

ARLINGTON FINANCE COMMITTEE
MINUTES OF MEETING
7:30PM COMMUNITY SAFETY BUILDING
2/28/11

ATTENDEES:

McGaffigan*	Bayer*	Jenkins*	Phelps	Corredera
DeCoursey*	Connors*	Simmons*	Gibian*	
Tosti*	Foskett*	Deyst*	Ronan*	
Ferrara	Franclemont	Jones*	Deshler*	
DuBois*	Howard*	Fanning*	Carman*	Turkall*

* Indicates present

VISITORS: Members of Capital Planning Committee Charlie Foskett (Chair), Adam Chapdelaine, Barbara Thornton, John FitzMaurice, Tony Lionetta, Resident Hugh McCrory

MINUTES of 2/23 accepted as printed. Unanimous

ART 57 CAPITAL BUDGET: Foskett, using a handout (Ref 1), reviewed the process used to develop this budget. He gave a brief review of capital projects recently completed and under way. He presented the 5 year plan showing both debt service and various offsets as well as budget for future years based on 5% of projected revenues. He asked committee members to discuss major issues.

Thornton described a town wide maintenance plan concept for which she hopes to get department buy in over the next year. She expects it to be set up like the CPC with a similar planning horizon. She will have a plan for consideration by the 2012 Town Meeting. Foskett reviewed the funding plan for Stratton, now in the 2nd phase of a 3 phase program.

Lionetta described the Thompson rebuild. The MSBA accepted the 65ksqft new building concept for \$20m. Next are schematic plans. Construction planned to start 4/12. Still to be decided is whether to include the central kitchen. Foskett presented a review of funds available for Stratton & Thompson. The \$22m total includes \$3m from selling Parmenter & Crosby.

Chapdelaine is leading development of a building security plan working with the police, IT, Treasurer. Not included in this budget.

Lionetta said the required non-exempt reduction came in part by delaying all park projects except a \$25k dog park which will be also funded from private grants. He reviewed the DPW projects which include \$190k for curb cut ramps.

FitzMaurice discussed the Community Safety Bldg renovation which will continue on plan w/ \$232k, a reduced police vehicle replacement program \$131k, continued replacement of protective vests \$15k, and upgrade in car radios at \$12k. The Central Fire Station planning will be budgeted at \$320k. The wireless fire alarm system will be completed for \$75k. The jaws of life will be upgraded to handle modern cars for \$18k. A new thermal imaging camera will cost \$24k.

Chapdelaine will also review copy machine and develop a town wide plan. This year's expense is reduced 50% to \$95.4k.

Foskett requested an appropriation of \$8.4m, a 6% increase over FY11 due to Symmes. He also requested support for the maintenance plan, and support for building sales to fund Thompson.

VOTED \$8,448,540 Unanimous

VOTED to support development of a Facility Maintenance Plan. Unanimous.

VOTED to table consideration of the building sale concept until 3/9 (now scheduled for 3/21). Unanimous

ART 36, 37, 38, 39 will be heard on 3/9 (now scheduled for 3/21). Jones to notify tenants.

BUD 9 ASSESSORS: FinSubCom(McGaffigan) noted that a vacant position will be filled at a reduced salary which allows this department to meet its reduction goal. He also made several corrections.

VOTED \$295,315 Unanimous.

BUD 14 PLANNING: GenGovSubCom(Howard) reviewed the budget noting the deletion of the Assistant Planner & commenting on the likely reduction in building planning. He will get additional info on the \$20k otherwise unclassified line.

COMMITTEE: Turkall provided a final (?) version of the Warrant (Ref 2). Tosti suggested members read an article about consolidation in Barnstable (Ref 3) in preparation for Wed's mtg.

REF 1 CPC Presentation to the Finance Committee

REF 2 Warrant 2011

REF 3 A Civil Union

MINUTES of 2/23/11 were approved as printed. Unanimous.

RESERVE FUND BALANCE- \$916,740

Peter B Howard 3/1/11 Revised 3/2/11


cc FinCom Members, Library File, Town Web Site

VOTE SUMMARY – Articles

# 2/10	#	#	Title	Date Heard	Date Voted	Status (Unlisted votes were unanimous)
14			Affordable Housing Requirements	2/9		
15,16			Assisted Lving	2/9		
21			Closing Of Warrant	2/16		Wait for BoS
22			Standing Votes	2/16		Wait fot BoS
23			Snow Shoveling	2/9		
30			Civil Service Exemptions	2/9		
32			GIS Health Reimbursement Accounts	2/9,2/23		Requested wording
33			Antenna Leases Renewal	2/9		
34			PAYT Program	2/14		
35			Trash Removal Enforcement	2/14		
36			Transfer of 23 Maple St	2/9		
37			Disposition of 23 Maple St	2/9		
38			Disposition of Parmenter	2/9		
39			Disposition of Crosby	2/9		
40			Crosby School Land	2/16		
41			Brick Curb Cut Policy	2/16		No report
42			Bricks Replacement Senior Ctr	2/16		Requested info
43			Reserve Fund Policy	2/14	2/14	No action
44			Consolidate Human Resource Dept	2/9		
45			Human Resource Dept Pay Plan	2/9		
54			Collective Bargaining	2/9	2/9	Report @ TM
55			Positons Reclassifications			
56			Budgets			
57			Capital Budget	2/28	2/28	\$8,448,540
58			Sidewalks on MassAve			
59			Sewers	2/9		
60			Water	2/9		
61			Minuteman Tech			
62			Committees & Commissions	2/9	2/16	\$14,760
63			Celebrations	2/9	2/16	\$10,167
64			Misc Appropriations	2/9		
65			Water Bodies	2/23	2/23	No action
66			Water Bodies	2/23	2/23	\$20,000
67			Pension Adjustment	2/7		
68			OPEB	2/7		
69			Increase COLA Base	2/7		
70			Increase Survivors Benefits	2/7		
71			Local Option Taxes			
72			Tip Fee Stab Fund			
73			Transfer of Cemetery Funds			
74			Overlay Reserve			
75			Stabilization Fund			
76			Free Cash			

VOTE SUMMARY-Budgets

#	Title	Date Heard	Date Voted	Amount	Vote Unlisted votes were unanimous
1	FinCom	2/16	2/16	10618	
2	Board of Selectmen				
3	Town Manager	2/23	2/23	399995	
4	Personnel				
5	Information Technology				
6	Comptroller	2/23	2/23	388576	
7	Treasurer				
8	Postage				
9	Assessors	2/28	2/28	295315	
10	Legal	2/23	2/23	409219	
11	Town Clerk				
12	Registrar of Voters				
13	Parking				
14	Planning	2/28			
15	Redevelopment Board				
16	Zoning Board of Appeals				
17	Public Works				
17g	Street Lights				
18a	Community Safety Admin				
18b	Police				
18c	Fire				
18d	Support				
19	Inspections				
20	Education				
21	Library	2/16	2/16	1804517	
22a	Health & Human Services				
22b	Veterans				
22c	COA				
23	Retirement				
24	Insurance				
25	Reserve Fund				=
W&S EF	Rev Exp				
Rec EF	Rev Exp				
Rnk EF	Rev Exp				
COA EF	Rev Exp				
Youth EF	Rev Exp				



Capital Planning Committee
Capital Budget FY 2012
Capital Plan FY2012 - FY2016

A Presentation To
The Arlington Finance Committee
February 28, 2011

Capital Planning Committee Attendees

- John FitzMaurice
- Charlie Foskett
- Steve Gilligan
- Tony Lionetta
- Adam Chapdelaine
- Barbara Thornton

