bd. of Selectmen 5-0, Finance Committee Part A & B 8-0; Part C 6-2; Part D 7-1, Capital Outlay Committee 4-0*

## **ARTICLE 6: COMMUNITY PRESERVATION COMMITTEE REPORT & RECOMMENDATIONS**

Part A:

To see if the Town will vote to hear and act on recommendations by the Community Preservation Committee for Fiscal Year 2019 and, appropriate and/or reserve a sum or sums of money from the Community Preservation Fund Fiscal Year 2019 estimated annual revenues for the administrative expenses and all other necessary and proper expenses of the Community Preservation Committee and in accordance with the provisions of G.L. c.44B, §6, for open space, land for recreational use, historic resources and community housing, and debt service on prior approved projects, and further, to transfer from the Community Preservation Fund for proposed projects recommended by the Community Preservation Committee, and for all incidental and related expenses, as follows:

### **Appropriations:**

a) From FY19 estimated revenues for Committee Administrative Expenses \$29,126

### **Reserves**

b) From FY19 estimated revenues for the Track & Football Field Debt Service (open space) \$350,000

c) From FY19 estimated revenues for Community Housing Reserve \$58,252

d) From FY19 estimated revenues for Historic Reserve \$58,252

**TOTAL** **\$466,504**

Part B: to amend the vote taken under Article #1 of the December 1, 2015 Special Town Meeting , for the Elementary School by rescinding the borrowing authorization thereunder in the amount of \$1,000,000 and transferring the sum of \$791,078 from Community Preservation Undesignated Funds for such purposes and,

Part C: to replace the existing Middle High School Track and Football Field at 60 South Meadow Road, Carver, Massachusetts, including but not limited to site work, drainage, irrigation, and all incidental and related costs, and to appropriate from the Community Preservation Fund the sum of \$3,225,000 for such purposes, and as funding therefor, transfer the sum of \$300,000 from Community Preservation Undesignated Funds, and to authorize the Treasurer, with the approval of the Board of Selectmen to borrow \$2,925,000 pursuant to G.L. c. 44B, §11, G. L. c.44 §§7 or 8, or any other enabling authority, and to issue bonds and notes therefor; while such bonds or notes will be general obligation bonds of the Town, it is anticipated that the amounts required to repay the principal and interest thereon will be from the Community Preservation Fund; and further that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with M.G.L. c. 44, §20 thereby reducing the amount authorized to be borrowed to pay such costs by a like amount

Part D: and to transfer from Free Cash the amount of \$831,736 for the field replacement project authorized under Part C above, as well as any non-CPA eligible elements thereof.

and further, to authorize the Town Administrator, in consultation with the Community Preservation Committee Chairperson, to expend such funds in the most fiscally responsible manner and to manage the approved project, from planning and design to procurement, including negotiation of contracts and change orders, with regular updates to the Board of Selectmen, and to authorize the Town Administrator to take such additional action as may be necessary to carry out the vote to be taken hereunder.

#### COMMUNITY PRESERVATION COMMITTEE

*INFORMATIONAL SUMMARY: Under the Community Preservation Act, the Community Preservation Committee is required to make these recommendations to Annual Town Meeting as to how the Community Preservation funds raised through local taxation and state matching funds are to be spent.*

*The current track and field at the Middle High School is in need of significant repairs. The track is significantly deteriorated and unsafe. At this time the school is not hosting any track meets based upon the condition of the track. The press box is also in a state of disrepair and unsafe. Reconstruction of the track and press box has been on the Capital Outlay plan for several years. The football field has significant drainage issues. Town Meeting allocated \$283,499 through the Community Preservation Committee to complete a feasibility study for replacing the track and field in 2017. The Town also created a Field Study Committee made up of representatives from the town, school and community to review the feasibility study and make a proposal to the Community Preservation Committee and town to fund the project.*

*The Field Study Committee began meeting in September of 2017 and met on a regular basis through January of 2018 culminating with a joint meeting of the Field Study Committee and*



*Community Preservation Committee for a public hearing on the proposed project. The Field Study Committee started by selecting Activitas as the designer for the project through a public bidding process. The Field Study Committee then began to meet regularly with Activitas to develop plans and proposals for the project. The Field Study Committee determined that the number of proposed usages of the field by the school as well as the community would support a turf field. The original cost estimates on the project came in at \$5.4 million. Over several months, the committee worked with the designer to reduce costs and develop a proposal that would meet the needs of the community and be cost effective. The current proposal of \$4,056,736 would fund mobilization and site work, a new track, a turf field, lighting, bleachers, and landscaping improvements. Add alternates include a press-box and a foundation for a support building if the project comes in under budget. The bids were received and they are within the allotted amount.*

*With regard to the borrowing the CPC committee agreed to a 10 year borrowing authorization that would be their primary project for the community over this timeframe but they would still have other funds available to do other projects. The monies appropriated under Part D are for field project costs not eligible for funder under the CPA.*

**PROPOSED MOTION:** I move that the Town approve Article 6 as set forth in the Warrant.  
(2/3s Vote Required)

*Recommendation: Bd. of Selectmen 5-0, Finance Committee 8-0,  
Community Preservation Committee 7-1*

#### **ARTICLE 7: MGL Acceptance**

Part A:

To see if the Town will vote to adopt the provisions of Massachusetts General Law, Chapter 40, Section 22F, to authorize municipal boards and officers to fix reasonable fees for issuance of licenses, permits and certificates and for services rendered.

Part B:

To see if the Town will vote to accept the provisions of Massachusetts General Laws, Chapter 39, Section 23D, in its present form and as subsequently amended, for boards, committees, or commissions holding adjudicatory hearings in the Town, which statute provides that when a public body holds an adjudicatory hearing any member thereof shall not be disqualified from voting in the matter solely due to that member's absence from no more than a single session of the hearing at which testimony or other evidence is received, provided that before any such vote, the member shall certify in writing that the member has examined all evidence received at the missed session, which evidence shall include an audio or video recording of the missed session or a transcript thereof.

#### **BOARD OF SELECTMEN**

##### ***INFORMATIONAL SUMMARY:***

*Part A: The adoption of M.G.L. Chapter 40, Section 22F by Town Meeting would authorize Town boards and officers to establish reasonable fees for issuance of licenses, permits and certificates and for services rendered within their respective jurisdictions, with the proceeds remaining with the Town.*

*Part B: Under a provision of Massachusetts law known as the Mullin Rule, all members of town boards, committees or commissions must have attended all hearing sessions to be eligible to vote on a final ruling on an adjudicatory hearing. Since, on occasion, several hearings on separate dates may precede a final vote, travel or other obligations of volunteer members may prevent all members from being available to attend all hearings on a particular matter. In these circumstances, the board, committee, or commission may be precluded from issuing a final ruling if a quorum of eligible voting members cannot be assembled. While this is not a regular occurrence, we have been faced with this issue in the past, especially in cases of long and legally complex matters. Currently, we are required to repeat the process in order to attain the proper voting quorum, to the great waste of time and effort by members, town officials, and parties to the matter. The local acceptance provision of Massachusetts law referred to in this article permits a member who has had to miss one hearing to nonetheless vote on the final decision provided that the missing evidence has been reviewed so that all voting members have the same basis for its ruling.*

*Massachusetts General Laws, Chapter 39, Section 23D, states:*

*(a) Notwithstanding any general or special law to the contrary, upon municipal acceptance of this section for 1 or more types of adjudicatory hearings, a member of any municipal board, committee or commission when holding an adjudicatory hearing shall not be disqualified from voting in the matter solely due to that member's absence from no more than a single session of the hearing at which testimony or other evidence is received. Before any such vote, the member shall certify in writing that he has examined all evidence received at the missed session, which evidence shall include an audio or video recording of the missed session or a transcript thereof. The written certification shall be part of the record of the hearing. Nothing in this section shall change, replace, negate or otherwise supersede applicable quorum requirements.*

*(b) By ordinance or by-law, a city or town may adopt minimum additional requirements for attendance at scheduled board, committee, and commission hearings under this section.*

## **PROPOSED MOTIONS:**

### **PART A:**

I move that the Town vote to adopt the provisions of Massachusetts General Law, Chapter 40, Section 22F, to authorize municipal boards and officers to fix reasonable fees for issuance of licenses, permits and certificates and for services rendered.

### **PART B:**

Move that the Town vote to accept the provisions of Massachusetts General Laws, Chapter 39, Section 23D, in its present form and as subsequently amended, for boards, committees, or commissions holding adjudicatory hearings, which statute provides that when a public body holds an adjudicatory hearing any member thereof shall not be disqualified from voting in the matter solely due to that member's absence from no more than a single session of the hearing at which testimony or other evidence is received, provided that before any such vote, the member shall certify in writing that the member has examined all evidence received at the missed session, which evidence shall include an audio or video recording of the missed session or a transcript thereof

**(Majority Vote Required)**

*Recommendation: Board of Selectmen 5-0, Finance Committee 8-0*

## **ZONING ARTICLES SPONSORED BY PLANNING BOARD**

### **ARTICLE 8: ARTIFICIAL LIGHTING**

To amend Section 3347 of the Town of Carver Zoning Bylaw to allow artificial lighting up to 20 feet in height.

Section 3347 shall read (strikethrough text to be deleted bold text to be inserted):

3347. All artificial lighting shall be not more than ~~eleven (11)~~ **twenty (20)** feet in height in pedestrian areas, and ~~fifteen (15)~~ **twenty (20)** feet in parking lots, and shall be arranged and shielded so as to prevent direct glare from the light source onto any public way or any other property. The Planning Board shall require the applicant to provide a photometric lighting plan for all parking facilities which are used at night shall to determine if the parking facility will be lighted as evenly and fully as possible. The Planning Board shall require the applicant to provide the type and wattage of all proposed lighting for the parking areas.

#### **INFORMATIONAL SUMMARY:**

- Section 3347 – Parking Lot Lights. This proposal will allow the height of parking lot lights to be increased from 15’ to 20’

**PROPOSED MOTION:** I move that the Town vote to approve Article #8 as written.

*Recommendation: Bd. of Selectmen 5-0, Planning Board 4-0*

### **ARTICLE 9: BATTERY STORAGE**

To amend Section 2230, Use Regulation Schedule to include “battery storage” by special permit issued by the Planning Board in the RA, HC, GB, VB, V, GBP, IA, IB, IC, AP, SSID zoning districts:

The following shall be added to Section 2230:

Principal Use	USE REGULATION SCHEDULE										
C. INDUSTRIAL	RA	HC	GB	VB	V	GBP	IA	IB	IC	AP	SSID
Battery Storage	SP*Y	SP*Y	SP*Y	SP*Y	SP*Y	SP*Y	SP*Y	SP*Y	SP*Y	SP*Y	SP*Y

#### **INFORMATIONAL SUMMARY:**

- Section 2230 – Use Regulation Schedule. This proposal inserts Battery Storage into the allowable uses.

**PROPOSED MOTION:** I move that the Town vote to approve Article #9 as written.

*Recommendation: Bd. of Selectmen 5-0, Planning Board 4-0*

### **ARTICLE 10: GROUND MOUNTED SOLAR SETBACK**

To amend Section 3580 of the Town of Carver Zoning Bylaw, Large-Scale Ground Mounted Solar Photovoltaic Installations, by adjusting setback distances in Section 3580.25.1 and adding a sub-section “Nuisance” to Section 3580.50, Abandonment or Decommissioning”.

Section 3580.25.1 shall read (bold text to be inserted):

3580.25.1. Setbacks. For LSGMSPI, front, side, and rear setbacks shall be at least 50 feet on the applicant's property; provided, however, that where the lot is located in a Residential-Agricultural district, the setbacks shall not be less than 200 feet on the applicant's property. LSGMSPI shall be provided with 200 foot setbacks on all lot lines abutting the Residential-Agricultural district, regardless of the zoning designated for the proposed site. Vegetated screening shall be provided for a minimum of 50% of the specified setback. **The Planning Board may reduce the required screening and may reduce the required setbacks to a distance not less than 50 feet provided the LSGMSPI can achieve adequate screening to abutting and adjacent properties. The Planning Board shall not reduce any required screening or required setbacks without taking into consideration abutting uses, topography and impact to the neighborhood.**

Every abutting property shall be visually and acoustically screened from the installation through either existing vegetation or new plantings of not less than 8 feet in height at the time of planting staggered at a spacing of no more than 8 feet apart throughout the required setback dimensions. All required plantings shall be maintained throughout the project's life, and replaced as necessary. As an alternate to providing the required screening through vegetation, it is acceptable to increase the setback to 600 feet on the applicant's property while providing an acceptable alternate screening such as a stockade fence and single row of vegetation in close proximity to the project.

The provided screening shall obscure from view on all sides at least 50% or 100% if the project is located in the Residential-Agricultural zoning district, of the project from adjacent properties, including upper levels of existing structures at the time of construction, within three years of the start of construction or earthwork activities. Security fences, roadways, and equipment shall not be placed within the required setback, except for that which is required to access the site from an adjacent roadway, or to transmit the generated power to the grid. Access roads and transmission lines shall be placed in such a manner as to not create an unobstructed view of the project from adjacent property lines.

Section 3580.50. shall be inserted as follows:

Any LSGMSPI which has been abandoned consistent with Section 3580.52 of this bylaw and not removed within 120 days after the date of discontinued operations and/or is not maintaining required screening pursuant to the Bylaw shall be considered a nuisance and detrimental to the neighborhood. The Town may enter the property and physically remove the installation. The costs for the removal may be charged to the property owner and/or owner of the LSGMSPI. In addition to the foregoing remedy, whoever fails to remove an abandoned LSGMSPI shall be liable to a fine of not more than one hundred dollars (\$100.00) for each violation. As an alternative, the enforcing authority may utilize the non-criminal disposition procedure under Article XX of these bylaws. The penalty under the non-criminal disposition procedure for each violation shall be one hundred dollars (\$100.00). Each violation shall constitute a separate offense. Each day that any such violation continues shall constitute a separate offense.

***INFORMATIONAL SUMMARY:***

- Section 3580 – Large Scale Ground Mounted Solar Photovoltaic Installations. This proposal changes the setback requirement from 200' within applicant's property line to minimum 300' from nearest residential structure. Section 3580.50.1 – Nuisance. This proposal will

allow the Town to assess fines for Solar Installations that are not compliant with maintaining special permit conditions, including landscaping.

**PROPOSED MOTION:** I move that the Town vote to approve Article #10 as written.

*Recommendation: Bd. of Selectmen 5-0, Planning Board 3-0*

**ARTICLE 11: RECREATIONAL –USE MARIJUANA ESTABLISHMENTS**

To amend the Town of Carver Zoning Bylaw for purposes of regulating recreational-use marijuana establishments within the Town, including establishments for the cultivation, processing, testing, product manufacturing and retail sale of recreational-use marijuana establishments, which uses shall be allowed pursuant to the issuance of a special permit and site plan approval within a designated marijuana overlay district. And to further amend the Town of Carver Zoning Bylaw by adding a new Section – Medical Marijuana Cultivation/Processing Overlay District at the end of Section 4700, Adult Uses, a new subsection as follows, and further, to authorize the Town Clerk to make such revisions to the numbering and lettering of such subsection to ensure conformity with the Zoning By-law.

