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**MODERATOR'S MESSAGE
ON
TOWN MEETING PROCEDURES**

Welcome to the 2015 Hingham Town Meeting. In our commitment to open town meeting, Hingham remains true to a wonderful tradition – of vesting in each citizen both voice and vote, enabling all of us to play a pivotal part in the work of our town and in shaping its future. Town meeting is not only a gathering of citizens to consider matters of common concern, it is the legislative body of the town. As such, the meeting must be conducted in a fair and open manner and in accordance with the Town By-Laws, as well as traditions that we have followed in Hingham town meetings for many years. Several matters of procedure are summarized below.

- An **article** in the warrant states a question for the town meeting to answer. A **motion** is a proposed answer to the question and must be within the scope of the article. An article (once published in the warrant) may not be amended, but a motion may be amended by vote of the meeting. All motions must be seconded.
- If the Advisory Committee is recommending an **affirmative motion** under an article, its motion will be received as the main motion under the article. A voter may propose to amend this motion, either to change it in part or to substitute a whole new motion (sometimes called a "substitute motion"). In any such case, the proposed amendment will be taken up and voted on first and then the main motion, as it may have been amended, will be acted upon.
- If the Advisory Committee is recommending **no action** under an article and a voter offers an affirmative motion, the voter's motion will be received as the main motion under the article. Such a motion is likewise subject to amendment.
- All **motions and proposed amendments** involving the expenditure of money must be **in writing**. So must all other motions and proposed amendments unless they are so brief and simple as to be easily understood when stated orally (*e.g.*, motion for the previous question, motion to adjourn). Voters are welcome to seek the assistance of counsel for the Town in preparing motions or proposed amendments.
- **Limits on speaking:** No one may speak on any subject for more than six (6) minutes for the first time or for more than three (3) minutes for the second time. No one may speak more than twice on any question unless all others who have not spoken on the question shall have spoken if they desire to do so and unless leave of the meeting is first obtained. A person may speak more than twice, but only to make a brief correction of an error in or misunderstanding of his or her previous statement, including brief answers to questions from the floor (addressed through the Moderator).
- No speaker is allowed to **indulge in personalities**, but must confine his or her remarks to the matter before the meeting.
- Persons who are not registered voters of the Town may be admitted to the meeting as **guests** by the Moderator. A guest of the meeting may be granted permission to address the meeting by majority vote.
- The purpose of the **motion for the previous question** is to end discussion and have an immediate vote on the pending question. The motion is not debatable and requires a

majority vote for adoption. The Moderator will decline to accept a motion for the previous question if other voters are seeking recognition and if both sides have not had a fair opportunity to be heard. The Moderator will accept the motion for the previous question if it appears that both sides have been heard and the discussion is becoming repetitious.

- **Voting procedures:** All votes are taken in the first instance by voice vote. If the Moderator is in doubt as to the results or if seven (7) voters rise and express doubt as to the result declared by the Moderator, a standing vote is taken, **except** that a ballot vote is taken (instead of a standing vote) if either the Advisory Committee or fifty (50) voters promptly call for a ballot vote. As a ballot vote takes considerable time, our practice has been not to request a ballot vote in the absence of compelling reasons.
- At a **Special Town Meeting**, no money may be appropriated for any purpose if the Advisory Committee recommends against the appropriation, except by a **two-thirds vote** of the meeting.
- No vote may be **reconsidered** except after a **two-thirds vote** on a motion to reconsider such vote. A vote may not be reconsidered a second time or after a motion to reconsider it has failed to pass.
- A vote adopted at one session of the town meeting may not be **reconsidered at a later (adjourned) session** of the meeting unless the mover has given notice of his or her intention to make such a motion either at the session of the meeting at which the vote was passed or by written notice to the Town Clerk not less than 12 hours before the hour to which adjournment has been voted and not more than 48 hours after the hour of adjournment of such session. Any motion for reconsideration pursuant to such notice of intention will be taken up at the beginning of the adjourned session.
- **Articles** in the warrant are to be acted upon **in their order** unless the meeting otherwise determines by majority vote.
- A **motion to adjourn** the meeting to a later time is a privileged motion and is decided by majority vote without debate. When the warrant is completed, a **motion to dissolve** the meeting is in order.
- The number of voters constituting a **quorum** in order to convene the first session of a Regular or Special Town Meeting is 300. The number of voters necessary to convene the second or any subsequent session of a Regular or Special Town Meeting is 200. Once convened, the quorum to transact business at any Regular or Special Town Meeting is 200; provided, however, that a number of less than 200 may from time to time adjourn the same. Once a quorum is determined at the start of the meeting (or adjourned session), the presence of a quorum is presumed to continue unless a point of no quorum is raised and a count of the meeting shows that a quorum is not present. In that event, the meeting may be adjourned to a later date.
- **If you wish to speak**, please rise and seek the attention of the Moderator or the Assistant Moderator. When recognized by the Moderator, you should come to a microphone. Please state your name and address at the outset each time you speak.

REPORT OF THE ADVISORY COMMITTEE

The Advisory Committee recommends the proposed Fiscal Year 2016 budget (Articles 4, 5 and 6) for Town Meeting approval.

The Town's operating budget (Articles 4, 5 and 6, less employee benefits, insurance and debt service) will increase 4.26% over the FY 2015 budget. This increase results from wage inflation and modest increases in service levels to either respond to increasing demand or to partially restore service reductions made during Fiscal Years 2009 through 2011.

Budgeted expenditures for employee benefits are .66% below FY 2015, with a 2% increase in group insurance being offset by a reduction in our Other Post Employment Benefit (OPEB) liability. Debt service is budgeted to increase by 1.7%. In FY2016, the Town will take advantage of historically low interest rates by refinancing approximately \$45 million of short-term debt into 17-year bonds at an expected interest rate of 2.5%.

The increase in expenditures for FY 2016 will be funded by a 2.5% increase in the tax levy, new growth of approximately \$850,000, modest increases in state aid and local receipts (including \$600,000 in Meals Tax revenue), and an additional \$450,000 of meals tax revenue which will be transferred from the Meals Tax Stabilization Fund.

The Town continues to strengthen its financial position while maintaining reasonable service levels and providing for the Town's capital needs. In developing the proposed FY 2016 budget, the Advisory Committee has been mindful of four important considerations: (1) delivery of Town services in the most cost-effective manner possible; (2) addressing the capital and infrastructure needs of the Town; (3) the effect of the Committee's recommendations on residential property taxes; and (4) maintenance of the Town's Aaa bond rating.

1. In constructing the FY2016 budget, the Advisory Committee was mindful of the Town's revenue outlook. The five-year forecast reflects decelerating revenue growth, driven by a decrease in new growth and an assumption that local aid will be flat for the next five years.
2. The budget presented for Town Meeting consideration is based on "level services", i.e., FY2015 service levels adjusted for FY 2016 costs. The Board of Selectmen, School Committee and Advisory Committee have considered and recommended certain strategic additions which reflect restoration of former services or new initiatives to meet increasing demand for services. These additional requests were weighed carefully, particularly when they involved additional personnel costs. The Board of Selectmen, Personnel Board, and School Committee have worked diligently this past year to ensure that Town employees are compensated fairly. The cost of employee payroll accounts for approximately 55% of the Town's total FY 2016 budget.
3. The Town is committed to providing for its capital needs within the tax levy or operating budget of the Town. Rebounding from a low in capital spending in FY 2010, there has been a slow, but steady, increase in capital funding through the capital outlay process. Working with the Capital Outlay Committee, the Advisory Committee continues to balance the need to repair and replace capital items, before such costs become unreasonable, with all of the other pressures on operating revenues. For FY2016, Capital Outlay (excluding Sewer, Recreation and the South Shore Country Club, which are funded from rate charges and user fees) is approximately \$2,168,460 which is within the range set forth in the Town Financial Policy. In addition, as with the prior year budgets, money is included in the FY2016 Department of Public Works budget to continue road repair, leveraging state road funds for this purpose. The Warrant also includes an

article to authorize the Town to borrow up to \$500,000 for design and engineering services for North Fire Station (Station #2) renovations.

4. The Advisory Committee continues to monitor the ratio of the Town’s Fund Balance to the Town’s Total Annual Expenditures—a key metric of fiscal health and effective management in evaluations by all three bond-rating agencies. The Town’s Aaa bond rating provides the Town access to debt markets when other potential borrowers—with lower bond ratings—are unable to find purchasers for their riskier debt. The Aaa bond rating also means the Town can secure the lowest-possible interest rates for its bond offerings, resulting in lower debt- service costs funded by property taxes. The availability of debt at reasonable rates is a key component of the Town’s financial assumptions. The resulting debt service costs at lower-than-projected levels also reduces the tax burden for Hingham households. In February 2014, Standard & Poors affirmed its Aaa rating for Hingham’s general obligation debt, reflecting its continued confidence in the Town’s financial condition and fiscal management.

The FY 2016 Article 4, 5, and 6 budgets for the Town (net of the Sewer and South Shore Country Club budgets, which are financed by rate charges and user fees) will change relative to the FY 2015 budget as follows:

	<u>FY 2015</u>	<u>FY 2016</u>
Municipal Departments:	\$23,219,066	\$24,294,536
School Department:	\$43,490,722	\$45,413,720
Capital Outlay:	\$2,236,922	\$2,168,460
Employee Benefits:	\$12,235,588	\$12,154,630
Debt Service:	\$9,500,765	\$9,661,182
Insurance and Incidentals:	<u>\$510,950</u>	<u>\$560,950</u>
TOTAL	\$91,194,013	\$94,253,478

The \$1,075,470 increase in Municipal Department budgets reflects wage and cost inflation, along with modest increases to services. All budgets have been closely scrutinized by each department head, the Town Administrator, the Board of Selectmen and the Advisory Committee. With respect to the School Department FY 2016 operating budget, the Advisory Committee is recommending an appropriation that is \$1,922,998 greater than the FY 2015 funding authorization. This increase represents wage inflation, enrollment growth, modest increases in service, and an increase in Special Education costs. It should be noted that 100% of the costs associated with Full-Day Kindergarten (beginning this fall) will be funded through tuitions and a modest grant. Prior to submitting its budget request to the Advisory Committee, the School Committee and School Administration undertook a thorough process to develop a needs-based budget, which included public hearings, including joint hearings with the Board of Selectmen and the Advisory Committee.

The FY 2016 budgets presented to Town Meeting do not reflect the full requested amounts from several departments. However, the Advisory Committee believes the proposed budgets are fair, equitable, sustainable, and represent a level of service consistent with the expectations of the Town’s residents.

While all Municipal and School departments worked through the financial constraints of the last several budget cycles with no significant disruption and minimal erosion in services, increasing service demands and unfunded federal and state mandates require the allocation of additional dollars to meet the most pressing needs. Unfunded mandates will continue to influence future budgets.

One of the most visible unfunded mandates is the special education portion of the School Department budget. Special Education costs account for \$778,765 (41%) of the total increase in the Education budget. To manage the risk of additional unanticipated and unbudgeted tuitions, the Board of Selectmen is proposing a Warrant article to transfer \$250,000 in Committed Fund Balance to the reserve fund authorized by the April 2014 Annual Town Meeting and signed into law by the Governor in January 2015. These funds represent surplus Special Education dollars from FY 2014 that were self-restricted earlier this year by votes from the School Committee, the Advisory Committee, and the Board of Selectmen in anticipation of this fund being established.

While this fund will give the Town greater flexibility to address unbudgeted costs, a statewide solution is still necessary particularly in light of reductions to circuit breaker funding as part of the Governor's 9C reductions for FY 2015. The Advisory Committee remains concerned about the chronic underfunding and delayed reimbursement from the Commonwealth of special education out-of-district tuition and transportation costs.

FINANCIAL POLICY CONFORMANCE

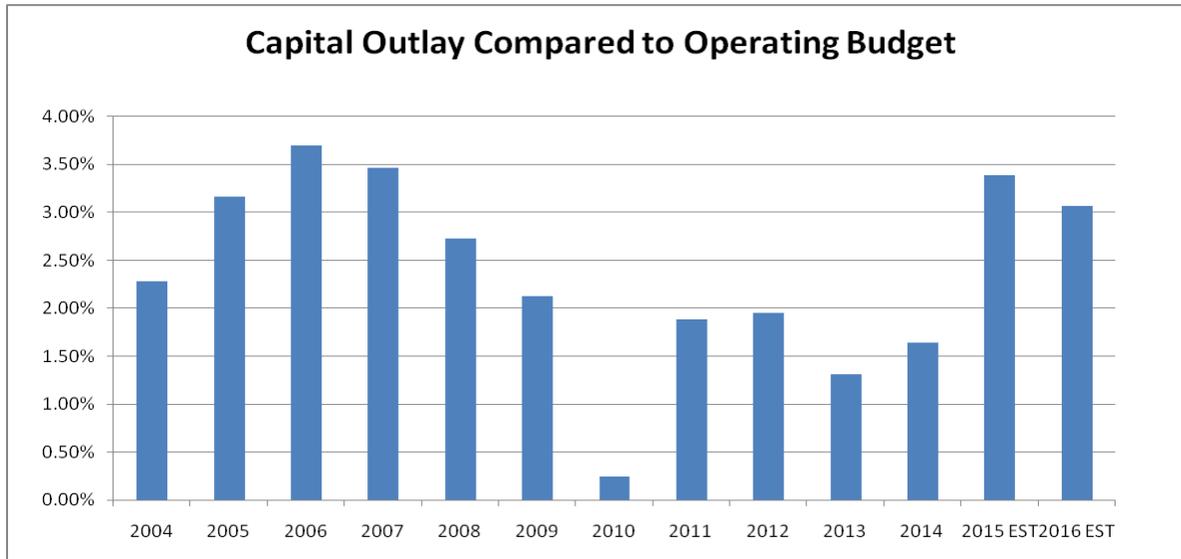
During FY 2015, the Advisory Committee made minor updates to the Town's Financial Policy to reflect current circumstances. While the principal foundation of the policy remains unchanged, the policy now includes a position on unused levy capacity and defines an ongoing process for reviewing the Town's outstanding debt.

Expenditures in the proposed FY 2016 Article 6 budget conform to the Town's Financial Policy guidelines as follows:

- Unassigned Fund Balance between 16% and 20% of Total Annual Expenditures (TAE)
 - Fund Balance, also known as Available Reserves or Available Funds, is the accumulation of each year's actual surpluses and deficits. In accordance with the implementation of GASB 54, Fund Balance is classified into five categories; Nonspendable, Restricted, Committed, Assigned, and Unassigned.
 - Our Financial Policy calls for maintaining Unassigned Fund Balance at a level no less than 16% and as high as 20% of TAE.
 - Total Fund Balance has increased from 8.9% of TAE at the end of FY 2009 to 30.51% at the end of FY 2014 (the most recently completed fiscal year). As of the end of FY 2014, total Fund Balance equalled \$25,709,663. Approximately \$8,814,587 (34.29%) is 'reserved' for particular future uses per GASB 54.
 - As of the end of FY 2014, Unassigned Fund Balance equalled \$16,895,076, or 20.05% of TAE. However, several Warrant articles under consideration by the 2015 Annual Town Meeting seek funding from fund balance. The Advisory Committee has carefully assessed the impact of each of these articles on Fund Balance and the Unassigned Fund Balance ratio to TAE in making its recommendations.
- Capital Expenditures between 2% and 5% of the Operating Budget
 - The proposed capital expenditures to be funded from the tax levy or available reserves account for 3% of the proposed FY 2016 operating budget. While this is the second consecutive year

that capital spending has been within the limits set forth in the Town Financial Policy, the Advisory Committee recognizes there is still a backlog in capital projects due to capital underfunding in previous years.

- The Town’s capital outlay continues to call for ongoing focus throughout the term of the *Five-Year Capital Plan*, including consideration of the targeted use of debt to address major capital expenditures, as is the case for FY 2016 with the proposed borrowing of \$500,000 for the North Fire Station.



- For FY 2016, the Capital Outlay Committee reviewed and evaluated departmental spending requests using the following six criteria, in descending order of importance:
 - If lack of the capital item puts citizen safety at risk
 - If the capital item is broken
 - If the department cannot function without the capital item
 - If the capital item is still functional but repairs are required that would cost 25% or more of the new item purchase price
 - If the capital item is substantially beyond its projected useful life and its failure would jeopardize performance of the department’s overall mission
 - If the cost of the capital item can be recovered in three years or less
- From initial capital requests in excess of \$5,200,000 the Capital Outlay Committee (COC) recommended an FY 2016 capital budget funded from the tax levy of \$2,097,460, plus \$71,000 to be funded from mooring permit revenue in Committed Fund Balance.
- In addition, the Advisory Committee and COC recommend that the Town spend \$500,000 for design and engineering services for the North Fire Station to be funded with borrowing, if approved by Town Meeting.

- The Advisory Committee and COC also recommend that an additional \$345,000 be expended on capital outlays for the Sewer Commission (\$159,000) Recreation Commission (\$75,000), and South Shore Country Club (\$111,000)—all funded by user fees and/or rate charges.

• Reserve Fund of approximately 0.75% of the Operating Budget

- Massachusetts General Laws provide for annual appropriations to a Reserve Fund from which transfers for extraordinary or unforeseen expenditures may be made from time to time, with the advice of the Board of Selectmen and the approval of the Advisory Committee. The Reserve Fund is used to save the time and expense of a Special Town Meeting for relatively low-cost items.
- In FY 2014, Reserve Fund transfers were made as follows:

<u>Department</u>	<u>Amount</u>
Project Engineering-Flood Maps	\$40,000
Accounting-Audit Services	7,500
Veterans-Salaries	13,200
Dispatch-Town Assessment	63,446
Snow & Ice	430,847
Legal	220,000
Total Approved	
Transfers-6/30/14	<u>\$774,993</u>

- Unexpended Reserve Fund for a fiscal year, if any, is returned to Fund Balance effective the end of that fiscal year.
- For FY 2015, the harsh winter has resulted in unusual and significant costs to the Town that exceed the budgeted Reserve Fund amount of \$550,000. Accordingly, this year’s Town Meeting will be asked to transfer funds from Unassigned Fund Balance to the FY 2015 Reserve Fund to ensure the Town closes out the year with a balanced budget.
- The proposed FY 2016 Reserve Fund is .75% of the operating budget and .55% of total budgeted appropriations.

• Long-term financial obligation and liability funding

- Contributory Retirement and OPEB are each funded as required by law. The FY 2016 budget recommends funding each at 100% of the Annual Required Contribution so as not to burden future generations with unsustainable or disproportionate financial obligations.
- The FY 2016 OPEB contribution is a reduction of \$209,464 from FY 2015. This reflects a revaluation of our OPEB liability and the Town’s adoption of new health insurance plans.

- Caution in incorporating long-term revenue-growth assumptions

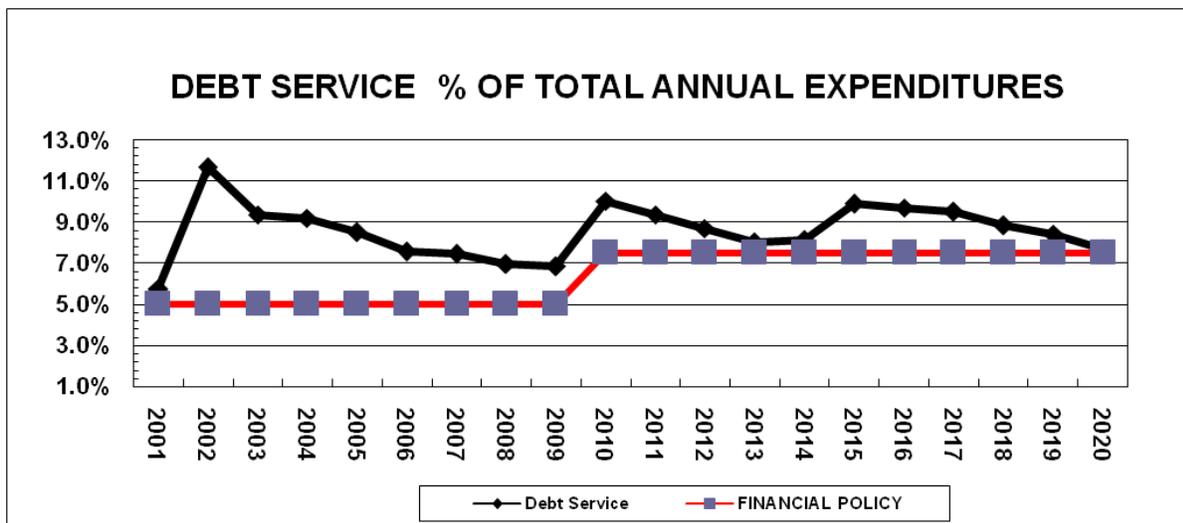
- The projection of New Growth revenue for FY 2016 and beyond is based on the extrapolation of building-permit activity and other indicators of the local economic outlook. As previously noted, the Town is currently forecasting New Growth to decline from FY 2016 to FY 2017 and to remain flat in future years.
- Similarly, future Local Receipts revenue—primarily from Motor Vehicle Excise taxes—is tracked carefully and forecast conservatively.

- Non-recurring revenues and long-term costs

- Non-recurring revenues are deposited in Fund Balance unless Town Meeting directs otherwise.
- The Board of Selectmen and Advisory Committee continue to require full life-cycle cost projections for incorporation in budget forecasts whenever new operating and/or capital funding requests are presented.

- Debt service between 5% and 7.5% of Total Annual Expenditures

- Debt service represents 9.71% of FY 2016 Total Annual Expenditures—a slight decrease from FY 2015.
- This year, the Advisory Committee led a Debt Management initiative to review the risks and benefits associated with the Town’s financing posture. This initiative was incorporated into the Town Financial Policy to ensure it occurs on an ongoing basis.
- An analysis completed by the Treasurer/Collector and Town Administrator was presented to the Board of Selectmen and Advisory Committee as part of annual budget deliberations. It resulted in a decision to refinance approximately \$45 million in short-term borrowings into long-term bonds to both take advantage of historically low long-term interest rates and ensure predictability in future debt service.
- The graph below shows currently-authorized debt only:



- The graph indicates that, assuming no additional borrowing, debt service would conform with Financial Policy guidelines by FY 2020. However, the Advisory Committee notes that the Town is contemplating several projects that could be financed through the issuance of additional debt. These projects would be brought forward to future Town Meetings for their consideration.
- For FY 2016, as previously mentioned, the Advisory Committee and COC recommend that the Town spend \$500,000 for design and engineering services for the North Fire Station to be funded with borrowing.

FY 2016 TAX RELIEF

As in previous years, the FY 2016 budget includes tax relief for the benefit of all taxpayers. Pursuant to Article 14 of the April 2013 Annual Town Meeting, \$450,000 of meals tax receipts from prior years, currently held in the Meals Tax Stabilization Fund, will be transferred for the purposes of FY 2016 tax relief. In addition, \$600,000 of FY 2016 meals tax receipts (now part of local receipts) will fund FY 2016 tax relief. By using meals tax receipts to offset some borrowing costs associated with the Middle School construction project, the Town can reduce the amount of property tax it will raise under the October 2011 debt exclusion. The tax rate for FY 2016 will still be higher than in FY 2015; however, the amount of increase will be less than it would be otherwise.

The Town's financial forecast includes tax relief in future years, but there is no guarantee that the Town's financial condition will support it. Further, it is important to note that by choosing not to raise taxes to the maximum level in FY 2015, the Town created \$400,000 in unused levy capacity. Adoption of the FY 2016 budget will create \$500,000 in unused levy capacity.

While unused levy capacity is not cumulative (taxes foregone in one fiscal year cannot be recouped in a future year), it does carry-forward. As a result, future Town Meetings will have the ability to increase taxes up to the full levy capacity. If a future Town Meeting chooses to use all or some of the now existing unused levy capacity, the resulting increase in taxes will be disproportionate to the historical trend.

The Town could make tax relief permanent by enacting a property tax override to permanently reduce the property tax base. This would require both a Town Meeting vote and a ballot vote. No such proposal is contemplated at this time.

The Town's current budgeting process includes appropriate checks and balances to manage the risk of tax rate volatility. While the Town's recent history of fiscal discipline and responsibility bode well for the future, continued diligence by the Board of Selectmen and the Advisory Committee is necessary to ensure the ongoing success of this tax relief proposal.

REVENUE SOURCES AND USES

For 2016, total budgeted Uses include Article 4, 5 and 6 appropriations of \$99,532,257 and amounts reserved for State Assessments, Overlay and Other Expenses totaling \$1,300,205.

The aggregate budget uses for FY 2016 of \$100,832,462 balance to the forecasted revenue Sources of \$100,841,771, resulting in a projected Excess (i.e., surplus) of \$9,309.