Agenda

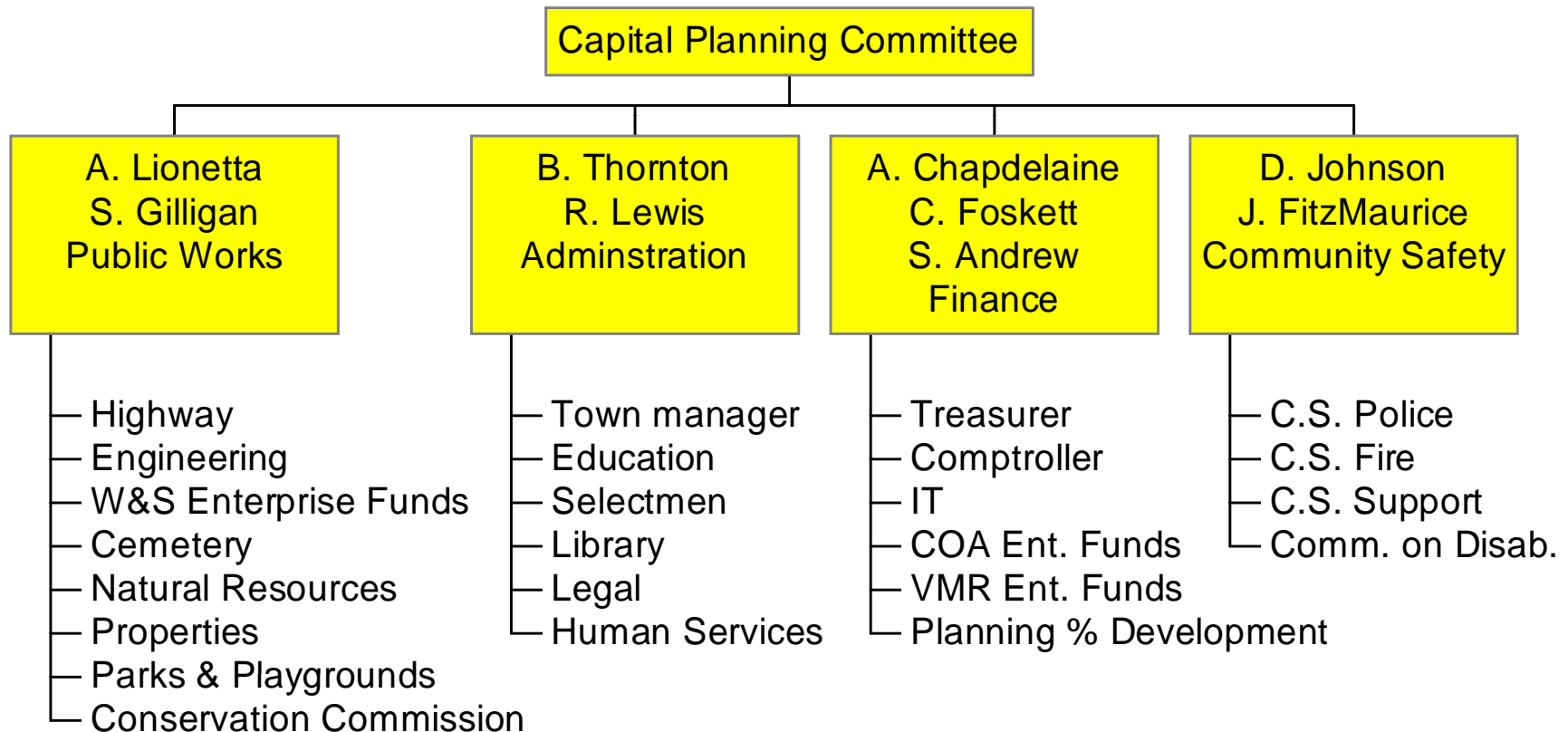
- Committee Members
- Organization
- Program Accomplishments
- Budget Summary
- Significant Issues
- Recommended Budget and Actions

Committee Membership

- Steve Andrew - Citizen Appointee
- John FitzMaurice - Citizen Appointee
- Charlie Foskett - Chairman, FinCom Designee
- Adam Chapdelaine - Town Manager Designee
- Steve Gilligan – Vice Chairman, Treasurer
- Ruth Lewis - Comptroller
- Anthony Lionetta – Secretary, Citizen Appointee
- Diane Johnson - School Department Designee
- Barbara Thornton - Citizen Appointee

Committee Organization 2010-2011

Capital Planning Committee Organization



Discussion: Budgets and Issues

- Capital Planning
 - Rationale, policy and practice
 - Budget scenarios
 - Override not recommended by BRTF in 2010
- Comparisons
 - Five-year Plan versus FinCom guidelines
 - Plan “Reserves”
- Major Issues
- Budget and Plan Detail

Why Capital Planning

- Capital Planning sets and meets long-range expectations for current and future capital expenditures.
- Capital Planning sets and meets expectations for Town executives and management, the Finance Committee, Town Meeting and citizens.
- Successful Capital Planning reduces or eliminates uncertainty in the acquisition of capital assets.
- Successful Capital Planning facilitates postponing some capital expenditures in favor of others as part of the planning process.
- Successful Capital Planning gives Town Meeting and voters comfort while spending large sums of taxpayers money.

Arlington Capital Planning Practice

- Plan Five Years out with rolling request plan.
- Adjust non-exempt spending to within 5% of revenue budget.
- Attempt to *forecast future* budgets to effectively plan capital expenditures.
- We have twenty-four years of *successful* capital planning, within budget.
- The requests from Town and School side are made with their knowledge of operating pressures.
- CPC strongly recommends sticking with FinCom 5% guideline policy.

Program Progress

- **Some recent realized benefits from Capital Plan Projects:**

- Veterans Memorial Rink Renovations (ice slab, refrigeration, dasher boards)
- Various Roadways and Sidewalks
- Water improvements
- Sewer improvements
- Library local history room dehumidification complete
- DPW administrative offices moved to Grove Street

- **Capital Projects in process**

- Central Fire Station Phase 1
- Highland Fire Station Renovation
- Community Safety Building Phase 1 (terrace deck)
- Stratton/Thompson Projects
- Gibbs School boiler replacement bids received
- Wellington tennis court renovation under design, expected to go out to bid in early spring

Five Year Plan and FinCom Guidelines

Fiscal Year	2012	2013	2014	2015	2016	Total
Prior Non-Exempt Debt	\$5,140,725	\$4,781,640	\$4,519,891	\$3,952,031	\$3,455,666	\$21,849,953
Cash	\$618,400	\$703,150	\$630,500	\$670,300	\$789,500	\$3,411,850
New Non-Exempt Debt Service	\$42,388	\$411,157	\$941,513	\$1,307,626	\$1,967,325	\$4,670,009
Water Sewer Bonds						
Total Non-Exempt Tax Burden	\$5,801,513	\$5,895,947	\$6,091,904	\$5,929,957	\$6,212,491	\$29,931,812
Adjust for Rink Enterprise Funds	(\$50,000)	(\$54,496)	(\$77,660)	(\$81,316)	(\$104,405)	(\$367,877)
Adjust for Ambulance Revolving	(\$49,300)	(\$47,600)	(\$45,900)	(\$47,600)	(\$47,600)	(\$238,000)
Capital Carry Forward						
Antenae Funds	(\$90,000)					(\$90,000)
Adjust for Ottoson	(\$436,717)	(\$436,717)	(\$436,717)	(\$436,717)	(\$436,717)	(\$2,183,585)
Net Non-Exempt Plan	\$5,175,496	\$5,357,133	\$5,531,627	\$5,364,324	\$5,623,769	\$27,052,350
Pro Forma Budget	\$ 103,539,548	\$ 106,020,619	\$ 108,391,438	\$ 110,958,476	\$ 113,489,477	\$542,399,558
Budget For Plan at 5%	\$5,176,977	\$5,301,031	\$5,419,572	\$5,547,924	\$5,674,474	\$27,119,978
Plan as % of Revenues	5.00%	5.05%	5.10%	4.83%	4.96%	4.99%
Variance From Budget	\$1,481	(\$56,102)	(\$112,055)	\$183,600	\$50,704	\$67,628

Reconciliation to Town Five Year Plan

Year	2012	2013	2014	2015	2016	Total
Total Budget	113,954,730	116,113,493	118,517,274	120,995,040	123,526,041	593,106,578
Water & Sewer	(1,985,743)	(2,065,173)	(2,200,000)	(2,200,000)	(2,200,000)	(10,650,916)
Water & Sewer debt	(5,593,112)	(5,593,112)	(5,593,112)	(5,593,112)	(5,593,112)	(27,965,560)
Exempt debt	(2,836,327)	(2,434,589)	(2,332,724)	(2,243,452)	(2,243,452)	(12,090,544)
Net	103,539,548	106,020,619	108,391,438	110,958,476	113,489,477	542,399,558
Latest Five Year Plan 2/17/2011	113,954,730	116,113,493	118,517,274	120,995,040	123,526,041	593,106,578
Potential Capital Planning Reserve						
Potential Capital Planning Reserve %						