Section 5000 shall be inserted as follows:

Section 5000 – Marijuana Overlay District Bylaw

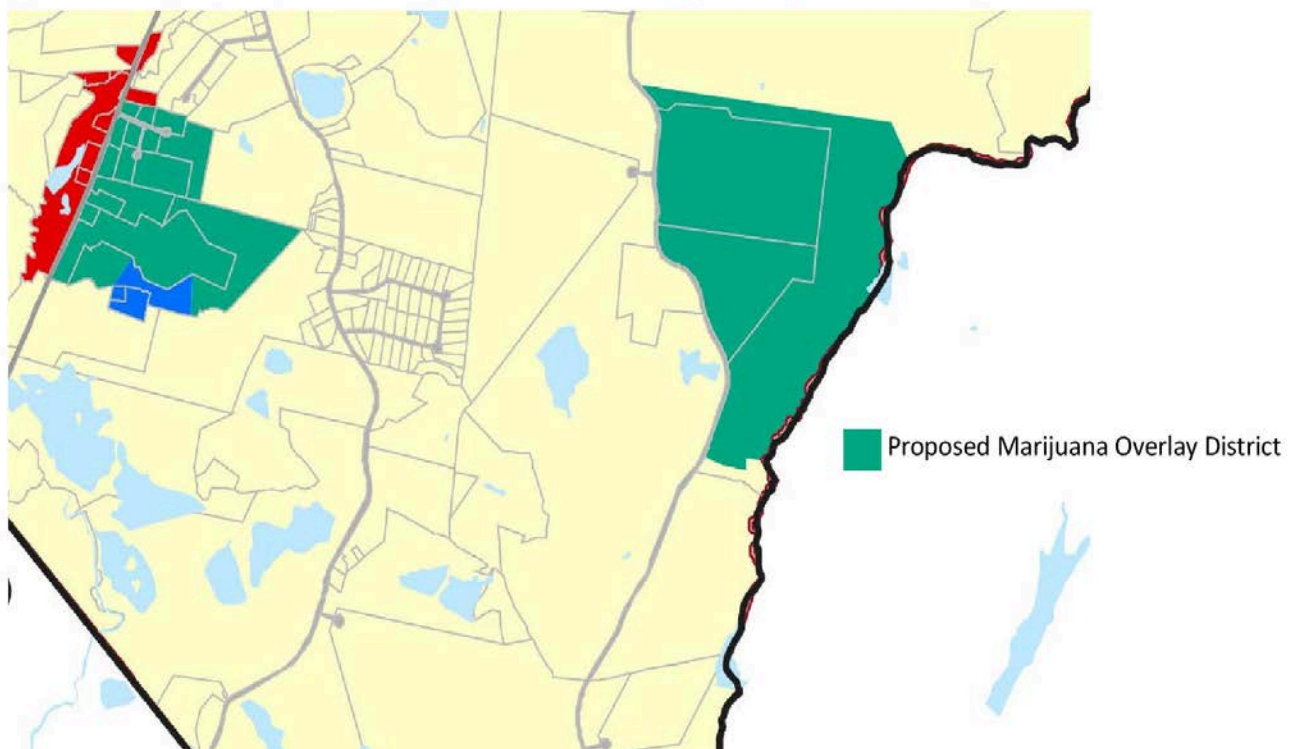
Section 5000.1- Purpose

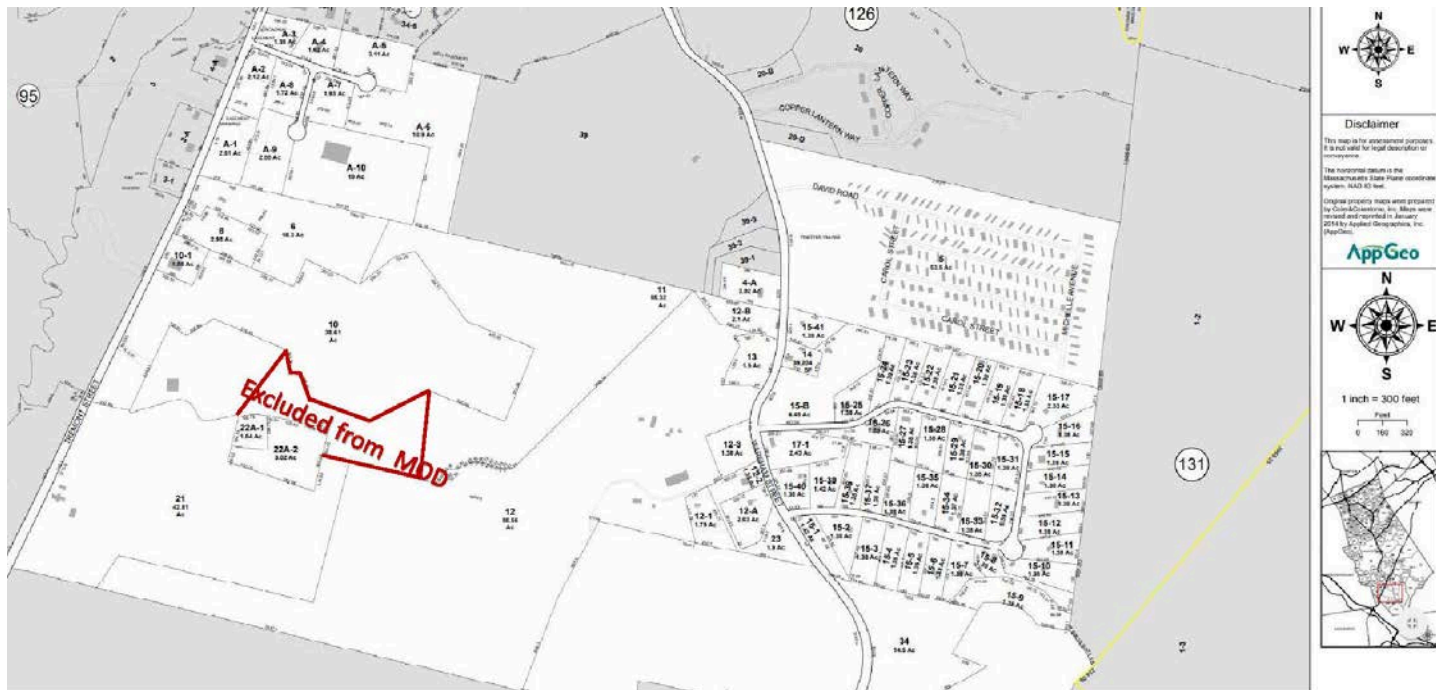
To provide for the placement of Non-Medical Marijuana Establishments, in accordance with An Act To Ensure Safe Access to Marijuana, c.55 of the Acts of 2017 and all regulations which have or may be issued by the Cannabis Control Commission, including, but not limited to 935 CMR 500.00 implementing this Act, in locations suitable for such uses, which will minimize adverse impacts of Non-Medical Marijuana Establishments on adjacent properties, residential neighborhoods, schools, playgrounds, public beaches and other locations where minors congregate by regulating the siting, design, placement, security, and removal of Non-Medical Marijuana Establishments.

Section 5000.2 – Establishment

The Marijuana Overlay District (“MOD”) is established as an overlay district. The boundaries of the MOD are shown on the Zoning Map on file with the Town Clerk and shall comprise the following parcels, as set forth on the maps of the Town Board of Assessors:

**Town of Carver, Massachusetts**  
**Office of Planning and Community Development**





### Marijuana Overlay District

Assessors Map 127

Lots A-1, A-2, A-3, A-4, A-5, A-6, A-7, A-8, A-9, A-10, 6, 8, 10, 10-1, 11 Partial

Within the MOD, all requirements of the underlying zoning district remain in effect, except where these regulations provide an alternative to such requirements. Land within the MOD may be used for (1) any state-licensed Non-Medical Adult Use Marijuana Establishment, including cultivation, processing, independent testing laboratory, product manufacturing, and retail sales, in which case the requirements set forth in this section shall apply; or (2) a use allowed in the underlying district, in which case the requirements of the underlying district shall apply. If the provisions of the MOD are silent on a zoning regulation, the requirements of the underlying district shall apply. If the provisions of the MOD conflict with the requirements of the underlying district, the requirements of the MOD shall control.

### Section 5000.3 - Definitions

Where not expressly defined in the Zoning Bylaws, terms used in the MOD Bylaw shall be interpreted as defined in G.L. c.94I and G.L. c.94G and any regulations issued by the Cannabis Control Commission implementing these laws, and otherwise by their plain language.

a. Independent Testing Laboratory means a laboratory that is licensed by the Cannabis Control Commission pursuant to 935 CMR 500.000 with respect to the regulation of the Adult Use of Marijuana that is: (i) accredited to the most current International Organization for Standardization 17025 by a third-party accrediting body that is a signatory to the International Laboratory Accreditation Accrediting Cooperation mutual recognition arrangement or that is otherwise approved by the commission; (ii) independent financially from any medical marijuana treatment center or any licensee or marijuana establishment for which it conducts a test; and (iii) qualified to test marijuana in compliance with 935 CMR 500.160 and M.G.L. c.94C, § 34.

b. Marijuana Cultivator means an entity licensed by the Cannabis Control Commission pursuant to 935 CMR 500.000 with respect to the regulation of the Adult Use of Marijuana to cultivate, process and

package marijuana, to deliver marijuana to Marijuana Establishments and to transfer marijuana to other Marijuana Establishments, but not to consumers.

c. Marijuana Delivery-Only Retailer means an entity licensed by the Cannabis Control Commission pursuant to 935 CMR 500.000 with respect to the regulation of the Adult Use of Marijuana that does not provide a retail location accessible to the public, but is authorized to deliver directly from a marijuana cultivator facility, craft marijuana cultivator cooperative facility, marijuana product manufacturer facility, or micro-business.

d. Marijuana Establishment means a marijuana cultivator, independent testing laboratory, marijuana product manufacturer, marijuana retailer or any other type of marijuana-related business licensed by the Cannabis Control Commission pursuant to 935 CMR 500.000 with respect to the regulation of the Adult Use of Marijuana.

e. Marijuana Product Manufacturer means an entity licensed by the Cannabis Control Commission pursuant to 935 CMR 500.000 with respect to the regulation of the Adult Use of Marijuana to obtain, manufacture, process and package marijuana and marijuana products, to deliver marijuana and marijuana products to Marijuana Establishments and to transfer marijuana and marijuana products to other Marijuana Establishments, but not to consumers.

f. Marijuana Retailer means an entity licensed by the Cannabis Control Commission pursuant to 935 CMR 500.000 with respect to the regulation of the Adult Use of Marijuana to purchase and deliver marijuana and marijuana products from Marijuana Establishments and to deliver, sell or otherwise transfer marijuana and marijuana products to Marijuana Establishments and to consumers.

g. Medical Marijuana Treatment Center means an entity licensed by the Department of Public Health or the Cannabis Control Commission under a medical use marijuana license that acquires, cultivates, possesses, processes, transfers, transports, sells, distributes, dispenses, or administers marijuana, products containing marijuana, related supplies, or educational materials for the benefit of registered qualifying patients or their personal caregivers in the treatment of debilitating medical conditions or the symptoms thereof.

#### Section 5000.4 - Number of Licenses

Only 2 (a number over 20% of the package store licenses in Town) Marijuana Retailers will be allowed to operate in the MOD at one time.

#### Section 5000.5 – Location and Dimensional Controls

1. Non-Medical Marijuana Establishments may be permitted in the MOD pursuant to a Special Permit and Site Plan Approval.

2. Non-Medical Marijuana Establishments may not be located within 500 feet of the following pre-existing uses:

- a. Public or private school providing education in kindergarten or grades 1 through 12;
- b. State-licensed Child Care Facility;



- c. Library, playground, public park, public beach, youth center; or similar facility in which minors commonly congregate.

The distance under this section shall be measured in a straight line from the nearest point of the property line of the protected uses identified above to the nearest point of the property line of the proposed Non-Medical Marijuana Establishment.

- 3. Cultivation and processing facilities located within the MOD shall be separated from adjacent uses by a 50-foot buffer strip, unless the applicant can demonstrate, and the Planning Board finds, that adequate buffering can be provided in a narrower buffer strip.
- 4. Non-Medical Marijuana Establishments shall be located only in a permanent building and not within any mobile facility. All sales shall be conducted either within the building or by home delivery pursuant to applicable state regulations.
- 5. Unless explicitly stated otherwise, Non-Medical Marijuana Establishments shall conform to the dimensional requirements applicable to non-residential uses within the underlying zoning district.
- 6. Non-Medical Marijuana Establishments shall conform to the signage requirements of Section 3500 of the Zoning Bylaw. The Planning Board may impose additional restrictions on signage, as appropriate, to mitigate any aesthetic impacts.

#### Section 5000.6 – Special Permit

- 1. Procedure: The Planning Board shall be the Special Permit Granting Authority (SPGA) and shall conduct Site Plan Review for an applicant for a Non-Medical Marijuana Establishment.
  - a. Application: In addition to the materials submission requirements of Section 3100 and Section 5300, the applicant shall also include:
    - i. A detailed floor plan of the premises of the proposed Non-Medical Marijuana Establishment that identifies the square footage available and describes the functional areas of the facility;
    - ii. detailed site plans that include the following information:
      - 1. Compliance with the requirements for parking and loading spaces, for lot size, frontage, yards and heights and coverage of buildings, signage and all other provisions of this Bylaw;
      - 2. Convenience and safety of vehicular and pedestrian movement on the site to provide secure and safe access and egress for clients and employees arriving to and from the site;
      - 3. Convenience and safety of vehicular and pedestrian movement off the site, if vehicular and pedestrian traffic off-site can reasonably be expected be substantially affected by on-site changes;

4. Adequacy as to the arrangement and the number of parking and loading spaces in relation to the proposed use of the premises, including designated parking for home delivery vehicle(s), as applicable;
  5. Site design such that it provides convenient, secure and safe access and egress for clients and employees arriving to and from the site.
  6. Design and appearance of proposed buildings, structures, freestanding signs, screening and landscaping; and
  7. Adequacy of water supply, surface and subsurface drainage and light.
- iii. a description of the security measures, including employee security policies;
  - iv. a copy of the emergency procedures;
  - v. a copy of proposed waste disposal procedures; and
  - vi. a copy of all licensing materials issued by the Cannabis Control Commission, and any materials submitted to these entities by the applicant for purposes of seeking licensing to confirm that all information provided to the Planning Board is consistent with information provided to the Cannabis Control Commission, as applicable.
  - vii. a notarized statement signed by the Non-Medical Marijuana Establishment organization's Chief Executive Officer disclosing all of its designated owners, including officers, directors, partners, managers, or other similarly situated individuals and entities and their addresses. If any of the above are entities rather than persons, the Applicant must disclose the identity of all such responsible individual persons.
- b. The SPGA shall refer copies of the application to all Town departments and boards/commissions, including but not limited to the Building Department, Fire Department, Police Department, Board of Health, and the Conservation Commission.
  - c. After notice and public hearing in accordance with Section 3100 and Section 5300 of the Bylaw and consideration of application materials, consultant reviews, public comments, and the recommendations of other town boards and departments, the SPGA may act upon such a permit and request for site plan approval.
2. Special Permit Conditions on Non-Medical Marijuana Establishments: The SPGA shall impose conditions reasonably appropriate to improve site design, traffic flow, public safety, protect water quality, air quality, and significant environmental resources, preserve the character of the surrounding area and otherwise serve the purpose of this section. In addition to any specific conditions applicable to the applicant's Non-Medical Marijuana Establishment, the SPGA may include the following conditions in any special permit granted under this Bylaw:
    - a. Hours of Operation, but if none are specified in the special permit, hours of operation shall be limited to 9:00 a.m. – 8:00 p.m.