	ACTUALS	ESTIMATE	FORECAST	FORECAST	FORECAST	FORECAST	FORECAST
	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020
SOURCES							
Tax Levy							
Levy	63,382,432	66,131,397	68,832,769	71,403,588	73,738,678	76,132,145	78,585,448
2 1/2 % increase	1,584,561	1,653,285	1,720,819	1,785,090	1,843,467	1,903,304	1,964,636
New growth	1,164,404	1,048,087	850,000	550,000	550,000	550,000	550,000
Debt exclusions	3,568,485	4,755,700	4,786,120	4,574,327	4,154,883	3,899,295	3,913,093
Unused Levy Capacity	0	(400,000)	(500,000)	(500,000)	(500,000)	(500,000)	(500,000)
Total Tax Levy	69,699,882	73,188,469	75,689,708	77,813,005	79,787,028	81,984,744	84,513,178
Other Revenue							
State Aid	9,870,447	10,061,002	10,195,338	10,195,338	10,195,338	10,036,872	10,036,872
Local Receipts	8,159,397	8,462,074	8,775,642	8,995,033	9,219,909	9,450,406	9,686,667
Fund Balance	53,000	347,811	396,000	0	0	0	0
SSCC	2,048,718	2,181,127	2,231,877	2,231,877	2,231,877	2,231,877	2,231,877
Sewer	2,410,585	2,475,163	2,603,206	2,799,524	3,013,553	3,247,007	3,501,770
Light Plant	500,989	500,000	500,000	500,000	500,000	500,000	500,000
Meals Tax Reserves		450,000	450,000	450,000	450,000	450,000	0
Total Other Revenue	23,043,136	24,477,177	25,152,063	25,171,771	25,610,676	25,916,163	25,957,185
Total Sources							
	92,743,018	97,665,646	100,841,771	102,984,777	105,397,705	107,900,906	110,470,364
USES							
State Assessments	805,781	809,719	850,205	871,460	893,247	915,578	938,467
Overlay	350,000	350,000	350,000	350,000	350,000	350,000	350,000
Other expenses / deficits	0	100,000	100,000	100,000	100,000	100,000	100,000
Total	1,155,781	1,259,719	1,300,205	1,321,460	1,343,247	1,365,578	1,388,467
Appropriations							
Capital Outlay	844,365	2,451,422	2,327,460	2,200,000	2,300,000	2,400,000	2,500,000
Article 6	87,120,889	93,764,159	96,761,101	98,897,503	100,716,346	102,579,454	104,593,740
Article 4&5	0	116,154	443,696	801,958	1,167,386	1,540,122	1,920,313
Other articles	156,711	0	0	0	0	0	0
Total appropriation	88,121,965	96,331,735	99,532,257	101,899,461	104,183,732	106,519,576	109,014,052
Total Uses							
	89,277,746	97,591,454	100,832,462	103,220,921	105,526,978	107,885,154	110,402,519
EXCESS (Shortfall)	3,465,272	74,192	9,309	(236,144)	(129,274)	15,752	67,844

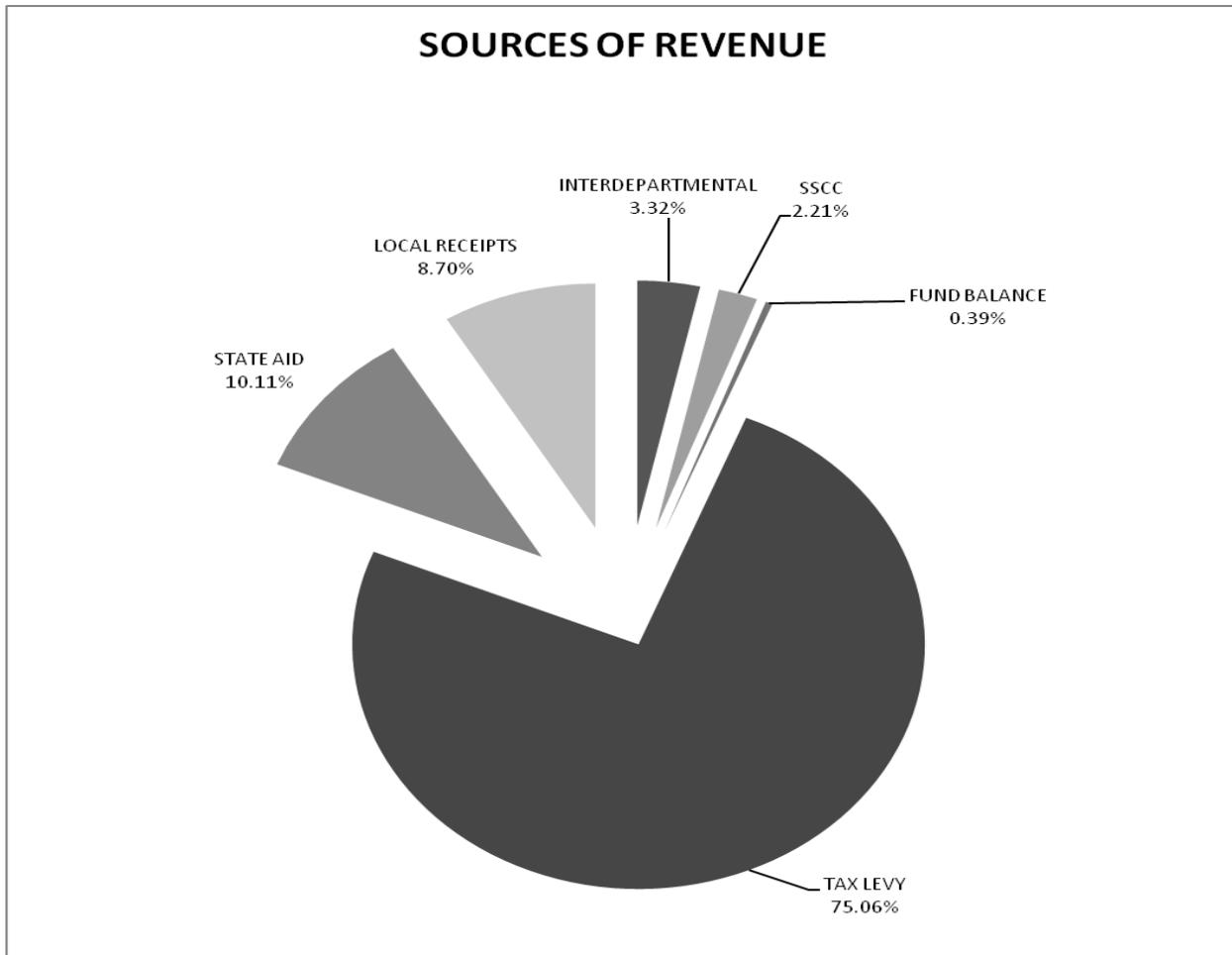
As indicated in the chart, New Growth revenue—the amount by which the property tax base increases due to new development or improvement to existing properties—is forecast to be approximately \$198,087 less in 2016 than in 2015. The forecast for FY 2017 reflects a further reduction of \$300,000 from FY 2016 and remains flat in the foreseeable future. While there are opportunities for new growth,

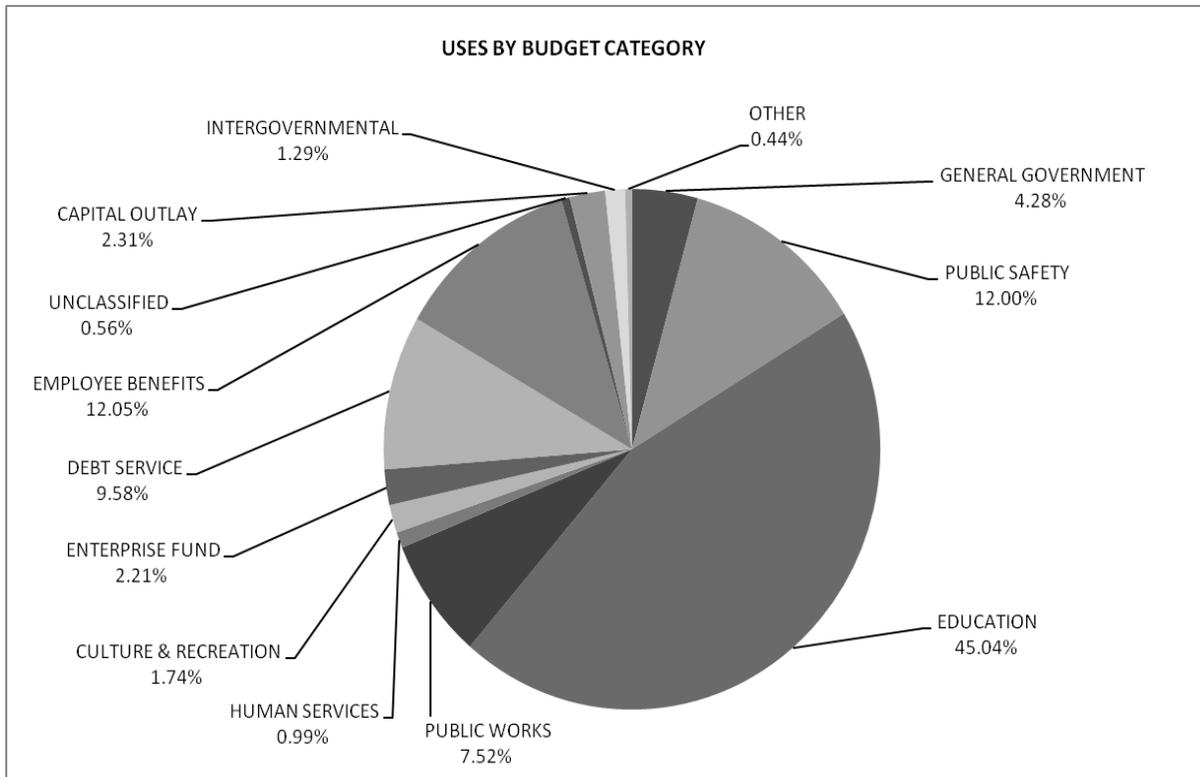
the realization of these opportunities is dependent on a number of variables, many of which are outside the control of the Town; accordingly, conservative forecasting is both prudent and necessary.

The Advisory Committee notes the reduction in new growth will make it increasingly difficult to fund future new services or initiatives.

With regard to particular Other Revenue line items:

- SSCC (South Shore Country Club) revenues of \$2,231,877 fully offset operating, capital expenses, and employee benefits costs, all of which are included in the Article 6 Uses total.
- Sewer revenues of \$2,603,206 fully offset sewer operating, debt, capital expense, and employee benefits costs, all of which are included in the Article 6 Uses total.
- Light Plant revenue of \$500,000 is a Payment In Lieu Of Taxes (PILOT).
- Fund balance (\$396,000) includes \$71,000 from Committed Fund Balance to fund Harbormaster capital outlay and \$325,000, which represents surplus dollars from the Assessor's overlay budget from previous years.





ADVISORY COMMITTEE RECOMMENDATIONS

The Advisory Committee is a proxy for Town Meeting—the legislative body of the Town. The Advisory Committee has studied, discussed, and recommended; Town Meeting will make the final decisions regarding the proposed FY 2016 budget and the Warrant’s other articles.

The Advisory Committee has voted to recommend the budget amounts presented in Articles 4, 5, and 6 for approval by Town Meeting.

In addition, the Advisory Committee has reviewed each of the other articles in the Warrant and—after public discussion with sponsors, petitioners, proponents, and other interested citizens—has provided comments and recommended motions that reflect the relevant points made during the Committee’s deliberations.

The Advisory Committee is most grateful for the assistance and support of Town Administrator Ted Alexiades, Assistant Town Administrator Betty Foley, Town Accountant Sue Nickerson, and the Committee’s administrative point-person, Lynn Phillips—their diligence and timely support has enabled the Advisory Committee to better represent and serve you.

As in past years, the Advisory Committee benefited from strong working relationships with the Board of Selectmen, the School Committee and Administration, Town Department heads, the Capital Outlay Committee, the Community Preservation Committee, and the numerous other Town Boards, Commissions, and Committees with which the Advisory Committee and its liaisons routinely interface. Continued collaboration, mutual respect, and teamwork benefit everyone.

Hingham continues to be well served by the extraordinary efforts of its many capable and responsible employees and volunteers. The Advisory Committee thanks them all for their contributions.

THE ADVISORY COMMITTEE

Mary M. Power, Chair
Thomas J. Pyles, Vice-Chair
James W. Taylor, Secretary
Victor Baltera
Thomas E. Belyea
Daniel J. Coughlin
Lucy N. Hancock
Eric Haskell
Theodore Justo Joyce
Linda K. Kutsch
Gregory M. MacCune
Craig D. MacKay
James A. Sharkansky
Donna M. Smallwood
William A. Wise

REPORT OF THE BOARD OF SELECTMEN

This year, 2015, will be long remembered as “epic” for the winter. With a record snow of over 100 inches, the Town prevailed due to its employees who were heroic in their response to the snow and weather events. The Board wishes to express gratitude and thanks to all the Town employees, the Hingham Light Plant and contractors that worked tirelessly during the snow and weather events. The first responders who ventured out in the blizzards cannot be thanked enough for their service. Hingham answered the call like the special place it is.

The Town’s Aaa rating continues to reflect its strong financial position. Prudent debt management policies and competent management are all areas of fiscal strength. We are again cautiously optimistic about the future. However, we remain concerned about managing potentially slow growth due to the lagging economic recovery and ever rising demands for service based on population growth. It will be a balancing act to minimize the economic burdens our citizens face in this economy.

The 2015 Annual Town meeting will again consider a modest tax relief proposal for FY2016 by keeping a promise made to taxpayers to employ meal’s tax revenues and unused levy capacity to mitigate the impact of tax increases. The increases are a direct result of the voter approval of the new Middle School and other Town projects. The Board continues to look for opportunities to provide tax relief to the neediest citizens, seniors as well as all property owners. The proposed budget continues to restore positions in Town departments and the Schools that were lost opportunities during the financial crises years. The Town now has an annual budget of one hundred million dollars with a population over twenty two thousand.

The Capital Budget for FY2016 addresses planning for projects on Summer Street and the Rotary, the seawalls at the harbor, a renovation of the Fire Station on North Street, and a project to restore the Bathing Beach and address the parking lot erosion. The years ahead will see a number of proposals for building renovations to address our aging infrastructure and population growth.

Debt management continues to be a strength of the Town. Approximately \$46 million was financed through general obligation bonds at a rate of 0.75% in the Spring of 2014. One of the Selectmen’s objectives this year was to work with the Advisory Committee, which is responsible for the Town Financial Policy, to examine the short term versus long term debt strategy. Given that Hingham debt offerings are still much in demand by investors, the decision was made to convert all the short term debt to long term in the spring of 2015. The Advisory Committee has updated the Financial Policy to reflect timely discussions of long term versus short term debt. This is a further example of prudent decisions made in the best interest of the Town and the taxpayer.

Expenses for “snow and ice” and roof clearings are approaching two million dollars for FY2015. The excess over the budgeted amounts will be taken from Fund Balance. The Board is cautiously evaluating short term spending that involves decreasing the Fund Balance level, up from its lowest point of 8.9% in FY2009. The level of Fund Balance is one of the strengths supporting the Town’s continued AAA rating. The current unassigned fund balance is now over 20 percent. The Town policy is a range of 16 to 20 percent.

The Town’s study of owning its municipal water company and the litigation to determine a price for the potential acquisition continues. The court trial testimony has concluded and closing arguments are scheduled for the end of May of 2015. A decision on the price is expected in early summer 2015. If

appropriate, after open meetings with the Town, a future Town Meeting will allow citizens to decide if such ownership is in the best interests of the Town. To address current issues, the Water Supply Committee was reactivated and is engaged with short and long term issues impacting the Town.

The potential slow economic growth is being addressed, in part, by the South Hingham Study Group, established in 2013. The quest for responsible development, given the need for serious infrastructure improvements has proved to be challenging. Work continues on improvement of the Derby Street corridor. Hingham has received excellent support from all members of our legislative contingent for the Derby Street corridor improvements, harbor improvements and other projects. It is much appreciated.

The Harbor Task Force has been reactivated to coordinate projects impacting Summer Street, the Rotary and Route 3A, the harbor front and the Bathing Beach. The Task Force has representation from the Planning Board, Zoning Board, Development and Industrial Commission, Trustees of the Bathing Beach, Harbor Development Committee, the Town Engineer and two independent citizens.

Planning initiatives moved forward for the senior population. The Elder Services Department has outgrown its space; the seniors are the fastest growing segment of our Town's population. A Recreation and Fields Study Committee has been formed to address the current state of facilities and future needs of the citizens. Planning for public safety departments continues. The Police Department needs additional space and the addition of a fourth Fire Station is being studied to serve South Hingham now and in the future as responsible development occurs.

A Hingham Substance Abuse Prevention Coalition has been formed. The mission of the Coalition is to foster a strong and inclusive community that promotes choosing a healthy lifestyle and informed and responsible choices about drug and alcohol use.

The Town devoted time and effort in addressing the 2012 FEMA flood maps. The recent 2012 FEMA maps resulted in potentially dire consequences for residents and commercial businesses as well as Town properties. The Town responded by challenging FEMA and, over the course of the year, new draft Flood Insurance Rate maps detailing proposed changes to flood zones in coastal areas are in final review and will go into effect 120 days after the review is complete and the appropriate public notice is given. The new maps will ameliorate most of the negative consequences presented by the 2012 FEMA maps. In addition, the Town is in the process of finalizing a study designed to examine rising sea levels and its impact on the Town, especially the harbor, downtown and the waterfront areas.

We continue to provide the highest level of services to our Veterans. The Town Administrator received the "Patriot Award" for programs provided by the Town to support our Veterans. We continue to explore opportunities for new and enhanced programs. It is fitting to recognize our Veterans' Service Officer, CPO Keith Jermyn, currently on deployment in Somalia. We wish him a speedy and safe return and thank him and all our Veterans for their service.

The Board wishes to thank the residents for their generous response to the Flags For Soldiers Campaign recognizing the service members from Hingham serving in the Armed Forces.

On April 30, 2015, we say goodbye to Chief Michael Peraino after 37 years of exemplary service as he and his wife Linda head into a well-deserved retirement. The Chief was the Town's first DARE officer and now many of our police officers are graduates of his program. He has served the Town with dignity, professionalism and a caring hand.

The Board would be remiss by not acknowledging the formidable service of Betty Foley and Betty Tower for their decades of dedicated and loyal service to the Town of Hingham. Both women have ensured that the office of the Board of Selectmen for the Town of Hingham runs smoothly and efficiently. We wish them both all the best in their upcoming retirement.

Finally, the Board of Selectmen wishes to thank the volunteers who unselfishly give their time and talent to the many committees and boards without which we could not accomplish the work of the Town. Hingham is a very special place because of the Advisory Committee, elected and appointed Boards, elected officials and all the volunteers who render their service for the good of the entire Town. Given this epic year, we give them, and our dedicated staffs, our heartfelt thanks.

Irma H. Lauter, Chairman
Paul K. Healey
Paul J. Gannon

COMMONWEALTH OF MASSACHUSETTS

Plymouth, ss.

To the Constables of the Town of Hingham in the County of Plymouth, Greetings:

In the name of the Commonwealth of Massachusetts you are hereby directed to notify and warn the inhabitants of the Town of Hingham qualified to vote in Town affairs to meet in the HIGH SCHOOL, 17 Union Street, in said Hingham, Monday, the twenty-seventh day of April 2015 at SEVEN O’CLOCK in the evening, Then and thereto act on the following Articles:

ARTICLE 1: To choose all necessary Town Officers, other than those to be elected by ballot, including the following:

- 1. One member of the Committee to have charge of the income of the Hannah Lincoln Whiting Fund for a term of three years, or act on anything relating thereto.

(Inserted by the Board of Selectmen)

COMMENT: The Hannah Lincoln Whiting Fund was established in 1915 pursuant to the will of Ada B.W. Bacon in memory of her mother, "...to be expended in relieving the necessities of the deserving poor or unfortunate of South Hingham..." Grants from the fund income are made at the discretion of a committee of three members, one of whom is elected each year by the Town. As of December 31, 2014, the fund assets totaled \$15,224.48, of which \$224.48 is available for distribution. The principal of \$15,000 is held in trust and is not available for distribution.

RECOMMENDED: That Laurel H. Cosman, 16 Queen Anne Lane, be elected a member of the Committee to have charge of the income of the Hannah Lincoln Whiting Fund for a three-year term, and that Pauline Munroe, 16 Pilgrim Road, be elected a member of the Committee to have charge of the income of the Hannah Lincoln Whiting Fund to fill an unexpired one-year term.

ARTICLE 2: Will the Town assume liability in the manner provided by General Laws, Chapter 91, Section 29, as amended, for all damages that may be incurred by work to be performed by the Department of Conservation and Recreation of the Commonwealth of Massachusetts for the improvement, development, maintenance and protection of tidal and non-tidal rivers and streams, harbors, tide waters, foreshores and shores along a public beach, and authorize the Selectmen to execute and deliver a bond of indemnity therefore to

the Commonwealth, or act on anything relating thereto?

(Inserted by the Board of Selectmen)

COMMENT: The Department of Conservation and Recreation ("DCR"), as a matter of policy, requires the Town to assume liability if it is to perform any of this type of work within the Town. In accordance with the statute, the Town would assume liability for all damages to property sustained by any person as a result of such work performed by the DCR.

RECOMMENDED: That the Town, in accordance with, and to the extent only permitted by, Massachusetts General Laws chapter 91, section 29, as amended, assume liability for all damages that may be incurred by work to be performed by the Department of Conservation and Recreation of the Commonwealth of Massachusetts for the improvement, development, maintenance and protection of tidal and non-tidal rivers and streams, harbors, tide waters, foreshores and shores along a public beach within the Town, in accordance with section 11 of said chapter 91, and that the Board of Selectmen is hereby authorized to execute and deliver a bond of indemnity to the Commonwealth assuming such liability.

ARTICLE 3: To hear the reports of the following: Affordable Housing Trust; Audit Committee; Capital Outlay Committee; Commission on Disability Issues; Community Preservation Committee; Conservation Commission; Country Club Management Committee; Council on Aging; Electronic Voting Study Committee; Energy Action Committee; GAR Hall Trustees; Harbor Development Committee; Hingham Historic Districts Commission; the Historian; Historical Commission; Board of Managers of Lincoln Apartments LLC; Long-Range Waste Disposal and Recycling Committee; Memorial Bell Tower Committee; Open Space Acquisition Committee; Scholarship Fund Committee; 2006 School Building Committee; Wastewater Master Planning Committee; and Water Supply Committee, or act on anything relating thereto.

(Inserted by the Board of Selectmen)

COMMENT: The Town is indeed fortunate to have many public-spirited citizens willing to work in these capacities. We thank them for their excellent service.

RECOMMENDED: That any reports of the Affordable Housing Trust; Audit Committee; Capital Outlay Committee; Commission on Disability Issues; Community Preservation Committee; Conservation Commission; Country Club Management Committee; Council on Aging; Electronic Voting Study Committee; Energy Action Committee; GAR Hall Trustees; Harbor Development Committee; Hingham Historic Districts Commission; the Historian; Historical Commission; Board of Managers of Lincoln Apartments LLC; Long Range Waste Disposal and Recycling Committee; Memorial Bell Tower Committee; Open Space Acquisition Committee; Scholarship Fund Committee; 2006 School Building Committee; Wastewater Master Planning Committee; and Water Supply Committee be received; and that all of said bodies and posts of government be continued, except that Electronic Voting Study Committee be discharged with thanks.

ARTICLE 4: To hear the report of the Personnel Board appointed under the Classification and Salary Plan, or act on anything relating thereto. (Inserted by the Board of Selectmen)

COMMENT: This Article provides funds to pay for as yet undetermined financial obligations of the Town relating to salary increases, fringe benefit changes, and job reclassifications for non-School Department employees who either are not in a collective bargaining unit or who are covered by a collective bargaining agreement not yet concluded.

RECOMMENDED: That the report of the Personnel Board, a copy of which is on file in the Town Clerk's Office, be accepted; that the amendments of the Personnel By-Law, including the Classification and Salary Plan, and any agreements reached by the Personnel Board in collective bargaining, which may be embodied or referred to in said report, be approved and adopted in their entirety, such approval and adoption to become effective July 1, 2015 or as otherwise specified in said report or agreements; that the Town raise and appropriate the sum of \$476,816 for the purpose of this vote; and that the Town Accountant is hereby authorized and instructed to allocate said sum to and among the several Personnel Services and Expense Accounts in such amounts, respectively, as are proper and required to meet such amendments and to comply with such collective bargaining agreements as may be entered into by the Board of Selectmen on behalf of the Town.

ARTICLE 5: Will the Town fix the salaries of the following Town Officers, viz:

1. Selectmen
 2. Assessors
 3. Town Clerk
 4. Municipal Light Board;
- or act on anything relating thereto?
(Inserted by the Board of Selectmen)

COMMENT: This Article fixes the salaries of the elected Town Officers listed above.

RECOMMENDED: That, subject to the proviso below, the salary from July 1, 2015 through June 30, 2016 for each of the following officers shall be at the rates below stated or provided after the name of the office.

Selectmen: at the annual rate of \$2,000 each, except that the Chair shall receive an annual rate of \$2,500 for the period of incumbency.

Assessors: at the annual rate of \$1,800 each, except that the Chair shall receive an annual rate of \$2,000 for the period of incumbency.

Town Clerk¹: in accordance with the compensation rates established in Grade 15 of the Town of Hingham Classification and Salary Plan of the Personnel By-Law.

Municipal Light Board: at the annual rate of \$214 each (to be paid from the receipts of the Electric Light Department).

Provided: that the salary of each such officer except Selectman, Assessor and Municipal Light Board Member shall be reduced by all retirement allowances and pensions received by such officer from the Town of Hingham.

¹ Town Clerk, when serving as a member of the Board of Registrars of Voters, shall be paid for such duties in accordance with Massachusetts General Laws chapter 41, section 19G.

ARTICLE 6: Will the Town raise and appropriate, or transfer from available funds, sums of money to defray the expenses of the Town for the twelve month period beginning July 1, 2015, or act on anything relating thereto?

(Inserted by the Board of Selectmen)

RECOMMENDED: That the Town raise and appropriate for each of the following purposes, for the Fiscal Year beginning July 1, 2015, the sum of money stated therefor, provided that, where a transfer appropriation is stated, the amount so indicated shall be transferred or specifically appropriated as stated; also, that the authority is hereby given to turn in vehicles and equipment in partial payment for vehicles and

equipment purchased in those cases where a turn-in is stated; and provided that any amount or portion thereof appropriated to a sub-account and included in a numbered account as set forth

below may be transferred to another sub-account under the same numbered account with the approval of the Board of Selectmen and the Advisory Committee.