- There are no reserves assumed in the five year plan

Major Issues

- Facilities Maintenance Plan
- Copiers and Document Management Strategy
- Facilities Security
- Community Safety and Building Projects
- Parks, Fields, Recreation and Spaces
- Stratton and Thompson School Projects

Facilities Maintenance Plan

- Background
- Purpose
- Structure and Membership
- Process

Background and Goal

Background

- No organized Town-wide (including schools) Maintenance Program
- Buildings, facilities, parks, playgrounds and equipment are maintained on an ad hoc basis, at best
- Major capital projects (e.g. Central Station exterior) could be avoided or reduced with scheduled maintenance
- CPC is always rejecting maintenance requests
- FinCom and CPC have long pleaded for organized maintenance program

Goal

- Reduce expenses for Town and School
- Maintenance is a periodic expenditure that is not a Capital Improvement but is necessary to achieve the expected lifetime of the asset.
- The Facilities Maintenance Plan (FMP) would have a target funding at 3% of the Town's Budget to be reached over 6 years, managed by the Facilities Maintenance Committee (FMC).
- Each asset-owning department would submit a plan to the FMC for funds supporting their maintenance plan, similar to CPC operation.

Structure and Process

Structure

- To be determined over next 12 months
- Mostly key department heads, Town and School, BoS and/or School Committee designees
- One or two citizens with subject matter expertise
- Perhaps FinCom or CPC representative

Process

- Secure CPC (done) and FinCom Support
- Meet with Town Manager, School Superintendent, key department heads and secure support.
- Secure support of BoS and School Committee
- Submit warrant article for 2013 Annual Town Meeting

Stratton and Thompson Improvements

- 2010 ATM converted Stratton \$150,000 per year funding to \$2,255,000 project in three tranches
- STM November 2010 adjusted bond schedule to optimize building plans
- School department poised to win MSBA Green Grant for Stratton
- Arlington has received MSBA specification “go ahead” for Thompson

Stratton Project Bond Advance

Project Phase	Funding Source	Capital Plan as Voted	Proposed/Actual Nov 2010	Proposed/Actual vs. As Voted
Phase 1 FY2011	Bonding	\$695,000	\$695,000	
	Advance Bonds to Nov 2010		\$1,360,000	\$1,360,000
Phase 2 FY 2012	Bonding	\$1,015,000		(\$1,015,000)
Phase 3 FY2013	Bonding	\$545,000	\$200,000	(\$345,000)
Total		\$2,255,000	\$2,255,000	

This chart is from 2010 STM Finance Committee Report (11/15/2010)

Potential Stratton Green Grant Impact

	CPC Plan as of 11/15/2010	With Energy Grant
Expenditures:		
Total Cost (\$535000 less savings \$125000)	\$410,000	\$410,000
Original Phase II and III	\$1,703,000	\$1,703,000
Possible Alternate Costs High Estimate		\$393,000
MSBA Required Project Manager		\$161,000
Total Cost	\$2,113,000	\$2,667,000
Funding:		
Phase I	\$535,000	\$535,000
Phase II	\$1,360,000	\$1,360,000
Additional CPC Transfer	\$50,000	\$50,000
MSBA Grant		\$488,000
Phase II Funds Advanced		\$200,000
Phase III	\$200,000	
Total Funding	\$2,145,000	\$2,633,000
Estimated Balance High End	\$32,000	(\$34,000)
Estimated Balance at Low Alt Est		\$159,000

- MSBA requires Project Manager
- PTBC has alternative green bids and existing reimbursements
- Bids broken down and selectable, total value at high end could exceed budget
- Town could expand project and save \$159,000
- Info not available until April/May
- Capital projects can finance cash flow through grant process
- May require additional authorization at STM in Spring

Thompson: Program Status

- Technical Team: PMA Consultants is our OPM & HMFH is Architect.
- Feasibility Phase completed & accepted by MSBA
- Selected/Approved Option is a New School Building
- Outstanding question is on Central Kitchen
- Schematic Phase Fee now being negotiated
- Expected State Reimbursement - 47.21%
- Town's Maximum Budget - \$20 million (hard & soft costs)
- Planned Schedule:
 - Schematics > 3/11 to 5/11
 - MSBA Review Mtg > July
 - Construction Doc > 9/11 – 1/12
- Construction Bid > 2/12 – 3/12
- Construction Period > 4/12 – 9/13

Stratton-Thompson Update

Estimated Project Cost	\$19,000,000	
MSBA Reimbursement Rate	47.20%	
Est. Non-reimbursible Costs	\$1,000,000	
Effective Reimbursement Rate	44.72%	
Working Draft Only Not For Quotation or Reference		
Sources	FY2012	Comments
Unused Override Capacity	\$6,302,346	Approximately x% of \$11.9 million
Annual CPC Program		
Stratton	\$2,255,000	Stratton Plan in Capital Plan
Thompson	\$1,616,493	PV of \$120,000 per year previously planned
Disposition of Assets		
Parmenter	\$1,500,000	Politically complicated, may not be possible
Crosby	\$1,500,000	Politically complicated, may not be possible
School Capital Balances		Recast for clarity
Stratton		
Thompson	\$819,957	Town Meeting Vote being spent by TSBC
Sub-total	\$819,957	Some funds spent by TSBC
MSBA Participation Funds	\$8,496,000	Reimbursement at Effective Rate
Total Sources	\$22,489,796	
Uses		
Professional Planning	\$200,000	
Stratton Renovations	\$2,255,000	
Thompson Renovations	\$19,000,000	Estimated Project Cost
Reserve (Shortfall)	\$1,034,796	(Shortfall) or Reserve
Total Uses	\$22,489,796	

- TSBC has voted to support a project under \$20 million; the architect and PM endorsed the vote
- Chart at left is a “scenario”
- Funding requires Town to sell some assets to generate cash for Thompson project
- Uses 50% +/- of Rebuild override balance remaining per commitment to voters
- Stratton Green Grant not reflected as award not certain yet
- FinCom support requested

Facilities Security

Critical problem, nationwide and in Arlington

- For the past two years, the CPC has reported this as a modern problem, nationwide and in Arlington
 - Town Hall, Library, High School, Elementary Schools, other properties
 - Expand upon Community Safety's current Access Control System
 - Using Access Cards & security coding to secure critical facilities
 - Monitor access and authorization via Community Safety Police Services
- **Future Requirements/Needs Assessment**
 - This critical step will begin immediately.
 - Deputy Town Manager will convene meeting of IT Director, Police Chief and Treasurer.
 - IT Director will take lead, and will consult with Police Chief and Treasurer
- **Planning Forward Progress**
 - This project has yet to move forward, but with meeting of key parties being convened, updates on progress will be made available in the next several months.

Parks and Recreation

Review Prior Yr

- Wellington Park Playground to be bid 3/2011
- Summer St Playground is nearing completion
- **This Yr – Most Projects Pushed Off**
 - Florence Tot Lot & Hibbert Playground now in 2013
 - Robbins Slide (\$25K) in 2013
- **Only 2012 Item is \$25k for Dog Park**
 - 10% Match to Stanton Foundation Grant
 - Thorndike Field Area
 - 3 yrs of maintenance (\$5 k / yr Animal Rescue)

Public Works

DPW Move to Grove Street

Possible FEMA Grant for Flood Mitigation - Mill Brook
Grant Applied for > 25% Match Needed = \$750k

Sidewalk Ramps (Committee on Disability)

Capital \$'s to supplement CDBG (say \$125k to \$190k/yr)
900 done to date 800 plus to be done (roughly \$3,500 per)

Other Noteworthy Items

- Road Patch Heater (new) \$ 51k in 2012
- Spy Pond Bleachers/Stairs \$ 75k in 2012
- Mall Lights: 27 replaced, 57 left \$128k over many yrs

Community Safety - Police

- 11-year plan to renovate the Community Safety Building 232,000 in FY 2012 and 2,200,000 in FY 2013.
- 24% reduction in vehicle replacement program from \$131,000 per year to \$100,000 per year with related reduction in police hours protecting the people of Arlington.
- \$15,000 per year for our protective vest program. Our insurance policy only covers the first five years after the Town acquires any such vest.
- \$12,000 in FY 2012 and \$12,000 in FY 2013 to make required upgrade in radio system.