- b. The use shall not generate outside odors from the cultivation or processing of marijuana and marijuana products.
- c. A Security Plan shall be required for all Non-Medical Marijuana Establishments, which shall be subject to approval by the Fire and Police Chiefs and submitted to the Planning Board.
- d. The permit holder shall provide to the Zoning Enforcement Officer and Chief of the Police Department, the name, telephone number and electronic mail address of a contact person in the event that such person needs to be contacted after regular business hours to address an urgent issue. Such contact information shall be kept updated by the permit holder.
- e. Non-Medical Marijuana Establishment may not operate, and the special permit will not be valid, until the applicant has obtained all licenses and permits issued by the Commonwealth of Massachusetts and any of its agencies for the facility.
- f. Non-Medical Marijuana Establishments may not operate, and the special permit will not be valid, until the applicant has entered into a Host Community Agreement with the Town relative to any facility permitted under this Bylaw.
- g. A special permit granted under this Section shall have a term limited to the duration of the applicant's ownership and use of the premises as a Non-Medical Marijuana Establishment. A special permit may be transferred only with the approval of the Planning Board in the form of an amendment to the special permit.
- h. The special permit shall lapse upon the expiration or termination of the applicant's license by the Cannabis Control Commission.
- i. The permit holder shall notify the Zoning Enforcement Officer and SPGA in writing within 48 hours of the cessation of operation of the Non-Medical Marijuana Establishment's expiration or termination of the permit holder's license with the Cannabis Control Commission.
- j. No outside storage is permitted.
- k. If the applicant is not the owner of the property, the applicant shall supply express written permission from the property owner.

#### Section 5000.7 - Prohibition Against On-Site Consumption

No marijuana shall be smoked, eaten, or otherwise consumed or ingested in public or on the premises of a Non-Medical Marijuana Establishment absent a positive vote by ballot question presented to the voters of the city or town at a biennial state election pursuant to G.L. c.94G, s.3(b).

#### Section 5000.8 - Prohibition Against Nuisances

No use shall be allowed in the MOD which creates a nuisance to abutters or to the surrounding area, or which creates any hazard, including but not limited to, fire, explosion, fumes, gas, smoke, odors, obnoxious dust, vapors, offensive sound or vibration, flashes, glare, objectionable effluent or electrical

interference, which may impair the normal use and peaceful enjoyment of any property, structure or dwelling in the area.

#### Section 5000.9 - Abandonment and Discontinuance of Use

1. A Non-Medical Marijuana Establishment shall be required to remove all material, plants, equipment, signs and other paraphernalia upon registration or licensure revocation, expiration, termination, transfer to another controlling entity relocation to a new site and any other cessation of operation as regulated by the Cannabis Control Commission. Such removal will be in compliance with 105 CMR 725.105 (J), (O.) and regulations from the CCC; and
2. A Special Permit granted hereunder shall lapse if the applicant ceases marijuana establishment operations for a period of ninety (90) days and/or if the applicant's license by the Cannabis Control Commission has been revoked, expires, is terminated, is transferred to another controlling entity or is relocated to a new site;

#### Section 5000.10 - Severability

The provisions of this Bylaw are severable. If any provision, paragraph, sentence, or clause of this Bylaw or the application thereof to any person, establishment, or circumstances shall be held invalid, such invalidity shall not affect the other provisions or application of this Bylaw.

#### *INFORMATIONAL SUMMARY:*

- Section 5000 – Adult Use Marijuana. This proposal creates the allowable district for Adult Use Marijuana cultivation, process, testing, manufacturing and retail sale.

**PROPOSED MOTION:** I move that the Town vote to approve Article #11 as written.

*Recommendation: Bd. of Selectmen 5-0, Planning Board 3-0*

### **ARTICLE 12: EXTEND TEMPORARY MORATORIUM ON NON-MEDICAL OR RECREATIONAL MARIJUANA ESTABLISHMENTS**

To amend Section 4970 of the Town of Carver Zoning Bylaw by extending the temporary moratorium on non-medical or recreational marijuana establishments in the Town through June 30, 2018.

Section 4970 shall read (strikethrough text to be deleted bold text to be inserted):

#### **4970. TEMPORARY MORATORIUM ON NON-MEDICAL OR RECREATIONAL MARIJUANA ESTABLISHMENTS**

##### **4970.1 Purpose.**

By vote at the State election on November 8, 2016, the voters of the Commonwealth approved a law regulating the cultivation, distribution, possession and use of marijuana for recreational purposes. The law provides that it is effective on December 15, 2016 and as amended on December 30, 2016 via Chapter 351 of the Acts of 2016, requires a Cannabis Control Commission to issue regulations regarding the licensing of commercial activities by March 15, 2018 and to begin accepting

applications for licenses on April 1, 2018. Regulations to be promulgated by the Cannabis Control Commission may provide guidance on certain aspects of local regulation of Recreational Marijuana Establishments.

Currently, a Non-Medical or Recreational Marijuana Establishment (hereafter, a “Marijuana Establishment”), as defined in G.L. c. 94G, §1, is not specifically addressed in the Town’s Zoning Bylaw. The regulation of Recreational Marijuana raises novel and complex legal, planning, and public safety issues and the Town needs time to study and consider the regulation of Marijuana Establishments and address such novel and complex issues, as well as to address the potential impact of the State regulations on local zoning and to undertake a planning process to consider amending the Zoning Bylaw regarding regulation of Marijuana Establishments and other uses related to the regulation of recreational marijuana. The Town intends to adopt a temporary moratorium on the use of land and structures in the Town for Marijuana Establishments so as to allow the Town sufficient time to engage in a planning process to address the effects of such structures and uses in the Town and to adopt provisions of the Zoning Bylaw in a manner consistent with sound land use planning goals and objectives.

#### 4970.2 Temporary Moratorium.

For the reasons set forth above and notwithstanding any other provision of the Zoning Bylaw to the contrary, the Town hereby adopts a temporary moratorium on the use of land or structures for Marijuana Establishments as defined in G.L. c. 94G, §1. The moratorium shall be in effect through ~~June 30, 2018~~ **June 30, 2019 or until such time as the Town adopts Zoning Bylaw amendments that regulate Recreational Marijuana Establishments, whichever occurs earlier.** During the moratorium period, the Town shall undertake a planning process to address the potential impacts of recreational marijuana in the Town, consider the Cannabis Control Commission regulations regarding Marijuana Establishments and related uses, determine whether the town shall restrict the use of land for any, or all, licenses Marijuana Establishments, determine whether the town will prohibit on-site consumption at Marijuana Establishments and shall consider adopting new provisions of the Zoning Bylaw to address the impact and operation of Marijuana Establishments and related uses.

#### 4970.3 Severability.

The provisions of this by-law are severable. If any provision, paragraph, sentence, or clause of this Bylaw or the application thereof to any person, establishment, or circumstances shall be held invalid, such invalidity shall not affect the other provisions or application of this bylaw.

Or take any other action related thereto.

PLANNING BOARD

#### *INFORMATIONAL SUMMARY:*

- Section 4970 – Moratorium on Non-Medical Marijuana. This proposal will extend the moratorium in town until June 30, 2019.

**PROPOSED MOTION:** I move that the Town vote to approve Article #12 as written.

**(2/3s Vote Required)**

*Recommendation: Bd. of Selectmen 5-0, Planning Board 4-0*

## **ARTICLE 13: HOME RULE PETITIONS REQUIRING LEGISLATIVE AND GOVERNOR APPROVAL**

### **Senior Tax Relief Home Rule Petition**

To see if the Town will vote to authorize the Board of Selectmen to petition the Massachusetts General Court for special legislation, as set forth below, to create Senior Tax Relief in the Town of Carver; provided, however, that the General Court may make clerical or editorial changes of form only to the bill, unless the Board of Selectmen approve amendments to the bill before enactment by the General Court, and provided further that the Board of Selectmen is hereby authorized to approve amendments which shall be within the scope of the general public objectives of this petition:

### **An Act Creating Senior Tax Relief in the Town of Carver**

SECTION 1. Notwithstanding any other general or special law to the contrary, and subject sections 2 to 10, inclusive, the Town of Carver shall reduce the property taxes due on any qualifying property by the sum of \$500.00 except that there shall be a dollar cap on the total exemptions granted pursuant to this act equal to 0.5 percent of the fiscal year's total residential property tax levy for the Town of Carver with the total exemption amount granted pursuant to this act allocated proportionally within the tax levy on all residential taxpayers. In the event that the dollar cap is reached, any reduction shall be reduced proportionally. In no case shall the property taxes due on such property be reduced below zero This reduction shall be in addition to any exemption or abatement allowable under the General Laws.

SECTION 2. Real property classified as Class one, residential, in the Town of Carver shall qualify for the exemption under section 1 if: (i) the property is owned by a person 65 years of age or older and occupied as his or her domicile; (ii) the property is owned jointly by a person and his or her spouse, either of whom is 65 years of age or older, and occupied by the person as his or her domicile, (iii) the property is owned jointly by persons who are not spouses, either of whom is 65 years of age or older and occupies the property as his or her domicile; or (iv) the property is held as life estate by a person 65 years of age or older and occupied by the person as his or her domicile; provided, that the property is a single family dwelling. For purposes of this act, the age of the qualifying person(s) shall be as of July 1 of the fiscal year for which the exemption is being requested.

SECTION 3. Notwithstanding section 2 of this act, real property classified as Class one, residential, in the Town of Carver of soldiers and sailors who are veterans, as defined in clause forty-three of section 7 of chapter 4 and whose last discharge or release from the armed forces was under other than dishonorable conditions, and who are 62 years of age or older, shall qualify for the exemption under section 1 if: (i) the property is owned by such veteran and occupied as his or her domicile; (ii) the property is owned jointly by such veteran and his or her spouse and occupied by such veteran as his or her domicile; (iii) the property is owned jointly by persons who are not spouses, either of whom is such veteran and occupies the property as his or her domicile,; or (iv) the property is held as life estate by such veteran and occupied as his or her domicile; provided, that the property is a single family dwelling. For purposes of this act, the age of the qualifying person(s) shall be as of July 1 of the fiscal year for which the exemption is being requested.

SECTION 4. The exemption under section 1 may be granted if (i) the person has been a resident of the Town of Carver for longer than 6 months of each of the previous 10 years; (ii) the taxpayer's total income, as defined in subsection (k) of section 6 of chapter 62 of the General Laws, does not exceed 60% of the median income for the Town of Carver as reported for the relevant Fiscal Year by the United States Census Bureau; for households with more than one member, the total income,

calculated pursuant to subsection (k) of section 6 of chapter 62 of the General Laws, does not exceed 60% of the median income for the Town of Carver as reported for the relevant Fiscal Year by the United States Census Bureau.

SECTION 5. Improvements upon a qualifying residential property that result in an increase in the assessed value of the property and corresponding increase in tax liability that are made during a year in which the person is entitled to an exemption under section 1, shall be subject to taxation at the tax rate in effect on the date of the improvement on the assessed value of the improvement.

SECTION 6. A person who seeks to qualify for the exemption under section 1 shall file with the Board of Assessors an application for abatement on a form to be adopted by the Board of Assessors and available at the assessor's office with the supporting documentation as described in the application. The application shall be filed by December 1st each year for which the applicant seeks the exemption for the fiscal year commencing the following July 1.

SECTION 7. Acceptance of this act by the Town of Carver shall be by an affirmative vote of a majority of the voters at any regular or special election at which the question of acceptance was placed on the ballot and, if necessary, by approval of the appropriate override. This act shall become effective on the thirtieth day following the affirmative vote.

SECTION 8. The acceptance of this act may be revoked by an affirmative vote of a majority of the voters at any regular or special town election at which the question of revocation has been placed on the ballot by a two-thirds vote of then sitting members of the Board of Selectmen. Revocation of this act shall become effective on the thirtieth day following that affirmative vote.

SECTION 9. Acceptance of this act by the Town of Carver shall automatically expire after 3 years of implementation unless reaffirmed by the affirmative vote of a majority of the voters at a town meeting, provided that any vote to reaffirm this act shall specify the term for which the act will remain in effect and may further include any amendments within the scope of the general public objectives of this act.

SECTION 10. This act shall not apply to betterments, special assessments, surcharges or the like, assessed in addition to real property tax on the qualifying property.

SECTION 11. This act shall take effect upon passage.

#### BOARD OF SELECTMEN

*INFORMATIONAL SUMMARY: This article asks the Town Meeting to authorize the Board of Selectmen to petition the General Court for a special act to allow for the reduction in real property taxes in the amount of \$500.00 for qualifying Seniors, 65 years of age and over and veterans (soldiers and sailors) 62 years of age and older that qualify based on residency of at least 6 months of every year for the past 10 years and income that is not more than 60% of the median income for the Town. The total amount of the reductions granted is limited to .5% of the total residential property tax levy for the town, having a total value of \$88,253 in FY 17 . In the event that the dollar cap is reached, the total reduction shall be reduced proportionally. The total amount of the reductions granted is proportionally assessed on all non-qualifying residential taxpayers within the Town.*

**PROPOSED MOTION:** I move that the Town vote to authorize the Board of Selectmen to petition the Massachusetts General Court for special legislation creating senior tax relief in the Town of Carver, as set forth in Article 13 of the Warrant.

**(Majority Vote Required)**

*Recommendation: Bd. of Selectmen 5-0, Finance Committee 8-0*

#### **ARTICLE 14: MONEY PETITION ARTICLES**

- A. To see if the Town of Carver will vote to raise and appropriate or transfer from available funds the sum of \$5,000 to support to the Young Peoples' Alliance of Carver, Inc. for services of drug and substance abuse prevention programs and other after school programs for the youth and families of the Town of Carver.
- B. To see if the Town of Carver vote to raise and appropriate, or transfer from available funds, the sum of Five Thousand Dollars (\$5,000.00) to South Shore Community Action Council, Inc. for services to low income families and elderly residents in the Town of Carver.
- C. To see if the Town of Carver vote to raise and appropriate, or transfer from available funds, the sum of Five Thousand Dollars (\$5,000.00) to support the Plymouth Area Coalition for the Homeless, Inc. in their services to homelessness and other low income families.
- D. Health Imperatives' VIOLENCE INTERVENTION AND PREVENTION PROGRAMS requests \$6,000 from the Town of Carver for services provided to survivors of sexual assault and domestic violence in Fiscal year 2018
- E. To ask the Town of Carver to vote to raise or appropriate or transfer from available funds the sum of \$4,000 for services with South Coastal County Legal Services for free legal services in civil matters to low-income and elderly residents.

#### **VARIOUS PETITIONED ARTICLES**

or take any other action related thereto.