	<u>Fiscal 2014 Expended</u>	<u>Fiscal 2015 Appropriated</u>	<u>Advisory Fiscal 2016 Recommended</u>
GENERAL GOVERNMENT			
122 SELECTMEN			
Payroll	449,426	441,017	458,173
Expenses	27,340	33,290	33,590
Capital Outlay	0	50,000	24,295
Total	476,766	524,307	516,058
132 RESERVE FUND			
	774,993	550,000	550,000
135 TOWN ACCOUNTANT			
Payroll	358,754	367,487	371,381
Expenses	10,233	12,555	12,555
Capital Outlay	71,981	131,198	210,500
Audit	62,500	55,000	55,000
Information Technology	128,820	211,543	204,755
Total	632,288	777,783	854,191
141 ASSESSORS			
Payroll	208,796	212,192	229,746
Expenses	7,507	11,587	11,587
Consulting	70,896	114,800	67,000
Map Maintenance	0	6,000	6,000
Total	287,199	344,579	314,333
145 TREASURER/COLLECTOR			
Payroll	311,462	315,832	323,898
Expenses	40,996	44,308	44,808
Capital Outlay	5,965	0	0
Tax Titles	3,915	10,000	10,000
Total	362,338	370,140	378,706
151 LEGAL SERVICES			
	433,908	232,000	232,000
159 TOWN MEETINGS			
Payroll	1,756	2,692	2,692
Expenses	22,968	28,300	27,300
Total	24,724	30,992	29,992

	Fiscal 2014 <u>Expended</u>	Fiscal 2015 <u>Appropriated</u>	Advisory Fiscal 2016 <u>Recommended</u>
161 TOWN CLERK			
Payroll	160,594	165,723	178,822
Expenses	7,397	7,866	7,866
Total	167,991	173,589	186,688
162 ELECTIONS			
Payroll	6,614	16,350	12,150
Expenses	8,968	18,645	14,795
Total	15,582	34,995	26,945
173 COMMUNITY PLANNING			
Payroll	593,323	646,311	714,978
Expenses	36,366	57,857	57,885
Total	629,689	704,168	772,863
177 BARE COVE PARK			
Payroll	16,555	16,558	16,954
Expenses	5,042	7,833	7,833
Total	21,597	24,391	24,787
192 TOWN HALL			
Payroll	200,602	212,412	218,653
Expenses	351,609	384,087	426,776
Capital Outlay	39,988	161,750	60,185
Total	592,199	758,249	705,614
193 GRAND ARMY MEMORIAL HALL			
Expenses	11,415	12,589	14,846
Capital Outlay	0	65,000	5,000
Total	11,415	77,589	19,846
TOTAL GENERAL GOVERNMENT	4,430,689	4,602,782	4,612,023
PUBLIC SAFETY			
210 POLICE DEPARTMENT			
Payroll (Overtime \$451,378)	4,554,070	4,701,547	5,146,548
Expenses	317,455	330,900	346,550
Capital Outlay(\$71,000 from Mooring Permits)	157,465	333,000	130,500
Total	5,028,990	5,365,447	5,623,598

	Fiscal 2014 <u>Expended</u>	Fiscal 2015 <u>Appropriated</u>	Advisory Fiscal 2016 <u>Recommended</u>
220 FIRE DEPARTMENT			
Payroll (Overtime \$404,105)	4,296,368	4,429,231	4,577,186
Expenses	340,762	387,200	403,258
Capital Outlay	30,330	90,500	123,000
Total	4,667,460	4,906,931	5,103,444
240 DISPATCH SERVICES			
Expenses	738,446	750,000	813,750
Total	738,446	750,000	813,750
292 ANIMAL CONTROL			
Payroll	50,458	51,202	52,384
Expenses	3,633	3,700	4,300
Total	54,091	54,902	56,684
295 HARBORMASTER			
Payroll	119,634	132,624	151,700
Expenses	43,516	50,650	55,250
Total	163,150	183,274	206,950
299 PUBLIC SAFETY UTILITIES			
Emergency Water	371,211	364,424	364,424
Street Lighting	183,000	183,274	183,274
Total	554,211	547,698	547,698
TOTAL PUBLIC SAFETY	<u>11,206,348</u>	<u>11,808,252</u>	<u>12,352,124</u>
EDUCATION			
300 SCHOOL DEPARTMENT			
Payroll	33,630,607	35,924,118	37,239,250
Expenses	7,427,987	7,566,604	8,174,470
Capital Outlay	541,734	648,674	988,480
TOTAL EDUCATION	<u>41,600,328</u>	<u>44,139,396</u>	<u>46,402,200</u>
PUBLIC WORKS AND FACILITIES			
405 TOWN ENGINEERING			
Payroll	215,826	231,822	237,848
Expenses	44,760	31,900	35,475
Capital Outlay	0	112,000	0
Road Bldg/Construction	287,781	300,000	300,000
Total	548,367	675,722	573,323

	Fiscal 2014 <u>Expended</u>	Fiscal 2015 <u>Appropriated</u>	Advisory Fiscal 2016 <u>Recommended</u>
420 HIGHWAY/RECREATION/TREE & PARK			
Payroll (Overtime \$54,412)	1,785,065	1,855,504	1,967,668
Expenses	360,514	413,340	434,897
Capital Outlay (\$325,000 for Excess Overlay)	360,055	466,800	404,500
Snow Removal	935,172	504,325	504,325
Road Maintenance	269,680	288,246	303,246
Total	3,710,486	3,528,215	3,614,636
430 LANDFILL/RECYCLING			
Payroll (Overtime \$24,057)	420,485	460,823	490,356
Expenses	808,233	858,145	861,946
Capital Outlay	72,239	85,000	117,000
Total	1,300,957	1,403,968	1,469,302
440 SEWER COMISSION			
Payroll (Overtime \$22,586)	286,067	293,475	314,966
Expenses	211,217	248,585	269,278
Capital Outlay	102,586	164,500	159,000
Engineering	9,921	10,000	10,000
MWRA Charges	1,562,020	1,631,764	1,688,876
Hull Intermunicipal Agreement	136,677	126,839	161,086
Total	2,308,488	2,475,163	2,603,206
The sum of \$2,603,206 shall be funded from Sewer revenue.			
TOTAL PUBLIC WORKS	<u>7,868,298</u>	<u>8,083,068</u>	<u>8,260,467</u>
HUMAN SERVICES			
510 HEALTH DEPARTMENT			
Payroll	280,987	296,870	303,923
Expenses	17,454	22,735	20,285
Total	298,441	319,605	324,208
540 ELDER SERVICES			
Payroll	191,982	198,625	203,333
Expenses	17,881	21,983	21,558
Capital Outlay	20,858	0	0
Tax Work-Off Program	40,000	60,000	60,000
Total	270,721	280,608	284,891

	Fiscal 2014 <u>Expended</u>	<u>Appropriated</u>	Advisory Fiscal 2016 <u>Recommended</u>
543 VETERANS' SERVICES			
Payroll	87,238	83,474	89,762
Expenses	4,212	4,437	5,779
Benefits	231,948	376,919	282,733
Total	323,398	464,830	378,274
545 HEALTH IMPERATIVES			
	0	2,500	2,700
546 SOUTH SHORE WOMEN'S CENTER			
	0	3,500	3,700
TOTAL HUMAN SERVICES	<u>892,560</u>	<u>1,071,043</u>	<u>993,773</u>
CULTURE AND RECREATION			
610 LIBRARY			
Payroll	1,205,542	1,225,880	1,298,890
Expenses	250,665	280,192	314,682
Capital Outlay	16,533	143,000	105,000
Total	1,472,740	1,649,072	1,718,572
630 RECREATION COMMISSION			
Payroll	80,343	84,337	89,681
Total	80,343	84,337	89,681
650 TRUSTEES OF BATHING BEACH			
Payroll	14,778	17,035	17,727
Expenses	4,626	5,825	22,145
Capital Outlay	0	0	
Total	19,404	22,860	39,872
692 CELEBRATIONS			
	8,418	11,063	11,210
TOTAL CULTURE & RECREATION	<u>1,580,905</u>	<u>1,767,332</u>	<u>1,859,335</u>
ENTERPRISE FUND			
720 COUNTRY CLUB			
	1,947,515	2,181,127	2,231,877
The sum of \$2,231,877 shall be funded from Country Club revenue.			
TOTAL ENTERPRISE FUND	<u>1,947,515</u>	<u>2,181,127</u>	<u>2,231,877</u>

	Fiscal 2014 <u>Expended</u>	Fiscal 2015 <u>Appropriated</u>	Advisory Fiscal 2016 <u>Recommended</u>
DEBT SERVICE			
DEBT SERVICE (\$4,786,120 IS EXCLUDED FROM PROPOSITION 2 1/2)	6,874,711	9,500,765	9,661,182
TOTAL DEBT SERVICE	<u>6,874,711</u>	<u>9,500,765</u>	<u>9,661,182</u>
EMPLOYEE BENEFITS			
900 GROUP INSURANCE	5,980,965	6,305,485	6,429,881
903 OTHER POST EMPLOY BENEFITS	1,172,000	1,090,196	880,732
910 CONTRIBUTORY RETIREMENT	3,718,860	3,845,487	3,839,017
912 WORKER'S COMPENSATION	350,000	250,000	300,000
913 UNEMPLOYMENT	40,166	30,000	30,000
914 MANDATORY MEDICARE	662,908	714,420	675,000
TOTAL EMPLOYEE BENEFITS	<u>11,924,899</u>	<u>12,235,588</u>	<u>12,154,630</u>
UNCLASSIFIED			
901 Property and Liability Insurance Fire, Public Liability, Property Damage, etc.	412,965	500,000	550,000
940 CLAIMS AND INCIDENTALS	5,141	10,950	10,950
TOTAL UNCLASSIFIED	<u>418,106</u>	<u>510,950</u>	<u>560,950</u>
GRAND TOTAL	<u>88,744,359</u>	<u>95,900,303</u>	<u>99,088,561</u>

ARTICLE 7: Will the Town appropriate a sum or sums of money from the Stabilization Fund and/or from available reserves for the purpose of reducing the tax rate, or act on anything relating thereto?
(Inserted by the Board of Selectmen)

COMMENT: Pursuant to a prior Town Meeting vote, the proceeds from the sale of the former school administration building, municipal light plant building and the former police station were deposited in the Stabilization Fund for future tax reduction. This amount was augmented by the addition of bond premiums associated with the refinancing of excluded debt. This Article would transfer a portion of the Stabilization Fund for the purpose of reducing the Fiscal Year 2016 tax rate.

This article requires a two-thirds vote by Town Meeting for adoption.

RECOMMENDED: That the Town appropriate the sum of \$65,413 from the Stabilization Fund for the purpose of reducing the Fiscal Year 2016 tax rate.

ARTICLE 8: Will the Town transfer from available funds, a sum of money into the Meals Tax Stabilization Fund, or act on anything relating thereto?
(Inserted by the Board of Selectmen)

COMMENT: This Article authorizes the deposit of Meals Tax revenue collected in 2014 into the Meals Tax Stabilization Fund to be used for future tax relief. Article 8 of the 2014 Annual Town Meeting approved future Meals Tax revenue to be considered a local receipt, thus eliminating the need for revenue collected beginning in 2015 to be deposited into a stabilization fund.

Approval of this Article requires a two-thirds vote by Town Meeting.

RECOMMENDED: That the Town transfer the sum of \$674,133.30 into the Meals Tax Stabilization Fund.

ARTICLE 9: Will the Town transfer from available funds a sum of money from the Meals Tax Stabilization Fund for purpose of reducing the FY 2016 tax rate, or act on anything relating thereto?
(Inserted by the Board of Selectmen)

COMMENT: This Article seeks to appropriate \$450,000 from the Meals Tax Stabilization Fund to reduce the Fiscal Year 2016 tax rate. The remaining amount in the Fund will remain available to reduce tax rates in future years.

Approval of this Article requires a two-thirds vote by Town Meeting.

RECOMMENDED: That the Town transfer the sum of \$450,000 from the Meals Tax Stabilization Fund for the purpose of reducing the Fiscal Year 2016 tax rate.

ARTICLE 10: Will the Town appropriate, from the receipts of the Hingham Municipal Lighting Plant, money for the maintenance and operation of the Plant for the 12-month period commencing July 1, 2015, pursuant to Sections 57 and 57A of Chapter 164 of the General Laws, and provide for the disposition of any surplus receipts, or act on anything relating thereto?
(Inserted by the Board of Selectmen)

COMMENT: The Hingham Municipal Lighting Plant (“HMLP”) is self-funding; funds collected from billing customers are used to pay all expenses incurred by the Plant. The HMLP Board has an agreement in place whereby it makes a Payment in Lieu of Taxes (PILOT) to the Town. This payment is based on a formula that is tied closely to the sales of the Plant. The agreement calls for a PILOT of no less than \$450,000, but, based on sales for the last several years, it is estimated that this payment will be at least \$500,000.

RECOMMENDED: That, with the exception of \$500,000, which is hereby transferred to the General Fund to reduce the tax rate, all funds received by the Municipal Lighting Plant during the Fiscal Year commencing July 1, 2015, be appropriated to said Municipal Lighting Plant, the same to be expended by the Manager of Municipal Lighting under the control and direction of the Municipal Light Board for the expenses of the Plant for said fiscal year, as defined in Sections 57 and 57A of Chapter 164 of the Massachusetts General Laws, and, if there should be any unexpended balance thereof at the end of said fiscal year, such amount as is deemed necessary shall be transferred to the Construction Fund of said plant and appropriated and used for such additions thereto as may be authorized by the Municipal Light Board during the next fiscal year.

ARTICLE 11: Will the Town accept the provisions of Massachusetts General Laws, Chapter 44, Section 53E 1/2, so as to establish and define the terms of a departmental revolving fund for the Building Department, or act on anything relating thereto?

(Inserted by the Board of Selectmen)

COMMENT: The purpose of this article is to continue the "Building Department Revolving Fund", which provides payments to the Assistant Building Inspectors for performing electrical, gas, and plumbing inspections. For the Fiscal Year ended June 30, 2014, the Fund had \$225,406.00 in revenues and \$159,886.72 in expenditures. For the six-month period ended December 31, 2014, the Fund had \$129,759.20 in revenues and \$80,706.45 in expenditures. The balance of the Fund as of December 31, 2014 was \$536,030.75.

RECOMMENDED: That, in accordance with the provisions of Massachusetts General Laws, Chapter 44, Section 53E 1/2, which allows the Town to establish departmental revolving funds, the Town authorizes the continuation of such a fund in the Building Department. Departmental receipts for building inspections performed by the Assistant Building Inspectors shall be credited to the Fund. Monies shall be spent primarily to compensate such inspectors for their services. The Building Commissioner, or functional equivalent, shall be authorized to spend monies from the Fund. The amount that may be spent from the Fund shall be limited to \$250,000 during Fiscal Year 2016.

ARTICLE 12: Will the Town accept the provisions of Massachusetts General Laws, Chapter 44, Section 53E1/2, so as to establish and define the terms of a departmental revolving fund for the Council on Aging, or act on anything relating thereto?

(Inserted at the request of the Council on Aging)

COMMENT: The purpose of this Article is to continue the "Elder Services Revolving Fund", which is credited with all fees and charges received from Senior Center programs, and to authorize the expenditure of such funds, under the direction of the Director of Elder Services, for Senior Center programs. For the Fiscal Year ended June 30, 2014, the Fund had \$38,181.37 in revenues and \$34,287.48 in expenditures; for the six-month period ended December 31, 2014, revenues were \$20,977.55 and expenditures were \$17,878.67. At

December 31, 2014, the Fund balance was \$7,307.44.

RECOMMENDED: That, in accordance with the provisions of Massachusetts General Laws chapter 44, section 53E1/2, which allows the Town to establish departmental revolving funds, the Town authorize the continuation of such a fund for the Department of Elder Services. Departmental receipts for all fees and charges received from Senior Center programs shall be credited to the Fund. Monies shall be spent for Senior Center programs and related expenses. The Director of Elder Services, or functional equivalent, shall be authorized to spend monies from the Fund. The amount that may be spent from the Fund shall be limited to \$60,000 during Fiscal Year 2016.

ARTICLE 13: Will the Town raise and appropriate, or transfer from available funds, a sum of money to the Town's Reserve Fund for use during the fiscal year 2015, or act on anything relating thereto?

(Inserted by the Board of Selectmen)

COMMENT: This Article is included each year in the event the existing Reserve Fund is not adequate to cover unbudgeted and unanticipated expenses for the balance of the current Fiscal Year (2015). The expenses associated with the historic storms in Hingham this winter will require a transfer from Fund Balance. The specific amount will be reported at Town Meeting.

RECOMMENDED: The Advisory Committee will make its recommendation at Town Meeting.

ARTICLE 14: Will the Town (1) establish a Fire Station Building Committee for the purpose of overseeing the renovation of the North Fire Station (Station #2) and (2) raise and appropriate, borrow or transfer from available funds a sum of money for design and engineering services for the North Fire Station (Station #2) renovations, or act on anything relating thereto?

(Inserted at the request of the Fire Chief)

COMMENT: The North (#2) Fire Station is the primary station serving northwestern Hingham. This territory includes the newly redeveloped shipyard, the commuter boat terminal, Hingham Square, portions of several historic districts, and an 800-foot railroad tunnel. This station handled over 1,773 calls in 2014.

The 2012 Annual Town Meeting appropriated \$25,000 for a feasibility study of possible renovations to the North and South Fire Stations. (The Central Fire Station had been upgraded in 2007-08.) In 2013, the Board of Selectmen created the Fire Department Assets Review Committee ("Asset Review Committee") to evaluate the condition and adequacy of the current fire stations and the need for future stations.

The Asset Review Committee has concluded that the North Station is ideally located to respond promptly to the territory it serves. The physical station, however, has seen only minimal upgrades since it opened in 1942, and it needs to be modified to meet current building code standards. It still uses original plumbing, boilers, and electrical systems, and it lacks a sprinkler system. Moreover, the station has strained to accommodate the expanding scope of the Fire Department's mission. It lacks storage for firefighters' turnout gear, fitness equipment, and other fire equipment. It also lacks the appropriate storage, decontamination, and other facilities for medical equipment and supplies. The staff of the North Station has temporarily overcome these deficiencies by creatively utilizing spaces beyond their original purpose (e.g., closets, a former "shop" room, the garage floor adjacent to the firefighting apparatus), but these spaces are no longer adequate. The feasibility study, conducted by Dore & Whittier Architects, confirms that the needed renovations will require an expansion of the existing station's footprint.

The requested appropriation of \$500,000 is intended to pay for architectural, engineering, and other services related to site design through the issuance of bid documents for construction.

If this sum is appropriated, an additional request for construction funds is likely to be submitted to the 2016 Annual Town Meeting for consideration. A preliminary estimate for this work is approximately \$4 million. At this time, however, any estimate of actual construction costs is at best preliminary, subject to actual design decisions, market conditions at time of bid, inflation, and other factors. The 2016 Annual Town Meeting will be provided with the actual construction costs in connection with any additional request.

The renovation of the existing North Station represents the first part of a three-part modernization of Fire Department service recommended by the Asset Review Committee. The second and third parts (construction of a new station

in the vicinity of Cushing, Whiting, and Derby streets, followed by renovation of the existing South Station) both relate to the level of Fire Department service in the southern portion of Hingham and thus are interdependent. The need for renovation of the North Station will not be affected by the potential construction of a new station or renovation of the South Station because the North Station serves a distinct territory.

The design work for the North Station will be financed by non-excluded debt. Approval of this Article requires a two-thirds vote by Town Meeting.

The Board of Selectmen and Advisory Committee both unanimously support this Article.

RECOMMENDED: That the Town: (1) establish a Fire Station Building Committee consisting of seven members, as follows: three citizens of the Town appointed by the Board of Selectmen; three citizens of the Town appointed by the Moderator; and the Fire Chief or, if the Fire Chief so designates, the Deputy Fire Chief; with the chair of said committee to be elected from among its members; and (2) appropriate \$500,000 to be expended under the direction of the Fire Station Building Committee for design costs, including architectural and engineering services, as well as other professional fees, for the renovation of the North Fire Station. To meet said appropriation, the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under Massachusetts General Laws chapter 44, section 7(21), or any other enabling authority and to issue bonds or notes of the Town therefor.

ARTICLE 15: Will the Town appropriate sums of money for Community Preservation purposes as follows:

- 1) A sum of money from the Community Preservation General Fund for addition to the Community Preservation Committee's Administrative Fund;
- 2) A sum of money from the Community Preservation Community Housing Reserve to be used by the Hingham Affordable Housing Trust for the HAHT Opportunity Funding Program;
- 3) A sum of money from the Community Preservation Community Housing Reserve to be used by the Hingham Affordable Housing Trust for

additional funds needed for the Board of Selectmen's Parcel development;

4) A sum of money from the Community Preservation Community Housing Reserve to be used by the Hingham Housing Authority for exterior repairs to the house located at 132 Scotland Street, Map 190/Lot 26;

5) A sum of money from the Community Preservation General Fund to be used by Hingham Historical Archives Task Force for implementing the Hingham Historical Collections Master Plan;

6) A sum of money from the Community Preservation Historic Resources Reserve to be used by the Liberty Plain Cemetery Corporation to continue to restore and conserve veterans' markers and monuments within the Liberty Plain Cemetery located at 990 Main Street, Map 180/Lot 20;

7) A sum of money from the Community Preservation Historic Resources Reserve to be used by the Board of Selectmen to preserve the windows of the former Tree and Park Barn located at 8 Short Street, Map 81/Lot 140;

8) A sum of money from the Community Preservation Historic Resources Reserve and a sum of money from the Community Preservation General Fund to be used for funding the rehabilitation of Building 52 located in Bare Cove Park and currently used by the Bare Cove Fire Museum;

9) A sum of money from the Community Preservation General Fund to be used by the Hingham Congregational Church Association for construction of a handicapped ramp at the Hingham Congregational Church located at 366 Main Street, Map 90/Lot 60;

10) A sum of money from the Community Preservation General Fund to be used by the Hingham Historical Commission for the preservation of an historic gazebo and the relocation of this gazebo to its probable location on Ragged Island, Map 28/Lot 1;

11) A sum of money from the Community Preservation General Fund to be used by the Board of Lincoln School Apartments for replacement of the elevator located at 86 Central Street, Map 71/Lot 111;

12) A sum of money from the Community Preservation Open Space Reserve for deposit to the Town's Conservation Fund for purchase of land,

conservation restrictions for prior CPC land acquisitions, capital improvements and expenses related to such acquisitions, to make deposits or down payments toward acquisitions or creation of such interest in open space or otherwise preserve open space;

13) A sum of money from the Community Preservation General Fund to be used by the Recreation Commission for the renovation and repurposing of the Historic Cordage Factory Barn (Phase IV), Map 86/Lot 46; and

14) A sum of money from the Community Preservation General Fund for the restoration of the South Shore Country Club tennis courts located at 274 South Street, Map 70/Lot 14; or act on anything relating thereto?

(Inserted at the request of the Community Preservation Committee)

COMMENT: The Community Preservation Act (Massachusetts General Laws, Chapter 44B) ("CPA") is a local option statute enacted by the State Legislature in 2000 and adopted by the Town in 2001. It enables towns to collect and expend funds (including matching funds from the Commonwealth) to maintain their character by supporting open space, affordable housing, recreation lands, and historic preservation initiatives specifically defined by the CPA. The current Hingham CPA surcharge rate is 1.5% of real property taxes.

The Community Preservation Committee ("CPC") started the deliberation process this year with a budget of \$1,098,675. That includes local tax revenue from FY15, existing reserves from last year, and a State grant of \$273,191. In addition to the specific reserve funds, the CPC now has a Rainy Day Fund that is the repository of monies not spent on completed CPA projects.

In 2015, the CPC is requesting approval of funding for 14 projects for a total of \$945,444. An additional \$30,000 of CPA funds will be set aside in anticipation of debt payments for the Hingham Heritage Museum. The Museum project was approved by the Annual Town Meeting in 2013 and will require debt payments from CPA funds for no more than 10 years. Funding of the 2015 projects will leave uncommitted funds of \$38,693 in the Community Housing Reserve and \$84,143 in the Open Space Reserve for future use. The Historic Resources Reserve will be depleted this year. The CPC recommends the allocation of \$395 of uncommitted General Fund monies to the Rainy Day Fund.

The Board of Selectmen and the Advisory Committee recommend favorable action on this Article. The comments of the Advisory Committee are set forth below and correspond to the numbered sections of Article 15.

1) The CPA allows up to 5% of annual CPA revenues to be reserved for operational and administrative expenses, including engineering, legal, and consulting costs associated with the review of proposed projects, the administration of projects approved by annual Town Meeting, and the salaries of part-time staff. In the past, Hingham's administrative appropriations have averaged 2.2% of annual CPA revenues compared to the 5% allowed by the CPA. This year's contribution to the CPC Administrative Fund equals \$37,500 and represents 3.4% of the annual CPA revenues.

2) The Hingham Affordable Housing Trust ("HAHT") is requesting \$100,000 from the Community Housing Reserve to place in the Opportunity Fund established by Town Meeting in 2014. This fund is for the sole purpose of responding quickly to potentially short-lived opportunities to purchase sites with major potential for development / preservation of affordable housing within the Town. Should there be a need to borrow funds or mortgage assets to complete a purchase, approval by the majority of the Board of Selectmen is required. If, however, a potential purchase is of a smaller nature, the HAHT can act on its own and acquire the property independently in a timely manner. Transactions involving such funding will be included in a detailed annual financial report from HAHT to the Selectmen.

In 2014, the HAHT made use of the Opportunity Fund to purchase a condominium at Beal's Cove Village and subsequently applied for an affordability restriction from the State Department of Housing and Community Development. Once the restriction is in effect, the HAHT will sell the property and place the proceeds back into the Opportunity Fund for future purchases.

3) The Selectmen's Parcel is a property that consists of approximately 10 acres of land owned and controlled by the Town of Hingham. This land is located off Beal Street and is on Assessor's Map 69, Parcel 44. In 2014, Town Meeting approved \$175,000 for design services related to the Selectmen's Parcel. This year the HAHT is requesting \$25,000 from the Community Housing Reserve for additional pre-development costs (e.g., legal and permitting fees).

This project will be developed pursuant to Article 42 of the 2005 Annual Town Meeting. As a mixed income affordable housing development, it will contain 20 to 40 affordable units targeted at individuals earning 50%, 80%, 100%, and 120% of the area's median income. The HAHT has selected a developer that will design plans and specifications in accord with the standards and principles set forth in Article 42. The general principles are to design a low-rise, moderate density development of "for sale" housing that is screened from Beal St and adjacent facilities and is "architecturally compatible in size and appearance with the surrounding neighborhood". The resulting housing will remain affordable in perpetuity, favor local preference, and contribute to the goal of 10% affordable housing within the Town. Oversight of this project will be the responsibility of the Board of Selectmen who will receive "a transparent and detailed financial report" annually, pursuant to Article 39 of the 2012 Annual Town Meeting.

4) The Hingham Housing Authority ("HHA") is requesting \$28,068 from the Community Housing Reserve for rehabilitation and restoration of the exterior of the house at 132 Scotland Street. This includes building wrap and siding.

The rental home is a deed restricted affordable single-family housing unit built in 1920. It was purchased in 2007 with CPA funds approved at the 2006 Annual Town Meeting and is owned and maintained by the HHA. One family has occupied the house since the HHA acquired it eight years ago. The repairs will include installation of vinyl clapboards on the front and cedar shingles on the rest of the house.

The CPC project request initially included window replacement, but the HHA will provide funding for that work. The original request also assumed high wage levels based on state-defined community standards, but the revised plan is for the HHA maintenance staff to do the work at more moderate rates. Thus, the project cost decreased significantly.

5) The Hingham Historical Archives Task Force requests \$88,931 for Phase 3 of the Master Plan for the Preservation and Access to Hingham's Historical Collections. The focus of this phase will be materials held by the Historical Commission, Historic Districts Commission, and Historical Society, including church collections. This will include the recording of uncatalogued artifacts and the establishment of protocols for viewing and research purposes.

From 2008-2012, the Hingham Public Library, Historical Society, Town Clerk's Office, School Department, and Historical Commission/ Historic Districts Commission worked together to ensure preservation of and access to collections of historic materials. The Master Plan was developed in 2010 and the Selectmen created the Task Force in 2011.

The Town approved the allocation of CPA funds for the Historical Archives in 2008, 2012, and 2014. In 2013, a full-time archivist was hired on a consulting basis to begin the preservation and cataloging process, and funding also allowed the hiring of a part-time assistant. The archivist has completed work at the Hingham Public Library and will spend much of 2015 with the Town Clerk, the School Department, and the Planning Board.