Community Safety - Fire

- To complete renovation of the Central Fire Station is estimated to require \$400,000 for planning in FY 2012 and \$4,430, 000 for the actual renovation in FY 2013. The Capital Plan has \$320,000 for plans in 2014 and \$5,250,000 for construction in 2015.
- \$75,000 will be required in FY 2012 to complete the replacement of a wired fire alarm system with a wireless system.
- \$18,000 is requested for FY 2012 to buy Amicus Tool Cutters required to use in our Jaws of Life to cut through the outer metallic shell of many modern automobiles.
- \$24,000 is requested for the purchase of thermal imaging cameras in FY 2012.

Document Management Strategy

- On an annual basis, the Capital Plan provides funding for photocopier lease payments for Town and School operations.
 - FY 2011 – Town - \$42,940 - School - \$110,000 **Total - \$152,490**
 - FY 2012 – Town - \$15,400 - School - \$80,000 **Total - \$95,400**
- As part of the FY 2012 Capital Planning process, the Capital Planning Committee recommends reducing photocopier funding by \$57,090.
- Photocopier requests were funded if lease agreements were currently in effect. Requests for new leases were denied for FY 2012.
- Over the course of the next year, the Deputy Town Manager in consultation with the IT Director, will analyze, research, and develop a document management strategy proposal for the Town.
- This effort will be aimed at reducing lease cost, increasing efficiency, and eliminating paper when possible.

Five Year Plan and FinCom Guidelines

Fiscal Year	2012	2013	2014	2015	2016	Total
Prior Non-Exempt Debt	\$5,140,725	\$4,781,640	\$4,519,891	\$3,952,031	\$3,455,666	\$21,849,953
Cash	\$618,400	\$703,150	\$630,500	\$670,300	\$789,500	\$3,411,850
New Non-Exempt Debt Service	\$42,388	\$411,157	\$941,513	\$1,307,626	\$1,967,325	\$4,670,009
Water Sewer Bonds						
Total Non-Exempt Tax Burden	\$5,801,513	\$5,895,947	\$6,091,904	\$5,929,957	\$6,212,491	\$29,931,812
Adjust for Rink Enterprise Funds	(\$50,000)	(\$54,496)	(\$77,660)	(\$81,316)	(\$104,405)	(\$367,877)
Adjust for Ambulance Revolving	(\$49,300)	(\$47,600)	(\$45,900)	(\$47,600)	(\$47,600)	(\$238,000)
Capital Carry Forward						
Antenae Funds	(\$90,000)					(\$90,000)
Adjust for Ottoson	(\$436,717)	(\$436,717)	(\$436,717)	(\$436,717)	(\$436,717)	(\$2,183,585)
Net Non-Exempt Plan	\$5,175,496	\$5,357,133	\$5,531,627	\$5,364,324	\$5,623,769	\$27,052,350
<i>Pro Forma Budget</i>	\$ 103,539,548	\$ 106,020,619	\$ 108,391,438	\$ 110,958,476	\$ 113,489,477	\$542,399,558
<i>Budget For Plan at 5%</i>	\$5,176,977	\$5,301,031	\$5,419,572	\$5,547,924	\$5,674,474	\$27,119,978
<i>Plan as % of Revenues</i>	5.00%	5.05%	5.10%	4.83%	4.96%	4.99%
<i>Variance From Budget</i>	\$1,481	(\$56,102)	(\$112,055)	\$183,600	\$50,704	\$67,628

Attachments

- FY 2011 Capital Budget
- FY 2011 - FY 2015 Capital Plan
- Forecast of new debt service

Recommended Vote

- We are asking you to vote the capital expenditure budget as currently presented.
 - Cash \$618,400
 - Bond \$1,249,530
 - Other \$3,509,105

- FinCom will have opportunity to review detailed written vote and any modifications later in process.

FY2012		Expenditures
By Funding Source		
Cash		\$618,400
Bond		\$1,249,530
Other		\$3,509,105
	Total	\$5,377,035
Calculation of Net Appropriation of Article		
FY2011	Capital and Debt Service	
Prior Years Non-exempt Debt Service		
	Principal	\$4,165,400
	Interest	\$975,325
	Total Prior Non-exempt Debt Service	\$5,140,725
	Plus Enterprise Fund Debt Svc. Appropriation	\$253,875
	Plus MWRA Loan Payments	\$731,649
	Net Prior Non-Exempt Debt Service	\$6,126,249
	New Non-exempt Debt Service	\$42,388
	Less Veterans Memorial Rink	(\$50,000)
	Less Ambulance Revolving Fund	(\$49,300)
	Less Antennae Funds	(\$90,000)
	Current Year Cash Outlay	\$618,400
	Total Non-exempt Appropriation	\$6,597,737
	Exempt Principal	\$2,189,730
	Total Exempt Interest	\$646,597
	Total Exempt Debt Service	\$2,836,327
	Less Enterprise Fund Debt Svc Approp.	(\$253,875)
	Less MWRA Loan Payments	(\$731,649)
	Total Tax Rate Appropriation	\$8,448,540

Actions Requested of FinCom

- Vote our recommended budget
- Vote support of the Facility Maintenance Plan
- Vote to recommend the Town sell assets such as the Crosby, Parmenter and other buildings to support Thompson School funding

Summary

- We respectfully request your support of the Capital Planning Committee budget request.

Thank you
The Capital Planning Committee

**Town of Arlington
Five Year Capital Plan FY2012- FY2016**

Sum of AMOUNT			FISCAL YEAR					Grand Total
DEPARTMENT	PROGRAM	EXPENDITURE	2012	2013	2014	2015	2016	
BOARD OF SELECTMEN	PHOTOCOPIER PROGRAM	Photocopier lease			\$5,500	\$5,500	\$5,500	\$16,500
BOARD OF SELECTMEN Total					\$5,500	\$5,500	\$5,500	\$16,500
COMMUNITY SAFETY - FIRE SERVICES	DEPARTMENTAL PROJECT	Automatic Difibrillators		\$16,000				\$16,000
		Protective Gear Replacement		\$32,000	\$40,000	\$40,000		\$112,000
	EQUIPMENT REPLACEMENT	Amkus Tool cutters	\$18,000					\$18,000
		Breathing apparatus, SCBA					\$70,000	\$70,000
		Replace fire alarm system	\$75,000					\$75,000
		Self Contained Breathing Apparatus			\$70,000	\$70,000		\$140,000
	INFRASTRUCTURE IMPROVEMENT	Thermal Imaging Cameras	\$24,000					\$24,000
		Fire Station - Central				\$5,200,000		\$5,200,000
		Fire Station Plan - Central Station			\$320,000			\$320,000
	PHOTOCOPIER PROGRAM	Photocopier lease	\$1,500					\$1,500
VEHICLE REPLACEMENT	Ambulance replacement				\$170,000		\$170,000	
	Fire prevention vehicle					\$30,000	\$30,000	
	Replace 1 Engine					\$525,000	\$525,000	
	Replace C2					\$40,000	\$40,000	
COMMUNITY SAFETY - FIRE SERVICES Total			\$118,500	\$48,000	\$600,000	\$5,340,000	\$635,000	\$6,741,500
COMMUNITY SAFETY - POLICE SERVICES	DEPARTMENTAL PROJECT	Digital fingerprint imaging machine			\$25,000			\$25,000
		Laser Radar		\$3,500			\$4,500	\$8,000
	EQUIPMENT REPLACEMENT	Bullet Proof Vest Program	\$15,000	\$15,000	\$15,000	\$17,000	\$17,000	\$79,000
		Radio Upgrade & Replacement	\$12,000	\$12,000				\$24,000
		Speed Trailer Replacement					\$15,000	\$15,000
	PHOTOCOPIER PROGRAM	Photocopier	\$4,500	\$4,500				\$9,000
PUBLIC BUILDING MAINTENANCE	C.S. Building Renovations -5 Year plan		\$2,200,000		\$246,000	\$2,214,000	\$4,660,000	
	C.S. Building Renovations DWGS -5 Year plan	\$232,000					\$232,000	
VEHICLE REPLACEMENT	Animal Control Van			\$30,000			\$30,000	
	Vehicle Replacement Program	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000	
	Vehicle Replacement Program - Hybrid - Town Manager					\$28,000	\$28,000	
COMMUNITY SAFETY - POLICE SERVICES Total			\$363,500	\$2,365,000	\$140,000	\$363,000	\$2,378,500	\$5,610,000
COMMUNITY SAFETY - SUPPORT SERVICES	EQUIPMENT REPLACEMENT	High Speed Tire Balance Machine					\$10,500	\$10,500
		Tire Changing Machine				\$15,000		\$15,000
COMMUNITY SAFETY - SUPPORT SERVICES Total						\$15,000	\$10,500	\$25,500
COUNCIL ON AGING TRANSPORTATION ENTERPRISE FUND	VEHICLE REPLACEMENT	Van Replacement Program	\$10,000		\$10,000			\$20,000
COUNCIL ON AGING TRANSPORTATION ENTERPRISE FUND Total			\$10,000		\$10,000			\$20,000
HEALTH & HUMAN SERVICES	INFRASTRUCTURE IMPROVEMENT	Whittemore Robbins House Window Replacement		\$8,000				\$8,000