*INFORMATIONAL SUMMARY: The above funding requests have been properly petitioned for inclusion in the Town of Carver's Annual Town Meeting.*

**PROPOSED MOTION:** I move that the Town raise and appropriate the total sum of \$25,000 as grants for the purposes and in the amounts specified in Article 14 of the Warrant.

**(Majority Vote Required)**

*Recommendation: Bd. of Selectmen – 5-0, Finance Committee 8-0*



**ARTICLE 15: NON-MONEY PETITION ARTICLES:**

A. To see if the Town of Carver will vote to amend the Financial Management Policy #4 by changing the percent from 7.5% to 5%. The proposed new policy would read:

The Town will maintain a General Stabilization Fund as its main financial reserve in the event of an emergency or extraordinary need. It shall strive to maintain a balance in the General Stabilization Fund of 5% of its town's annual revenue at all times. Any funds over-5% shall be returned to the operational budget.

The following sentence would be deleted:

~~If the fund falls below 7.5% the town will transfer future free cash or other one time money to refund the General Stabilization Fund.~~

B. To see if the Town will vote to amend the Financial Management Policy, Policy Statement #5, by changing 10% to 7.5% and striking language as follows:

~~With the creation of a capital and debt stabilization fund, Carver will transfer one-time revenue, new personal property revenue compounded into a fund to pay for internal debt service and one time capital projects through a 2/3 vote of town meeting.~~

The Town will work to program and maintain 10% 7.5% of its annual revenue for infrastructure investment annually into the capital and debt stabilization fund. This will include payment for all internal debt and funding the debt stabilization fund. Debt roll-off and funding below 10% 7.5% will be reallocated to a capital stabilization fund. The Town should strive to issue debt for shorter periods than the maximum allowable.

VARIOUS PETITIONED ARTICLES

or take any other action related thereto.

*INFORMATIONAL SUMMARY: The above requests have been properly petitioned for inclusion in the Town of Carver's Annual Town Meeting.*

*Legal Opinion: In my opinion, a vote of Town Meeting on the Town's financial policies merely expresses a non-binding sense of the meeting as to the preferences of those in attendance. The Massachusetts General Laws and the Town's Bylaws establish a process by which the Town's annual budget is developed and how its funds are allocated. Ultimately, it is the responsibility of Town Meeting to decide these questions by voting on specific monetary proposals placed before it. One Town Meeting, however, cannot pass resolutions that are binding on future meetings and it is up to the Town's decision-makers to decide how to best allocate the Town's resources based on the circumstances presented at the time. Therefore, it is my opinion that any change to the Town's financial policies voted at Town Meeting has no legal effect on the Town's decision-makers.*

**PROPOSED MOTION:** I move that the Town take no action on Article 15 of the Warrant.  
**(Majority Vote Required)**

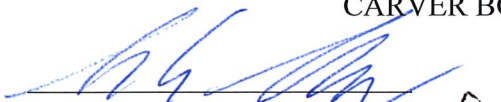
*Recommendation: Bd. of Selectmen 0-5, Finance Committee 0-8*

And you are directed to serve this warrant by posting attested copies thereof at the several places designated by vote of the Town seven (7) days at least before the time of holding said meeting.

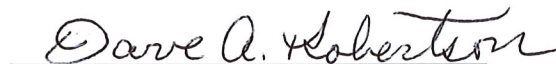
Hereof fail not and make due return of this warrant **by your doing thereon to the Town Clerk at or before the time of the meeting aforesaid.**

Given under our hands this 12<sup>th</sup> Day of April in the Year Two Thousand and Eighteen.

CARVER BOARD OF SELECTMEN

  
\_\_\_\_\_  
Sarah G. Hewins

  
\_\_\_\_\_

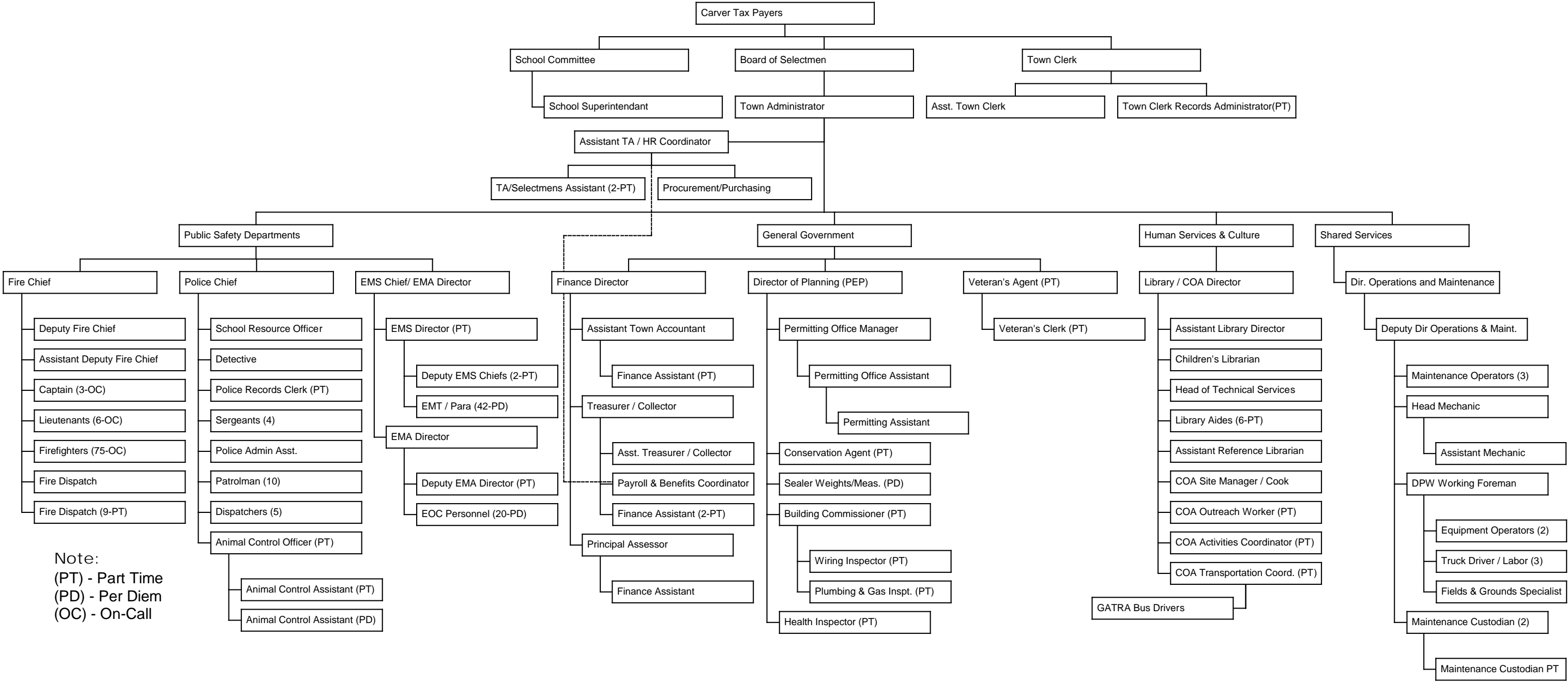
  
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Pursuant to the above warrant, I have notified and warned the inhabitants of Carver qualified to vote in Town affairs to meet at the time and place and for the purpose therein expressed by posting attested copies thereof in the Town Hall and in each of the Fire Stations and Post Offices in Carver as required by law seven days at least before the time of said meeting.

A True Copy Attest:

_____	Print: _____
Date	Name and Title
	Sign: _____

Town Wide Organization Chart FY19 - **APPENDIX A**



**APPENDIX B**

**FY19 Wage and Salary Pay Scale (includes a 2% COLA - second in 10 years)**

<b>Grade</b>	<b>Step</b>	<b>1st - step</b>	<b>2nd - step</b>	<b>3rd - step</b>	<b>4th - step</b>	<b>5th - step</b>	<b>6th - step</b>	<b>7th - step</b>	<b>8th - step</b>	<b>9th - step</b>	<b>10th - step</b>	<b>11th - step</b>	<b>12th - step</b>
R	Hourly	\$ 8.32	\$ 8.49	\$ 8.66	\$ 8.83	\$ 9.01	\$ 9.19	\$ 9.37	\$ 9.56	\$ 9.75	\$ 9.94	\$ 10.14	\$ 10.34
	35 hr/wk	\$ 291.20	\$ 297.02	\$ 302.96	\$ 309.02	\$ 315.20	\$ 321.51	\$ 327.94	\$ 334.50	\$ 341.19	\$ 348.01	\$ 354.97	\$ 362.07
	Annual	\$ 15,142.40	\$ 15,445.25	\$ 15,754.15	\$ 16,069.24	\$ 16,390.62	\$ 16,718.43	\$ 17,052.80	\$ 17,393.86	\$ 17,741.74	\$ 18,096.57	\$ 18,458.50	\$ 18,827.67
Q	Hourly	\$ 9.15	\$ 9.34	\$ 9.52	\$ 9.71	\$ 9.91	\$ 10.10	\$ 10.31	\$ 10.51	\$ 10.72	\$ 10.94	\$ 11.16	\$ 11.38
	35 hr/wk	\$ 320.32	\$ 326.73	\$ 333.26	\$ 339.93	\$ 346.72	\$ 353.66	\$ 360.73	\$ 367.95	\$ 375.31	\$ 382.81	\$ 390.47	\$ 398.28
	Annual	\$ 16,656.64	\$ 16,989.77	\$ 17,329.57	\$ 17,676.16	\$ 18,029.68	\$ 18,390.28	\$ 18,758.08	\$ 19,133.24	\$ 19,515.91	\$ 19,906.23	\$ 20,304.35	\$ 20,710.44
P	Hourly	\$ 10.15	\$ 10.35	\$ 10.56	\$ 10.77	\$ 10.99	\$ 11.21	\$ 11.43	\$ 11.66	\$ 11.89	\$ 12.13	\$ 12.37	\$ 12.62
	35 hr/wk	\$ 355.22	\$ 362.32	\$ 369.57	\$ 376.96	\$ 384.50	\$ 392.19	\$ 400.03	\$ 408.03	\$ 416.19	\$ 424.51	\$ 433.01	\$ 441.67
	Annual	\$ 18,471.18	\$ 18,840.60	\$ 19,217.42	\$ 19,601.76	\$ 19,993.80	\$ 20,393.68	\$ 20,801.55	\$ 21,217.58	\$ 21,641.93	\$ 22,074.77	\$ 22,516.27	\$ 22,966.59
O	Hourly	\$ 11.16	\$ 11.38	\$ 11.61	\$ 11.84	\$ 12.08	\$ 12.32	\$ 12.57	\$ 12.82	\$ 13.07	\$ 13.34	\$ 13.60	\$ 13.87
	35 hr/wk	\$ 390.56	\$ 398.37	\$ 406.34	\$ 414.46	\$ 422.75	\$ 431.21	\$ 439.83	\$ 448.63	\$ 457.60	\$ 466.75	\$ 476.09	\$ 485.61
	Annual	\$ 20,309.02	\$ 20,715.20	\$ 21,129.50	\$ 21,552.09	\$ 21,983.13	\$ 22,422.79	\$ 22,871.25	\$ 23,328.68	\$ 23,795.25	\$ 24,271.15	\$ 24,756.58	\$ 25,251.71
N	Hourly	\$ 12.48	\$ 12.73	\$ 12.99	\$ 13.25	\$ 13.51	\$ 13.78	\$ 14.06	\$ 14.34	\$ 14.63	\$ 14.92	\$ 15.22	\$ 15.52
	35 hr/wk	\$ 436.97	\$ 445.71	\$ 454.62	\$ 463.71	\$ 472.99	\$ 482.45	\$ 492.10	\$ 501.94	\$ 511.98	\$ 522.22	\$ 532.66	\$ 543.31
	Annual	\$ 22,722.34	\$ 23,176.78	\$ 23,640.32	\$ 24,113.12	\$ 24,595.39	\$ 25,087.29	\$ 25,589.04	\$ 26,100.82	\$ 26,622.84	\$ 27,155.29	\$ 27,698.40	\$ 28,252.37
M	Hourly	\$ 13.23	\$ 13.49	\$ 13.76	\$ 14.04	\$ 14.32	\$ 14.61	\$ 14.90	\$ 15.20	\$ 15.50	\$ 15.81	\$ 16.13	\$ 16.45
	35 hr/wk	\$ 463.03	\$ 472.29	\$ 481.74	\$ 491.37	\$ 501.20	\$ 511.22	\$ 521.45	\$ 531.87	\$ 542.51	\$ 553.36	\$ 564.43	\$ 575.72
	Annual	\$ 24,077.51	\$ 24,559.06	\$ 25,050.24	\$ 25,551.24	\$ 26,062.27	\$ 26,583.51	\$ 27,115.18	\$ 27,657.49	\$ 28,210.64	\$ 28,774.85	\$ 29,350.35	\$ 29,937.35
L	Hourly	\$ 15.22	\$ 15.52	\$ 15.83	\$ 16.15	\$ 16.47	\$ 16.80	\$ 17.14	\$ 17.48	\$ 17.83	\$ 18.19	\$ 18.55	\$ 18.92
	35 hr/wk	\$ 532.64	\$ 543.30	\$ 554.16	\$ 565.25	\$ 576.55	\$ 588.08	\$ 599.84	\$ 611.84	\$ 624.08	\$ 636.56	\$ 649.29	\$ 662.28
	Annual	\$ 27,697.49	\$ 28,251.44	\$ 28,816.47	\$ 29,392.80	\$ 29,980.65	\$ 30,580.26	\$ 31,191.87	\$ 31,815.71	\$ 32,452.02	\$ 33,101.06	\$ 33,763.08	\$ 34,438.34
K	Hourly	\$ 16.74	\$ 17.08	\$ 17.42	\$ 17.76	\$ 18.12	\$ 18.48	\$ 18.85	\$ 19.23	\$ 19.61	\$ 20.01	\$ 20.41	\$ 20.81
	35 hr/wk	\$ 585.91	\$ 597.63	\$ 609.58	\$ 621.77	\$ 634.21	\$ 646.89	\$ 659.83	\$ 673.02	\$ 686.49	\$ 700.21	\$ 714.22	\$ 728.50
	Annual	\$ 30,467.24	\$ 31,076.58	\$ 31,698.11	\$ 32,332.08	\$ 32,978.72	\$ 33,638.29	\$ 34,311.06	\$ 34,997.28	\$ 35,697.22	\$ 36,411.17	\$ 37,139.39	\$ 37,882.18
J	Hourly	\$ 18.41	\$ 18.78	\$ 19.16	\$ 19.54	\$ 19.93	\$ 20.33	\$ 20.74	\$ 21.15	\$ 21.58	\$ 22.01	\$ 22.45	\$ 22.90
	35 hr/wk	\$ 644.50	\$ 657.39	\$ 670.54	\$ 683.95	\$ 697.63	\$ 711.58	\$ 725.81	\$ 740.33	\$ 755.13	\$ 770.24	\$ 785.64	\$ 801.35
	Annual	\$ 33,513.96	\$ 34,184.24	\$ 34,867.92	\$ 35,565.28	\$ 36,276.59	\$ 37,002.12	\$ 37,742.16	\$ 38,497.01	\$ 39,266.95	\$ 40,052.29	\$ 40,853.33	\$ 41,670.40
I	Hourly	\$ 20.52	\$ 20.93	\$ 21.35	\$ 21.78	\$ 22.21	\$ 22.66	\$ 23.11	\$ 23.57	\$ 24.05	\$ 24.53	\$ 25.02	\$ 25.52
	35 hr/wk	\$ 718.28	\$ 732.65	\$ 747.30	\$ 762.25	\$ 777.49	\$ 793.04	\$ 808.90	\$ 825.08	\$ 841.58	\$ 858.42	\$ 875.58	\$ 893.10
	Annual	\$ 37,350.77	\$ 38,097.78	\$ 38,859.74	\$ 39,636.93	\$ 40,429.67	\$ 41,238.27	\$ 42,063.03	\$ 42,904.29	\$ 43,762.38	\$ 44,637.63	\$ 45,530.38	\$ 46,440.99
H	Hourly	\$ 21.43	\$ 21.86	\$ 22.30	\$ 22.74	\$ 23.20	\$ 23.66	\$ 24.13	\$ 24.62	\$ 25.11	\$ 25.61	\$ 26.12	\$ 26.65
	35 hr/wk	\$ 750.06	\$ 765.06	\$ 780.36	\$ 795.97	\$ 811.89	\$ 828.12	\$ 844.69	\$ 861.58	\$ 878.81	\$ 896.39	\$ 914.32	\$ 932.60
	Annual	\$ 39,002.96	\$ 39,783.02	\$ 40,578.68	\$ 41,390.26	\$ 42,218.06	\$ 43,062.42	\$ 43,923.67	\$ 44,802.15	\$ 45,698.19	\$ 46,612.15	\$ 47,544.40	\$ 48,495.28
G	Hourly	\$ 22.99	\$ 23.45	\$ 23.92	\$ 24.40	\$ 24.89	\$ 25.38	\$ 25.89	\$ 26.41	\$ 26.94	\$ 27.48	\$ 28.03	\$ 28.59
	35 hr/wk	\$ 804.68	\$ 820.77	\$ 837.19	\$ 853.93	\$ 871.01	\$ 888.43	\$ 906.20	\$ 924.32	\$ 942.81	\$ 961.66	\$ 980.90	\$ 1,000.52
	Annual	\$ 41,843.26	\$ 42,680.12	\$ 43,533.72	\$ 44,404.40	\$ 45,292.49	\$ 46,198.34	\$ 47,122.30	\$ 48,064.75	\$ 49,026.04	\$ 50,006.56	\$ 51,006.70	\$ 52,026.83
F	Hourly	\$ 25.87	\$ 26.38	\$ 26.91	\$ 27.45	\$ 28.00	\$ 28.56	\$ 29.13	\$ 29.71	\$ 30.31	\$ 30.91	\$ 31.53	\$ 32.16
	35 hr/wk	\$ 905.35	\$ 923.46	\$ 941.93	\$ 960.77	\$ 979.98	\$ 999.58	\$ 1,019.57	\$ 1,039.96	\$ 1,060.76	\$ 1,081.98	\$ 1,103.62	\$ 1,125.69
	Annual	\$ 47,078.30	\$ 48,019.87	\$ 48,980.27	\$ 49,959.87	\$ 50,959.07	\$ 51,978.25	\$ 53,017.82	\$ 54,078.17	\$ 55,159.74	\$ 56,262.93	\$ 57,388.19	\$ 58,535.95
E	Hourly	\$ 29.10	\$ 29.68	\$ 30.28	\$ 30.88	\$ 31.50	\$ 32.13	\$ 32.77	\$ 33.43	\$ 34.10	\$ 34.78	\$ 35.47	\$ 36.18
	35 hr/wk	\$ 1,018.52	\$ 1,038.89	\$ 1,059.67	\$ 1,080.86	\$ 1,102.48	\$ 1,124.53	\$ 1,147.02	\$ 1,169.96	\$ 1,193.36	\$ 1,217.23	\$ 1,241.57	\$ 1,266.40
	Annual	\$ 52,963.09	\$ 54,022.35	\$ 55,102.80	\$ 56,204.86	\$ 57,328.95	\$ 58,475.53	\$ 59,645.04	\$ 60,837.94	\$ 62,054.70	\$ 63,295.80	\$ 64,561.71	\$ 65,852.95
D	Hourly	\$ 32.73	\$ 33.39	\$ 34.05	\$ 34.74	\$ 35.43	\$ 36.14	\$ 36.86	\$ 37.60	\$ 38.35	\$ 39.12	\$ 39.90	\$ 40.70
	35 hr/wk	\$ 1,145.61	\$ 1,168.53	\$ 1,191.90	\$ 1,215.73	\$ 1,240.05	\$ 1,264.85	\$ 1,290.15	\$ 1,315.95	\$ 1,342.27	\$ 1,369.11	\$ 1,396.50	\$ 1,424.43
	Annual	\$ 59,571.88	\$ 60,763.31	\$ 61,978.58	\$ 63,218.15	\$ 64,482.51	\$ 65,772.16	\$ 67,087.61	\$ 68,429.36	\$ 69,797.95	\$ 71,193.91	\$ 72,617.78	\$ 74,070.14
C	Hourly	\$ 37.64	\$ 38.39	\$ 39.16	\$ 39.94	\$ 40.74	\$ 41.56	\$ 42.39	\$ 43.23	\$ 44.10	\$ 44.98	\$ 45.88	\$ 46.80
	35 hr/wk	\$ 1,317.33	\$ 1,343.68	\$ 1,370.55	\$ 1,397.96	\$ 1,425.92	\$ 1,454.44	\$ 1,483.53	\$ 1,513.20	\$ 1,543.46	\$ 1,574.33	\$ 1,605.82	\$ 1,637.93
	Annual	\$ 68,501.16	\$ 69,871.18	\$ 71,268.61	\$ 72,693.98	\$ 74,147.86	\$ 75,630.82	\$ 77,143.43	\$ 78,686.30	\$ 80,260.03	\$ 81,865.23	\$ 83,502.53	\$ 85,172.58
B	Hourly	\$ 40.47	\$ 41.28	\$ 42.11	\$ 42.95	\$ 43.81	\$ 44.69	\$ 45.58	\$ 46.49	\$ 47.42	\$ 48.37	\$ 49.34	\$ 50.32
	35 hr/wk	\$ 1,416.58	\$ 1,444.91	\$ 1,473.81	\$ 1,503.28	\$ 1,533.35	\$ 1,564.01	\$ 1,595.29	\$ 1,627.20	\$ 1,659.74	\$ 1,692.94	\$ 1,726.80	\$ 1,761.33
	Annual	\$ 73,661.95	\$ 75,135.19	\$ 76,637.89	\$ 78,170.65	\$ 79,734.07	\$ 81,328.75	\$ 82,955.32	\$ 84,614.43	\$ 86,306.72	\$ 88,032.85	\$ 89,793.51	\$ 91,589.38
A	Hourly	\$ 43.50	\$ 44.37	\$ 45.26	\$ 46.17	\$ 47.09	\$ 48.03	\$ 48.99	\$ 49.97	\$ 50.97	\$ 51.99	\$ 53.03	\$ 54.09
	35 hr/wk	\$ 1,522.61	\$ 1,553.06	\$ 1,584.12	\$ 1,615.80	\$ 1,648.12	\$ 1,681.08	\$ 1,714.70	\$ 1,748.99	\$ 1,783.97	\$ 1,819.65	\$ 1,856.05	\$ 1,893.17
	Annual	\$ 79,175.46	\$ 80,758.97	\$ 82,374.15	\$ 84,021.63	\$ 85,702.06	\$ 87,416.11	\$ 89,164.43	\$ 90,947.72	\$ 92,766.67	\$ 94,622.00	\$ 96,514.44	\$ 98,444.73

## APPENDIX C Wage and Salary Classification Plan for Elected and Non-Union Employees for FY19

<b>GRADE A</b>	DPW / Town Facility Director
<b>GRADE B</b>	EMS Chief (Part-time)
	Director of Planning (PEP)
<b>GRADE C</b>	Deputy Fire Chief (40 hrs)
	Library Director
	Town Clerk
	Assistant TA / Human Resource Coordinator
<b>GRADE D</b>	Assistant Deputy Fire Chief (40 hrs)
	Building Commissioner / Inspector (Part-time)
	Conservation Agent (Part-time)
	Emergency Management Director (Part-time)
	Health Agent (Part-time)
<b>GRADE F</b>	Library Assistant Director
	Deputy EMS Chief (Part-time)
<b>GRADE G</b>	Children's Librarian
	Procurement / Purchasing Coordinator
<b>GRADE H</b>	Police Administrative Assistant
	Council on Aging Site Manager and Cook
	Veteran's Agent (Part-time)
<b>GRADE I</b>	Fire Dispatch (40 hrs)
	Council on Aging Transportation Coordinator
	Animal Control Officer (Part-time)
<b>GRADE K</b>	TA / Selectmen's Assistant
	Veteran's Clerk (Part-time)
<b>GRADE L</b>	Fire Dispatch (Part-time)
	Police Records Clerk (part-time)
	Animal Control Assistant (Part-time)
	Council on Aging Outreach Worker
<b>GRADE M</b>	GATRA Drivers (Part-time)
<b>GRADE N</b>	Maintenance Custodian (Part-time)
	Assistant Reference Librarian
	Council on Aging Activities Coordinator
	Circulation Aide
<b>GRADE P</b>	Summer Laborers
	Lifeguards
	Election Workers Wardens
	Temporary/Seasonal Recreation Instructor
<b>GRADE R</b>	Election Workers Clerks

<b>Elected and Appointed Officials</b>	<b>Annually</b>
Board of Assessor, Member	\$750
Board of Health, Chair	\$1,000
Board of Health, Member	\$700
Board of Selectmen, Chair	\$2,000
Board of Selectmen, Member	\$1,700
Capital Outlay Committee, Chair	\$300
Capital Outlay Committee, Member	\$150
Conservation Commission, Chair	\$300
Conservation Commission, Member	\$150
Finance Committee, Chair	\$300
Finance Committee, Member	\$150
Library Trustee, Chair	\$300
Library Trustee, Member	\$150
North Carver Water District, Chair	\$300
North Carver Water District, Member	\$150
Planning Board, Chair	\$1,000
Planning Board, Member	\$800
Redevelopment Authority, Chair	\$300
Redevelopment Authority, Member	\$150
Town Moderator	\$250
Zoning Board of Appeals, Chair	\$300
Zoning Board of Appeals, Member	\$150

### **CONTRACTS per MGL:**

Town Administrator / Chief Financial Officer  
 Finance Director / Town Accountant  
 Fire Chief  
 Police Chief  
 Library Director - Grade C  
 Treasurer / Collector  
 Dir. of Operations & Maintenance (S/T contract)

### **Annual Contracts**

Plumbing and Gas Inspector  
 Inspector of Wires  
 Sealer of Weights and Measures