The Task Force does not anticipate additional requests for CPA funding. Future plans include the creation of a permanent archivist / records manager position in the operating budget. The location of this position in the Town hierarchy will be determined in time for the FY17 budget cycle. Upcoming work includes establishment of policies and procedures, public outreach, and creation of on-line catalogue systems. Longer term issues include the challenge of document storage and the need to organize and retrieve digital information.

6) Liberty Plain Cemetery is a repository of Revolutionary War, Civil War, and War of 1812 era graves of veterans and early Town settlers. With exposure to acid rain, invasive algae, fungus, and weather extremes, the 17th, 18th, and 19th century markers have broken, split apart, or separated from their bases and need comprehensive repairs.

Following completion of an assessment in 2011, the 2012 Town Meeting appropriated \$50,000 in CPA funds (Article 24) to hire preservation consultants to restore and conserve these stones using a variety of repair and cleaning techniques. In Phase 1, the early veterans' stones (slate) were restored. Phase 2 work is in various stages of completion, including veterans' stones from the War of 1812 and the Civil War (marble / limestone), 7 marble obelisks, and 30-35 original settlers' stones.

The request of \$24,750 is for Phase 3. This will include the conservation and restoration of the final 45-50 gravestones / monuments which memorialize 17th, 18th, and 19th century early settlers and the purchase of 25 bronze veterans' markers for Memorial Day flags.

7) The Selectmen seek \$25,000 to preserve and restore windows on the Tree and Park Barn in Hingham Centre to protect the building's structural integrity, improve its energy efficiency, and preserve this Town-owned historic resource.

Since 1900, the Tree and Park Barn has served the Town as a school, fire station, and Public Works building. Prominently located on Short Street, the Town currently leases the structure to a woodworking business.

The proposed CPA funds will finance restoration of 20 sets of double-hung original windows. In addition, the current tenant woodworker has pledged work with an estimated value of \$12,000-\$15,000 to replace sills and frames as necessary for the windows at no cost to the Town.

This restoration project will assist in the preservation of one of Hingham's historic structures, with CPA funds leveraging commitment of private resources. Without this work, the building is in danger of significant deterioration.

8) The Bare Cove Fire Museum, a nonprofit entity operated by volunteers for the benefit of the Town, requests \$72,500 to replace the roof of Building 52 at Bare Cove Park. Building 52 is owned by the Town and leased to the Museum, which uses it as a repair and restoration facility for the Museum's collection of antique fire apparatus and related historical memorabilia. The roof of this 98-year old structure leaks extensively, endangering both the building's interior and the Museum's collection.

Building 52 is one of the last remaining magazine buildings from the former United States Naval Ammunition Depot that was located in Hingham, adjacent to the Weymouth Back River during much of the 20th century. The federal government acquired the 900-acre site in 1903 and eventually constructed some 90 buildings for the Navy. The Depot saw service in the First and Second World Wars and the Korean War. By 1945, approximately 2400 civilian and military personnel were working there. Building 52 dates from 1917 and was used to store munitions that were sent to naval forces operating in the Atlantic during both World Wars. It is one of the few remaining buildings from the World War I era, making it an important reminder of this period in Hingham's history. The Hingham Historical Commission recently placed Building 52 on the Town's inventory of historic assets.

The United States decommissioned the Depot in 1961 and ten years later conveyed the property to the Town, which renamed it "Bare Cove Park." In 1981, the Town allowed the Museum to occupy Buildings 52 and 112. The Museum displays its collection in Building 112, which was rehabilitated with CPA funds in 2010. The collection includes several Hingham-specific pieces of antique fire apparatus, other firefighting equipment, and historically significant archival photos and documents, almost all of which are Hingham-specific. The Museum is considered to have one of the preeminent collections of its type since it maintains an inventory of rolling stock, unlike most other firefighting museums. Building 52 is used to repair and store materials for future display in Building 112 on a rotating basis. Currently, there are approximately 15 antique firefighting apparatus being restored in Building 52.

9) The Hingham Congregational Church requests \$20,000 in CPA funds for construction of a handicapped ramp at the front of this historic Main Street church. The total cost of the project is \$80,000, and, in this public/private partnership, church members will raise 75% of the needed funds via a fundraising campaign.

The Hingham Congregational Church was founded in 1847. A congregation of 11 members and 40 "hearers" gathered in December 21, 1847 to establish the building and organized a Sabbath school in 1848. The current church membership is approaching 350. The congregation has played an active role in Hingham throughout its history.

The church hosts numerous community events year-round, including concerts, symposiums, weddings, baptisms, funerals, and memorial services. Sample outreach activities include: the Guild Consignment Center; the Taste of Hingham (with proceeds donated locally); Christmas and Easter Food Boxes for Wellspring; meals for the Pine Street Inn; youth mission trips (summer work camp).

Church members are committed to creating dignified access to their sanctuary for their elderly and physically challenged members and guests. The handicapped ramp and landscaping are part of a large-scale improvement plan for the church. Construction is tentatively planned for the summer of 2015.

10) The Hingham Historical Commission, in conjunction with the National Park Service and Boston Harbor Island Alliance, requests \$5,000 of

CPA funds to reconstruct a Town-owned gazebo originally from Melville Gardens and install it in its probable historical setting on Ragged Island. Ragged Island is owned by the Town and is part of the Boston Harbor Islands National Recreation Area, for which Hingham is a gateway community. The Historical Commission also will contribute \$5,000 toward the total project cost of \$20,000.

The gazebo is the last known of many such structures that were located throughout the Melville Gardens Excursion Grounds in the late 19th century. Melville Gardens was a popular picnic resort featuring a wide range of leisure activities and was a major Hingham landmark. Although centered in Crow Point, Melville Gardens also included Ragged Island.

The gazebo has a footprint of approximately 15' x 15' and is currently stored in a warehouse. It requires significant reconstruction, but its most architecturally significant component, the round conical roof, is intact. The restoration and relocation project is being greatly assisted by the Boston Harbor Island Alliance and the National Park Service, which will be donating \$10,000 and supplying volunteer labor and expertise. The Harbor Island Alliance will coordinate continuing support for maintenance. Once restored and in place, it is expected that the gazebo, which will be visible from Otis Street, will serve as an attractive destination for visitors to Ragged Island, as well as a reminder of Melville Gardens' place in Hingham's history. The project also will help foster the relationship between the National Park Service and the Town.

11) When the Town purchased the Lincoln School Apartments ("LSA") property (Special Town Meeting in 2008), the 35-year old elevator in this 60-unit elderly affordable housing facility was evaluated and determined to have reached the end of its useful service life. Lack of funding has delayed full replacement of this crucial piece of equipment.

In the past year, the elevator has experienced outages and breakdowns, e.g., the doors failed to open, and an injury occurred when the elevator cabin stopped four inches below floor level. As a result, the residents are extremely concerned and some of them are reluctant to use the building's only elevator.

The LSA property is not eligible for funding from the CPA Community Housing category because the building was not purchased or constructed with CPA funds. The Lincoln Elementary School section of the

facility, however, is an historic building and meets CPA requirements for access to Historical Preservation funds. The new wing of the facility is not eligible in this category.

Of the \$288,300 originally requested, \$58,695 of LSA new construction costs are eligible for CPA funding. Compliant with Department of Revenue "proportional use" guidelines, the recommended amount is based on the number of units (22) served by the elevator in the historic part of the building compared to the units (30) served in the new wing. Other project costs such as facility staffing, legal fees, rent loss, and relocation expenses are not eligible for CPA funding.

12) Under the CPA, at least 10% of the annual revenues (including the State match) must be spent or set aside for open space initiatives. This request authorizes the transfer of \$30,000 to the Town's Conservation Fund to be spent on priorities established by the Conservation Commission, consistent with the requirements of the CPA. These include, among other things, costs associated with the acquisition of open space, such as appraisals, down payments, and environmental studies, as well as maintenance and management of conservation land. The Conservation Fund provides the Conservation Commission flexibility to respond to unexpected open space opportunities that may arise during the year.

13) The Recreation Commission seeks \$380,000 to complete its preservation of the historic Cordage Factory Head House (otherwise known as the "Rec Barn") and its repurposing of the building into a multi-use facility for Recreation and other Town uses.

Since 2012, CPC has supported three previous phases of the building's restoration with \$527,000 in funding, including its structural stabilization, infrastructure improvements, and preparation for the internal completion proposed here. The restored facility will include a 2,000 square foot multi-purpose activity room, handicapped accessible lavatories, and parking.

The Recreation Department expects to conduct dance, fitness, and other programs at the Barn, producing sufficient revenue to finance the building's ongoing operation and routine maintenance at no additional cost to the Town. Addressing a significant demand for additional space, its first floor will be used for art and other classes during Recreation's popular Summer Program and will also provide

expanded space for Hingham Recreation and other Town programs throughout the year. The building's proposed open interior design provides flexibility for any future uses the Town may wish to explore.

From an historic perspective, this project preserves the only remaining building from the Town's 19th-century rope-making industry. From a recreation perspective, it adds critical indoor activity space co-located with the most diverse of Hingham Recreation's facilities in the center of Town. Completion of the Barn's renovation will not only preserve a significant Town-owned historic asset, it will also repurpose it for active citizen use for years to come.

14) The South Shore Country Club ("SSCC") requests \$50,000 to repair and renovate the three tennis courts at the Town-owned and operated Country Club. The courts are currently in a state of disrepair that makes them virtually unplayable.

These courts are a Town recreational resource, open to the public at no cost. In addition to ongoing free access, the Country Club plans to offer tennis lessons and other programs generating the revenue necessary for daily court upkeep without additional Town expense. The tennis courts provide recreation for many Hingham residents and organizations, including Hingham Youth Tennis and a unique summer camp offered in collaboration with the South Shore Special Needs Athletic Partnership (SNAP). In addition, the Country Club is collaborating with Hingham's Recreation Department to add tennis and golf to its youth and adult offerings.

The location of these courts at the SSCC offers unique advantages, including nearby shelter, locker rooms for changing clothes, restrooms, off-street parking, as well as attractive after-tennis activities such as dining. The proposed repair/renovation technique, already successfully used by Hingham on the High School courts, should be completed before the 2015 summer tennis season and should extend the courts' useful life for 5 to 10 years.

RECOMMENDED: That the Town appropriate the following sums of money for Community Preservation purposes as follows:

1) \$37,500 from the Community Preservation General Fund for addition to the Community Preservation Committee's Administrative Fund;

2) \$100,000 from the Community Preservation Community Housing Reserve to be used by the

Hingham Affordable Housing Trust for the HAHT Opportunity Funding Program;

3) \$25,000 from the Community Preservation Community Housing Reserve to be used by the Hingham Affordable Housing Trust for additional funds needed for the Board of Selectmen's Parcel development;

4) \$28,068 from the Community Preservation Community Housing Reserve to be used by the Hingham Housing Authority for exterior repairs to the house located at 132 Scotland Street, Map190/Lot 26;

5) \$88,931 from the Community Preservation General Fund to be used by Hingham Historical Archives Task Force for implementing the Hingham Historical Collections Master Plan;

6) \$24,750 from the Community Preservation Historic Resources Reserve to be used by the Liberty Plain Cemetery Corporation to continue to restore and conserve veterans' markers and monuments within the Liberty Plain Cemetery located at 990 Main Street, Map 180/Lot 20;

7) \$25,000 from the Community Preservation Historic Resources Reserve to be used by the Board of Selectmen to preserve the windows of the former Tree and Park Barn located at 8 Short Street, Map 81/Lot 140;

8) \$34,393 from the Community Preservation Historic Resources Reserve and \$38,107 from the Community Preservation General Fund to be used for funding the rehabilitation of Building 52 located in Bare Cove Park and currently used by the Bare Cove Fire Museum;

9) \$20,000 from the Community Preservation General Fund to be used by the Hingham Congregational Church Association for construction of a handicapped ramp at the Hingham Congregational Church located at 366 Main Street, Map 90/Lot 60;

10) \$5,000 from the Community Preservation General Fund to be used by the Hingham Historical Commission for the preservation of an historic gazebo and the relocation of this gazebo to its probable original location on Ragged Island, Map 28/Lot 1;

11) \$58,695 from the Community Preservation General Fund to be used by the Board of Lincoln School Apartments for replacement of the

elevator located at 86 Central Street, Map 71/Lot 111;

12) \$30,000 from the Community Preservation Open Space Reserve for deposit to the Town's Conservation Fund for purchase of land, conservation restrictions for prior CPC land acquisitions, and capital improvements and expenses related to such acquisitions and to make deposits or down payments toward acquisitions or creation of interests in open space or to otherwise preserve open space;

13) \$380,000 from the Community Preservation General Fund to be used by the Recreation Commission for the renovation and repurposing of the Historic Cordage Factory Barn (Phase IV), Map 86/Lot 46; and

14) \$50,000 from the Community Preservation General Fund for the restoration of the South Shore Country Club tennis courts located at 274 South Street, Map 70/Lot 14.

ARTICLE 16: Will the Town amend the General By-laws of the Town, adopted March 13, 1939, as heretofore amended, as follows:

Item 1. Amend Article 5 by adding the following Article 5B:

ARTICLE 5B

TOWN ADMINISTRATOR

SECTION 1 - The board of selectmen is authorized and empowered, in accordance with the provisions of Chapter 41, Section 23A of the Massachusetts General Laws to appoint a town administrator for a term of one or three years or any such longer term as may hereafter be authorized by law and, in its discretion, for successive terms thereafter, and to remove him or her at its discretion. The town administrator shall act by and for the selectmen in any matter which the selectmen may assign to him or her relating to the administration of the affairs of the town or of any town office or department under the supervision and control of the selectmen, and, with the approval of the selectmen, may perform such other duties as may be requested of him or her by any other town officer, board, committee or commission. A town administrator appointed under the provisions of this section shall be sworn to the faithful performance of his or her duties. During the time he or she holds office, he or she shall devote full time to the position of town administrator and shall not engage in any other business or occupation and shall not hold elective town office, but may be

appointed by the selectmen or, with their approval, by any other town officer, board, committee or commission, to any other town office or other position consistent with this office.

The town administrator shall be appointed solely on the basis of executive and administrative qualifications and shall be a person of proven professional ability fitted by education, training and previous full-time employment in a responsible public or business administrative position. No appointee shall have held elective office within the town for a period of 12 months prior to his or her appointment as town administrator.

The position of town administrator shall not come within the personnel by-law. The board of selectmen may enter into an employment contract with the town administrator.

The board of selectmen shall provide the town administrator with an annual review of his or her job performance with input from department heads, employees and members of elected and appointed boards. As part of its annual review, the selectmen shall evaluate the town administrator's performance, including his or her ability to supervise municipal employees properly, administer town government effectively, effectuate policy and accomplish established goals.

SECTION 2 – Subject to Chapter 41, Section 23A of the Massachusetts General Laws and subject to assignment of authority to the town administrator by the board of selectmen, the town administrator is hereby designated the Chief Administrative Officer of the town and is responsible for (i) the administration and supervision of all town departments and appointed personnel under the jurisdiction of the board of selectmen and as otherwise provided by law or these by-laws; (ii) directing the overall activity of the municipality when exercising his/her authority for finances, operations and oversight; and (iii) implementing town policies. Pursuant to assignment by the board of selectmen, the town administrator shall have additional authority and responsibility as follows:

A. The authority and responsibility to exercise overall responsibility for human resources for the town, including but not limited to (i) authority for hiring, supervision, evaluation, discipline and removal of town employees under the jurisdiction of the board of selectmen and (ii) the responsibility to assist the personnel board in the implementation

and administration of the personnel by-law and salary and classification plan and in that regard:

With respect to the appointment of the chief of police, the fire chief and the superintendent of public works, the town administrator shall coordinate the recruitment and screening of suitable candidates for consideration and appointment by vote of the board of selectmen. The town administrator shall provide the selectmen with relevant materials for the evaluation of no more than five such candidates. In the event that the selectmen do not appoint any of the candidates, the town administrator will continue to recommend one or more candidates until one is appointed. The board of selectmen shall only appoint a candidate recommended by the town administrator. Any of the chief of police, the fire chief and the superintendent of the department of public works may be removed by vote of the board of selectmen after consultation with the town administrator.

With respect to the appointment of department heads under the jurisdiction of the board of selectmen other than the chief of police, the fire chief and the superintendent of public works and as may otherwise be provided by law, the town administrator shall appoint and remove all such department heads. The town administrator shall consult with the appropriate elected or appointed board, commission, committee or official as well as the board of selectmen prior to making these department head appointments or undertaking their removal. Prior to finalizing such a department head appointment, the town administrator shall provide notice to the board of selectmen of the anticipated appointment and the terms and conditions of employment for the appointment. The board of selectmen shall approve or disapprove the appointment and the terms and conditions of employment within 14 days of such notice. A failure of the board of selectmen to act within this 14 day period shall be deemed approval of the appointment and the terms and conditions thereof. Any termination or removal of such department heads shall be subject to the same notice and approval requirements for appointments as set forth in this paragraph.

The town administrator or his or her designee shall appoint and remove all other town employees under the jurisdiction of the board of selectmen except as may be required by Civil Service.

The town administrator shall be responsible for the supervision, management, evaluation and discipline

of all other town employees under the jurisdiction of the board of selectmen. The town administrator annually shall be responsible for performance evaluations of all department heads and shall oversee the performance evaluation program conducted by department heads for employees within their respective departments. The town administrator shall act as hearing officer for appeals of Civil Service disciplinary suspensions of five days or less and act on behalf of the board of selectmen in the grievance process under collective bargaining agreements.

B. The authority and responsibility to, in a timely manner, prepare, develop and assemble the town budget for all non-school departments and accounts and following the development of the budget, the town administrator shall submit the entire document to the board of selectmen for review. The town administrator shall forward said budget document, including any alterations approved and incorporated therein by the board of selectmen, to the Advisory Committee.

C. The authority and responsibility to act as the Chief Procurement Officer for the town. In that regard, the town administrator shall exercise full authority for procurement as provided under Chapter 30B of the Massachusetts General Laws. The town administrator shall be responsible for the purchase of all supplies, materials, services and equipment, and shall have the authority to award and sign all contracts up to \$50,000, in addition to all MassHighway contracts and state and federal grants. Any contract over \$50,000 shall require the approval of the board of selectmen. The town administrator shall have the authority to sign all contracts approved by the board of selectmen on behalf of the town. All contracts and grants signed by the town administrator shall be reported, in writing, to the board of selectmen.

D. The authority and responsibility to:

1. Attend all regular and special meetings of the board of selectmen, unless unavailable for reasonable cause, where he or she shall have a voice, but no vote, in all of its proceedings and keep full and complete records of the same;

2. Keep the board of selectmen fully informed as to the needs of the town and make recommendations to the board with regard thereto;

3. Keep the board of selectmen fully informed on departmental operations, fiscal matters,

administrative actions and provide regular reports to the board on all such matters and provide special reports to the board at its request;

4. Coordinate collective bargaining negotiations under the jurisdiction of the board of selectmen, on behalf of the board of selectmen;

5. Be responsible for the administration and enforcement of collective bargaining agreements and other employment agreements under the jurisdiction of the board of selectmen at the direction of and on behalf of the board of selectmen;

6. Manage all real and personal property of the town under the jurisdiction of the board of selectmen;

7. Be responsible for and oversee the purchase of all supplies, materials, services and equipment, and approve the award of all contracts for all town departments exclusive of the schools subject to Section C above;

8. Determine the compensation of all non-school employees within the limits of the town's salary and classification plan and/or collective bargaining agreements and other employment agreements and subject to the personnel by-law;

9. Coordinate the activities of all appointed and elected boards, committees and commissions and have the authority to require such bodies and individuals to meet with and provide information to the town administrator, at reasonable times for the purpose of coordination and financial planning. In addition, the town administrator shall be a resource to all elected and appointed boards and departments;

10. Undertake to reorganize, abolish, consolidate or establish any department or position under the town administrator's authority as the town administrator deems appropriate from time to time, subject to the approval of the board of selectmen and funding by town meeting;

11. Supervise, direct and be responsible for the efficient administration of all town departments under the jurisdiction of the board of selectmen and for all functions for which the town administrator is given responsibility, authority or control by the board of selectmen;

12. Delegate, authorize or direct any employee appointed under the jurisdiction of the board of

selectmen to exercise any power, duty or responsibility which the office of the town administrator is authorized to exercise;

13. Administer and enforce either directly or through a person or persons supervised by the town administrator, all provisions of the laws of the Commonwealth applicable to the town, all by-laws, and all regulations and policies established by the board of selectmen;

14. Investigate or inquire into the affairs of any town department under the jurisdiction of the board of selectmen and have access to all books and records of the same;

15. Attend all sessions of town meeting, whether regular or special, unless unavailable for reasonable cause and answer all questions addressed to the town administrator particularly those questions which are related to town finances, warrant articles and matters under the general supervision of the town administrator; and

16. Coordinate the prosecution, defense and/or compromise of all litigation to which the town is a party solely at the direction of and on behalf of the board of selectmen.

E. The town administrator shall exercise such additional authority and perform such other duties as are lawfully assigned by the board of selectmen.

Item 2. By re-numbering Article 5 as Article 5A and substituting the following paragraphs for Sections 1 and 2 of said Article as follows:

Article 5A
BOARD OF SELECTMEN

Section 1 – To the extent permitted by law and except as otherwise provided by law or these by-laws, the selectmen shall have the general direction and management of the property and affairs of the town. This section shall not apply to property in the custody or use of any town department, officer, or committee.

Section 2 – The selectmen shall cause to be printed and made available to residents before the annual town meeting, the annual town report, which shall contain the reports provided for by Section 1 of Article 4 of these by-laws. The report of the doings of the selectmen shall include the following relating to the position of the town administrator: (i) a statement as to the status of any employment

contract between the town and the town administrator describing its key terms, including the contract term, compensation (including salary and benefits), termination, removal and non-renewal; and (ii) a statement clearly indicating any authority or responsibility listed in Section 5B hereof contemplated to be assigned or delegated to the town administrator which has not been so assigned or delegated and any which has been modified or withdrawn from assignment or delegation to the town administrator, together with an affirmation that all other listed authorities and responsibilities in said Section 5B continue to be assigned or delegated.

Or act on anything relating thereto?

(Inserted at the request of the Town Administrator By-Law Committee)

COMMENT: This Article seeks to define the responsibilities and authority that could be delegated by the Board of Selectmen (“BOS”) to the Town Administrator (“TA”). It was developed by the Town Administrator By-Law Committee (“By-Law Committee”) that was established by the BOS (including one member appointed by the Advisory Committee) in October 2014.

The TA position has evolved as Hingham has grown in both size and complexity. As early as 1991, the BOS recognized that day-to-day matters were demanding and that there was a need for a professional executive to manage certain tasks. Our first administrative officer was hired in 1992, and he exercised responsibilities delegated by the BOS.

When hiring a new TA several years ago, a consultant advised Hingham that the lack of clearly defined TA roles was an impediment to attracting candidates.

The 2010 Government Study Committee (“GSC”) advised clarification of the TA’s duties in 2012. The report submitted by the GSC recommended that the BOS “specifically identify and make public what duties and powers currently are held by the TA.”

Massachusetts General Laws chapter 41, section 23A establishes the BOS as the chief executive office for towns with a governmental format similar to Hingham. As the chief executive, a BOS may assign responsibilities to a TA as it deems appropriate. In Hingham, TA duties have evolved over the years and are described in a document delineating the role of the TA as well as in job descriptions for the position. These documents, however, lack the permanence and continuity of a by-law.

For many reasons, it seems apparent that now is the time to codify these duties. Clarification would reduce any ambiguity about the responsibilities of the TA and result in more effective Town governance. Formalization would ensure continuity as the BOS and the TA are replaced from time to time. Recruitment of independent professional TA candidates and potential BOS members would be enhanced. In addition, the formalization of our practices likely would be viewed as a positive step by our bond rating agencies.

In developing its recommendation, the By-Law Committee conducted a thorough due diligence process. Over the course of more than 15 meetings, members reviewed the tasks performed by current and past Hingham TAs, as well as the tasks assigned to professional administrators in our peer towns and the towns in the Commonwealth with Aaa ratings. The By-Law Committee interviewed current and former volunteers and staff and held a televised meeting for public comments.

The result is a proposed by-law that largely codifies the existing duties of our current TA and reflects the best practices of peer communities. In keeping with State law, the authority to delegate power and responsibility to the TA rests with the BOS. The proposed by-law provides mechanisms for the BOS to publicly affirm delegated duties and any changes made by a particular BOS.

Much of the focus of the By-Law Committee's work was on the personnel responsibilities of the TA. The By-Law Committee believes that the proposed by-law strikes the appropriate balance between the role of the BOS and its accountability to the Town and the need for a stable work environment for all Town employees supervised by a trained professional administrator. The proposed by-law clarifies this process and largely formalizes current Town practices and best practices of other communities. In order to maintain the status quo, the By-Law Committee believes that the BOS should delegate all of the authorities and responsibilities described in this By-Law to the TA.

The BOS is our elected and executive body and some citizens are reluctant to formalize the responsibilities of the TA. Yet, as we grow and become more complex in our operations, it seems evident that to be effective, the BOS cannot be constrained by the Town's day-to-day business. The BOS needs to concentrate on the policies of the Town and delegate clear management responsibilities to the TA.

The hiring of the TA is one of the most important tasks of the BOS. To attract and retain the best candidates for the position, there must be a concrete and unambiguous by-law outlining the responsibilities of the office. This By-Law is a first step in a process to strengthen the TA position. The suggested duties outlined in this By-Law would transcend all TAs and Boards of Selectmen, providing necessary continuity in the Town's affairs.

State statute restricts the further delegation of administrative responsibilities. Most Aaa bond rated communities in the Commonwealth have adopted either a special act or a charter to solidify professional administration. The Town may want to consider the advisability of a special act in the future to further solidify and define the role of the TA; however, that is not the purpose of this Article.

The BOS voted 3-0 in support of this Article.

By a unanimous vote, the Advisory Committee supports this Article. It aids in the effective management of the ever more complex nature of the Town's business. It also provides definition and clarity for the current TA and future candidates for this office.

RECOMMENDED: That the Town amend the General By-Laws of the Town, adopted March 13, 1939, as heretofore amended, by re-numbering Article 5 as Article 5A, amending Sections 1 and 2 of said renumbered Article 5A by substituting new Sections 1 and 2, and adding a new Article 5B, all as follows:

**ARTICLE 5A
SELECTMEN**

SECTION 1 -- To the extent permitted by law and except as otherwise provided by law or these by-laws, the selectmen shall have the general direction and management of the property and affairs of the town. This section shall not apply to property in the custody or use of any town department, officer, or committee. The selectmen are authorized and empowered, in accordance with the provisions of chapter 41, section 23A, of the Massachusetts General Laws, to appoint a town administrator as provided in Article 5B of these by-laws.