Town of Arlington Five Year Capital Plan FY2012- FY2016

Sum of AMOUNT			FISCAL YEAR						
DEPARTMENT	PROGRAM	EXPENDITURE	2012	2013	2014	2015	2016	Grand Total	
HEALTH & HUMAN SERVICES	PUBLIC BUILDING MAINTENANCE	Robbins House Cottage beams, sill, siding			\$15,000			\$15,000	
		Robbins House Cottage kitchen & bath		\$25,000				\$25,000	
		Whittemore Robbins House - Stairwell 1st fl to Basement				\$4,000		\$4,000	
		Whittemore Robbins House kitchen					\$150,000	\$150,000	
HEALTH & HUMAN SERVICES Total				\$33,000	\$19,000		\$150,000	\$202,000	
INFORMATION TECHNOLOGY	INFORMATION TECHNOLOGY	DPW - Water/Sewer Plans & Records	\$45,000					\$45,000	
		Educational IT Program	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	\$625,000	
		Library MLN Equipment	\$20,600	\$19,100	\$18,600	\$19,500	\$17,650	\$95,450	
		Library -PC Vend Printing/Photocopier Project	\$5,100	\$5,100	\$5,100	\$5,100		\$25,500	
		Library RFID system						\$225,000	\$225,000
		Replacement of Receivable Package						\$200,000	\$200,000
		School - Software Licensing	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$200,000	
		School Dept-Admin Micro Program	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$200,000	
		Software Upgrades & Standardization	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$150,000	
		Town-Microcomputer Program	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$300,000	
		Web-based GIS viewer	\$11,000						\$11,000
INFORMATION TECHNOLOGY Total			\$376,700	\$319,200	\$318,700	\$319,600	\$742,750	\$2,076,950	
INSPECTIONS	VEHICLE REPLACEMENT	Vehicle - Plumbing					\$25,000	\$25,000	
INSPECTIONS Total							\$25,000	\$25,000	
LEGAL/WORKERS' COMPENSATION	PHOTOCOPIER PROGRAM	Photocopier	\$3,000					\$3,000	
LEGAL/WORKERS' COMPENSATION Total			\$3,000					\$3,000	
LIBRARY	PHOTOCOPIER PROGRAM	Photocopier	\$900					\$900	
		PUBLIC BUILDING MAINTENANCE	Exhaust fans		\$5,350	\$5,600	\$5,800	\$5,800	\$22,550
			Hot Water Heater			\$6,000			\$6,000
			Outdoor Lamp Stand and Fixture	\$13,500					\$13,500
			Repair Honeywell 3 way valves & controller					\$7,200	\$7,200
			Replace heating/cooling water pumps					\$16,000	\$16,000
			Replace roofs 1892 & 1931 buildings		\$300,000				\$300,000
			Replacement of roof covering - membrane		\$38,200				\$38,200
			Repointing - 1990 Addition				\$22,500		\$22,500
			Repointing of 1892 Building				\$150,000		\$150,000
			Roof Drainage			\$3,200			\$3,200
			Roof Repairs - 1990 Addition			\$6,500			\$6,500
			Storm Window replacement	\$35,330					\$35,330
			Windows- 1892 Building				\$45,200		\$45,200
ROADS AND PATHS IMPROVEMENT	Parking Lot Paving		\$9,000				\$9,000		
VEHICLE REPLACEMENT	Library Van						\$20,000	\$20,000	
	Vehicle - Building/Plumbing/Wire Inspectors						\$25,000	\$25,000	
LIBRARY Total			\$58,730	\$378,250	\$206,800	\$28,300	\$49,000	\$721,080	
PLANNING	DEPARTMENTAL PROGRAM	Comprehensive Master Plan					\$75,000	\$75,000	
	INFRASTRUCTURE IMPROVEMENT	Retaining Wall adj to Town Hall & Library		\$50,000	\$50,000			\$100,000	
	PHOTOCOPIER PROGRAM	Photocopier/Equipment	\$4,000	\$2,500				\$6,500	
PLANNING Total			\$4,000	\$52,500	\$50,000		\$75,000	\$181,500	
PUBLIC WORKS ADMINISTRATION	DEPARTMENTAL PROGRAM	Mall Lights	\$16,000			\$32,000		\$48,000	
	PHOTOCOPIER PROGRAM	Photocopier	\$1,500					\$1,500	
	VEHICLE REPLACEMENT	Utility vehicle, 4 X 4		\$30,000				\$30,000	

Town of Arlington Five Year Capital Plan FY2012- FY2016

Sum of AMOUNT			FISCAL YEAR						
DEPARTMENT	PROGRAM	EXPENDITURE	2012	2013	2014	2015	2016	Grand Total	
PUBLIC WORKS ADMINISTRATION Total			\$17,500	\$30,000		\$32,000		\$79,500	
PUBLIC WORKS CEMETERY DIVISION	INFRASTRUCTURE IMPROVEMENT	Water System Rehab					\$675,000	\$675,000	
	PUBLIC BUILDING MAINTENANCE	Garage Renovation/ Rehab Chapel/HVAC					\$250,000	\$250,000	
	ROADS AND PATHS	Roadway Improvements			\$230,000			\$230,000	
	VEHICLE REPLACEMENT	Backhoe				\$90,000		\$90,000	
PUBLIC WORKS CEMETERY DIVISION Total					\$230,000	\$90,000	\$925,000	\$1,245,000	
PUBLIC WORKS ENGINEERING	DEPARTMENTAL PROJECTS	Roadway Consulting Services			\$25,000			\$25,000	
PUBLIC WORKS ENGINEERING Total					\$25,000			\$25,000	
PUBLIC WORKS HIGHWAY DIVISION	EQUIPMENT REPLACEMENT	4WD truck w/sander 44,000 GVW					\$132,000	\$132,000	
		Backhoe/Loader 1.5 CY					\$113,000	\$113,000	
		Road Patch Heater (Durapatch machine)	\$51,000					\$51,000	
		Sander Body	\$16,000	\$17,000	\$17,000	\$17,000	\$17,000	\$84,000	
		Snow Plow - (1 per yr.)		\$12,000		\$12,000		\$24,000	
	INFRASTRUCTURE IMPROVEMENT	Replace Retaining Wall - Westminster Ave					\$99,000	\$99,000	
	ROADS AND PATHS	Chapter 90 Roadway		\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$2,500,000
		Install Sidewalk Ramps		\$190,000	\$190,000	\$190,000	\$190,000	\$65,000	\$825,000
		Roadway Reconstruction		\$350,000	\$350,000	\$350,000	\$350,000	\$350,000	\$1,750,000
	VEHICLE REPLACEMENT	Sidewalks and Curbstones		\$5,000	\$50,000	\$70,000	\$75,000	\$50,000	\$250,000
2 Pickups 4WD w/ plow						\$114,000		\$114,000	
33,000 gvw dump truck				\$85,000				\$85,000	
4WD Truck w/Sander						\$109,000		\$109,000	
VEHICLE REPLACEMENT	Compressor Truck				\$20,000			\$20,000	
	Loader						\$160,000	\$160,000	
	Pickups 4WD w/ plow			\$58,000				\$58,000	
VEHICLE REPLACEMENT	Street Sweeper					\$170,000		\$170,000	
	Truck w/welder unit, 350 amp					\$90,000		\$90,000	
PUBLIC WORKS HIGHWAY DIVISION Total			\$1,112,000	\$1,262,000	\$1,237,000	\$1,537,000	\$1,486,000	\$6,634,000	
PUBLIC WORKS NATURAL RESOURCES DIVISION	EQUIPMENT REPLACEMENT	Mini-Loader (Skid-Steer) w/Sidewalk Plow & Snow Blower					\$70,000	\$70,000	
		Small Equipment			\$6,000		\$6,000	\$12,000	
	VEHICLE REPLACEMENT	1 Ton Dump Truck w/plow	\$63,000		\$65,000			\$128,000	
VEHICLE REPLACEMENT	1 Ton Utility Truck					\$68,000	\$68,000	\$136,000	
	Landscaping Multi-Purpose Tractor, 4wd			\$50,000				\$50,000	
	Pickup					\$47,000		\$47,000	
PUBLIC WORKS NATURAL RESOURCES DIVISION Total			\$63,000	\$50,000	\$118,000	\$68,000	\$144,000	\$443,000	
PUBLIC WORKS PROPERTIES DIVISION	INFRASTRUCTURE IMPROVEMENT	DPW Yard Bldg C Replace Spanish Tile Roof					\$396,000	\$396,000	
		High School Parking lot culvert			\$225,000			\$450,000	
		Spy Pond Field Bleachers & Stairs	\$75,000		\$225,000			\$75,000	
		Town Hall Renovation Program					\$100,000	\$100,000	
	PUBLIC BUILDING MAINTENANCE	Buildings Rehab consultant Services				\$18,000		\$18,000	\$36,000
		Fox Library Windows				\$5,000			\$5,000
VEHICLE REPLACEMENT	Van					\$28,000	\$28,000		
PUBLIC WORKS PROPERTIES DIVISION Total			\$75,000	\$225,000	\$248,000	\$28,000	\$514,000	\$1,090,000	