	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
<b>PROPERTY TAX LEVY REVENUE</b>											
Prior year tax raised (+ DOR recap new growth previous/yr)	22,905,353	23,905,837	24,658,540	25,404,241	26,169,320	26,954,270	27,759,594	28,585,809	29,433,445	30,303,045	31,195,166
2.5% Increase (per finance policy)	572,634	597,646	616,463	635,106	654,233	673,857	693,990	714,645	735,836	757,576	779,879
New Growth - Real estate (res/commercial buildings)	99,389	99,389	73,570	74,306	75,049	75,799	76,557	77,323	78,096	78,877	79,666
New Growth - Personal Property (equipment/solar)	55,668	55,668	55,668	55,668	55,668	55,668	55,668	55,668	55,668	55,668	55,668
Total Property Tax Levy Revenue	\$ 23,633,044	\$ 24,658,540	\$ 25,404,241	\$ 26,169,320	\$ 26,954,270	\$ 27,759,594	\$ 28,585,809	\$ 29,433,445	\$ 30,303,045	\$ 31,195,166	\$ 32,110,379
Elementary excluded debt (-\$100K) from Capital/Debt	1,092,300	1,092,800	1,092,050	1,090,050	1,091,800	1,092,050	1,090,800	1,093,050	1,093,550	1,092,300	1,089,500
<b>REVENUES (offsets to operational expenses)</b>											
State Aid/Cherry Sheet - level funded	12,012,368	12,076,972	12,138,611	12,200,467	12,262,541	12,324,836	12,387,354	12,450,097	12,513,067	12,576,268	12,639,700
Local Receipts	2,388,691	2,416,808	2,440,976	2,465,386	2,490,040	2,514,940	2,540,088	2,565,488	2,591,143	2,617,053	2,643,223
Meals tax	108,692	120,000	121,200	122,412	123,636	124,872	126,121	127,382	128,656	129,943	131,242
Total Other Revenues (non-local taxes)	\$ 14,509,751	\$ 14,613,780	\$ 14,700,787	\$ 14,788,265	\$ 14,876,217	\$ 14,964,648	\$ 15,053,563	\$ 15,142,967	\$ 15,232,867	\$ 15,323,263	\$ 15,414,165
TOTAL REVENUE	\$ 39,235,094	\$ 40,365,120	\$ 41,197,078	\$ 42,047,635	\$ 42,922,287	\$ 43,816,293	\$ 44,730,172	\$ 45,669,463	\$ 46,629,462	\$ 47,610,730	\$ 48,614,044
<b>OTHER FIXED LIABILITIES TO BE FUNDED</b>											
Cherry Sheet Direct Expenditure School/Library - level funded	189,505	223,214	225,446	227,701	229,978	232,277	234,600	236,946	239,316	241,709	244,126
Cherry Sheet Assessments (non-educational) - level funded	185,723	188,106	189,987	191,887	193,806	195,744	197,701	199,678	201,675	203,692	205,729
Cherry Sheet Assessments (Charter Tuition etc) - level funded	600,331	668,223	674,905	681,654	688,471	695,356	702,309	709,332	716,426	723,590	730,826
Overlay Account	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000
Southeastern Regional Assessment	2,042	2,093	2,135	2,178	2,221	2,266	2,311	2,357	2,404	2,452	2,501
Total Other Amounts to be raised	\$ 1,227,601	\$ 1,331,636	\$ 1,342,473	\$ 1,353,419	\$ 1,364,475	\$ 1,375,642	\$ 1,386,921	\$ 1,398,314	\$ 1,409,820	\$ 1,421,443	\$ 1,433,182
<b>TRANSFERS TO OTHER FUNDS (per policy/regulation)</b>											
Transfer to Capital Stabilization	2,614,215	2,900,551	3,028,753	3,160,159	3,294,851	3,432,911	3,574,422	3,719,470	3,868,145	4,020,536	4,176,738
Transfer to NCWD 50% of DIF (+2.5%/yr)	97,869	110,566	123,580	136,919	150,592	164,607	178,972	193,697	208,789	224,259	240,115
Transfer to General Stabilization Fund	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000
Transfer to Compensated Absences Liability Fund	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000
Transfer to OPEB Trust Fund (↑\$25K/yr + savings)	170,799	195,799	220,799	245,799	270,799	295,799	320,799	345,799	370,799	395,799	420,799
Total Transfers to Other Funds	\$ 2,932,883	\$ 3,256,916	\$ 3,423,132	\$ 3,592,878	\$ 3,766,243	\$ 3,943,317	\$ 4,124,193	\$ 4,308,966	\$ 4,497,733	\$ 4,690,594	\$ 4,887,652
<b>TOWN-WIDE SHARED BUDGET DETAILS</b>											
Town Meeting Articles	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000
Reserve Fund (Finance Committee)	125,000	125,000	125,000	125,000	125,000	125,000	125,000	125,000	125,000	125,000	125,000
Old Colony Vo Tech (↑5%/yr)	1,146,819	1,138,240	1,195,152	1,254,910	1,317,655	1,383,538	1,452,715	1,525,350	1,601,618	1,681,699	1,765,784
Elementary excluded debt (-\$100K) Capital/Debt	1,092,300	1,092,800	1,092,050	1,090,050	1,091,800	1,092,050	1,090,800	1,093,050	1,093,550	1,092,300	1,089,500
Townwide Benefits											
Townwide Property and Liability Insurance											
Townwide Facilities Department											
Townwide IT Department											
Snow and Ice Removal (↑5%/yr)	246,750	259,088	272,042	285,644	299,926	314,922	330,669	347,202	364,562	382,790	401,930
Total Shared Budgets	\$ 2,685,869	\$ 2,690,128	\$ 2,759,244	\$ 2,830,604	\$ 2,909,381	\$ 2,990,510	\$ 3,074,183	\$ 3,165,602	\$ 3,259,730	\$ 3,356,789	\$ 3,457,214
TOTAL ALL EXPENDITURES	\$ 6,846,352	\$ 7,278,679	\$ 7,524,849	\$ 7,776,901	\$ 8,040,099	\$ 8,309,470	\$ 8,585,298	\$ 8,872,882	\$ 9,167,283	\$ 9,468,826	\$ 9,778,047
Available Revenue	\$ 32,388,742	\$ 33,086,440	\$ 33,672,229	\$ 34,270,734	\$ 34,882,188	\$ 35,506,823	\$ 36,144,875	\$ 36,796,581	\$ 37,462,178	\$ 38,141,904	\$ 38,835,997
Net Change Y/Y	\$ 714,037	\$ 697,698	\$ 585,789	\$ 598,505	\$ 611,453	\$ 624,635	\$ 638,052	\$ 651,706	\$ 665,598	\$ 679,725	\$ 694,093
% Change Y/Y	2.20%	2.11%	1.74%	1.75%	1.75%	1.76%	1.77%	1.77%	1.78%	1.78%	1.79%
School Share of % Revenue	70.3%	70.3%	70.3%	70.3%	70.3%	70.3%	70.3%	70.3%	70.3%	70.3%	70.3%
Town Share of % Revenue	29.7%	29.7%	29.7%	29.7%	29.7%	29.7%	29.7%	29.7%	29.7%	29.7%	29.7%
School Budget as Recommended	\$ 22,769,286	\$ 23,259,768	\$ 23,671,577	\$ 24,092,326	\$ 24,522,178	\$ 24,961,297	\$ 25,409,847	\$ 25,867,996	\$ 26,335,911	\$ 26,813,758	\$ 27,301,706
Town Budget as Recommended	\$ 9,619,456	\$ 9,826,673	\$ 10,000,652	\$ 10,178,408	\$ 10,360,010	\$ 10,545,526	\$ 10,735,028	\$ 10,928,584	\$ 11,126,267	\$ 11,328,145	\$ 11,534,291
		\$									
		\$									
		\$									
		\$									
OPEB unfunded actuarial liability 7/1/17	\$ (39,995,555)	\$ (41,133,875)	\$ (42,335,255)	\$ (43,513,939)	\$ (44,658,589)	\$ (45,724,012)	\$ (46,789,100)	\$ (47,789,481)	\$ (48,708,354)	\$ (49,566,662)	\$ (50,341,680)
OPEB unfunded actuarial liability 7/1/15	\$ (44,737,003)	\$ (46,533,363)	\$ (48,401,648)	\$ (50,344,807)	\$ (52,365,954)	\$ (54,466,720)	\$ (56,648,906)	\$ (58,921,988)	\$ (61,284,614)	\$ (63,742,002)	\$ (66,297,585)
OPEB unfunded actuarial liability 7/1/11	\$ (58,577,004)	\$ (62,100,129)	\$ (65,764,898)	\$ (69,583,345)	\$ (73,570,108)	\$ (77,735,581)	\$ (82,011,237)	\$ (86,492,854)	\$ (91,153,315)	\$ (96,026,710)	\$ (101,118,822)
Net Saving due to BoS OPEB Reform	\$ 18,581,449	\$ 20,966,254	\$ 23,429,643	\$ 26,069,406	\$ 28,911,519	\$ 32,011,569	\$ 35,222,137	\$ 38,703,373	\$ 42,444,961	\$ 46,460,048	\$ 50,777,142
FY2016	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028

**APPENDIX E - TOWN OF CARVER PROPOSED OPERATING BUDGET FOR THE FISCAL YEAR ENDING 6/30/19**

DESCRIPTION	2017 ACTUAL	2018 ORIGINAL BUDGET	2019 DEPT REQUESTED	2019 TOWN ADMINISTRATOR RECOMMENDED	2019 SELECTMEN RECOMMENDED
<b>GENERAL GOVERNMENT</b>					
<b>MODERATOR</b>					
REGULAR SALARIES	250.00	250.00	250.00	250.00	250.00
MODERATOR SALARY AND OPERATING	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00
<b>SELECTMEN/TOWN ADMINISTRATOR</b>					
SELECTMEN/TA SALARIES	302,573.32	445,386.27	429,677.02	429,677.02	429,677.02
SELECTMEN OPERATING EXPENSES	252,163.63	312,675.00	332,200.00	317,175.00	317,175.00
TOTAL SELECTMEN/TOWN ADMIN	\$554,736.95	\$758,061.27	\$761,877.02	\$746,852.02	\$746,852.02
<b>MISCELLANEOUS TOWN-WIDE</b>					
TELEPHONE	36,896.59	43,000.00	43,000.00	43,000.00	43,000.00
GASOLINE	78,667.12	110,000.00	115,000.00	110,000.00	110,000.00
ELECTRIC - STREETLIGHTS	411,663.63	181,000.00	227,000.00	218,114.03	218,114.03
NATURAL GAS	40,529.19	55,000.00	55,000.00	40,000.00	40,000.00
OIL	12,629.87	10,000.00	10,000.00	12,500.00	12,500.00
TOTAL TOWN-WIDE MISC	\$580,386.40	\$399,000.00	\$450,000.00	\$423,614.03	\$423,614.03
<b>FINANCE COMMITTEE</b>					
TOTAL FINANCE COMMITTEE SALARIES AND OPERATING	\$954.00	\$2,825.00	\$2,825.00	\$2,825.00	\$2,825.00
<b>FINANCE DEPT</b>					
FINANCE DEPT SALARIES	385,358.81	457,646.00	470,046.00	469,046.00	469,046.00
FINANCE DEPT OPERATING	149,865.68	229,945.00	234,610.00	214,610.00	214,610.00
TOTAL FINANCE DEPT	\$535,224.49	\$687,591.00	\$704,656.00	\$683,656.00	\$683,656.00
<b>LEGAL SERVICES</b>					
TOTAL LEGAL ACCOUNT	\$104,116.73	\$120,000.00	\$120,000.00	\$120,000.00	\$120,000.00
<b>DATA PROCESSING</b>					
TOTAL DATA PROCESSING	\$77,453.36	\$75,000.00	\$76,000.00	\$75,000.00	\$75,000.00
<b>TOWN CLERK</b>					
TOWN CLERK SALARIES	124,389.47	128,972.00	134,917.00	134,917.00	134,917.00
TOWN CLERK OPERATING	1,972.13	3,500.00	3,300.00	3,300.00	3,300.00
TOTAL TOWN CLERK	\$126,361.60	\$132,472.00	\$138,217.00	\$138,217.00	\$138,217.00
<b>ELECTIONS/REGISTRATIONS</b>					
ELECTION/REGISTRATION SALARIES	15,808.39	5,400.00	19,500.00	19,500.00	19,500.00
ELECTION & REG OPERATING EXPENSES	17,608.86	14,100.00	17,700.00	17,700.00	17,700.00
TOTAL ELECTIONS/REGISTRATIONS	\$33,417.25	\$19,500.00	\$37,200.00	\$37,200.00	\$37,200.00
<b>PLANNING, ENVIRONMENTAL &amp; PERMITTING</b>					
PLANNING, ENVIRON, & PERMITTING SALARIES	311,831.86	341,179.00	365,366.00	366,266.00	366,266.00
PLANNING, ENVIRON, & PERMITTING EXPENSES	37,430.43	35,745.00	41,645.00	40,745.00	40,745.00
TOTAL PLANNING, ENVIRON, & PERMITTING	\$349,262.29	\$376,924.00	\$407,011.00	\$407,011.00	\$407,011.00
<b>CAPITAL OUTLAY</b>					
TOTAL CAPITAL OUTLAY SALARIES AND EXPENSES	\$450.00	\$900.00	\$450.00	\$450.00	\$450.00
<b>TOTAL GENERAL GOVERNMENT</b>	<b>\$2,362,613.07</b>	<b>\$2,572,523.27</b>	<b>\$2,698,486.02</b>	<b>\$2,635,075.05</b>	<b>\$2,635,075.05</b>
				Enterprise Indirect costs	(\$64,503.00)
				Ambulance Indirect Costs	(\$14,000.00)
				Entergy Indirect costs	(\$10,000.00)
				Revised General Government	\$2,546,572.05
<b>PUBLIC SAFETY</b>					
<b>POLICE DEPT</b>					
POLICE SALARIES	1,599,830.42	1,745,600.93	1,774,355.38	1,757,153.38	1,757,153.38
POLICE DISPATCHERS SALARIES	264,928.75	282,649.62	291,035.00	291,035.00	291,035.00
ANIMAL CONTROL SALARIES	34,184.65	30,800.00	30,900.00	30,900.00	30,900.00
POLICE OPERATING	118,029.66	118,900.00	127,448.00	120,600.00	120,600.00
TOTAL POLICE DEPT	\$2,016,973.48	\$2,177,950.55	\$2,223,738.38	\$2,199,688.38	\$2,199,688.38
<b>FIRE DEPT</b>					
FIRE SALARIES	445,961.03	520,510.25	540,482.00	542,981.95	542,981.95
FIRE OPERATING	77,513.23	88,400.00	91,100.00	91,100.00	91,100.00
TOTAL FIRE DEPT	\$523,474.26	\$608,910.25	\$631,582.00	\$634,081.95	\$634,081.95
<b>AMBULANCE SERVICE</b>					
EMS SALARIES	490,602.82	588,715.74	637,950.00	637,950.00	637,950.00
EMS OPERATING EXPENSES	99,012.65	113,190.00	118,849.50	118,849.50	118,849.50
TOTAL AMBULANCE SERVICE	\$589,615.47	\$701,905.74	\$756,799.50	\$756,799.50	\$756,799.50
<b>TOTAL PUBLIC SAFETY</b>	<b>\$3,130,063.21</b>	<b>\$3,488,766.54</b>	<b>\$3,612,119.88</b>	<b>\$3,590,569.83</b>	<b>\$3,590,569.83</b>
				Ambulance - self supporting	(\$756,800.00)
				Revised Public Safety	2,833,769.83
<b>PUBLIC WORKS</b>					
<b>DEPARTMENT OF PUBLIC WORKS</b>					
DPW SALARIES	621,937.13	689,726.00	764,332.00	764,332.00	764,332.00
DPW OPERATING	237,709.25	263,750.00	277,610.00	277,610.00	277,610.00
CEMETERY PERPETUAL CARE	5,627.64	15,000.00	15,000.00	15,000.00	15,000.00
EARTH REMOVAL	863.91	1,260.00	1,260.00	1,260.00	1,260.00
LANDFILL OPERATING	65,013.04	90,000.00	80,000.00	77,500.00	77,500.00
TOTAL DEPARTMENT OF PUBLIC WORKS	\$931,150.97	\$1,059,736.00	\$1,138,202.00	\$1,135,702.00	\$1,135,702.00
<b>TOTAL PUBLIC WORKS</b>	<b>\$931,150.97</b>	<b>\$1,059,736.00</b>	<b>\$1,138,202.00</b>	<b>\$1,135,702.00</b>	<b>\$1,135,702.00</b>
				Cemetery Receipts Reserved	(15,000.00)
				Revised Public Works	1,120,702.00
<b>HEALTH &amp; HUMAN SERVICES</b>					
<b>COUNCIL ON AGING</b>					
COUNCIL ON AGING SALARIES	78,505.54	75,039.00	76,280.00	76,280.00	76,280.00
COUNCIL ON AGING OPERATING	18,170.35	24,500.00	24,300.00	16,300.00	16,300.00
TOTAL COUNCIL ON AGING	\$96,675.89	\$99,539.00	\$100,580.00	\$92,580.00	\$92,580.00
<b>VETERAN'S AGENT</b>					
VETERANS SALARIES	37,092.82	39,844.00	44,744.00	44,744.00	44,744.00