SECTION 2 -- The selectmen shall cause to be printed and made available to residents before the annual town meeting, the annual town report, which shall contain a selectmen's report, a

report of the town administrator, and the reports provided for by Section 1 of Article 4 of these by-laws. The report of the doings of the selectmen shall include the following relating to the town administrator position: (i) a statement as to the status of any employment contract between the town and the town administrator describing its key terms, including but not limited, to the term of the contract, total compensation (including salary and benefits), termination, removal and non-renewal provisions; and (ii) a statement clearly indicating any authority or responsibility listed in Section 5B hereof contemplated to be assigned or delegated to the town administrator which has not been so assigned or delegated and any which has been modified or withdrawn from assignment or delegation to the town administrator and the rationale therefor, together with an affirmation that all other listed authorities and responsibilities in said Section 5B continue to be assigned or delegated.

ARTICLE 5B TOWN ADMINISTRATOR

SECTION 1 -- The board of selectmen is authorized and empowered, in accordance with the provisions of chapter 41, section 23A of the Massachusetts General Laws to appoint a town administrator for a term of one or three years or any such longer term as may hereafter be authorized by law and, in its discretion, for successive terms thereafter, and to remove him or her at its discretion. The town administrator shall act by and for the selectmen in any matter which the selectmen may assign to him or her relating to the administration of the affairs of the town or of any town office or department under the supervision and control of the selectmen, and, with the approval of the selectmen, may perform such other duties as may be requested of him or her by any other town officer, board, committee or commission. A town administrator appointed under the provisions of this section shall be sworn to the faithful performance of his or her duties. During the time he or she holds office, he or she shall devote full time to the position of town administrator and shall not engage in any other business or occupation and shall not hold elective town office, but may be appointed by the selectmen or, with their approval, by any other town officer, board, committee or commission, to any other town office or other position consistent with this office.

The town administrator shall be appointed solely on the basis of executive and administrative qualifications and shall be a person of proven professional ability fitted by education, training and previous full-time employment in a responsible public or business administrative position. No appointee shall have held elective office within the town for a period of 12 months prior to his or her appointment as town administrator.

The position of town administrator shall not come within the personnel by-law. The board of selectmen may enter into an employment contract with the town administrator.

The board of selectmen shall provide the town administrator with an annual review of his or her job performance with input from department heads, employees and members of elected and appointed boards. As part of its annual review, the selectmen shall evaluate the town administrator's performance, including his or her ability to supervise municipal employees properly, administer town government effectively, effectuate policy and accomplish established goals.

SECTION 2 -- Subject to chapter 41, section 23A of the Massachusetts General Laws and subject to assignment of authority to the town administrator by the board of selectmen, the town administrator is hereby designated the Chief Administrative Officer of the town and is responsible for (i) the administration and supervision of all town departments and appointed personnel under the jurisdiction of the board of selectmen and as otherwise provided by law or these by-laws; (ii) directing the overall activity of the municipality when exercising his/her authority for finances, operations and oversight; and (iii) implementing town policies. Pursuant to assignment by the board of selectmen, the town administrator shall have additional authority and responsibility as follows:

A. The authority and responsibility to exercise overall responsibility for human resources for the town, including but not limited to (i) authority for hiring, supervision, evaluation, discipline and removal of town employees under the jurisdiction of the board of selectmen and (ii) the responsibility to assist the personnel board in the implementation and administration of the

personnel by-law and salary and classification plan and in that regard:

With respect to the appointment of the chief of police, the fire chief and the superintendent of public works, the town administrator shall coordinate the recruitment and screening of suitable candidates for consideration and appointment by vote of the board of selectmen. The town administrator shall provide the selectmen with relevant materials for the evaluation of no more than five such candidates. In the event that the selectmen do not appoint any of the candidates, the town administrator will continue to present one or more candidates until one is appointed. Any of the chief of police, the fire chief and the superintendent of the department of public works may be removed by vote of the board of selectmen after consultation with the town administrator.

With respect to the appointment of department heads under the jurisdiction of the board of selectmen other than the chief of police, the fire chief and the superintendent of public works and except as may otherwise be provided by law, the town administrator shall appoint and remove all such department heads. The town administrator shall consult with the appropriate elected or appointed board, commission, committee or official as well as the board of selectmen prior to making these department head appointments or undertaking their removal. Prior to finalizing such a department head appointment, the town administrator shall provide notice to the board of selectmen of the anticipated appointment and the terms and conditions of employment for the appointment. The board of selectmen shall approve or disapprove the appointment and the terms and conditions of employment within 14 days of such notice. A failure of the board of selectmen to act within this 14 day period shall be deemed approval of the appointment and the terms and conditions thereof. Any termination or removal of such department heads shall be subject to the same notice and approval requirements for appointments as set forth in this paragraph.

The town administrator or his or her designee shall appoint and remove all other town employees under the jurisdiction of the board of selectmen except as may be required by Civil Service.

The town administrator shall be responsible for the supervision, management, evaluation and discipline of all other town employees under the jurisdiction of the board of selectmen. The town administrator annually shall be responsible for performance evaluations of all department heads and shall oversee the performance evaluation program conducted by department heads for employees within their respective departments. The town administrator shall act as hearing officer for appeals of Civil Service disciplinary suspensions of five days or less and act on behalf of the board of selectmen in the grievance process under collective bargaining agreements.

B. The authority and responsibility to, in a timely manner, prepare, develop and assemble the town budget for all non-school departments and accounts and following the development of the budget, the town administrator shall submit the entire budget document to the board of selectmen for review. The town administrator shall forward the budget document, including any alterations approved and incorporated therein by the board of selectmen, to the Advisory Committee.

C. The authority and responsibility to act as the Chief Procurement Officer for the town. In that regard, the town administrator shall exercise full authority for procurement as provided under chapter 30B of the Massachusetts General Laws. The town administrator shall be responsible for the purchase of all supplies, materials, services and equipment, and shall have the authority to award and sign all contracts up to \$50,000, in addition to all MassHighway contracts and state and federal grants. Any contract over \$50,000 shall require the approval of the board of selectmen. The town administrator shall have the authority to sign all contracts approved by the board of selectmen on behalf of the town. All contracts and grants signed by the town administrator shall be promptly reported, in writing, to the board of selectmen.

D. The authority and responsibility to:

1. Attend all regular and special meetings of the board of selectmen, unless unavailable for reasonable cause, where he or she shall have a voice, but no vote, in all of its proceedings and keep full and complete records of the same;

2. Keep the board of selectmen fully informed as to the needs of the town and make

recommendations to the board with regard thereto;

3. Keep the board of selectmen fully informed on departmental operations, fiscal matters, administrative actions and provide regular reports to the board on all such matters and provide special reports to the board at its request;

4. Coordinate collective bargaining negotiations under the jurisdiction of the board of selectmen, on behalf of and at the direction of the board of selectmen;

5. Administer and enforce collective bargaining agreements and other employment agreements under the jurisdiction of the board of selectmen at the direction of and on behalf of the board of selectmen;

6. Manage all real and personal property of the town under the jurisdiction of the board of selectmen;

7. Oversee the purchase of all supplies, materials, services and equipment, and approve the award of all contracts for all town departments exclusive of the schools, subject to Section C above;

8. Determine the compensation of all non-school employees within the limits of the town's salary and classification plan and/or collective bargaining agreements and other employment agreements and subject to the personnel by-law;

9. Coordinate the activities of all appointed and elected boards, committees and commissions and have the authority to require such bodies and individuals to meet with and provide information to the town administrator, at reasonable times for the purpose of coordination and financial planning. In addition, the town administrator shall be a resource to all elected and appointed boards and departments;

10. Reorganize, abolish, consolidate or establish any department or position under the town administrator's authority as the town administrator deems appropriate from time to time, subject to the approval of the board of selectmen before implementation and funding by town meeting, if needed;

11. Supervise, direct and be responsible for the efficient administration of all town departments under the jurisdiction of the board of selectmen and for all functions for which the town administrator is given responsibility, authority or control by the board of selectmen;

12. Delegate, authorize or direct any employee appointed under the jurisdiction of the board of selectmen to exercise any power, duty or responsibility which the office of the town administrator is authorized to exercise;

13. Administer and enforce either directly or through a person or persons supervised by the town administrator, all provisions of the laws of the Commonwealth applicable to the town, all by-laws, and all regulations and policies established by the board of selectmen;

14. Investigate or inquire into the affairs of any town department under the jurisdiction of the board of selectmen and have access to all books and records of the same;

15. Attend all sessions of town meeting, whether regular or special, unless unavailable for reasonable cause and answer all questions addressed to the town administrator, particularly those questions that are related to town finances, warrant articles and matters under the general supervision of the town administrator; and

16. Coordinate the prosecution, defense and/or compromise of all litigation to which the town is a party solely at the direction of and on behalf of the board of selectmen.

E. The town administrator shall exercise such additional authority and perform such other duties as are lawfully assigned by the board of selectmen.

ARTICLE 17: Will the town amend the Zoning By-Law of the Town of Hingham, adopted March 10, 1941 as heretofore amended, by deleting Section IV-C.8 in its entirety and replacing therefor the following?

"8. Height Exceptions
Chimney, ventilators, elevators, air conditioning equipment, poles spires, tanks, towers and skylights and other similar projections not used for human occupancy may extend a reasonable height above the height limit herein fixed, the area of which shall

not exceed five percent of the roof area in the aggregate, provided, however, that no wireless communications tower or antenna shall be erected except in compliance with Section V-E of this By-Law. This provision shall not be construed to exempt a parapet, wall or railing from the height requirements set forth in Section IV-B.16” or act on anything relating thereto?

(Inserted at the request of Roseann Regan and others)

COMMENT: This proposed By-Law revision is pursuant to a citizens’ petition. Section IV-C.8 of the Zoning By-Laws incorporates a 35-foot building height restriction established under Section IV-B.16. The proposed revision would include railings, similar parapets or walls constructed on top of the building within the same 35-foot height restriction, above the grade plane (i.e., the average of the finished grade).

The current By-Law permits certain items above the 35-foot height limit, including chimneys, ventilators, elevators, poles, spires, tanks, towers, skylights and similar projections. This exemption would be extended to mechanized or motorized equipment which is used to ventilate and would specifically exclude wireless communication towers and antennae. These exempt items would be further limited to a total of five percent of the horizontal roof area of the facility.

The Article was modified by the Planning Board to insure ease of administration and to further limit the impact to residential property and not to include commercial or industrial properties.

The Planning Board unanimously approved this Article. Approval of this Article requires a two-thirds vote by Town Meeting.

RECOMMENDED: That the Town amend the Zoning By-Law of the Town of Hingham, adopted March 10, 1941 as heretofore amended, by deleting Section IV-C.8 in its entirety and replacing it with the following:

8. Height Exceptions

Chimney, ventilators, elevators, mechanized or motorized equipment which is used to ventilate, heat or cool a building or structure, poles, spires, tanks, towers and skylights and other projections not used for human occupancy may extend a reasonable height above the height limits herein fixed, provided, however, that (a) no wireless communications tower or antenna shall be erected except in compliance with Section V-

E of this By-Law, and (b) with respect to dwellings in residential districts, (i) the area of such projections where they intersect the height limit shall not exceed five percent of the horizontal plane of the roof area in the aggregate, measured at the uppermost full floor of the dwelling, and (ii) this provision shall not be construed to exempt a parapet, wall or railing from the height requirements set forth in Section IV-B.16.

ARTICLE 18: Will the Town amend the Zoning By-Law of the Town of Hingham, adopted March 10, 1941, as heretofore amended, as follows:

Item 1: By amending Section IV-D 5 iii by inserting the words “and/or a Professional Engineer registered in the Commonwealth of Massachusetts,” after the words “professional landscape architect registered in the Commonwealth of Massachusetts,”

Item 2: By amending Section IV-D 7.i. by deleting the last sentence thereof and replacing it with the following: “To the extent permitted by applicable law, local preference shall be given in the sale or rental of Low and Moderate Income Housing.

Item 3: By amending Section IV-E, 5.e., by deleting the portion thereof beginning with the words “To the extent” through the end of subsection iii, and replacing therefor the following: “Local preference shall be given in the sale or rental of Low and Moderate Income Housing Units to the extent permitted by applicable law.”

Or act on anything related thereto?
(Inserted at the request of the Planning Board)

COMMENT: This proposed amendment makes two refinements to Hingham’s Flexible Residential Development (“FRD”) and Residential Multi-Unit Development zoning provisions. First, it adds professional civil engineers to the currently listed landscape architects as professionals who are able to prepare a preliminary FRD plan.

Second, it adjusts the zoning ordinance’s language on local preference criteria for FRD and Residential Multi-Unit Developments to avoid any potential conflict with Massachusetts Department of Housing and Community Development (“DHCD”) regulations, which take precedence. Concurrence with DHCD policy and procedure is important in assuring that any units developed under these zoning provisions count on Hingham’s Subsidized Housing Inventory. The Planning Board approved this article. This

article requires a two-thirds vote by Town Meeting for adoption.

RECOMMENDED: That the Town amend the Zoning By-law of the Town of Hingham, adopted March 10, 1941, as heretofore amended, as follows:

Item 1: By amending Section IV-D 5 iii by inserting the words “and/or a professional civil engineer registered in the Commonwealth of Massachusetts,” after the words “professional landscape architect registered in the Commonwealth of Massachusetts,”

Item 2: By amending Section IV-D 7.i. by deleting the last sentence thereof and replacing it with the following: “To the extent permitted by applicable law, local preference shall be given in the sale or rental of Low and Moderate Income Housing.”

Item 3: By amending Section IV-E, 5.e., by deleting the portion thereof beginning with the words “To the extent” through the end of subsection iii, and replacing therefor the following: “Local preference shall be given in the sale or rental of Low and Moderate Income Housing to the extent permitted by applicable law.”

ARTICLE 19: Will the Town amend the Zoning By-Law of the Town of Hingham, adopted March 10, 1941, as heretofore amended, to amend, insert, or delete, as applicable, certain provisions of the By-Law as detailed below

Item 1: By changing the numeral "5" in Section I-J, 3 Repetitive Petitions to a "4";

Item 2: By inserting “, with the exception of Special Permit A3 Parking Determinations. The approval criteria for Special Permit A3’s related to off-street parking are described in Section V-A 6.” at the end of the existing Section I-J, 5.

Item 3: By deleting the following language from Section V-A, 1 "The Planning Board may grant a Special Permit A3, which provides relief from portions of these regulations, if it finds that it is impractical to meet these standards and that a waiver of these regulations will not result in or worsen parking and traffic problems on-site or on the surrounding streets or adversely affect the value of abutting lands and buildings."

Item 4: By inserting "Applicants are encouraged not to construct parking in excess of the typical projected demand." into Section V-A, 2 in the third line after the sentence ending with "A3".

Item 5: By inserting the word "parking" after the word "These" in line 4 of Section V-A, 2.

Item 6: By deleting the following language from Section V-A, 3 ", and it is determined that the granting of relief is consistent with the intent of this By-Law and will not increase the likelihood of accident or impair access and circulation".

Item 7: By inserting a new subsection 6 into Section V-A which states "Approval Criteria

An applicant is not entitled to a Special Permit. The Planning Board may approve such an application for a Special Permit A3 Parking Determination if it finds that, in its judgement:

- a) it is impractical to meet these standards and that a waiver of these regulations will not result in or worsen parking and traffic problems on-site or on the surrounding streets, or adversely affect the value of abutting lands and buildings;
- b) and it is determined that the granting of relief is consistent with the intent of this By-Law and will not increase the likelihood of accident or impair access and circulation;
- c) the parking is sufficient in quantity to meet the needs of the proposed project;
- d) pedestrian access and circulation has been provided for; and,
- e) new driveways have been designed to maximize sightline distances to the greatest extent possible."

Or act on anything relating thereto?
(Inserted at the request of the Planning Board)

COMMENT: This Article is intended to clarify Special Parking Permit criteria as previously adopted at the 2001 Town Meeting. Article 32 item 3 created a new section “Section I-J Planning Board – Special Permit A3”. These SPA3 approvals refer back to Section I-F, 2 (a)-(g).

This was subsequently amended at the 2006 Town Meeting. Article 32 item 9 and supplement, including changes to Section V-A, changed Special Permit for Parking Determinations from SPA2 to SPA3. As a result, the reference to approval criteria

in Section I-F appears to be "left over" from the previous process.

Adoption of this amendment will provide clear approval criteria and will correct the reference to those approval criteria for the benefit of the Planning Board and applicants who are considering SPA3 Parking Determinations. It also corrects a typographical error.

The Planning Board unanimously approved this Article. Approval of this Article requires a two-thirds vote by Town Meeting.

RECOMMENDED: That the Town amend the Zoning By-Law of the Town of Hingham, adopted March 10, 1941, as heretofore amended, to amend, insert, or delete, as applicable, certain provisions of the By-Law as detailed below.

Item 1: By changing the numeral "5" in Section I-J, 3 Repetitive Petitions to a "4";

Item 2: By inserting " , with the exception of Special Permit A3 Parking Determinations. The approval criteria for Special Permit A3's related to off-street parking are described in Section V-A 6." at the end of the existing Section I-J, 5.

Item 3: By deleting the following language from Section V-A, 1 "The Planning Board may grant a Special Permit A3, which provides relief from portions of these regulations, if it finds that it is impractical to meet these standards and that a waiver of these regulations will not result in or worsen parking and traffic problems on-site or on the surrounding streets or adversely affect the value of abutting lands and buildings."

Item 4: By inserting "Applicants are encouraged not to construct parking in excess of the typical projected demand." into Section V-A, 2 in the third line after the sentence ending with "A3".

Item 5: By inserting the word "parking" after the word "These" in line 4 of Section V-A, 2.

Item 6: By deleting the following language from Section V-A, 3 " , and it is determined that the granting of relief is consistent with the intent of this By-Law and will not increase the likelihood of accident or impair access and circulation".

Item 7: By inserting a new subsection 6 into Section V-A which states
Approval Criteria

An applicant is not entitled to a Special Permit. The Planning Board may approve such an application for a Special Permit A3 Parking Determination if it finds that, in its judgment:

- a) **The parking is sufficient in quantity to meet the needs of the proposed project;**
- b) **Pedestrian access and circulation has been provided for;**
- c) **New driveways have been designed to maximize sightline distances to the greatest extent possible;**
- d) **It is impractical to meet these standards and that a waiver of these regulations will not result in or worsen parking and traffic problems on-site or on the surrounding streets, or adversely affect the value of abutting lands and buildings and**
- e) **The granting of relief is consistent with the intent of this By-Law and will not increase the likelihood of accident or impair access and circulation.**

ARTICLE 20: Will the Town amend the Zoning By-Law of the Town of Hingham, adopted March 10, 1941, as heretofore amended, to insert into Section III-A 4.4, 4.5 and 4.7 the words "except in the Industrial Park Zone" at the end of the description of the use, or act on anything related thereto?
(Inserted at the request of the Planning Board)

COMMENT: This proposed amendment would exempt uses under Section III-A, 4.4 (animal or veterinary hospital) and 4.5 (commercial breeding or boarding) from the stricter front and side yard setback requirements of Special Condition 1 of Section III-B when such a use is located in the Industrial Park District. Special Condition 1 requires 40-foot setbacks on all sides and a two-acre minimum lot size for these uses in all districts where they are allowed. This Special Condition requires greater front and side yard setbacks than the general dimensional requirements of the Industrial Park District set forth in Section IV-A. If this amendment is adopted, these uses would still be required to comply with the existing dimensional requirements for the Industrial Park District (two-acre minimum, 35-foot front and side yard setbacks and 50-foot rear setback). In addition, these uses in the Industrial Park District would continue to be subject to Section IV-B, 1, which requires a 100-foot setback from a residential district and a vegetative screen of the use. This amendment is proposed because the stricter setback requirements unnecessarily prevent the location of these businesses in the Industrial Park District, where pre-existing buildings comply

with the 35-foot front and side yard setbacks and do not abut residential districts. Section 4.7 of the By-Law (related to riding stables), referenced in the original Article, is dropped from the recommended motion as that use is not permitted in the Industrial Park District and therefore this By-Law change is inapplicable.

The Planning Board approved this Article. This article requires a two-thirds vote by Town Meeting for adoption.

RECOMMENDED: That the Town amend the Zoning By-Law of the Town of Hingham, adopted March 10, 1941, as heretofore amended, as follows: to insert into Section III-A 4.4 and 4.5 the words "except in the Industrial Park District" at the end of the description of the use.

ARTICLE 21: Will the Town amend the Zoning By-Law of the Town of Hingham, adopted March 10, 1941, as heretofore amended, by replacing Section I-C.2 in its entirety, as follows:

2. No premises and no building erected, altered, or in any way changed as to construction or use, under a permit or otherwise, shall be occupied or used without an occupancy permit signed by the Building Commissioner. Such permit shall not be issued until the premises or building and their uses, and the uses thereto, comply with this By-Law. A record of all applications and occupancy permits shall be kept on file by the Building Commissioner.

In town house, garden apartment and apartment house developments, and/or any other multi-unit residential developments, an occupancy permit shall not be issued by the Building Commissioner for more than 85% of the dwelling units of the approved development plan or of the approved phase of the development plan until:

A. all details of the approved development plan or of the approved phase of the development plans shall have been fully completed. Details of the approved development plans shall not be considered fully completed until the project engineer or the successor to such engineer has submitted as-built plans and a certification that the improvements have been completed in accordance with the approved development plan or approved phase of the development plan to the Building Commissioner.; or

B. the developer has submitted a Special Permit A1 application including a detailed construction cost

estimate of the remaining improvements and evidence to the satisfaction of the Zoning Board of Appeals that the value of the withheld occupancy permits exceeds the value of the remaining improvements by a minimum of ten-percent. The Zoning Board of Appeals may then waive the 85% limitation allowing the release of occupancy permits as construction progresses, withholding only those occupancy permits equivalent in value to the estimated construction costs of the remaining improvements, plus ten-percent. At no time may the Building Commissioner issue more than 95% of the occupancy permits within the development or approved phase of the development until the project engineer or the successor to such engineer has submitted as-built plans and a certification that the work has been completed in accordance with the approved development plan or approved phase of the development plan to the Building Commissioner. The required as-built plans and certification shall demonstrate that all improvements, including, but not limited to, roadways, parking lots, sidewalks and walkways, landscaping, water, water treatment, drainage and other infrastructure, has been completed in accordance with the approved plans and conditions of the permit granting authority as applicable.

Or act on anything relating thereto?
(Inserted at the request of the Zoning Board of Appeals)

COMMENT: This amendment clarifies the requirements for issuance of certificates of occupancy for multi-unit residential developments under the Zoning By-Law, creates a process whereby the Board of Appeals may grant relief from those requirements in appropriate circumstances, and removes extraneous language. Under the current By-Law, the Building Commissioner may not issue certificates of occupancy for more than 85% of the units in a multi-unit development (or approved phase of the development) until "all details" of the approved development plan have been completed. The term "all details" is not defined and has led to confusion in determining when completion has occurred. The amendment provides a new definition and consistent use of terms which clarify that completion requires all site work improvements to have been done, and it spells out the documentation needed to show completion. In addition, the amendment allows the Board of Appeals to grant a special permit, partially waiving the 85% limitation on certificates of occupancy and authorizing the Building Commissioner to issue certificates of occupancy for up to 95% of the dwelling units prior to completion of the site work improvements. It is

expected that this amendment will assist the Building Commissioner in his / her enforcement role and provide for a more efficient operation of the Zoning By-Law.

The Planning Board, Board of Appeals, and Advisory Committee each voted unanimously in support of this Article. Approval of this Article requires a two-thirds vote by Town Meeting.

RECOMMENDED: That the Town amend the Zoning By-Law of the Town of Hingham, adopted March 10, 1941, as heretofore amended, by replacing Section I-C.2 in its entirety, as follows:

2. No premises and no building erected, altered, or in any way changed as to construction or use, under a permit or otherwise, shall be occupied or used without a certificate of occupancy signed by the Building Commissioner. Such certificate of occupancy shall not be issued until the premises or building and their uses comply with this By-Law. A record of all applications and certificates of occupancy shall be kept on file by the Building Commissioner.

In town house, garden apartment and apartment house developments, and/or any other multi-unit residential developments (exclusive of subdivisions) (herein a "development"), certificates of occupancy shall not be issued by the Building Commissioner for more than 85% of the dwelling units within the development or within an approved phase of the development until:

a. all "site work improvements", as hereinafter defined, shown on the approved development plans for the entire development, or for an approved phase of the development, and required by the applicable permits or approvals for the development, shall have been fully completed. Site work improvements shall not be considered fully completed until a project engineer has submitted to the Building Commissioner as-built plans (for the entire development or applicable phase of the development) and a certification that such site work improvements have been completed in accordance with the approved development plans or approved phase thereof and the applicable permits or approvals; or

b. the developer has applied for and obtained a Special Permit A1 from the Board of

Appeals requesting relief from the 85% limitation on certificates of occupancy. Each application for a Special Permit A1 pursuant to this section shall include, in addition to all other application requirements, a certification of a project engineer as to the status of site work improvements remaining to be completed, the number and percentage of dwelling units remaining to be completed in the development or phase thereof, and such additional information related thereto as may be requested by the Board of Appeals. Upon making a finding that:

(i) a delay in the completion of the remaining site work improvements will not adversely impact the occupants of the completed dwelling units;

(ii) is not required for the safe occupancy of additional dwelling units; and

(iii) the granting of relief from said limitation will not jeopardize the likelihood of full completion of the site work improvements, said finding to be used in lieu of the special permit approval criteria contained in Section I-F, 2., the Board of Appeals may partially waive the 85% limitation and allow the Building Commissioner to issue certificates of occupancy in a manner consistent with the first paragraph of this Section I-C,

2. Notwithstanding the foregoing, the Board of Appeals shall not allow, and the Building Commissioner shall not issue, certificates of occupancy for more than 95% of the dwelling units within the development or approved phase of the development until the project engineer has submitted to the Building Commissioner as-built plans and a certification that the site work improvements have been completed in accordance with the approved development plan or approved phase of the development plan and the applicable permits and approvals.

"Site work improvements" as used herein shall include all improvements to be made or constructed in connection with the development (exclusive of dwelling structures), including, but not limited to, roadways, parking lots, sidewalks and walkways, grading, landscaping, utilities, wastewater treatment, drainage and other required infrastructure. For the purpose of this section, the "developer" shall be deemed to include the original applicant and all successors or assigns of the applicant, including any and all

parties seeking building permits or certificates of occupancy for the initial construction or initial occupancy of one or more dwelling units within the development or applicable phase thereof. The "project engineer" shall be a licensed engineer working on behalf of the developer and shall include the original project engineer at the time of application to the permit granting authority and all successors to the original project engineer.