Town of Arlington Five Year Capital Plan FY2012- FY2016

Sum of AMOUNT			FISCAL YEAR						
DEPARTMENT	PROGRAM	EXPENDITURE	2012	2013	2014	2015	2016	Grand Total	
PUBLIC WORKS WATER/SEWER DIVISION	EQUIPMENT REPLACEMENT	8-ton truck, flat bed for Generator Mount					\$78,000	\$78,000	
		Drainage Rehab-Regulatory Compliance (Ch-308)		\$100,000	\$100,000	\$150,000	\$150,000	\$500,000	
		Small Equipment	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$25,000	
	INFRASTRUCTURE IMPROVEMENT	Hydrant replacement program	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000	
		Lift Station upgrade	\$50,000	\$100,000	\$50,000			\$200,000	
		Sewer System Rehabilitation	\$1,500,000	\$1,200,000	\$1,400,000	\$1,300,000	\$850,000	\$6,250,000	
		Water System Rehabilitation	\$700,000	\$950,000	\$750,000	\$850,000	\$1,300,000	\$4,550,000	
	VEHICLE REPLACEMENT	Catch Basin Cleaner				\$295,000		\$295,000	
		FlatBed 8-ton Truck - Generator Mount					\$78,000	\$78,000	
		Pickup		\$51,000				\$51,000	
Utility Truck		\$75,000					\$75,000		
PUBLIC WORKS WATER/SEWER DIVISION Total			\$2,430,000	\$2,506,000	\$2,700,000	\$2,405,000	\$2,561,000	\$12,602,000	
RECREATION	PARKS & PLAYGROU	Florence Ave Tot Lot		\$435,750				\$435,750	
		Florence Field and Playground				\$210,000		\$210,000	
		Hibbert		\$288,750				\$288,750	
		Magnolia Field Basketball Court Renovation					\$75,000	\$75,000	
		North Union					\$236,250	\$236,250	
		Robbins Farm					\$483,000	\$483,000	
		Robbins Farm Giant Hill Slide		\$25,000				\$25,000	
		Spy Pond Tennis Courts				\$446,250		\$446,250	
		Thorndike Field Dog Park	\$25,000					\$25,000	
		Wellington Playground					\$427,624	\$427,624	
RECREATION Total			\$25,000	\$749,500		\$656,250	\$1,221,874	\$2,652,624	
REDEVELOPMENT BOARD	DEPARTMENTAL PR	BOS - Crosby Oil Tank Removal					\$15,000	\$15,000	
	EQUIPMENT REPLAC	ARB - Central Boiler		\$40,000				\$40,000	
	INFRASTRUCTURE IN	ARB - 23 Maple Roof/Gutter Downspout/chimney					\$40,000		\$40,000
		ARB - 23 Maple Street Exterior Chimney/Porches/Trim	\$55,000						\$55,000
		ARB - 23 Maple Street Exterior, repair paved walkways/landscape				\$3,000			\$3,000
		ARB - 23 Maple Street Interior baths, halls, kitchen, stairwells			\$30,000				\$30,000
		ARB - 23 Maple Street Mechanical/Electrical/Plumbing				\$10,000			\$10,000
		ARB - 23 Maple Street remove oil tank						\$15,000	\$15,000
		ARB - Central Exterior driveway/walkway, stairs			\$10,000				\$10,000
		ARB - Central Exterior Trim/Brick/Stone/Chimney Repairs				\$20,000		\$20,000	\$40,000
		ARB - Central Interior baths, halls, lobby				\$15,000			\$15,000
		ARB - Central Library Interior baths, halls, lobby	\$15,000						\$15,000
		ARB - Central Library Mechanical/Electrical/Plumbing/Elevator			\$5,000	\$25,000			\$30,000
		ARB - Central Mechanical/Electrical/Plumbing/Elevator					\$55,000		\$55,000
		ARB - Central Oil Tank De-commissioning						\$15,000	\$15,000
		ARB - Jefferson Cutter Exterior	\$15,000						\$15,000
		ARB - Jefferson Cutter Exterior Chimney/Trim/Walls/Windows	\$3,000	\$9,000			\$10,000		\$22,000
		ARB - Jefferson Cutter Interior baths, halls, stairwells				\$15,000			\$15,000
		ARB - Jefferson Cutter Mechanical/Electrical/Plumbing	\$10,000						\$10,000
		ARB - Jefferson Cutter/Gutter Downspout/chimney						\$15,000	\$15,000
		BOS - Crosby Bldg Exterior driveway/walkway, stairs						\$10,000	\$10,000
		BOS - Crosby School Downspouts, gutters, roof						\$195,000	\$195,000
	BOS - Parmenter Boiler			\$50,000				\$50,000	
	BOS - Parmenter Oil Tank Removal					\$15,000		\$15,000	
	MGR - Gibbs downspouts, gutters, roof				\$65,000			\$65,000	