**APPENDIX E - TOWN OF CARVER PROPOSED OPERATING BUDGET FOR THE FISCAL YEAR ENDING 6/30/19**

DESCRIPTION	2017 ACTUAL	2018 ORIGINAL BUDGET	2019 DEPT REQUESTED	2019 TOWN ADMINISTRATOR RECOMMENDED	2019 SELECTMEN RECOMMENDED
VETERANS OPERATING	1,614.31	3,475.00	3,600.00	3,600.00	3,600.00
VETERANS BENEFITS	246,334.47	240,000.00	240,000.00	240,000.00	240,000.00
TOTAL VETERAN'S AGENT	\$285,041.60	\$283,319.00	\$288,344.00	\$288,344.00	\$288,344.00
<b>TOTAL HEALTH &amp; HUMAN SERVICES</b>	<b>\$381,717.49</b>	<b>\$382,858.00</b>	<b>\$388,924.00</b>	<b>\$380,924.00</b>	<b>\$380,924.00</b>
<b>CULTURE &amp; RECREATION</b>					
<b>LIBRARY</b>					
LIBRARY SALARIES	293,806.82	310,161.00	316,504.00	316,504.00	316,504.00
LIBRARY OPERATING	78,904.33	85,717.00	93,425.00	89,425.00	89,425.00
TOTAL LIBRARY	\$372,711.15	\$395,878.00	\$409,929.00	\$405,929.00	\$405,929.00
<b>RECREATION</b>					
RECREATION SALARIES	10,815.74	7,000.00	12,000.00	12,000.00	12,000.00
RECREATION EXPENSES	7,372.21	12,000.00	8,500.00	8,500.00	8,500.00
TOTAL RECREATION	\$18,187.95	\$19,000.00	\$20,500.00	\$20,500.00	\$20,500.00
HISTORIC COMMISSION	\$430.00	\$430.00	\$430.00	\$430.00	\$430.00
HISTORIC DISTRICT COMM	\$0.00	\$260.00	\$260.00	\$260.00	\$260.00
<b>TOTAL CULTURE &amp; RECREATION</b>	<b>\$391,329.10</b>	<b>\$415,568.00</b>	<b>\$431,119.00</b>	<b>\$427,119.00</b>	<b>\$427,119.00</b>
<b>DEBT SERVICE (DOES NOT INCLUDE PAYMENTS COVERED BY CAPITAL AND DEBT STABILIZATION FUND)</b>					
SEPTIC LOAN	\$11,100.40	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL DEBT SERVICE</b>	<b>\$11,100.40</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>EMPLOYEE BENEFITS</b>					
CALL FIREFIGHTERS LOSAP	103,174.88	112,750.00	112,750.00	112,750.00	112,750.00
PLYMOUTH COUNTY ASSESSMENT	1,116,379.13	1,257,914.00	1,180,809.00	1,180,809.00	1,180,809.00
UNEMPLOYMENT PAYMENTS	0.00	0.00	0.00	0.00	0.00
HEALTH INSURANCE PREMIUMS	961,703.13	1,120,298.44	1,134,027.00	1,134,027.00	1,134,027.00
LIFE INSURANCE PREMIUMS	6,575.36	10,503.00	8,000.00	8,000.00	8,000.00
SOCIAL SEC/MEDICARE PAYMENTS	80,015.75	77,000.00	82,000.00	82,000.00	82,000.00
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>\$2,267,848.25</b>	<b>\$2,578,465.44</b>	<b>\$2,517,586.00</b>	<b>\$2,517,586.00</b>	<b>\$2,517,586.00</b>
<b>TOTAL FY19 TOWN BUDGET</b>	<b>\$9,475,822.49</b>	<b>\$10,497,917.25</b>	<b>\$10,786,436.90</b>	<b>\$10,686,975.88</b>	<b>\$10,686,975.88</b>
LESS: CEMETERY PERP CARE (FROM SPECIAL REV FUND)				(\$15,000.00)	
EMS (SELF SUPPORTED)				(\$756,799.50)	
ADJUSTED FY18 TOWN BUDGET				\$9,915,176.38	
TOWN SHARE OF BUDGET (PER REVENUE FORECAST)				\$9,826,673.00	
ENTERGY TRANSFER - NOT A SHARED REV (TO BE APPLIED TO RETIREMENT AND HEALTH CARE)				\$10,000.00	
AMBULANCE SHARE OF FUEL AND UTILITIES				\$14,000.00	
ENTERPRISE INDIRECT COOSTS				\$64,503.38	
SURPLUS/(DEFICIT)				\$0.00	



Department	Carver 10 year capital Plan DRAFT	Sources	FY19	FY20	FY21	FY22	FY23	FY24	FY25	FY26	FY27	FY28
O&M	Front End Loader - replace 554		\$ 175,000									
O&M	Field Mower - Toro GM 5910 and Trailer	SBP	\$120K									
O&M	Replace Ceiling Tiles in Corridors & Lobby MHS		\$ 75,000									
O&M	COA Addition to Library (Preliminary Budget)	Bond	\$1.5M									
O&M	Library - Replace HVAC-Major-(Preliminary Budget)	Bond	\$1M									
O&M	COA/Police Building Contingency	Bond	\$500K									
O&M	Police Station (Preliminary Budget)	Bond	\$4.0M									
O&M	Transportation Building Lighting Upgrades		→	\$ 35,000								
O&M	Replace Exterior-Town Hall (\$80K FY17/18)		\$ 40,000									
O&M	Utility Vehicles ES	SBP	\$35K									
O&M	Utility Vehicles MHS		\$ 35,000									
O&M	Replace Synchronized Clock System MHS		→	→	\$ 45,000							
O&M	Town Hall Replace HVAC		→	→	→	\$ 120,000						
O&M	Cold Storage Building 60' x 100' (NEW)			→	→	\$ 100,000						
O&M	One Ton Dump Truck w/ Plow - replace 601			→	\$ 50,000							
O&M	Town Hall vinyl floor replacement			→	→	→	→	\$ 50,000				
O&M	Forman's Pickup with Plow 800			→	→	\$ 50,000						
O&M	Replace Roof - Library			→	→	→	→	\$ 130,000				
O&M	Scag Mower			\$ 10,000		\$ 10,000		\$ 10,000	\$ 10,000			\$ 12,000
O&M	Replace 2006 Elgin Pleican Street Sweeper				\$ 135,000							
O&M	Sealcoating at the Town Hall and Library				\$ 50,000							\$ 22,500
O&M	Dump Truck 6-wheel w/ Sander/Plow - replace 604					\$ 200,000						
O&M	Repaint Fire Station #2					\$ 23,000						
O&M	Replace Roof - Town Hall						\$ 120,000					
O&M	Town Hall - Replace Generator (look at combining)						→	\$ 45,000				
O&M	One Ton Dump Truck w/ Plow - replace 697							\$ 80,000				
O&M	Repaint Library Interior							→	→	\$ 140,000		
O&M	Dump Truck 6-wheel w/ Sander/Plow - replace 694							\$ 200,000				
O&M	Bobcat w/ Trailer								→	\$ 100,000		
O&M	Repaint Ambulance Exterior Painting								\$ 50,000			
O&M	Dump Truck 6-wheel w/ Sander/Plow - replace 609									\$ 180,000		
O&M	Repaint Town Hall Interior									\$ 60,000		
O&M	Replace 1992 E-Z Beaver Wood Chipper										\$ 30,000	
O&M	Replace Library Generator										\$ 45,000	
O&M	Replace truck #699 Bucket Truck											\$ 200,000
NCWD	NCWD Debt Service for Well and Infrastructure	FC	\$250K	\$250K	\$245K	\$240K	\$235K	\$230K	\$225K	\$220K	\$215K	\$200K
FIRE	Purchase Tanker 2		→	\$ 495,000								
FIRE	Install PPE Gear Lockers at Station 2 and 3			\$ 15,000								
FIRE	Replace Protective Clothing (PPE)	Grant		\$450K								
FIRE	Rehab Brush Breaker 29					\$ 175,000						
FIRE	Replace Dive/Rehab Rescue 2						→	\$ 20,000				
FIRE	Replace Command Car 3						→	\$ 52,500				
FIRE	Rehab Brush Breaker 28						→	→	\$ 175,000			
FIRE	Replace Command Car 1							\$ 53,500				
FIRE	Replace Air Cascade Unit								\$ 45,000			
FIRE	Replace Portable Light Tower (Lum 1)								\$ 25,000			
FIRE	Replace Existing Heavy Rescue 1									\$ 150,000	\$ 450,000	
FIRE	Replace Existing Tanker 1										\$ 475,000	
FIRE	Replace Water Rescue Boat											\$ 70,000
FIRE	Replace Forestry 25 (Polaris 6x6 UTV)											\$ 40,000
FIRE	Purchase of Used Platform Truck (\$1.25M new)	(great deal)			→	→	→	→	→	→	→	\$ 500,000
FIRE/POLICE	Equipment for new hires		\$ 40,000									
POLICE	Portable Speed Signs, LIDAR, used motorcycle		\$ 12,500									
POLICE	Body Cams (pending legislation)								\$ 20,000			
POLICE	Cruiser Replacements		\$ 44,500	\$ 92,000	\$ 93,000	\$ 94,000	\$ 48,000	\$ 98,000	\$ 50,000	\$ 102,000	\$ 52,000	\$ 103,000
EMS	Replace 08 Ambulance & equip, w/power stretcher	AF					\$235K					\$250K
EMS	EKG Replacement	AF						\$81K				
TOWN CLERK	Replace Election Tabulation Equipment (new)					\$ 30,000						
TOWNWIDE	Radio/Pager/Infrastructure (consolidated)					→	→	→	\$ 350,000			
TOWNWIDE	Capital Outlay Reserve Account	saved funds	\$500K									
TOWNWIDE	Town Wide Technology Upgrades		\$ 199,000	\$ 143,000	\$ 190,000	\$ 155,000	\$ 180,000	\$ 180,000	\$ 190,000	\$ 195,000	\$ 200,000	\$ 205,000
SCHOOL	Replace 71 Passenger Bus(es)		\$ 75,000	\$ 76,000	\$ 152,000	\$ 153,000	\$ 79,000	\$ 80,000	\$ 81,000	\$ 160,000	\$ 83,000	\$ 84,000
SCHOOL ADM	Replace (2) HVAC units 2nd Floor		→	→	→	\$ 45,000						
SCHOOL	Replacement of Track & football complex	CPA/1-time	\$4.1M									
SCHOOL	Café Equipment		\$ 15,000									
SCHOOL	W/C van			\$ 50,000				\$ 55,000				
SCHOOL	Repaint Tennis/Basketball Courts	CPA		\$45K								\$55K
SCHOOL	Replace Minivan				\$ 31,000		\$ 32,000	\$ 33,000		\$ 34,000		\$ 35,000
SCHOOL	Replace various speakers (signet) new				→	\$ 35,000						
SCHOOL	Replace Security Cameras				\$ 250,000							
SCHOOL	Replace Mini Bus				\$ 70,000				→	\$ 75,000		
SCHOOL	Fire Alarm Field Devices					→	→	\$ 300,000				
SCHOOL	Replace Parking Lot					→	→	→	\$ 700,000			
SCHOOL	W/C bus					\$ 90,000					\$ 97,500	
SCHOOL	Replace Student Desks							→	→	\$ 100,000		
SCHOOL	Library Carpet							\$ 60,000				
SCHOOL	Replace Exterior Lighting MHS							\$ 30,000				
SCHOOL	Replace Student Lockers							→	→	\$ 475,000		
SCHOOL	Renovate Restrooms middle high							\$ 100,000	\$ 100,000			
SCHOOL	Complete Locker Room Renovation								→	→	\$ 900,000	
SCHOOL	Upgrade Culinary Classroom	Grants?								\$ 100,000		
SCHOOL	Replace Cafeteria Tables Chairs									\$ 75,000		
SCHOOL	Library Renovations									\$ 10,000		
SCHOOL	Replace key system for Bldgs. security									→	→	\$ 450,000
SCHOOL	Auditorium Renovation / Seating										→	\$ 750,000
SCHOOL	Replace Interior Light Fixtures											\$ 40,000
	ANNUAL TOTAL REQUEST		\$ 711,000	\$ 916,000	\$ 1,066,000	\$ 1,280,000	\$ 459,000	\$ 1,577,000	\$ 1,796,000	\$ 1,956,000	\$ 2,332,500	\$ 2,511,500
	ANNUAL TARGET FUNDS AVAILABLE		\$ 720,156	\$ 949,217	\$ 1,112,670	\$ 1,318,164	\$ 1,489,115	\$ 1,658,724	\$ 1,827,326	\$ 2,005,183	\$ 2,357,210	\$ 2,526,721
		DELTA	9,156	33,217	46,670	38,164	1,030,115	81,724	31,326	49,183	24,710	15,221
	Available Capital Stabilization Revenue		\$ 2,900,551	\$ 3,028,753	\$ 3,160,159	\$ 3,294,851	\$ 3,432,911	\$ 3,574,422	\$ 3,719,470	\$ 3,868,145	\$ 4,020,536	\$ 4,176,738
	Payoff of Existing Leases		\$ 121,757	\$ 48,545	\$ 48,545							
	Capital Town-Wide Network Implementation and Oversight		\$ 25,625	\$ 26,266	\$ 26,922	\$ 27,595	\$ 28,285	\$ 28,992	\$ 29,717	\$ 30,460	\$ 31,222	\$ 32,002
	Capital Town-Wide Maintenance Contract		\$ 75,000	\$ 76,875	\$ 78,797	\$ 80,767	\$ 82,786	\$ 84,856	\$ 86,977	\$ 89,151	\$ 91,380	\$ 93,665
	Short-term interest / Disclosure Statement / Project Management		\$ 85,000	\$ 85,000	\$ 85,000	\$ 85,000	\$ 85,000	\$ 85,000	\$ 85,000	\$ 85,000	\$ 85,000	\$ 85,000
	25 year reduction of debt exclusion for elementary school		\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
	Estimated \$10M debt service middle high roof/boilers, police station, & COA		\$ 819,513	\$ 819,100	\$ 819,225	\$ 823,825	\$ 822,725	\$ 821,100	\$ 823,950	\$ 821,100	\$ 822,725	\$ 818,650
	Fire Station/Engines \$10M final debt service		\$ 953,500	\$ 923,750	\$ 889,000	\$ 859,500	\$ 825,000	\$ 795,750	\$ 766,500	\$ 737,250	\$ 533,000	\$ 520,700
	Fixed Capital Stabilization Expenses		\$ 2,180,395	\$ 2,079,536	\$ 2,047,489	\$ 1,976,687	\$ 1,943,796	\$ 1,915,698	\$ 1,892,144	\$ 1,862,962	\$ 1,663,327	\$ 1,650,017
	Note: Any figure with K or M is not included in totals as they are funded through other sources. Also arrows (→) are adjustments to balance 10 year capital plan											

## APPENDIX F: Chart for Cost of Living and Step Increases for all Unions and Non-Unions

### Actual COLA Only

50/50 New Hires	Yes	Yes	Yes	Yes	No	Yes
COLA Only # of Steps	Clerical 15	DPW 14	Dispatch 12	Police* Pat/Sgt=10	Teachers 10	Non-Union 12
~% between steps	2.0%	2.0%	2.0%	1.2%	5%/12.5%	2.0%
FY21		1.0%	1.0%			
FY20		1.0%	1.0%			
FY19	2.0%	2.0%	1.0%	2.0%	-	2.0%
FY18	2.0%	0.0%	2.0%	2.0%	2.0%	2.0%
FY17	0.0%	2.0%	0.0%	2.0%	1.5%	0.0%
FY16	0.0%	2.0%	2.0%	0.0%	1.5%	0.0%
FY15	0.0%	0.0%	0.0%	0.0%	2.0%	0.0%
FY14	2.0%	2.0%	2.0%	2.0%	1.5%	0.0%
FY13	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
FY12	3.0%	3.0%	3.0%	5.0%	0.0%	0.0%
FY11	0.0%	0.0%	0.0%	0.0%	3.0%	0.0%
FY10	2.0%	0.0%	0.0%	0.0%	2.0%	0.0%
FY09	0.0%	0.0%	2.0%	0.0%	3.0%	0.0%
FY08	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%
FY07	2.0%	2.0%	2.0%	2.0%	3.0%	2.0%
<b>12-15 yr average</b>	<b>1.2%</b>	<b>1.1%</b>	<b>1.2%</b>	<b>1.3%</b>	<b>1.8%</b>	<b>0.6%</b>

All DPW, Non-Union, Police, SEIU, and Dispatch all have agreed to 50/50 health care for new employees

\*Patolman receive a step ~ 3 years averaging 1.2% per year (this applies to holiday pay, education incentive, etc.)