ARTICLE 22: Will the Town amend the Zoning By-law of the Town of Hingham, adopted March 10, 1941, as heretofore amended, by amending Section V-E (Personal Wireless Services) as follows:

Item 1: By inserting the words "to ensure public safety" at the end of Section 1 (Purposes).

Item 2: By replacing Section 7.d. in its entirety with the following: "In order to maintain a safety fall zone, a Tower shall not be erected nearer to any property line than a distance equal to the vertical height of the Tower (inclusive of any appurtenant device), plus ten percent, measured at the mean finished grade of the Tower base."
or act on anything relating thereto?
(Inserted at the request of the Zoning Board of Appeals)

COMMENT: This proposed amendment would (1) add "public safety" as a purpose of the personal wireless services section of the Zoning By-Law and (2) increase the minimum setback for cell towers in order to create a safety fall zone equal to the proposed tower height, plus possible as-of-right future increases in height. Recent changes in Federal law designed to spur rapid deployment of wireless services require municipalities to approve certain additional height for towers to accommodate new antennas. Increased height must be allowed if it is not more than 10 percent of the existing height or 20 feet, whichever is greater. Under the proposed zoning amendment, the setback for new tower proposals takes into account the possible future height increase allowed by Federal law.

The Planning Board, Board of Appeals, and Advisory Committee each voted unanimously in support of this Article. Approval of this Article requires a two-thirds vote by Town Meeting.

RECOMMENDED: That the Town amend the Zoning By-Law of the Town of Hingham, adopted March 10, 1941, as heretofore amended, by

amending Section V-E (Personal Wireless Services) as follows:

Item 1: By inserting the words "to ensure public safety" at the end of Section 1 (Purposes).

Item 2: By replacing Section 7.d. in its entirety with the following: "In order to maintain a safety fall zone, a Tower shall not be erected nearer to any property line than a distance equal to the vertical height of the Tower (inclusive of any appurtenant device), plus 10 percent or 20 feet, whichever is greater (or such greater distance to the extent that federal or state law allows for any additional increases in the height of the Tower), measured at the mean finished grade of the Tower base."

ARTICLE 23: Will the Town appropriate a sum of money to memorialize the citizens buried at the Town Farm/Almshouse and to mark the location of the three Town Almshouses or act on anything relating thereto?
(Inserted by the Board of Selectmen)

COMMENT: This Article requests funds to be expended under the direction of the Hingham Historical Commission for the establishment of a monument to the citizens who died and were buried in marked or unmarked graves at the Town Farm located on Beal Street in Hingham. The expected costs will not exceed \$20,000.

By a unanimous vote, Annual Town Meeting 2013 charged the Hingham Historical Commission and the Board of Selectmen to study the erection of a monument at the Town Farm. The proposed monument will be a boulder with a bronze plaque to be located near the site of the burial ground. Requested funds also will provide for the installation of a marker at the site of each of the three Town Almshouses. The markers will be galvanized steel signs modeled after the Hingham Tercentenary signs and will include the Town Seal.

Hingham's first Almshouse was built in 1785, on what is now Short Street in Hingham Centre. The second Almshouse was built in 1817 at the current site of the GAR Hall at Pond and Main Streets. In 1832, the Town acquired a 43-acre parcel on Beal Street and erected the third Almshouse. This site became known as the Town Farm. The occupants included the elderly, the infirm, the indigent, the mentally ill, the homeless, the criminal, and the unemployed. Many of the residents of the

Almshouse, as well as other Hingham citizens, died there and were buried on the property.

The Town Farm operated for over 100 years until well into the twentieth century. In 1943, the Federal Government bought the 43-acre parcel and, in the 1970's, gave some of it back to the Town. Through a government grant, a drug rehabilitation facility called Project Turnabout acquired 7 acres and used the Almshouse building for about 30 years. In 2004, a local developer purchased the 7 acres with the house and arranged a land swap with the Town in order to build the BackRiver Townhomes. In 2006, the developer demolished the former Almshouse.

The Board of Selectmen and the Advisory Committee recommend favorable action on this Article. The Advisory Committee noted the importance of honoring Hingham citizens buried at the Town Farm with a suitable, prominent, and highly visible monument.

RECOMMENDED: That the Town transfer a sum not to exceed \$20,000 from available funds to the Hingham Historical Commission to erect a monument to memorialize the citizens buried at the Town Farm and to mark the location of the three Town Almshouses.

ARTICLE 24: Will the Town transfer a sum of money from available funds to the Special Education Reserve Fund, or act on anything related thereto? (Inserted by the Board of Selectmen)

COMMENT: This Article will transfer a "self-restricted" \$250,000 from Fund Balance into the newly established Special Education Reserve Fund for use by the School Committee for unanticipated or unbudgeted special education expenses.

Article 31 of the 2014 Annual Town Meeting authorized the Board of Selectmen to petition the Great and General Court of the Commonwealth to enact special legislation to allow the Town to create a reserve fund for the purpose of defraying unanticipated or unbudgeted special education expenses. The Governor signed this petition into law on January 7, 2015, thereby authorizing the fund.

Establishment of this reserve fund was in response to an unforeseeable and unpreventable escalation of the Special Education (SPED) budget for Fiscal Year 2013 due to three SPED students moving into Hingham with combined out-of-district tuition costs of \$533,000, excluding transportation. This reserve

fund will help mitigate any future unanticipated, unbudgeted, and/or extraordinary costs occur in the future.

Article 31 stated that monies may be appropriated or transferred to the Fund by the School Committee, the Board of Selectmen or Town Meeting. At the close of fiscal year 2014, the School Committee returned in excess of \$750,000 in surplus funds to the Town, the majority of which were unexpended special education funds. The Board of Selectmen, at its September 17, 2014 meeting, and the Advisory Committee, at its October 17, 2014 meeting, both voted unanimously to "self-restrict" \$250,000 of the surplus funds for the Special Education Reserve Fund once it was established.

The Board of Selectmen and the Advisory Committee voted unanimously in support of this Article.

RECOMMENDED: That the Town transfer \$250,000 from available funds to the Special Education Reserve Fund.

ARTICLE 25 Will the Town accept the provisions of Mass. Gen. Laws Chapter 32, Section 103 (j), inserted by Section 19 of Chapter 188 An Act Relative to Municipal Relief, of the Acts of 2010, so as to increase the maximum base on which the COLA (Cost-of-Living Adjustment) is calculated to \$13,000, or act on anything relating thereto? (Inserted at the request of the Hingham Retirement Board)

COMMENT: Cost-of-Living Adjustments (COLAs) are granted to Hingham benefit recipients by vote of the Hingham Retirement Board ("HRB"). Pursuant to An Act Relative to Cost of Living Adjustments to Retirees in the Town of Hingham, Chapter 286 of the Acts of 2000 (retroactive to 1998 and approved September 28, 2000), the HRB may grant cost of living increases greater than the percentage increase recommended by the Public Employees Retirement Administration Commission, but not greater than 3%. A COLA is calculated by applying an approved percentage to a base amount. From 1998 to 2014, the COLA base amount for Hingham has remained at \$12,000, thereby allowing a maximum annual 3% COLA payment of \$360 per beneficiary. On an historical note, only four times since 1971 has the HRB declined to vote a COLA. A local option is available to raise the maximum base amount on which the COLA is calculated. The HRB may increase (subject to Town Meeting approval) the maximum base amount in multiples of

\$1,000. A survey of 105 Massachusetts retirement systems reporting on their respective FY 2015 COLA bases show 50 with a \$12,000 base (including Hingham), 21 with a \$13,000 base, 19 with a \$14,000 base, 9 with a \$15,000 base, one with a \$17,000 base, and two with an \$18,000 base. COLAs are effective on a fiscal year basis. If the HRB grants a 3% COLA effective July 1, 2015, with a new base of \$13,000, the allowance for a benefit recipient will increase to a maximum of \$390 per year, or \$32.50 per month.

Referencing the Annual Retirement Allowances for Hingham (using the October 2014 monthly allowance), the total number of beneficiaries in the Hingham Retirement System subject to this Article is 307. The amount of actual benefit increase due to the COLA for each beneficiary varies according to the beneficiary's retirement benefit amount. For example, with a COLA base of \$13,000, approximately 215 recipients will receive an effective raise of \$32.50 per month, as their retirement benefit is greater than or equal to \$13,000. Recipients with a retirement benefit less than \$13,000 will receive proportionally smaller raises.

The Town's actuarial consultants (KMS Actuaries of Manchester, NH) have analyzed the impact on the Hingham Retirement System's liabilities and funding if an increase in the base to \$13,000 is approved by Town Meeting. Using the most recently completed fund valuation (January 1, 2014), the change in the accrued liability is expected to increase by \$619,500. The impact in the appropriations for Fiscal Years 2016 and 2017 is an increase of \$58,100 and \$60,000, respectively. If the new COLA base of \$13,000 is approved by Town Meeting, the appropriations increase of \$58,100 for Fiscal Year 2016 will have to be transferred from available funds to meet the Fiscal Year 2016 obligation. The Fiscal Year 2017 obligation of \$60,000 would be appropriately accounted for in the budget for Fiscal Year 2017.

The Board of Selectmen and the Advisory Committee unanimously support the passage of this Article by Town Meeting.

RECOMMENDED: That the Town accept the provisions of Massachusetts General Laws chapter 32, section 103 (j), inserted by Section 19 of Chapter 188, An Act Relative to Municipal Relief, of the Acts of 2010, so as to increase the maximum base on which the COLA (Cost-of-Living Adjustment) is calculated to \$13,000 and, provided further, that an appropriations increase

of \$58,100 for Fiscal Year 2016 be approved and transferred from available funds to meet the Fiscal Year 2016 obligation.

ARTICLE 26: Will the Town, pursuant to M.G.L. Chapter 82, Section 21, discontinue the following public ways: (a) a portion of North Street and (b) a portion of Station Street, each to be more particularly described and shown on a discontinuance plan, or act on anything relating thereto?
(Inserted by the Board of Selectmen)

COMMENT: The 2008 Annual Town Meeting approved a similar Article that provided for the discontinuance of a portion of the roadways at the intersection of North Street and Station Street. The 2008 Article was intended to facilitate a) the reengineering of the North Street / Station Street intersection in order to decrease the width of the roadway and create pedestrian friendly access to the lower portion of North Street and b) the redevelopment of the 6 Station Street (a.k.a. "Settles Glass") property by allowing a new building along the edge of the new sidewalk that will line up with the existing buildings on North Street. The planned reengineering of the roadway was completed subsequent to the 2008 Town Meeting. In reviewing the records from the 2008 discontinuance, certain errors were identified that this Article is intended to correct.

RECOMMENDED: That the Town, pursuant to Massachusetts General Laws chapter 82, section 21, discontinue the following public ways: a portion of North Street and a portion of Station Street, shown as Parcel A and Parcel B, respectively, on a plan entitled "Roadway Discontinuance Plan, Portion of North Street & Station Street, Hingham, Massachusetts", dated February 27, 2015, prepared by Merrill Engineers and Land Surveyors.

ARTICLE 27: Will the Town authorize, but not require, the Board of Selectmen, pursuant and subject to M.G.L. Chapter 40, Sections 3, 15 and 15A, as applicable, and Article 5, Section 4A of the Town of Hingham General Bylaws, to dispose of a parcel of land, formerly a portion of Station Street, to be more particularly described, for a minimum of \$1.00 and on such other terms and conditions as the Board of Selectmen deem in the best interests of the Town, for any use permitted or allowed in the Downtown Hingham Overlay Zoning District, or act on anything relating thereto.
(Inserted by the Board of Selectmen)

COMMENT: Prior to the layout and acceptance of Station Street in 1954, the Town owned the land that would become the public way. Therefore, upon the discontinuance of a portion of Station Street contemplated by Article 26, the Town will continue to own that parcel of land. In addition, the Town may own a portion of the discontinued portion of North Street. This Article will allow the Board of Selectmen to dispose of the surplus land for a use permitted as of right or allowed by special permit in the Downtown Hingham Overlay Zoning District. The uses permitted and allowed in the Overlay District are the same as in the Business A District (such as retail, restaurants and offices), except that certain uses are prohibited in the Overlay District (such as gas stations and auto repair shops).

RECOMMENDED: That the Town authorize, but not require, the Board of Selectmen, pursuant and subject to Massachusetts General Laws chapter 40, sections 3, 15 and 15A, as applicable, and Article 5 section 4A of the Town of Hingham General By-Laws, to dispose of certain land, shown as Parcel A and Parcel B on a plan entitled "Roadway Discontinuance Plan, Portion of North Street & Station Street, Hingham, Massachusetts", dated February 27, 2015, prepared by Merrill Engineers and Land Surveyors, for a minimum of \$25,000, and on such other terms and conditions as the Board of Selectmen deem in the best interests of the Town, for any use permitted as of right or allowed by special permit in the Downtown Hingham Overlay Zoning District.

ARTICLE 28: Will the Town vote to rescind the action taken under Article 21 of the Warrant for the 2014 Annual Town Meeting whereby \$15,000 was transferred from available funds to supplement a previous appropriation of \$5,000 for the purpose of conducting an electronic voting (E-voting) pilot program or trial at the 2015 Annual Town Meeting or act on anything relating thereto?
(Inserted at the request of the Electronic Voting Study Committee)

COMMENT: Article 20 of the 2014 Annual Town Meeting ("2014 ATM") modified the General By-Laws to allow for the possibility of electronic voting ("E-voting"). Article 21 of the 2014 ATM approved the expenditure of \$15,000 to supplement \$5,000 in previously approved and unexpended funds to conduct an E-voting pilot at the 2015 Annual Town Meeting ("2015 ATM"). At that time, the Electronic Voting Study Committee ("Voting Committee") stated its intention to determine the

annual cost to adopt E-voting for consideration by the 2015 ATM.

After preparing a request for proposals and reviewing the responses, the Voting Committee has determined that the cost to implement an E-voting system that would satisfy the needs and requirements of the Town is, at this time, cost prohibitive. Therefore, the Voting Committee recommends that a pilot not be conducted at this time and that unexpended costs (\$19,772,78) be returned to the Town.

The Advisory Committee appreciates the time, effort, and diligence of the Voting Committee.

RECOMMENDED: That the Town vote to rescind the action taken under Article 21 of the Warrant for the 2014 Annual Town Meeting whereby \$15,000 was transferred from available funds to supplement a previous appropriation of \$5,000 for the purpose of conducting an electronic voting pilot program at the 2015 Annual Town Meeting

ARTICLE 29: Will the Town amend the Wetlands Protection By-Law (Article 22 of the Town By-Laws) to remove the following language under SECTION 2: REGULATED ACTIVITIES

2A. Except as permitted by the Commission or as otherwise provided in this By-Law, no person shall remove, fill, dredge alter or build upon or within one hundred (100') feet of any resource area, as outlined in Section 1 of this By-Law or within the two hundred foot (200') Riverfront Area, as defined in 310 CMR Section 10.58. The provisions of this By-Law shall not apply to any removing, filling, dredging, or altering necessary in the course of maintaining or repairing, or replacing, but not substantially changing or enlarging, an existing lawfully located structure or facility used in the service of the public and used to provide electric, gas, water, telephone or telecommunication services. In no case shall any removal, filling dredging or altering authorized by such certification extend beyond the time necessary to abate the emergency.

and replace it with:

2A. Except as permitted by the Commission or as otherwise provided in this By-Law, no person shall remove, fill, dredge alter or build upon or within one hundred (100') feet of any resource area, as outlined in Section 1 of this By-Law or within the two hundred foot (200') Riverfront Area, as defined in 310 CMR

Section 10.58. The provisions of this By-Law shall not apply to any removing, filling, dredging, or altering necessary in the course of maintaining or repairing, or replacing, but not substantially changing or enlarging, an existing lawfully located structure or facility used in the service of the public to provide electric, gas, sewer, water, telephone or telecommunication services. Any removal, filling, dredging or altering authorized by this section 2A shall be subject to best management practices for sediment and erosion control.

Or act on anything relating thereto?

(Inserted at the request of the Conservation Commission)

COMMENT: The purpose of this article is to provide consistency between the Wetlands Protection By-Law (Article 22 of the Town By-Laws) and Massachusetts General Laws chapter 131, section 40 ("M.G.L. c. 131, s. 40") (The Wetlands Protection Act). M.G.L. c. 131, s. 40 exempts maintenance, repair and replacement activities necessary in providing services to the public including electric, gas, sewer, water, telephone and telecommunication services. Article 22 currently provides exemptions for all of these utilities except sewer. Including sewer services in the list of exemptions would allow sewer services to be evaluated in the same manner as all other utilities providing public services. As with all other utilities, no substantial changes, enlargement of facilities or new facilities would be exempt from filing an application with the Conservation Commission. The amended language would also require all utility projects that are exempt from filing an application with the Commission to install and maintain erosion and sediment controls as needed to protect wetland resource areas.

RECOMMENDED: That the Town amend the Wetlands Protection By-Law (Article 22 of the Town By-Laws) by deleting Section 2A in its entirety and replacing it with the following:

2A. Except as permitted by the Commission or as otherwise provided in this By-Law, no person shall remove, fill, dredge, alter or build upon or within one hundred (100') feet of any resource area, as outlined in Section 1 of this By-Law, or within the two-hundred foot (200') Riverfront Area, as defined in 310 CMR Section 10.58. The provisions of this By-Law shall not apply to any removing, filling, dredging, or altering necessary in the course of maintaining or repairing, or replacing, but not substantially changing or enlarging, an existing lawfully located structure

or facility used in the service of the public to provide electric, gas, sewer, water, telephone or telecommunication services. Any removal, filling, dredging or altering authorized by this section 2A shall be subject to best management practices for sediment and erosion control.

ARTICLE 30: Will the Town raise and appropriate or transfer from available funds a sum of money for civil engineering services to begin development of plans and specifications for Route 3A/Rotary/Summer Street corridor roadway improvements and all incidental costs, or act on anything relating thereto?

(Inserted at the request of Deirdre Anderson and others)

COMMENT: This Article, proposed by a citizens' petition, seeks \$400,000 for engineering services for the Route 3A / Rotary / Summer Street corridor. The impacted area includes the Route 3A roadway beginning at Otis Street / Lobster Pound through the harbor Rotary, located where Summer Street, Chief Justice Cushing Highway and Green Street form a rotary intersection, approximately 800 feet east of the Summer Street / North Street intersection, continuing along the north edge of Summer Street to Martin's Lane.

The Massachusetts Department of Transportation ("DOT") has identified both the Rotary and the Summer Street / North Street intersection as high crash locations.

The existing roadway accommodates approximately 30,000 vehicles per day (17,000 daily trips to Hull and 13,000 trips to Cohasset and Scituate). During commuting hours, trips exceed 3,000 vehicles per hour. Daily trips can increase to 40,000 during summer months.

The crash rate at both the Rotary and North Street exceed the State crash rate average. At the Rotary, the average number of motor vehicle crashes per million of entering vehicles between the years 2005 and 2007 was 2.16 versus the DOT District 5 average of 0.59 for un-signalized intersections. At the Route 3A / North Street intersection, the average number of motor vehicle crashes per million was 0.87 versus the DOT District 5 average of 0.84 for signalized intersections.

In 2009, Vanasse & Associates, Inc. (traffic engineering company) was commissioned to look at the Route 3A Rotary. In 2013, Town and State officials conducted a Road Safety Audit with the

objective of identifying potential safety issues and possible opportunities for safety improvements along the Route 3A corridor.

These studies recommended improvements including updated signals, improved signage, lane markings, yield markings, sidewalk improvements, curbing, redesign with adjacent users, specifically the Lincoln Maritime Center, and, of critical importance, identification of redesign alternatives for the Rotary.

In addition to resolving a significant traffic safety issue, the modifications contemplated by this and other harbor-related Warrant Articles will support improved pedestrian access along this corridor (essential to a vital harbor / downtown / neighborhood link), including access to public transportation at the MBTA's Nantasket Junction Station. The modifications also will serve to enhance the recreational, educational and commercial opportunities in this area.

In April 2014, the State Senate passed a \$13 Billion multi-year transportation bond bill with \$6.925 Million earmarked "...for safety, drainage and traffic flow improvements on State Highway Route 3A, Summer Street, and Rockland Street, including consideration of pedestrian and bicycle traffic, in the towns of Hingham and Hull".

Positive action on this Article would demonstrate that this is a high priority for Hingham citizens and enable Hingham to complete a necessary prerequisite to receive State funding. It is anticipated that the engineering work will be completed over a 2+ year period under the direction of the Town of Hingham Engineering Department. It will not be outdated over a multi-year implementation period.

Although the funding of engineering services better positions the Town for State programming and ultimately construction funding, it does not guarantee construction funding. Moreover, it is important to recognize that the process for project programming (being put on the list for funding) and construction funding can take several years, depending on the complexity and cost of the project and other statewide transportation priorities.

The final limits of work, including the extent of impacted roadways, environmental issues, potential for the taking of land, as well as extensive redesign and / or reconfiguration, etc., will be derived through interaction with State officials with local input.

The Town is considering a number of modifications to the roadway and adjacent parcels. These projects will take place over a number of years and will require coordination to ensure timely implementation and to avoid any duplicative or counterproductive program design. The Board of Selectmen has requested that the reconstituted Harbor Task Force oversee the coordination of the implementation of all harbor-related projects.

The source of funds for this Article is the Town's Unassigned Fund Balance. If approved, this Article would reduce Unassigned Fund Balance by a total of 0.6%, most likely over a multi-year period.

The Board of Selectmen voted unanimously to support this Article. The Advisory Committee also voted unanimously to support this Article, noting both the critical life safety issue and the importance of demonstrating to the State that this is a major priority for our Town.

RECOMMENDED: That the Town appropriate or transfer from available funds an amount not to exceed \$400,000 for civil engineering services to begin development of plans and specifications for Route 3A / Rotary / Summer Street corridor roadway improvements and all incidental costs.

ARTICLE 31: Will the Town raise and appropriate, borrow or transfer from available funds, a sum of money for a) the engineering, permitting and construction of a harbor walkway along the edge of the bathing beach asphalt pavement and construction of a buried concrete block wall along the edge of the pavement between the bathing beach parking lot and the beach sand to provide protection of infrastructure and b) the development of detailed engineering drawings for repair and restoration of four town owned harbor wharves at Iron Horse Park, the POW/MIA/Mobil Station parcel, Barnes I and Barnes II, or act on anything relating thereto?
(Inserted at the request of the Bathing Beach Trustees and the Harbor Development Committee)

COMMENT: The Town of Hingham is enhanced in many ways by the variety of natural resources available to citizens for enjoyment and recreation. Our citizens enjoy hunting, fishing, boating, and cross-country skiing and coasting on our trails and hills. An important, and highly visible natural resource, is our inner harbor with our park area, beach, boating access and picnic venues. Residents, responding to the Hingham Master Plan Survey in 2014, overwhelmingly responded (89%)

that Hingham's location by the sea is its top strength. Our July 4th fireworks celebration is a memorable annual event for Hingham families and visitors and testifies to the beauty of our harbor.

This Article proposed by the Bathing Beach Trustees and the Harbor Development Committee is a critical first step in future efforts to preserve and enhance the harbor. The proponents view this Article as the initial step of a multi-year restoration program of Hingham's harbor, in line with the Harbor Master Plan, developed in 2007. Hingham's efforts to engage in the work described by the Article will be an affirmation to State and Federal funding sources that Hingham is resolved to protect and preserve critical aspects of its harbor's infrastructure.

Subsection (a) of the Article is focused on restoration of the beach area that experiences significant erosion from year to year. The beach and walkway construction involves fundamental engineering solutions to protect the beach and parking lot from major erosion. All required State and Town approvals and permits will be sought by the proponents in support of Subsection (a). This work will commend Hingham to the Commonwealth's Bureau of Fisheries for its construction of a new boat ramp and restoration of the adjacent parking lot.

Subsection (b) of the Article will generate engineering drawings for the repair and restoration of the Town wharves and will be an important reference for future harbor-related engineering activities. The engineering results will provide the Town with knowledge of the expected effort and expense necessary to preserve these structures should the Town, either in whole or in part over time, elect to engage in the respective restorations. Our elected officials, Senator Hedlund and Representatives Bradley and Murphy, have suggested to the proponents that undertaking the work described in the Article will place Hingham in a preferred position when seeking State funds for future harbor development efforts such as (i) transportation improvements to the Route 3A corridor encompassing the harbor and (ii) initiatives to avoid state highway and municipal infrastructure flooding occasioned by unusually severe harbor tides and storms.

The Town Engineer has worked closely with the proponents and has acquired all necessary estimates for both parts of the Article. It is estimated that parts (a) and (b) will cost approximately \$652,000 and \$175,000, respectively. The Town will

fund this Article using a portion of available accumulated mooring fees (\$1,010,729 as of 6/30/2014) from the General Fund.

The Board of Selectmen has requested that the reconstituted Harbor Task Force oversee the coordination of the implementation of all harbor-related projects.

The Board of Selectmen and Advisory Committee both unanimously support this Article.

RECOMMENDED: That the Town transfer \$827,000 from available funds (accumulated mooring fees in the General Fund) for a) the engineering, permitting and construction of a harbor walkway along the edge of the bathing beach asphalt pavement and the construction of a buried concrete block wall along the edge of the pavement between the bathing beach parking lot and the beach sand to provide protection of infrastructure; and b) the development of detailed engineering drawings for repair and restoration and the reconstruction of four Town-owned harbor wharves at Iron Horse Park, the POW/MIA/Mobil Station parcel, Barnes I and Barnes II.

ARTICLE 32: Will the Town authorize, but not require, the Board of Selectmen for consideration on such terms as it deems in the best interest of the Town to enter into a long term non-exclusive lease with a non-profit organization for operation of a sailing and rowing center on a portion of the parcel of land shown on Assessors' Map 51, Lot 58 and known as Barnes Wharf, or act on anything relating thereto?

(Inserted by the Board of Selectmen)

COMMENT: On December 1, 2014, the Selectmen issued a request for proposals (RFP) for the disposition of real property on a portion of land known as Barnes Wharf (also known as Barnes 1), located at 0 Otis Street, Hingham, Massachusetts, for operation of a sailing and rowing center (the "Center"). The desired lessee will be a qualified and experienced operator of sailing and rowing programs and facilities, offering quality sailing, rowing, other maritime programs and educational experiences to predominantly Hingham residents of all ages by utilizing the site to its fullest potential.

The desired lessee, at no cost to the Town, shall finance and be responsible for construction and renovations of site facilities to provide year-round daily opportunities for the public to use the Center.