Town of Arlington Five Year Capital Plan FY2012- FY2016

Sum of AMOUNT			FISCAL YEAR						
DEPARTMENT	PROGRAM	EXPENDITURE	2012	2013	2014	2015	2016	Grand Total	
REDEVELOPMENT BOARD	INFRASTRUCTURE IMPROVEMENT	MGR - Gibbs oil tank removal					\$20,000	\$20,000	
REDEVELOPMENT BOARD Total			\$98,000	\$209,000	\$88,000	\$120,000	\$305,000	\$820,000	
SCHOOLS	EQUIPMENT REPLACEMENT	AHS Auditorium chairs			\$50,000			\$50,000	
		Custodial/maint. Equip. replacement program				\$5,000		\$5,000	
		Replace Fire Control Inst. Alarm Panels HS			\$20,000			\$20,000	
		Replace Fire Control Inst. Alarm Panels Ottoson	\$45,000					\$45,000	
	INFRASTRUCTURE IMPROVEMENT	AHS auditorium Building B steps			\$40,000			\$40,000	
		Rooftop air conditioning unit			\$80,000			\$80,000	
	MAJOR REPAIRS	Asbestos Abatement - Remove Tiles				\$5,000	\$5,000	\$5,000	\$15,000
		High School - HVAC steam trap replacement	\$30,000				\$10,000		\$40,000
	PHOTOCOPIER PROGRAM	Photocopier Lease Program	\$80,000	\$80,000					\$160,000
	PUBLIC BUILDING MAINTENANCE	Brackett School - exterior paving						\$40,000	\$40,000
		High School - exterior painting	\$20,000						\$20,000
		High School -Replace heating and ventilation units - INCREASE	\$20,000	\$20,000	\$10,000				\$50,000
		High School -Replace ventilating rooftop units	\$6,000	\$6,000	\$6,000				\$18,000
		Stratton School Improvements		\$200,000					\$200,000
		Thompson School Improvements	\$120,000	\$120,000	\$120,000	\$120,000	\$120,000		\$600,000
STUDENT TRANSPORTATION	Athletics Van - 8 passenger					\$35,000		\$35,000	
	Bus 09 - 8 Passenger 7-D suburban						\$40,000	\$40,000	
	Bus - 53 Passenger				\$85,000			\$85,000	
	Bus 105 - 8 7-D suburban				\$39,000			\$39,000	
	Van 110 - 8 passenger 7-D minivan					\$25,000		\$25,000	
SCHOOLS Total			\$321,000	\$466,000	\$415,000	\$200,000	\$205,000	\$1,607,000	
TOWN MANAGER	EQUIPMENT REPLACEMENT	AHS maintenance of steam traps	\$12,780					\$12,780	
		Hardy School replacement head end - energy mgmt system	\$19,825					\$19,825	
		Streetlights - conversion high pressure sodium to LED	\$268,500					\$268,500	
	PHOTOCOPIER PROGRAM	Photocopier		\$5,000	\$5,000	\$5,000	\$3,000	\$18,000	
TOWN MANAGER Total			\$301,105	\$5,000	\$5,000	\$5,000	\$3,000	\$319,105	
TREASURER	PHOTOCOPIER PROGRAM	Photocopier		\$5,300	\$1,400			\$6,700	
TREASURER Total				\$5,300	\$1,400			\$6,700	
VETERANS' MEMORIAL RINK ENTERPRISE FUND	INFRASTRUCTURE IMPROVEMENT	Rink Renovations: Electrical/ Lighting					\$110,000	\$110,000	
		Rink Renovations: Roof/ceiling/dehumidification		\$280,000				\$280,000	
		Rink Renovations: Zamboni room/Locker rooms				\$265,000		\$265,000	
VETERANS' MEMORIAL RINK ENTERPRISE FUND Total				\$280,000		\$265,000	\$110,000	\$655,000	
Grand Total			\$5,377,035	\$8,983,750	\$6,417,400	\$11,477,650	\$11,546,124	\$43,801,959	
			FISCAL YEAR						
Sum of AMOUNT			FUNDING SOURCE						
			2012	2013	2014	2015	2016	Grand Total	
BOND			\$1,249,530	\$5,055,600	\$1,963,900	\$7,567,350	\$6,958,624	\$22,795,004	
CASH			\$618,400	\$703,150	\$630,500	\$670,300	\$789,500	\$3,411,850	
OTHER			\$3,509,105	\$3,225,000	\$3,823,000	\$3,240,000	\$3,798,000	\$17,595,105	
Grand Total			\$5,377,035	\$8,983,750	\$6,417,400	\$11,477,650	\$11,546,124	\$43,801,959	

**Town of Arlington
Capital Budget FY 2012**

Attachment II

Sum of AMOUNT			FUNDING SOURCE			Grand Total	
DEPARTMENT	PROGRAM	EXPENDITURE	BOND	CASH	OTHER	Grand Total	
COMMUNITY SAFETY - FIRE SERVICES	EQUIPMENT REPLACEMENT	Thermal Imaging Cameras	\$24,000			\$24,000	
		Replace fire alarm system	\$75,000			\$75,000	
		Amkus Tool cutters	\$18,000			\$18,000	
	PHOTOCOPIER PROGRAM	Photocopier lease		\$1,500		\$1,500	
COMMUNITY SAFETY - POLICE SERVICES	EQUIPMENT REPLACEMENT	Bullet Proof Vest Program		\$15,000		\$15,000	
		Radio Upgrade & Replacement		\$12,000		\$12,000	
	PHOTOCOPIER PROGRAM	Photocopier		\$4,500		\$4,500	
	PUBLIC BUILDING MAINTENANCE	C.S. Building Renovations DWGS -5 Year plan	\$232,000			\$232,000	
	VEHICLE REPLACEMENT	Vehicle Replacement Program		\$100,000		\$100,000	
COUNCIL ON AGING TRANSPORTATION ENTERPRISE FUND	VEHICLE REPLACEMENT	Van Replacement Program			\$10,000	\$10,000	
INFORMATION TECHNOLOG	INFORMATION TECHNOLOGY	Educational IT Program	\$125,000			\$125,000	
		Library MLN Equipment	\$20,600			\$20,600	
		School Dept-Admin Micro Program	\$40,000			\$40,000	
		Software Upgrades & Standardization	\$30,000			\$30,000	
		Town-Microcomputer Program	\$60,000			\$60,000	
		Library -PC Vend Printing/Photocopier Project	\$5,100			\$5,100	
		School - Software Licensing	\$40,000			\$40,000	
		DPW - Water/Sewer Plans & Records				\$45,000	\$45,000
		Web-based GIS viewer	\$11,000				\$11,000
LEGAL/WORKERS' COMPENSATION	PHOTOCOPIER PROGRAM	Photocopier		\$3,000		\$3,000	
LIBRARY	PHOTOCOPIER PROGRAM	Photocopier		\$900		\$900	
	PUBIC BUILDING MAINTENANCE	Storm Window replacement	\$35,330			\$35,330	
		Outdoor Lamp Stand and Fixture	\$13,500			\$13,500	
	ROADS AND PATHS INFRASTRUCTURE	Parking Lot Paving	\$9,000			\$9,000	
PLANNING	PHOTOCOPIER PROGRAM	Photocopier/Equipment		\$4,000		\$4,000	
PUBLIC WORKS ADMINISTRATION	DEPARTMENTAL PROJECT	Mall Lights		\$16,000		\$16,000	
	PHOTOCOPIER PROGRAM	Photocopier		\$1,500		\$1,500	
PUBLIC WORKS HIGHWAY DIVISION	EQUIPMENT REPLACEMENT	Sander Body	\$16,000			\$16,000	
		Road Patch Heater (Durapatch machine)	\$51,000			\$51,000	
	ROADS AND PATHS INFRASTRUCTURE	Chapter 90 Roadway Roadway Reconstruction Sidewalks and Curbstones Install Sidewalk Ramps		\$350,000 \$5,000	\$500,000	\$500,000 \$350,000 \$5,000 \$190,000	
PUBLIC WORKS NATURAL RESOURCES DIVISION	VEHICLE REPLACEMENT	1 Ton Dump Truck w/plow	\$63,000			\$63,000	
PUBLIC WORKS PROPRTIE	INFRASTRUCTURE IMPROVEMENT	Spy Pond Field Bleachers & Stairs	\$75,000			\$75,000	
PUBLIC WORKS WATER/SEWER DIVISION	EQUIPMENT REPLACEMENT	Small equipment			\$5,000	\$5,000	
	INFRASTRUCTURE IMPROVEMENT	Sewer System Rehabilitation			\$1,500,000	\$1,500,000	
		Water System Rehabilitation			\$700,000	\$700,000	
		Hydrant replacement program			\$100,000	\$100,000	
			Lift Station upgrade			\$50,000	\$50,000
	VEHICLE REPLACEMENT	Utility Truck			\$75,000	\$75,000	
RECREATION	PARKS & PLAYGROUNDS	Thorndike Field Dog Park		\$25,000		\$25,000	
REDEVELOPMENT BOARD	INFRASTRUCTURE IMPROVEMENT	ARB - Central Library Interior baths, halls, lobby			\$15,000	\$15,000	
		ARB - Jefferson Cutter Exterior Chimney/Trim/Walls/Windows			\$3,000	\$3,000	
		ARB - 23 Maple Street Exterior Chimney/Porches/Trim			\$55,000	\$55,000	
		ARB - Jefferson Cutter Mechanical/Electrical/Plumbing			\$10,000	\$10,000	
		ARB - Jefferson Cutter Exterior			\$15,000	\$15,000	
SCHOOLS	REPLACEMENT	Replace Fire Control Inst. Alarm Panels Ottoson	\$45,000			\$45,000	
	MAJOR REPAIRS	High School - HVAC steam trap replacement	\$30,000			\$30,000	
	PHOTOCOPIER PROGRAM	Photocopier Lease Program		\$80,000		\$80,000	
	PUBIC BUILDING MAINTENANCE	Thompson School Improvements	\$120,000			\$120,000	
High School - exterior painting		\$20,000			\$20,000		
High School -Replace ventilating rooftop units		\$6,000			\$6,000		
High School -Replace heating and ventilation units - INCREASE		\$20,000			\$20,000		
TOWN MANAGER	REPLACEMENT	Streetlights - conversion high pressure sodium to LED			\$268,500	\$268,500	
		AHS maintenance of steam traps			\$12,780	\$12,780	
		Hardy School replacement head end - energy mgmt system			\$19,825	\$19,825	
Grand Total			\$1,249,530	\$618,400	\$3,509,105	\$5,377,035	