### Actual COLA plus Steps

As of 4-6-18

50/50 New Hires	Yes	Yes	Yes	Yes	No	No	Yes
COLA plus Steps # of Steps	Clerical 15	DPW 14	Dispatch 12	Police* Pat/Sgt=10	Teachers 9	Top-School 1	Non-Union 12
~% between steps	2.0%	2.0%	2.0%	1.2%	5.0%	12.5%	2.0%
FY21		3.0%	3.0%				
FY20		3.0%	3.0%				
FY19	4.0%	4.0%	3.0%	3.2%			4.0%
FY18	4.0%	2.0%	4.0%	3.2%	7.0%	14.5%	4.0%
FY17	2.0%	4.0%	2.0%	3.2%	6.5%	14.0%	2.0%
FY16	2.0%	4.0%	4.0%	1.2%	6.5%	14.0%	2.0%
FY15	2.0%	2.0%	2.0%	1.2%	7.0%	14.5%	2.0%
FY14	4.0%	4.0%	4.0%	3.2%	6.5%	14.0%	2.0%
FY13	2.0%	2.0%	2.0%	1.2%	5.0%	12.5%	2.0%
FY12	5.0%	5.0%	5.0%	6.2%	5.0%	12.5%	2.0%
FY11	0.0%	2.0%	0.0%	1.2%	8.0%	15.5%	0.0%
FY10	4.0%	2.0%	2.0%	1.2%	7.0%	14.5%	0.0%
FY09	2.0%	2.0%	4.0%	1.2%	8.0%	15.5%	0.0%
FY08	4.0%	4.0%	4.0%	3.2%	7.0%	14.5%	4.0%
FY07	4.0%	4.0%	4.0%	3.2%	8.0%	15.5%	4.0%
<b>NET 12-15 yr average</b>	<b>2.9%</b>	<b>3.1%</b>	<b>3.1%</b>	<b>2.5%</b>	<b>6.8%</b>	<b>14.3%</b>	<b>1.8%</b>

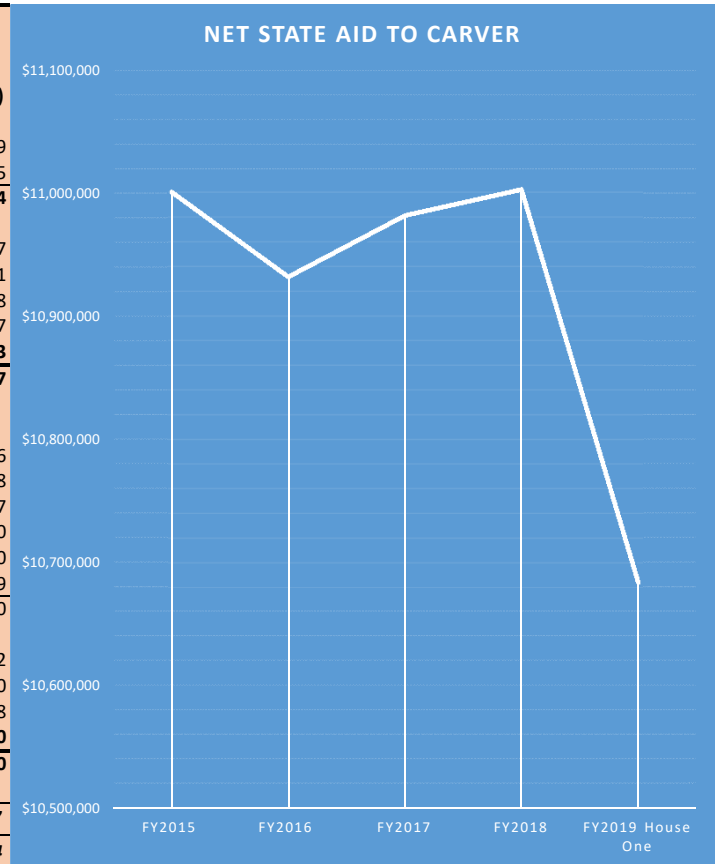
Note: Net 12 year average is based on employee not being at top step and receiving COLA and Step

Top-School Step of 12.5% based on increase pensionable value is calculated from step 9 to 10 (~\$10,000 per year raise)

## Appendix H: Massachusetts State Aid Carver

	FY2015	FY2016	FY2017	FY2018	FY2019 ESTIMATED (GOVERNOR'S BUDGET)
<b>State Revenue</b>					
<b>Education:</b>					
Chapter 70	\$9,731,289	\$9,772,714	\$9,863,519	\$9,913,049	\$9,945,029
Charter Tuition Reimbursement	\$131,287	\$170,209	\$150,950	\$111,670	\$442,345
<b>Sub-total, All Education Items:</b>	<b>\$9,862,576</b>	<b>\$9,942,923</b>	<b>\$10,014,469</b>	<b>\$10,024,719</b>	<b>\$10,387,374</b>
<b>General Government:</b>					
Unrestricted Gen Gov't Aid	\$1,299,896	\$1,346,692	\$1,404,600	\$1,459,379	\$1,510,457
Veterans Benefits	\$157,685	\$174,452	\$177,270	\$196,851	\$194,461
State Owned Land	\$112,258	\$112,258	\$110,922	\$110,816	\$121,288
Exemp: VBS and Elderly	\$56,605	\$56,974	\$59,261	\$61,993	\$63,937
<b>Sub-Total, All General Gov</b>	<b>\$1,626,444</b>	<b>\$1,690,376</b>	<b>\$1,752,053</b>	<b>\$1,829,039</b>	<b>\$1,890,143</b>
<b>Total Estimated Receipts</b>	<b>\$11,489,020</b>	<b>\$11,633,299</b>	<b>\$11,766,522</b>	<b>\$11,853,758</b>	<b>\$12,277,517</b>
<b>State Expenses</b>					
County Tax	\$24,629	\$24,446	\$25,057	\$25,938	-\$26,586
Mosquito Control Projects	\$61,875	\$62,919	\$64,233	\$66,638	-\$68,998
Air Pollution Districts	\$3,097	\$3,071	\$3,148	\$3,179	-\$3,257
RMV Non-Renewal Surcharge	\$16,560	\$16,560	\$16,560	\$16,100	-\$16,100
MBTA	\$25,226	\$21,188	\$20,301	\$19,364	-\$19,340
Regional Transit	\$49,898	\$54,146	\$55,500	\$56,887	-\$58,309
<b>Sub-Total, Assessments:</b>	<b>\$181,285</b>	<b>\$182,330</b>	<b>\$184,799</b>	<b>\$188,106</b>	<b>-\$192,590</b>
<b>Education Assessments:</b>					
Special Education	\$13,162	\$13,616	\$14,724	\$15,490	-\$38,212
School Choice Sending Tuition	\$28,100	\$30,075	\$55,000	\$43,666	-\$101,300
Charter School Sending Tuition	\$265,883	\$475,407	\$530,258	\$603,813	-\$1,261,008
<b>Sub-Total, Education Assessments:</b>	<b>\$307,145</b>	<b>\$519,098</b>	<b>\$599,982</b>	<b>\$662,969</b>	<b>-\$1,400,520</b>
<b>Total Estimated Charges:</b>	<b>\$488,430</b>	<b>\$701,428</b>	<b>\$784,781</b>	<b>\$851,075</b>	<b>-\$1,593,110</b>
<b>NET STATE AID*</b>	<b>\$11,000,590</b>	<b>\$10,931,871</b>	<b>\$10,981,741</b>	<b>\$11,002,683</b>	<b>\$10,684,407</b>
<b>NET EDUCATION PART OF STATE AID</b>	<b>\$9,555,431</b>	<b>\$9,423,825</b>	<b>\$9,414,487</b>	<b>\$9,361,750</b>	<b>\$8,986,854</b>

\*School Choice Revenue and Public Libraries not included as they historically go to revolving funds not part of budget



# **“CARVER - TOWN MEETING PROCEDURES”**

*NOTE: Smoking is prohibited in the School and on School Grounds.*

The following shall constitute the official rules of procedure for this meeting, unless objection is received by the Moderator prior to the opening of the Meeting:

## **A. PURPOSE OF TOWN MEETING:**

Whereas the Board of Selectmen is the executive branch of Town government, the Town Meeting is the legislative branch and has the power to make local laws (bylaws) and the power to approve the Town budget of expenditures following proper notice to inhabitants of the Town of Carver qualified to vote in Town affairs. As the legislative branch, these Town Meeting procedures are designed for an orderly and dignified way of proceeding with its business and to protect the rights of individuals to have a fair opportunity to express their opinions and propose alternatives.

## **B. REGISTRATION:**

Voters must register upon entering the Meeting. Non-voters may attend, but must sit in a separate area.

## **C. QUORUM:**

Seventy-five (75) qualified voters shall be necessary to constitute a quorum at any town meeting, including special town meetings; provided, however, that one hundred fifty (150) qualified voters shall be necessary to constitute a quorum at any town meeting where bonded indebtedness is to be voted upon and provided also, that a number less than a quorum may from time to time adjourn the same.

## **D. TO SPEAK AT TOWN MEETING:**

No person shall speak at the meeting without leave of the Moderator. Unless physically unable to do so, a voter wishing to speak should rise and get in line with others behind a designated microphone or microphones. Those physically unable to approach a microphone should obtain a red card from the registration table upon entering the Meeting and may raise it to signify to the Moderator that they wish to speak. The Moderator will recognize the voter and they may then state their business. The first time a voter is recognized at a Meeting, the voter should state their name and street address. Without first obtaining approval of the Moderator, no person shall speak more than once on any article, and no person shall speak for more than 3 minutes at a time, except to correct a mistake or misstatement and then for no more than one minute after being recognized by the Moderator.

All speakers shall address their remarks through the Moderator and may only address others through the Moderator. No speaker shall make personal remarks about others or impugn or question the character or motives of others. No speaker shall use profanity or vulgarity or otherwise be rude or disrespectful and all speakers shall observe proper decorum and respect when addressing the meeting. Non-speakers shall refrain from interrupting the speaker or disturbing the assembly by whispering or talking.

No Person shall be recognized while another person is speaking except to raise a “point of order.” A point of order may be used to question the conduct, procedure or legality of the discussion at hand or of a ruling of the Moderator. However, a “point of order” may not be used to address the subject matter being discussed, and any attempt to use a point of order for such purposes shall be ruled out of order.

The Moderator has the duty and responsibility to preserve order and decorum in a Town Meeting. The failure to abide by the orders of the Moderator may result in removal from the meeting and any and all appropriate legal consequences, including criminal prosecution. M.G.L. c. 39, §17.

## E. MOTIONS:

No person may speak regarding an article on the warrant unless a motion has been made and seconded.

To be debatable, a motion must be seconded and be in writing and given to the Moderator before the maker may speak on the subject of the motion. The maker of a motion is always entitled to begin the debate as soon as the Moderator has received the motion in writing and has again recognized the maker of the motion. In an effort to avoid unnecessary delays at town meeting, it is strongly recommended that any proposed motion or amendment be given to the Moderator prior to the start of the Meeting (preferred 72 hours in advance to Town Clerk) so it can be reviewed with Town Counsel to make sure it is in proper legal form and within scope of advertised warrant article.

Until the vote is called by the Moderator, any voter may follow the procedure to speak (Section D, above) and request the opportunity to debate, make motions for amendments, or otherwise, but the voter must be recognized by the Moderator before speaking.

If a warrant article for the expenditure of money contains a specific dollar amount, no motion shall be in order if it proposes an expenditure that exceeds the sum presented in the warrant article, unless the amount is followed by the words "or such other sum" or other similar language.

The following list contains samples of the forms of common motions:

### 1. CONDUCTING BUSINESS AT THE TOWN MEETING:

"I move \_\_\_\_\_", or "I move the adoption of \_\_\_\_\_".

"I wish to present the following resolution \_\_\_\_\_. I move its adoption."

### 2. INDEFINITELY POSTPONE (A NEGATIVE VOTE):

"I move to postpone this article indefinitely." (Can be main motion or proposal to defeat a pending main motion).

### 3. AMEND MOTION (must be within scope of advertised article):

"I move to amend the motion by \_\_\_\_\_."

"I move to amend by striking out the motion and substituting this motion \_\_\_\_\_."

### 4. CHANGE ORDER OF ARTICLE:

"I move Article #\_\_ be considered before (or after) Article #\_\_." (Can't be moved while any other motion pending). (2/3 vote required)

## F. LIMITING, EXTENDING, OR STOPPING DEBATE:

### 1. STOP DEBATE AND ORDER AN IMMEDIATE VOTE:

"I move the question." (2/3 vote required – no debate - Generally the Moderator will allow anyone already standing in line to speak after the motion has been voted)

### 2. LIMIT OR EXTEND DEBATE:

"I move to limit (or extend) the debate on this motion to (specify time)." (2/3 vote required – no debate)

## G. RECONSIDERATION OR RESCISSION:

"I move to reconsider the vote on the motion \_\_\_\_\_. (If reconsideration passes, it is followed by another vote on the original motion.)

"I move to rescind the vote on the motion \_\_\_\_\_."

NOTE: "Reconsideration" or "Rescission" can be moved only by a person who was on the prevailing side of the earlier vote as determined by the moderator immediately following the article on the same day of the Town Meeting in which the action to be reconsidered occurred, but can only be moved once (2/3 vote required to reconsider or rescind).

#### H. DISSOLVE A MEETING:

“I move that we dissolve the meeting” or “I move that we adjourn without a day” (No motion to dissolve or adjourn without scheduling a day shall be in order until all articles in the warrant have been acted upon).

#### I. ADJOURN TO CONTINUE MEETING LATER:

“I move that we adjourn to meet on (date) at (time).” (Privileged – has priority over any pending motion)

#### J. PRIVILEGE OR POINT OF ORDER:

“I rise to a question of privilege. (State issue – comfort and convenience or personal slur or slander.)” (Privileged – no debate)

“I rise to a point of order. (State question of procedure).” (No debate)

#### K. VOTES:

1. The Moderator may announce a vote as it appears by the sound of voices and/or number of hands, including votes requiring 2/3. If s/he is in doubt, or if his/her announcement is doubted by 7 or more voters rising, s/he shall order a rising vote for a count. If vote is not challenged prior to the making of a motion under the next article it shall be binding on Town Meeting.
2. Passing Vote (other than Majority) Required of Voters Present:
  - Zoning Bylaw Amendment (MGL c. 40A § 5) - 2/3
  - Transfer to or from Stabilization Fund (MGL c. 40 § 5B) - 2/3
  - Appropriation for purchase or eminent domain acquisition of land or easement (MGL c. 40 § 14) 2/3
  - Real estate transfer votes when land acquired by eminent domain (MGL c. 40 § 15) - 2/3
  - Note: Land acquired for parkland or watershed purposes requires legislative approval. Sale or lease of land may be subject to Procurement Act (MGL c. 30B) unless exempted by legislature.
  - Most borrowing votes (except temporary loans, leases, or highway construction anticipating reimbursement, which require majority only) - 2/3
  - Reconsideration - 2/3
  - Limit, Extend, or Stop Debate (Including Previous Question) - 2/3
  - Suspension of Rules or Lay on Table - 2/3
  - Previous Years' Bills (MGL c. 44 § 64): Annual Town Meeting - 4/5; Special Town Meeting - 9/10
3. Secret Ballots:

If directed by the moderator or requested by 20% or more of voters present, a secret ballot shall be taken in form chosen by moderator

#### L. OFFICIAL RULES OF THE MEETING:

The conduct of any town meeting not prescribed by the Massachusetts General Laws, the Town's Bylaws, these procedures or by the majority of voters present at the meeting shall be determined by the rules of practice contained in TOWN MEETING TIME, most recently revised.