Examples include an improved dock system, indoor plumbing, improved storage, and shelter from inclement weather to improve the safety and quality of the maritime experience. The lessee shall be responsible for obtaining, at its sole cost and expense, all state and local permits associated with the permitted use and construction of any building and associated improvements and will address neighboring residents' concerns through appropriate public hearings, including the Zoning Board of Appeals, Planning Board, Conservation Commission, Historic Districts Commission and Building Commissioner. The improvements shall belong to the Town, and the Town reserves the right to inform the lessee that any proposed alterations must or may be removed at the expiration of the lease. The Town shall require a performance bond or other surety satisfactory to the Town in the amount of 100% of the construction costs of the renovations.

With respect to rent and required payments by a lessee, the RFP issued by the Town provided the following detail for consideration by prospective lessees: "The price associated with the proposal shall be determined based on the value of the proposed rent (Base Rent) over the proposed term of the lease and the cost of the proposed renovations. Price will be evaluated on a present value basis over both the proposed initial term (sic). Proposed rent schedules shall contain detailed information setting forth how the rent has been calculated by the proponent. Proposals which provide for a graduated Base Rent over the initial term or no Base Rent payments over a certain number of lease months or years, commensurate with the cost of required renovations, will be considered, provided that Additional Rent shall not be waived. Proposal (sic) which include renewal terms must also include proposed rent provisions that factor both Base Rent and the gross sales at the Premises."

As an inducement for the Town to execute a long-term lease, the lessee will invest a substantial amount of money in the redesigned Center. Since the Town will cede economic control of the property for up to 30 years, the Advisory Committee suggests that the lease incorporate specific performance and control milestones. These should include, but not be limited to, a periodic reassessment of the Base Rent as a function of the economic success of the Center, and scheduled operational assessments (e.g., traffic and safety) by Town officials.

The lease of Barnes Wharf under the scenario of a long-term lease, as envisioned by the Board of Selectmen, will encourage and promote investment in infrastructure development and maritime program diversity benefiting Hingham youth and families. The broad-based programs currently offered will remain in Hingham, including the Hingham High School Rowing and Sailing Teams that will benefit from improved facilities built and maintained for their shared use. The availability of the new and improved facility will benefit other Town organizations, such as the Hingham Citizens' Police Academy, the Hingham-Hull Rotary Club and the Hingham High School Rowing Association, all of which in the past have held social events and meetings on the site under the Curtis Pavilion. All such improvements will be made to the Wharf at no cost to the Town and will further enhance Hingham's reputation as a seaside community with a first-class Maritime Education and Cultural Center. Finally, the improvements will serve as a cornerstone for other potential waterfront improvements.

The Lincoln Maritime Center, Inc. ("LMC"), a Massachusetts nonprofit corporation and a 501(c)(3) organization, provided the sole response to the RFP. The LMC has operated on Barnes Wharf since 1970. Originally named the Lincoln Sailing Club, the organization changed its name to Lincoln Maritime Center to reflect the broadened programs including coastal rowing, which it initiated in 2002.

Both the Board of Selectmen (by a vote of 2-0) and the Advisory Committee (by a vote of 10-4) support this Article.

RECOMMENDED: That the Town authorize, but not require, the Board of Selectmen, for consideration on such terms as it deems in the best interest of the Town, to enter into a long-term non-exclusive lease for a term not to exceed thirty (30) years with a nonprofit organization for operation of a sailing and rowing center on a portion of the parcel of land shown on Assessors' Map 51, Lot 58 and known as Barnes Wharf.

ARTICLE 33: Will the Town raise and appropriate, borrow or transfer from available funds a sum of money to be expended under the direction of the Board of Selectmen to acquire by eminent domain or other means a parcel of land located at 26 Summer Street, or act on anything relating thereto?

(Inserted at the request of the Board of Selectmen)

COMMENT: The Town has been presented with the opportunity to purchase a marina which is located at 26 Summer Street on Hingham Harbor. The marina's property consists of approximately 0.56 acres of upland, 44 slips, associated parking, and a two story building which has the marina's office, workshop, locker room, and restroom on the first floor and two offices available for rent on the second floor. The current owners have offered to sell the marina to the Town and are willing to continue to lease and operate the marina for up to 24 months. Longer term, the Town would plan to continue to have the property operate as a revenue producing marina with the details of the method of operation still to be determined (i.e., run by Town, leased to a 3rd party, etc.). The Board of Selectmen have begun the due diligence process to assess the value and condition of the property including an independent appraisal and an environmental assessment. The means of financing the potential acquisition are also being fully investigated. A more detailed comment will appear in the Supplemental Warrant which will be available at the Annual Town Meeting.

RECOMMENDED: The Advisory Committee will make its recommendation at Town Meeting.

ARTICLE 34: Will the Town, pursuant to M.G.L. Chapter 40, Section 15A, transfer the care, custody, management and control of that certain parcel of land and the improvements thereon, known as and numbered 308 Cushing Street, and shown as Lot 28 on Assessor Map 167, (a) from the Hingham Municipal Lighting Plant (HMLP) Board of Commissioners to the Board of Selectmen, upon relocation of the HMLP to its new facility in accordance with the Memorandum of Understanding, dated as of February 3, 2015, between the Board of Selectmen and Board of Commissioners, and (b) to be held as general corporate property of the Town, or act on anything relating thereto?
(Inserted by the Board of Selectmen)

COMMENT: The Hingham Municipal Lighting Plant ("HMLP") operations facility is currently located at 308 Cushing Street. At the 2013 Annual Town Meeting, it was voted to transfer a portion of a parcel known as Tract IV on Bare Cove Park Drive to HMLP for its use. The HMLP is planning to build a new facility on this parcel and to move all of its operations there in Spring 2016. Once HMLP moves its operations, it will no longer utilize the facility at 308 Cushing Street. A Memorandum of Understanding (MOU) was entered into by the Board

of Selectmen ("BOS") and the HMLP Board of Commissioners on February 3, 2015 related to construction of the new facility and disposition of the current facility. The purpose of this Article is to transfer the property at 308 Cushing Street to the BOS within 60 days of HMLP receiving a temporary certificate of occupancy (TCO) at the new facility as agreed to in the MOU.

RECOMMENDED: That the Town, pursuant to Massachusetts General Laws chapter 40, section 15A, transfer the care, custody, management and control of that certain parcel of land and the improvements thereon, known as and numbered 308 Cushing Street, and shown as Lot 28 on Assessor Map 167, (a) from the Hingham Municipal Lighting Plant ("HMLP") Board of Commissioners to the Board of Selectmen ("BOS"), upon relocation of the HMLP to its new facility, in accordance with the Memorandum of Understanding, dated as of February 3, 2015, between the BOS and Board of Commissioners, and (b) to be held as general corporate property of the Town

ARTICLE 35: Will the town authorize the School Department to enter into a lease of up to five years for the purpose of leasing new school buses used for regular transportation, or act on anything relating thereto?
(Inserted at the request of the School Committee)

COMMENT: The purpose of this article is to give the Hingham School Committee the authority to enter into a five-year lease for school buses for regular transportation. Regular transportation includes all student transportation not related to transporting special education students. Massachusetts General Laws chapter 30B, section 12 prevents the Town from entering into contracts for more than three years without Town Meeting approval.

RECOMMENDED: That the Town authorize the School Department to enter into a lease of up to five years for the purpose of leasing new school buses used for regular transportation.

ARTICLE 36: Will the town transfer a sum of money from the Receipts Reserved for Appropriation Fund: Insurance Recovery in Excess of \$20,000 for use by the School Department, or act on anything relating thereto?
(Inserted at the request of the School Department)

COMMENT: Massachusetts General Laws require the expenditure of insurance recoveries in excess of \$20,000 be subject to a vote of Town Meeting prior to final expenditure. Detailed recovery information will be presented at Town Meeting.

RECOMMENDED: The Advisory Committee will make its recommendation at Town Meeting.

ARTICLE 37: Will the Town authorize, but not require, the Board of Selectmen to accept grants of easements for streets, water, drainage, sewer and utility purposes or any public purpose on terms and conditions the Board deems in the best interest of the Town, or act on anything relating thereto? (Inserted by the Board of Selectmen)

COMMENT: The Town benefits from many easements over private property throughout Hingham. From time to time, the Town, and particularly its Department of Public Works, requires new easements in order to complete roadway and other public works projects. At times, the Town receives requests from private property owners to relocate easements held by the Town on their property. Under Massachusetts law, Town Meeting approval is required for the Board of Selectmen to accept such easements.

This Article would allow the Board of Selectmen to accept such easements during the coming year and, thus, to avoid potentially expensive delays and inconvenience to projects that benefit the Town. This Article is intended solely to cover easements voluntarily granted to the Town and would not allow the Board of Selectmen to accept easements that require funds to acquire them. Furthermore, the authority conferred by this Article is not unlimited in time; it is limited to the coming year. If continuing authority is required, the next Annual Town Meeting may be asked to approve it. Finally, because the phrase "any public purpose" might be considered vague and indefinite, the Advisory Committee has recommended a more specific description of the purposes of accepted easements.

RECOMMENDED: That the Town authorize, but not require, for a period through April 30, 2016, the Board of Selectmen to accept grants of easements for purposes of streets, sidewalks, pedestrian walkways, or water, drainage, sewage, or utility facilities on terms and conditions that the Board deems in the best interests of the Town.

You are hereby also directed to notify and warn the inhabitants of the Town of Hingham qualified to vote in Town affairs to meet at three designated polling places in said Town of Hingham according to their precinct, to wit: Precinct 1, 2, 3 and 4: High School, 17 Union Street; Precincts 5 and 6: Middle School, 1103 Main Street; and Precinct 5a at the Oakleaf Clubhouse at Linden Ponds on SATURDAY, the second day of May 2015 at EIGHT O'CLOCK in the forenoon, then and there to give their votes on the official ballot for:

A Moderator to serve one year, a Selectman to serve three years; an Assessor to serve three years; a Town Clerk to serve three years; one member of the Board of Health to serve three years; two members of the School Committee to serve three years; a member of the Planning Board to serve five years; a member of the Sewer Commission to serve three years; a member of the Sewer Commission to serve two years; a member of the Recreation Commission to serve five years; a member of the Housing Authority to serve five years; a member of the Municipal Light Board to serve three years and a member of the Municipal Light Board to serve one year.

Hereof fail not and make due return of this warrant with your doings thereon to the Town Clerk on or before the 1st day of April 2015.

Given under our hands at Hingham this 26th day of March 2015.

Irma H. Lauter
Paul K. Healey
Paul J. Gannon

BOARD OF SELECTMEN

A true copy
Attest:

Kathleen A. Peloquin
Constable of Hingham
March 30, 2015

By virtue of the within warrant I hereby certify that I have noticed and warned the inhabitants of the Town of Hingham, qualified to vote in Town affairs to meet at the time and place indicated in the above warrant by causing an attested copy thereof to be published in The Hingham Journal seven days at least before the day appointed for said meeting. It was presented and posted by the Town Clerk in the Town Hall of this date.

Kathleen A. Peloquin
Constable of Hingham
March 30, 2015

REPORT OF THE CAPITAL OUTLAY COMMITTEE

I. OVERVIEW

The Capital Outlay Committee (“Capital”) is charged with:

- A. Ascertaining the Capital Outlay requirements of various Town departments, boards and committees over the next five years. Capital assets considered by the Capital Outlay Committee typically have a useful economic life of more than five years and cost \$10,000 or more or are otherwise classified as fixed assets on the Town's financial statements.
- B. Analyzing and evaluating proposed capital expenditures for all Town departments, boards, and committees and making recommendations to the Board of Selectmen (“Selectmen”) and the Advisory Committee (“Advisory”). Capital recommendations are developed as follows:
 1. Departments submit requests for the next five years.
 2. Capital reviews requests with the department heads, boards and committees.
 3. Needs are determined and possible alternatives are discussed.
 4. Capital makes its recommendations to the Selectmen and Advisory.
 5. Selectmen accept, alter, or reject Capital’s recommendations and forward them to Advisory.
 6. Advisory makes the final capital recommendations to Town Meeting.

Capital has reviewed \$5,213,195 of capital requests from the various Town departments for Fiscal Year (“FY”) 2016 and herein submits its recommendations for FY 2016, as well as general projections of capital needs for the following four fiscal years. Capital’s recommendations for FY 2016 are based on the assessment of need. Capital items, for the most part, consist of the Town’s infrastructure and the equipment to support that infrastructure. Over the long run, most capital spending on infrastructure is not discretionary. The Five Year Capital Plan includes all proposed capital projects, including substantial items such as buildings and large vehicles that require funding via debt.

During 2010 and 2011, as a result of the adverse economic conditions impacting the Town and its residents, capital spending was significantly curtailed. In the years since then, annual capital spending has been less than the historical average due to conservative financial management. As a result, some of the items contained in the FY 2016 capital requests have been deferred/delayed from previous years. While this practice has been necessary, it has resulted in a growing backlog of capital requests for future years. In last year’s Warrant, Capital recommended that additional funds be made available in future years for replacement of capital items, in order to prevent a significant negative impact to the Town’s capital base. The Town has committed an additional \$100,000 in funding per year beginning in FY 2016 and for the four subsequent years, resulting in a projected Capital Outlay budget of \$2,500,000 from the Tax Levy in FY 2020. This additional funding will allow for a continued reduction in the backlog as well as the approval of new requests.

At the start of the budget process, each department was requested to produce a realistic five-year capital outlay plan. The plan was compared to the prior year’s five-year capital outlay plan, and departments were asked to explain significant changes.

Capital’s recommendations for FY 2016 Funding Sources are summarized below:

RECOMMENDED

Tax Levy	\$ 2,097,460
Fund Balance (Mooring Permits)	\$ 71,000
User Rates/Charges	\$ 345,000
Borrowing	\$ 500,000
Total:	\$ 3,013,460

II. SPECIFIC RECOMMENDATIONS

Capital makes the following recommendations for FY 2016:

Accounting / MIS

Capital recommends \$84,000 for information technology replacement. Capital also recommends an outlay of \$80,000 for replacement of the Storage Area Network, \$8,000 to complete the permitting application installation, \$30,000 for Police Department computer replacements and \$8,500 for a new large format printer/plotter/scanner.

Selectmen

Capital recommends \$24,295 for asbestos abatement and demolition of 262 South Street (The Litchfield House).

Town Hall

Capital recommends \$25,000 for renovations and repairs, \$20,185 to replace the police station floor and \$15,000 to replace carpeting on the 2nd floor of Town Hall.

GAR Hall

Capital recommends \$5,000 for a new septic tank and cover.

Police Department

Capital recommends \$28,000 to replace the animal control vehicle as well as \$11,500 to replace nine non-lethal weapons (Tasers). Capital also recommends \$5,000 to replace a copier and \$15,000 to replace five moving radar units. Harbormaster capital recommendations are \$50,000 to replace two engines on Marine 1 and \$21,000 to replace communications equipment (portable and stationary radios). Funding for Harbormaster expenditures will come from mooring permit fees.

Fire Department

Capital recommends \$500,000 for Station 2 (North/Torrent) renovation - project design & bid. Capital also recommends \$20,000 for replacement of nine sets of fire-fighting turnout gear, \$28,000 for replacement of fire hydrants and hoses, \$41,000 for replacement of Forest 1 and \$34,000 for a vehicle for the additional Deputy position. Funding for the Station 2 project design & bid will come from borrowing.

Public Works

Capital recommends \$156,500 for a new full size dump truck with a sander and plow to replace a mid size dump truck, \$151,500 for replacement of a full size dump truck with a sander and plow and \$31,500 to replace a ¾ ton pickup truck with a plow. Capital also recommends \$65,000 to replace the sidewalk, retaining wall and fence along Cushing St. For the landfill, capital recommends \$67,000 for a closed top trailer, \$25,000 for replacement of tires and undercarriage repair on trash trailers and \$25,000 for a new Ventrac tractor to mow the landfill cap.

Sewer Department

Capital recommends \$75,000 for renovations and repairs of pump stations, \$50,000 for service replacements and \$34,000 for a pickup truck with a crane. Funding for these expenditures will come from Sewer rates and/or fees.

Library

Capital recommends \$20,000 for replacement of information technology equipment, \$70,000 for design work to replace the roof, electrical and HVAC systems on the original part of the library and \$15,000 for the replacement of furniture.

Recreation Department

Capital recommends \$25,000 for replacement of fitness room equipment, \$15,000 for playground rehabilitation, \$15,000 for field rehabilitation and \$20,000 for building rehabilitation. Funding for these expenditures will come from Recreation cash flow.

South Shore Country Club

Capital recommends \$16,000 for the replacement of golf course maintenance equipment and \$95,000 for golf course and facility improvements. Funding for these expenditures will come from South Shore Country Club cash flow.

School Department

Capital recommends the following expenditures for Foster Elementary School: \$22,500 to replace the cafeteria suspended ceiling and relamp, \$19,800 for new magnetic releases on nine sets of doors and \$20,000 for replacement of office carpeting.

Capital recommends the following expenditures for East Elementary School: \$5,000 to remediate slope erosion by the east side entrance and \$15,000 to seed and loam the athletic field.

Capital recommends the following expenditures for South Elementary School: \$15,000 to repair the library ceiling and remediate a leak.

Capital recommends the following expenditures for the High School: \$11,000 for graduation equipment and chairs, \$80,000 to replace a hot water boiler, \$20,000 to begin upgrading the energy management system, \$10,000 to repair the irrigation pump building and \$25,000 for a feasibility study to consider expanding and renovating the health and fitness area.

Capital recommends the following expenditures for School System Wide: \$180,191 for school technology replacements, \$35,106 for assessment technology, \$105,158 for technology enhancements and new initiatives, \$25,000 for replacement of two copiers, \$72,725 for instructional equipment, \$12,000 for the area carpet replacement plan, \$50,000 for roof repairs, \$25,000 for cameras and other security enhancements, \$34,000 for interior and exterior maintenance equipment, \$36,000 for replacement of a school transportation van and \$170,000 to reconstruct the Depot parking lot. Note: Funding for the \$34,000 of maintenance equipment is typically funded by field revenues and will not be funded from Capital in subsequent years.

III. COMMENTS AND RECOMMENDATIONS FOR SUBSEQUENT YEARS

As mentioned in Section I above, during the last few years the Town has been allocating funds to the capital budget in amounts that are less than required to adequately fund replacement of capital equipment and other Town-owned assets. This has resulted in increased repair expenditures and ultimately higher costs when those capital items are replaced. The additional funding of \$100,000 per

year, referenced in Section I, is necessary in order to better manage the replacement and maintenance of Town-owned assets. It is preferable to be proactive instead of risking the failure of one or more systems and spending more funds to remedy an emergency situation.

In a related issue, the Capital Outlay Committee has been concerned that expenses related to all capital assets of the Town have not been reflected in the Five Year Capital Plan presented by the Committee. This issue was mentioned in the Report of the Capital Outlay Committee in the 2012 Warrant. Specifically, the Committee was concerned that major expenditures, such as the repair/refurbishment of all Town-owned real estate, were not in the Capital Budget. As a result, in the 2013 Warrant, Capital recommended the expenditure of \$60,000 in FY 2014 for Phase One of a Study of Town-Owned Buildings and Facilities, to be conducted by an outside consultant. In addition, the Capital Plan forecast for FY 2015 contemplated \$140,000 for Phases Two and Three of the study. This survey was intended to develop a comprehensive list of all components (e.g., roofs, heating, ventilation, air conditioning, plumbing) of each facility. This information was to be used to create a database containing the repair/replacement schedule for all facilities that Town department heads and committees could use to understand the ongoing capital requirements related to the facilities for each year and to proactively manage the repair/replacement process on a comprehensive basis.

During 2014, Town officials opted for an internally prepared survey of non-school owned Town facilities rather than the external multi-phase study recommended by Capital. This was a less costly solution, but the Town employees who conducted the survey may not have had the background, experience or time to properly evaluate the building subsystems. It is critical for the Town to accurately identify and quantify the ongoing capital needs of all Town-owned assets, including facilities, so that these expenditures can be anticipated and included in long-range plans. Capital encourages the Town to complete a comprehensive study of Town-owned facilities and recommends that the Town hire a Facilities Manager to oversee this process and manage the resulting database. This winter's historic snowfall created numerous building issues that highlight the need for a Facilities Manager for all Town-owned buildings not just the schools.

Libby Claypoole, Chair

Brendan Kiernan

T.R. Schilb

Lucy Hancock, Advisory Committee

Craig MacKay, Advisory Committee

Jean Montgomery, Treasurer-Collector *ex-officio member* (non-voting)

FY2016 Five Year Capital Plan

Department/Category	FY2016	FY2017	FY2018	FY2019	FY2020
<u>ACCOUNTING/MIS:</u>					
Information Technology Assets (20% replacement)	\$84,000				
Storage Area Network (replacement)	\$80,000				
Permitting Application (replacement)	\$8,000				
Police Computers (replacement)	\$30,000				
Large Format Printer/Plotter/Scanner (new)	\$8,500				
Information Technology Assets (20% replacement)		\$88,700			
Document Management System (replacement)		\$80,000			
Video Cameras - Skate park (new)		\$44,000			
Information Technology Assets (20% replacement)			\$92,000		
Data Center Upgrade (new)			\$200,000		
Information Technology Assets (20% replacement)				\$94,000	
Fiber Network Redundancy (new)				\$150,000	
Information Technology Assets (20% replacement)					\$96,000
TOTAL ACCOUNTING/MIS	\$210,500	\$212,700	\$292,000	\$244,000	\$96,000
<u>ASSESSORS:</u>					
Vehicle			\$13,000		
TOTAL ASSESSORS	\$0	\$0	\$13,000	\$0	\$0
<u>SELECTMEN:</u>					
Asbestos Abatement & Demolition/262 South St	\$24,295				
TOTAL SELECTMEN	\$24,295	\$0	\$0	\$0	\$0
<u>TOWN CLERK:</u>					
Voting Machines (7) (replacement)		\$43,750			
TOTAL TOWN CLERK	\$0	\$43,750	\$0	\$0	\$0
<u>TREASURER/COLLECTOR:</u>					
Postage Machine (replacement)				\$6,000	
TOTAL TREASURER/COLLECTOR	\$0	\$0	\$0	\$6,000	\$0
<u>TOWN HALL:</u>					
New Floor/Police Station (replacement)	\$20,185				
Town Hall (renovations & repairs)	\$25,000				
Carpeting, 2nd floor Town Hall (replacement)	\$15,000				
Town Hall (renovations & repairs)		\$25,000			
Painting (replacement)		\$106,964			
Carpeting, School Department (replacement)		\$30,000			
Town Hall (renovations & repairs)			\$25,000		
Stair Treads, Recreation (replacement)			\$22,000		
Stair Treads, Game Room (replacement)			\$11,850		

Department/Category	FY2016	FY2017	FY2018	FY2019	FY2020
Town Hall (renovations & repairs)				\$25,000	
Interior Painting & Wallpaper (replacement)				\$20,000	
Staircase, TH (replacement)				\$16,900	
Make-up Air Units for Gym/Auditorium (replacement)				\$40,000	
Town Hall (renovations & repairs)					\$25,000
Auditorium Seating (replacement)					\$95,000
TOTAL TOWN HALL	\$60,185	\$161,964	\$58,850	\$101,900	\$120,000
<u>GAR HALL:</u>					
Septic Tank & Cover (repair/replacement)	\$5,000				
Parking Lot - Asphalt (replacement)		\$6,200			
TOTAL GAR HALL	\$5,000	\$6,200	\$0	\$0	\$0
<u>VETERANS SERVICES:</u>					
Chevrolet City Express Van (new)		\$27,000			
TOTAL VETERANS SERVICES	\$0	\$27,000	\$0	\$0	\$0
<u>POLICE DEPARTMENT:</u>					
Animal Control Vehicle (replacement)	\$28,000				
Non-Lethal Weapons (9) (replacement)	\$11,500				
Copier (1) (replacement)	\$5,000				
Moving Radar Units (5) (replacement)	\$15,000				
Marine 1 Engines (2) - Harbormaster (replacement)	\$50,000				
Communication Equipment - Harbormaster (replacement)	\$21,000				
Motor Cycles (2) (replacement)		\$34,000			
Police Vehicles (7) (replacement)		\$213,500			
Non-Lethal Weapons (41) (replacement)		\$53,000			
Police Car Dash Cams (7) (replacement)		\$21,000			
Animal Control - Portable Incinerator (new)		\$17,000			
Refit Pump-out Boat (replacement)		\$5,000			
Cordless Radar Units (5) (replacement)			\$15,000		
Police Vehicles (7) (replacement)			\$213,500		
Re Deck Town Pier (replacement)			\$8,000		
Police Vehicles (7) (replacement)				\$213,500	
Boat Engine - Harbormaster (1) (replacement)				\$20,000	
Police Vehicles (6) (replacement)					\$171,000
TOTAL POLICE DEPARTMENT	\$130,500	\$343,500	\$236,500	\$233,500	\$171,000
<u>FIRE DEPARTMENT:</u>					
Forest 1 (1999) (replacement)	\$41,000				
C-5 (new)	\$34,000				
Fire Hydrants (replacement)	\$28,000				

Department/Category	FY2016	FY2017	FY2018	FY2019	FY2020
Turnout Gear (9 sets) (replacement)	\$20,000				
Station 2 (North/Torrent) Renovation - Design & Bid (Footnote #1)	\$500,000				
Boat (1970) (replacement)		\$60,000			
Hurst Hydraulic Tool (replacement)		\$15,000			
Station 1 Jockey Heater (replacement)		\$50,000			
C-4 (2009) (replacement)		\$30,000			
Fire Hydrants (replacement)		\$29,000			
Turnout Gear (9 sets) (replacement)		\$20,000			
Station 1 Exterior Painting (replacement)		\$20,000			
SCBA Bottles/Face masks (56) (replacement)		\$62,000			
Station 2 (North/Torrent) Renovation - Construction (Footnote #1)		\$3,750,000			
Quint 1 (1999) (replacement)			\$1,095,000		
Fire Hydrants (replacement)			\$30,000		
Turnout Gear (9 sets) (replacement)			\$20,000		
SAED (3) (replacement)			\$5,000		
Medic (2007) (replacement)				\$225,000	
Fire Hydrants (replacement)				\$31,000	
Turnout Gear (9 sets) (replacement)				\$20,000	
SAED (3) (replacement)				\$5,000	
Station 2 Ramp (replacement)				\$10,000	
Stair Chairs (2) (replacement)				\$10,000	
C-2 (2010) (replacement)					\$33,000
Fire Hydrants (replacement)					\$32,000
Turnout Gear (9 sets) (replacement)					\$20,000
SCBA Units (30) (replacements)					\$180,000
Station 1, 2, 3 Painting (replacement)					\$60,000
Stair Chair (1) (replacement)					\$5,000
Portable radios (60) (replacement)					\$120,000
TOTAL FIRE DEPARTMENT	\$623,000	\$4,036,000	\$1,150,000	\$301,000	\$450,000
<u>PUBLIC WORKS (ENGINEERING):</u>					
Rotary (Rt 3A) Design (Phase I) (new)		\$205,000			
Rotary (Rt 3A) Design (Phase II) (new)			\$205,000		
TOTAL PUBLIC WORKS (ENGINEERING)	\$0	\$205,000	\$205,000	\$0	\$0
<u>PUBLIC WORKS (HIGHWAY):</u>					
#27 -Full size Dump w/S&P (2003 mid) (replacement)	\$156,500				
# 5 - Full size Dump w/S&P (2002 full) (replacement)	\$151,500				
# 3 - 3/4 Ton Pickup w/Plow (2003) (replacement)	\$31,500				
Cushing St - Sidewalks, Wall & Fence (replacement)	\$65,000				

Department/Category	FY2016	FY2017	FY2018	FY2019	FY2020
#16 - Full size Dump w/Plow (2002 mid) (replacement)		\$146,500			
#14 - Full size Dump w/S&P (2003 full) (replacement)		\$150,000			
#17 - 4 Wheel Dr 3/4 PU w/Plow 2500HD (2005) (replacement)		\$29,000			
#21 - Case 580SL Backhoe (2000) (replacement)		\$75,000			
#24 - Bombardier Sidewalk Tractor (1993) (replacement)		\$92,000			
#42 - Giant Leaf Blower L#5433 (2002) (replacement)		\$5,000			
#17T - 3/4 Ton Truck (1998) (replacement)		\$31,000			
#30 - Groundmaster 4000D (replacement)		\$71,000			
#36 - Bombardier Sidewalk Tractor (1993) (replacement)			\$92,000		
TP2 - Walk Behind 48" Mower (2003) (replacement)			\$10,000		
TP2 - Walk Behind 48" Mower (2003) (replacement)			\$10,000		
#35 - John Deere F1148 Tractor #6038 (1996) (replacement)				\$33,000	
# 6 - IH 7400 Dump w/S&P (2008) (replacement)				\$151,000	
# 4 - Chevrolet 3500 1 Ton Dump #5443 (2003) (replacement)				\$44,000	
#13 - IH 6 Wheel Dump w/S&P #07-08 (replacement)				\$151,000	
#31 - Groundmaster 4000D (replacement)				\$70,000	
# 7 - IH Dump 7400DP w/S&P (2008)					\$151,000
#25 - Trackless MT (replacement)					\$94,000
#12 - Catch Basin Cleaner (replacement)					\$150,000
#10P - Wright Sensor Mower (replacement)					\$80,000
#11P - Wright Sensor Mower (replacement)					\$80,000
TOTAL PUBLIC WORKS (HIGHWAY)	\$404,500	\$599,500	\$112,000	\$449,000	\$555,000
<u>PUBLIC WORKS (LANDFILL):</u>					
#T6 - Closed Top Trailer (2000) (replacement)	\$67,000				
Trailer Tires 36 & Undercarriage repair (2000) (replacement)	\$25,000				
Ventrac 4500Y Tractor (new)	\$25,000				
#L1 - 4 Wheel Dr 3/4 PU 2500HD (2003) (replacement)		\$31,500			
#T7 - Closed Top Trailer (2000) (replacement)		\$67,000			
Trailer Tires 36 & Undercarriage Repair (2000) (replacement)		\$25,000			
Tractor (Yard Donkey) (replacement)		\$40,000			
#T3 - Open Top Trailer (2000) (replacement)			\$67,000		
Trailer Tires 36 & Undercarriage repair (2000) (replacement)			\$25,000		
#T2 - Open Top Trailer (2000) (replacement)				\$67,000	
Trailer Tires 36 & Undercarriage repair (2000) (replacement)				\$25,000	
#T1 - Open Top Trailer (2000) (replacement)					\$67,000

Department/Category	FY2016	FY2017	FY2018	FY2019	FY2020
Trailer Tires 36 & Undercarriage repair (2000) (replacement)					\$25,000
TOTAL PUBLIC WORKS (LANDFILL)	\$117,000	\$163,500	\$92,000	\$92,000	\$92,000
Pump Station (renovations & repairs)	\$75,000				
Service Replacements	\$50,000				
#S2 - Chevy PU Utility Body w/crane (2000) (replacement)	\$34,000				
Pump Station (renovations & repairs)		\$75,000			
Service Replacements		\$50,000			
Pump Station (renovations & repairs)			\$58,000		
Service Replacements			\$50,000		
#S1 - Chevy PU w/P (2006)				\$33,000	
Pump Station (renovations & repairs)				\$12,000	
Service Replacements				\$50,000	
Pump Station (renovations & repairs)					\$25,000
Service Replacements					\$50,000
TOTAL SEWER DEPARTMENT	\$159,000	\$125,000	\$108,000	\$95,000	\$75,000
<u>ELDER SERVICES:</u>					
Van (2001) (replacement) - 20% Grant match		\$12,600			
Van (2007) (replacement) - 20% Grant match			\$15,000		
TOTAL ELDER SERVICES	\$0	\$12,600	\$15,000	\$0	\$0
<u>LIBRARY:</u>					
Design - Roof Phase 2 & Air handling units (replacement)	\$70,000				
Computers (replacement 20%)	\$20,000				
Furniture (replacement)	\$15,000				
Roof Phase 2 (replacement)		\$390,000			
Roof-top air handling units (replacement)		\$275,000			
Computers (replacement 20%)		\$20,000			
Generator Installation (new)		\$85,000			
Furniture (replacement)		\$20,000			
Repaint Children's Wing (replacement)		\$15,000			
Computers (replacement 20%)			\$20,000		
50 space parking lot expansion (new)			\$285,000		
Furniture (replacement)			\$20,000		
Exterior wooden door (replacement)			\$20,000		
Computers (replacement 20%)				\$20,000	
Single pane windows (replacement)				\$100,000	
Furniture (replacement)				\$20,000	
Computers (replacement 20%)					\$20,000
HVAC component (replacement)					\$75,000

Department/Category	FY2016	FY2017	FY2018	FY2019	FY2020
Furniture (replacement)					\$20,000
Exterior storage shed (replacement)					\$10,000
TOTAL LIBRARY	\$105,000	\$805,000	\$345,000	\$140,000	\$125,000
<u>RECREATION DEPARTMENT:</u>					
Fitness equipment (replacement)	\$25,000				
Field rehab (replacement)	\$15,000				
Facility rehab (replacement)	\$20,000				
Playground rehab (replacement)	\$15,000				
Fitness equipment (replacement)		\$25,000			
Field rehab (replacement)		\$15,000			
Facility rehab (replacement)		\$20,000			
Playground rehab (replacement)		\$15,000			
Fitness equipment (replacement)			\$25,000		
Field rehab (replacement)			\$15,000		
Facility rehab (replacement)			\$20,000		
Playground rehab (replacement)			\$15,000		
Fitness equipment (replacement)				\$25,000	
Field rehab (replacement)				\$15,000	
Facility rehab (replacement)				\$20,000	
Playground rehab (replacement)				\$15,000	
Fitness equipment (replacement)					\$25,000
Field rehab (replacement)					\$15,000
Facility rehab (replacement)					\$20,000
Playground rehab (replacement)					\$15,000
TOTAL RECREATION DEPARTMENT	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000
<u>SOUTH SHORE COUNTRY CLUB:</u>					
Golf Course Maintenance Equipment	\$16,000				
Golf Course & Facility Improvements	\$95,000				
Golf Course Maintenance Equipment		\$121,000			
Golf Course & Facility Improvements		\$120,000			
Golf Course Maintenance Equipment			\$101,000		
Golf Course & Facility Improvements			\$10,000		
Maintenance Facility (new)			\$1,000,000		
Golf Course Maintenance Equipment				\$89,000	
Golf Course & Facility Improvements				\$40,000	
Golf Course Maintenance Equipment					\$92,000
Golf Course & Facility Improvements					\$100,000
TOTAL SOUTH SHORE COUNTRY CLUB	\$111,000	\$241,000	\$1,111,000	\$129,000	\$192,000

Department/Category	FY2016	FY2017	FY2018	FY2019	FY2020
SCHOOL DEPARTMENT:					
MIDDLE SCHOOL:					
Building Repairs and Improvements	\$0				
Building Repairs and Improvements		\$25,000			
Building Repairs and Improvements			\$25,000		
Building Repairs and Improvements				\$25,000	
Building Repairs and Improvements					\$50,000
MIDDLE SCHOOL TOTALS	\$0	\$25,000	\$25,000	\$25,000	\$50,000
FOSTER ELEMENTARY SCHOOL:					
Cafeteria - Suspended Ceiling and Relamp (replacement)	\$22,500				
Magnetic releases on nine sets of fire doors (new)	\$19,800				
Carpet - Office (replacement)	\$20,000				
Kitchen Equipment/Ovens (replacement)		\$39,514			
Play Shed (restore)		\$80,000			
Phone System and Intercom (replacement)		\$54,600			
Paint Outside Trim (replacement)		\$16,500			
Building Repairs and Improvements		\$50,000			
Feasibility Study - Windows - (new)			\$125,000		
Building Repairs and Improvements			\$50,000		
Window/Door Replacement Plan				\$1,369,169	
Building Repairs and Improvements				\$50,000	
Building Repairs and Improvements					\$50,000
FOSTER ELEMENTARY TOTALS	\$62,300	\$240,614	\$175,000	\$1,419,169	\$50,000
PLYMOUTH RIVER ELEMENTARY SCHOOL:					
Feasibility Study - Windows - (new)		\$80,000			
Office - Ceilings and recessed lighting (replacement)		\$15,000			
Building Repairs and Improvements		\$50,000			
Windows- ten year master plan (replacement)			\$750,000		
Window Shades - 10 Rooms and Cafeteria (replacement)			\$18,000		
Building Repairs and Improvements			\$50,000		
Building Repairs and Improvements				\$50,000	
Building Repairs and Improvements					\$50,000
PLYMOUTH RIVER ELEMENTARY TOTALS	\$0	\$145,000	\$818,000	\$50,000	\$50,000
EAST ELEMENTARY SCHOOL:					
East Side Erosion Control (new)	\$5,000				
Field Grass Seed and Loam (new)	\$15,000				
Building Repairs and Improvements		\$50,000			
Building Repairs and Improvements			\$50,000		

Department/Category	FY2016	FY2017	FY2018	FY2019	FY2020
Building Repairs and Improvements				\$50,000	
Building Repairs and Improvements					\$50,000
EAST ELEMENTARY TOTALS	\$20,000	\$50,000	\$50,000	\$50,000	\$50,000
SOUTH ELEMENTARY SCHOOL:					
Ceiling Repair and Leak Remediation - Library (repair)	\$15,000				
Cafetorium - Stage Floor and Woodwork (refinish)		\$10,000			
Kitchen Equipment/Ovens (replacement)		\$39,514			
Building Repairs and Improvements		\$50,000			
Building Repairs and Improvements			\$50,000		
Building - Paint Outside Trim (replacement)				\$30,000	
Classroom Cabinets, Sink Units & Door Trim (refinish)				\$70,000	
Building Repairs and Improvements				\$50,000	
Cover Over Concrete Steps to Parking Lot (new)					\$60,000
Building Repairs and Improvements					\$50,000
SOUTH ELEMENTARY TOTALS	\$15,000	\$99,514	\$50,000	\$150,000	\$110,000
HIGH SCHOOL:					
Graduation Equipment & Chairs (replacement)	\$11,000				
Boiler - Hot Water Boiler (replacement)	\$80,000				
Energy Mgmt System - Open NW Architecture (replacement)	\$20,000				
Irrigation Pump Building (repair)	\$10,000				
Health & Fitness Area Expansion and Renovation - Feasibility Study (Footnote #2)	\$25,000				
Cafeteria Expansion (new)		\$12,000			
Carpet - Asst Prin Office, LMS, Front Lobby (replacement)		\$30,000			
Energy Mgmt System - Open NW Architecture (replacement)		\$20,000			
Phone System (replacement)		\$84,000			
Floors - All boys' locker rooms (refinish)		\$30,000			
Building Repairs and Improvements		\$75,000			
Energy Mgmt System - Open NW Architecture (replacement)			\$20,000		
Concession building - Roof (replacement)			\$15,000		
Building Repairs and Improvements			\$75,000		
Boiler- Heat (2) - Feasibility Study (replacement)				\$38,245	
Energy Mgmt System - Open NW Architecture (replacement)				\$20,000	
Building Repairs and Improvements				\$75,000	
Underground Oil Tank Removal					\$40,000
Boiler - Heat (2) - Bidding and Construction (replacement)					\$889,152
Energy Mgmt System - Open NW Architecture (replacement)					\$20,000

Department/Category	FY2016	FY2017	FY2018	FY2019	FY2020
Track Resurface (replacement)					\$50,000
Building Repairs and Improvements					\$75,000
HIGH SCHOOL TOTALS	\$146,000	\$251,000	\$110,000	\$133,245	\$1,074,152
SCHOOL SYSTEM WIDE:					
Cameras & other security items to enhance security (new)	\$25,000				
Area Carpet (replacement plan)	\$12,000				
Copiers (2) (replacement)	\$25,000				
Instructional Equipment	\$72,725				
Maintenance Equipment	\$34,000				
Assessment Technology	\$35,106				
School Transportation Van (replacement)	\$36,000				
Roof repairs all buildings	\$50,000				
Depot parking lot (reconstruction)	\$170,000				
School Technology (new & replacements)	\$180,191				
Technology Enhancements & New Initiatives - Plan	\$105,158				
Kitchen Equipment/Milk coolers (replacement)		\$11,808			
Asbestos Abatement		\$20,000			
Cameras & other security items to enhance security (new)		\$20,000			
Area Carpet (replacement plan)		\$12,500			
Copiers (2) (replacement)		\$25,000			
Instructional Equipment		\$50,000			
Kitchen Equipment - Warmers All schools (replacement)		\$16,800			
Maintenance Equipment		\$34,000			
School Transportation Van (replacement)		\$75,600			
Roof repairs all buildings		\$50,000			
School Technology (new & replacements)		\$190,000			
Technology Enhancements & New Initiatives - Plan		\$127,758			
Building 179 - Sprinklers		\$132,000			
Building 179 Traces Program (renovation)		\$100,000			
Building Repairs and Improvements		\$15,000			
Camera Surveillance System at Depot (new)		\$8,500			
Depot garage doors (replacement)		\$11,440			
Asbestos Abatement			\$10,000		
Cameras & other security items to enhance security (new)			\$15,000		
Area Carpet (replacement plan)			\$13,000		
Copiers (2) (replacement)			\$25,000		
Instructional Equipment			\$50,000		
Lighting Projects			\$20,000		

Department/Category	FY2016	FY2017	FY2018	FY2019	FY2020
Maintenance Equipment			\$34,000		
Roof repairs all buildings			\$50,000		
School Technology (new & replacement)			\$200,000		
Technology Enhancements & New Initiatives - Plan			\$100,000		
Building Repairs and Improvements			\$15,000		
Asbestos Abatement				\$10,000	
Cameras & other security items to enhance security (new)				\$10,000	
Area Carpet (replacement plan)				\$13,500	
Copiers (2) (replacement)				\$25,000	
Instructional Equipment				\$50,000	
Maintenance Equipment				\$34,000	
School Transportation Van (replacement)				\$41,675	
Roof Repairs All Buildings				\$50,000	
School Technology (new & replacement)				\$210,000	
Technology Enhancements & New Initiatives - Plan				\$100,000	
Building Repairs and Improvements				\$15,000	
Asbestos Abatement					\$10,000
Cameras & other security items to enhance security (new)					\$10,000
Area Carpet (replacement plan)					\$14,000
Copiers (2) (replacement)					\$25,000
Instructional Equipment					\$50,000
Maintenance Equipment					\$34,000
School Transportation Van (replacement)					\$43,758
Roof Repairs All Buildings					\$50,000
School Technology (new & replacement)					\$220,000
Technology Enhancements & New Initiatives - Plan					\$100,000
School Zone Beacons - Foster, East, PRS, South					\$30,000
Building Repairs and Improvements					\$15,000
SCHOOL SYSTEM WIDE TOTALS	\$745,180	\$900,406	\$532,000	\$559,175	\$601,758
TOTAL SCHOOL	\$988,480	\$1,711,534	\$1,760,000	\$2,386,589	\$1,985,910
Total Capital Projects	\$3,013,460	\$8,769,248	\$5,573,350	\$4,252,989	\$3,936,910
Funding Sources	FY2016	FY2017	FY2018	FY2019	FY2020
Tax Levy	\$2,097,460	\$4,573,248	\$3,176,350	\$3,933,989	\$3,594,910
Fund Balance (Mooring Permits)	\$71,000	\$5,000	\$8,000	\$20,000	\$0
User Rates/Charges	\$345,000	\$441,000	\$1,294,000	\$299,000	\$342,000
Borrowing	\$500,000	\$3,750,000	\$1,095,000	\$0	\$0
Total Funding	\$3,013,460	\$8,769,248	\$5,573,350	\$4,252,989	\$3,936,910
Total Capital Projects	\$3,013,460	\$8,769,248	\$5,573,350	\$4,252,989	\$3,936,910

REPORT OF THE PERSONNEL BOARD

In anticipation of the 2015 Annual Town Meeting, the Personnel Board is pleased to submit this report of its activities since the 2014 Annual Town Meeting.

COLLECTIVE BARGAINING UNITS

Following the 2014 Annual Town Meeting, the Board conducted Collective Bargaining Agreement negotiations with the Police Patrol Union whose Agreement had expired on June 30, 2013, as well as the Firefighters Union and whose Agreement had expired on June 30, 2014. The Board is pleased to report that settlements have been reached and agreements signed covering the Police Patrol and Firefighters units. Summary of the most important terms of the settlements follows. The full texts of the agreements are on file at the Selectmen's office.

POLICE PATROL UNIT. On recommendation of the Board, the Town has entered into an agreement for a successor contract with the New England Police Benevolent Association, Local 70, which expired on June 30, 2013, providing for a three year agreement from, July 1, 2013 to June 30, 2016. The salary scale in effect on June 30, 2013 has been increased by 2%; by 2% effective July 1, 2014; and by 2% effective July 1, 2015. Longevity payments for years of continuous employment were increased to \$600.00 per year after 10 years, \$700.00 after 15 years, \$800.00 after 20 years and \$1,000.00 after 25 Years. The clothing allowance for uniformed officers was increased to \$1,000 annually. A comprehensive Drug and Alcohol Testing Policy was instituted.

FIREFIGHTERS UNIT. On recommendation of the Board, the Town has entered into an agreement for a successor contract with the Hingham Permanent Firefighters Association, IAFF, Local 2398 providing for a three year agreement from July 1, 2014 to June 30, 2017. The salary scale in effect on June 30, 2014 has been increased by 2% effective July 1, 2013; by equity salary adjustments effective April 1, 2015; by 2% effective July 1, 2015; and by 2% effective July 1, 2016. Effective July 1, 2014, when a Firefighter fills a vacancy for a Company Officer, or a Lieutenant fills a vacancy for a Shift Commander, that employee shall be paid a differential of 6% additional pay for working in the acting out-of-grade capacity with a four-hour minimum hours worked. Effective July 1, 2014, the Fire Prevention Officer shall receive a Stipend of \$250 per week. Effective July 1, 2014, a Firefighter with at least 25 years of continuous service will be paid a Longevity Payment of \$1000. A comprehensive Drug and Alcohol Testing Policy was instituted.

OTHER TOWN EMPLOYEES AND TOWN OFFICERS

The Board recommends a general wage increase of 2% effective July 1, 2015, for employees who are not covered by collective bargaining agreements. The Board approved the job description for the new Library position of Reference-Local History Librarian and reclassified the Public Works Sewer Supervisor at Grade 13. The Board approved the job description and classification of the following positions: South Shore Country Club Golf Course Professional – Level 1 at Grade 11, Bowling Alley Equipment Manager at Grade 7, Recreation Department Program Supervisor at Grade 7, and Head Assistant Harbormaster at Grade X-23 whose revised salary schedule to include 3 Steps: \$17.75 per hour for the first year, \$18.74 for the second year and \$19.73 for the 3rd year. The Board approved the revised job description of Community Planning Department Building Clerk, Police Department Records Clerk and Community Planning Department Zoning Board of Appeals Clerk. The Board approved the requests that the newly hired Assistant Library Director, Community Planning Department Zoning Board of Appeals Clerk, and Local Building Inspector be placed at a higher step on the applicable salary scale based on prior experience. The Board approved nine vacation carry-over requests and adjudicated five DPW grievances that were not satisfactorily resolved at a preliminary level.

RECOMMENDATIONS FOR CHANGES TO THE PERSONNEL BY-LAW

The Personnel Board recommends that the Town, at the 2015 Annual Town Meeting, amend the Personnel By-law, effective July 1, 2015, so that, as amended and restated, it will be in the form on file in the Town Clerk's office immediately preceding Town Meeting.

Amend Section 14, c, VACATION to read: At the discretion of the Personnel Board, vacations may be carried over from one year to another where circumstances beyond the control of any single employee preclude the enjoyment of the usual annual vacation period. The employee must submit a Vacation Carry-Over Request to his/her Department Head/Chief with an explanation of why the vacation could not be taken throughout the year due to a work-related reason. The Department Head/Chief will then submit a letter of justification to the Personnel Board and attend the Personnel Board meeting to respond to any questions the Personnel Board may have concerning the carry-over request. All carried over vacation time not used by July 1 of the following year will automatically lapse and no longer be available to the employee.

THE PERSONNEL BOARD

David Pace, Chairman
Russell Conn
Marie Harris
Jack Manning
Mary Jane O'Meara

REPORT OF THE SCHOOL COMMITTEE

The initial School Department-proposed FY'16 Operating Budget reflected a "needs-based" philosophy, with attention to ongoing enrollment growth, mandated programs and required services, provisions for maintenance and facilities requirements and other requests for programs and resources to meet the unique academic, physical, and social/emotional needs of HPS students. The recommended budget does fund contractual obligations, anticipated market increases for goods and services, and projected costs for maintaining existing programs and services. As well, several new initiatives were proposed by the Administration for School Committee consideration. As in the past, the School Committee and School Department have continued to advocate for school funding that represents a reasonable balance between achieving and maintaining the Town's long term financial objectives and providing an adequate level of financial support for important Town and public school services. We acknowledge the leadership and collaboration of the Chairs of the Board of Selectmen, the Advisory Committee and its Education Subcommittee, and the School Committee; and we recognize the work and cooperation of their respective memberships and staff in striking the compromise that the ultimately recommended FY '16 budget represents.

Town Meeting is asked by the Advisory Committee to approve an appropriation of \$45,413,720 to operate the schools next year, an increase of 4.42% from the FY '15 allocation. The recommended Capital Budget for the HPS is \$988,480, including funds to improve an asset shared by several Town departments.

The FY '16 School Committee-proposed budget included growth-related additional staffing, such as for middle school classroom instruction and elementary specialist teacher FTEs in PE, music and Spanish. Added service hours to address middle and high school health office coverage, clerical and technology support needs, and language lab oversight were included. Also proposed was a new Facilities and Procurement Manager role for managing the complexity of a growing list of facilities and project planning and oversight needs.

Net special education costs are projected to be up for 2015-2016--a combination of higher out of district tuitions, increased need for paraeducator support for in-district children with disabilities, and a decrease in the Circuit Breaker reimbursements being received from the State in FY '15 to offset expected tuitions in next year's budget. The School Committee is appreciative of the Advisory Committee's understanding of the need to fully fund this portion of the FY '16 budget.

FY '16 reflects the first year of a full day kindergarten initiative after years of study and development. The related budget costs include salaries for additional classroom and specialist teacher and paraeducator FTEs that will be needed to expand the now two-hour, thirty-five minute day to a full day. The incremental costs will be offset, in this pilot funding year, by parent-paid tuitions that are based upon a state-approved, income-based sliding scale resulting in no impact to the operating budget bottom line.

More detailed information about the proposed budget for FY '16 is available on the HPS website (hinghamschools.org); click on Administration and then select Business Operations on the pull down menu.

HINGHAM SCHOOL COMMITTEE
Raymond C. Estes, Chair
Carol M. Falvey, Vice Chair
Edward Schreier D.D.S., Secretary

Andy Shafter
Dennis Friedman
Liza O'Reilly
Caryl Falvey

SUPERINTENDENT OF SCHOOLS
Dorothy Galo, Ph.D.

MUNICIPAL FINANCE TERMS

APPROPRIATION - An authorization by the Town Meeting to make obligations and payments from the treasury for a specific purpose.

ASSESSED VALUATION - A valuation set upon real or personal property by the Board of Assessors as a basis for levying taxes.

CAPITAL BUDGET - A plan of proposed capital outlays and the means of financing them for the current fiscal period.

CHERRY SHEET - A form showing all state and county charges and reimbursements to the town as certified by the Massachusetts Department of Revenue.

DEBT SERVICE - Payment of interest and repayment of principal to holders of the town's debt instruments.

FISCAL YEAR - A 12-month period, commencing on July 1, to which the annual budget applies.

FUND BALANCE - The unencumbered cash remaining in a fund at the end of a specified time period, usually the end of the fiscal year.

GENERAL FUND - The major town-owned fund which is created with town receipts and which is charged with expenditures payable from such revenues.

GRANT - A contribution of assets by one governmental unit or other organization to another. Typically, these contributions are made to local governments from the state and federal government. Grants are usually made for specific purposes.

LINE-ITEM BUDGET - A format of budgeting which organizes costs by type of expenditure such as expenses, equipment, and salaries.

OVERLAY - The overlay is the amount raised by the Assessors to be used for potential abatement of property taxes. The Overlay Surplus is the portion of each year's overlay account no longer required to cover property tax abatements.

PROPERTY TAX LEVY - The amount produced by multiplying the assessed valuation of property by the tax rate. The tax rate is expressed "per thousand dollars" of assessed valuation.

RESERVE FUND - Money set aside by Town Meeting to be allocated by the Advisory Committee for extraordinary or unforeseen expenditures.

TALENT BANK APPLICATION

Board of Selectmen
Town Hall
210 Central Street
Hingham, MA 02043-2757
781-741-1400 • 781-741-1454 (Fax)

Date _____

Name _____

Home Address _____

Business Address _____

Telephone _____ (home) _____ (business)

Fax _____

E-mail _____

Occupation _____

Educational Background _____

Civic, Charitable and Educational Activities

Town Committees or Offices _____

I am interested in the following Committees: _____

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