**Town of Arlington
Forecast of New Debt Service Capital Plan FY2012-FY2016**

DEPARTMENT	EXPENDITURE	2012	2013	2014	2015	2016	Grand Total
COMMUNITY SAFETY - FIRE SERVICES	Fire Station Plan - Central Station			\$5,139	\$26,278	\$25,764	\$57,180
	Automatic Difibrillators		\$257	\$2,114	\$2,062	\$2,011	\$6,444
	Protective Gear Replacement		\$514	\$4,870	\$10,052	\$14,463	\$29,899
	Fire Station - Central				\$83,506	\$427,013	\$510,519
	Thermal Imaging Cameras	\$385	\$5,571	\$5,417	\$5,262	\$5,108	\$21,744
	Self Contained Breathing Apparatus			\$1,124	\$13,372	\$24,175	\$38,672
	Replace fire alarm system	\$1,204	\$6,159	\$6,038	\$5,918	\$5,798	\$25,117
	Replace 1 Engine					\$8,431	\$8,431
COMMUNITY SAFETY - FIRE SERVICES Total	Amkus Tool cutters	\$289	\$3,150	\$3,067	\$2,984	\$2,902	\$12,392
	Breathing apparatus, SCBA					\$1,124	\$1,124
COMMUNITY SAFETY - FIRE SERVICES Total		\$1,879	\$15,650	\$27,769	\$149,436	\$516,789	\$711,523
COMMUNITY SAFETY - POLICE SERVICES	Digital fingerprint imaging machine			\$401	\$2,053	\$2,013	\$4,467
	Animal Control Van		\$482	\$5,249	\$5,112	\$4,974	\$15,817
	C.S. Building Renovations -5 Year plan		\$35,330	\$180,659	\$181,077	\$229,349	\$626,414
	Speed Trailer Replacement					\$241	\$241
	C.S. Building Renovations DWGS -5 Year plan	\$3,726	\$19,051	\$18,679	\$18,306	\$17,934	\$77,696
COMMUNITY SAFETY - POLICE SERVICES Total		\$3,726	\$54,863	\$204,989	\$206,548	\$254,510	\$724,635
HEALTH & HUMAN SERVICES	Whittemore Robbins House kitchen					\$2,409	\$2,409
HEALTH & HUMAN SERVICES Total						\$2,409	\$2,409
INFORMATION TECHNOLOGY	Educational IT Program	\$2,007	\$47,689	\$92,032	\$135,037	\$135,037	\$411,802
	Library MLN Equipment	\$331	\$7,835	\$14,587	\$20,973	\$20,579	\$64,305
	School Dept-Admin Micro Program	\$642	\$15,260	\$29,450	\$43,212	\$43,212	\$131,777
	Software Upgrades & Standardization	\$482	\$11,445	\$22,088	\$28,409	\$28,537	\$90,961
	Town-Microcomputer Program	\$964	\$22,891	\$44,175	\$56,818	\$57,075	\$181,922
	Replacement of Receivable Package					\$3,212	\$3,212
	Library -PC Vend Printing/Photocopier Project	\$82	\$974	\$1,843	\$2,689	\$3,511	\$9,099
	Library RFID system				\$3,613	\$29,727	\$33,340
	School - Software Licensing	\$642	\$15,260	\$29,450	\$43,212	\$43,212	\$131,777
INFORMATION TECHNOLOGY Total	Web-based GIS viewer	\$177	\$1,925	\$1,874	\$1,824	\$1,773	\$7,573
	INFORMATION TECHNOLOGY Total		\$5,327	\$123,279	\$235,499	\$335,786	\$365,874
LIBRARY	Repainting of 1892 Building			\$2,409	\$12,318	\$12,077	\$26,803
	Replacement of roof covering - membrane		\$613	\$3,137	\$3,076	\$3,014	\$9,840
	Vehicle - Building/Plumbing/Wire Inspectors		\$401	\$4,374	\$4,260	\$4,145	\$13,180
	Parking Lot Paving	\$145	\$1,189	\$1,160	\$1,131	\$1,102	\$4,727
	Storm Window replacement	\$567	\$2,901	\$2,844	\$2,788	\$2,731	\$11,832
	Windows- 1892 Building		\$726	\$3,712	\$3,639	\$3,567	\$11,643
	Roof Drainage		\$51	\$263	\$258	\$252	\$824
	Roof Repairs - 1990 Addition		\$104	\$534	\$523	\$513	\$1,674

**Town of Arlington
Forecast of New Debt Service Capital Plan FY2012-FY2016**

DEPARTMENT	EXPENDITURE	2012	2013	2014	2015	2016	Grand Total
LIBRARY	Repointing - 1990 Addition				\$361	\$1,848	\$2,209
	Hot Water Heater			\$96	\$1,050	\$1,022	\$2,169
	Replace roofs 1892 & 1931 buildings		\$4,818	\$52,492	\$51,116	\$49,740	\$158,166
	Outdoor Lamp Stand and Fixture	\$217	\$2,362	\$2,300	\$2,238	\$2,176	\$9,294
LIBRARY Total		\$929	\$13,167	\$73,322	\$82,757	\$82,187	\$252,362
PLANNING	Retaining Wall adj to Town Hall & Library		\$803	\$5,742	\$9,771	\$9,557	\$25,874
PLANNING Total			\$803	\$5,742	\$9,771	\$9,557	\$25,874
PUBLIC WORKS ADMINISTRATIVE	Utility vehicle, 4 X 4		\$482	\$5,249	\$5,112	\$4,974	\$15,817
PUBIC WORKS ADMINISTRATION Total			\$482	\$5,249	\$5,112	\$4,974	\$15,817
PUBLIC WORKS CEMETERY DIV	Garage Renovation/ Rehab Chapel/HVAC					\$4,015	\$4,015
PUBIC WORKS CEMETERY DIVISION Total						\$4,015	\$4,015
PUBIC WORKS HIGHWAY DIVIS	33,000 gvw dump truck		\$1,365	\$11,230	\$10,957	\$10,684	\$34,236
	4WD Truck w/Sander				\$1,750	\$14,401	\$16,151
	Sander Body	\$257	\$3,073	\$5,974	\$8,797	\$11,542	\$29,642
	Street sweeper				\$2,730	\$29,746	\$32,476
	Truck w/welder unit, 350 amp			\$1,445	\$15,748	\$15,335	\$32,528
	Compressor Truck			\$321	\$2,642	\$2,578	\$5,542
	2 Pickups 4WD w/ plow				\$1,831	\$19,947	\$21,778
	Loader					\$2,569	\$2,569
	Pickups 4WD w/ plow		\$931	\$10,149	\$9,882	\$9,616	\$30,579
	Road Patch Heater (Durapatch machine)	\$819	\$6,738	\$6,574	\$6,410	\$6,247	\$26,788
	Install Sidewalk Ramps	\$1,044	\$6,381	\$11,615	\$16,744	\$21,768	\$57,552
	4WD truck w/sander 44,000 GVW					\$2,120	\$2,120
	Backhoe/Loader 1.5 CY					\$1,815	\$1,815
Replace Retaining Wall - Westminster Ave					\$1,590	\$1,590	
PUBIC WORKS HIGHWAY DIVISION Total		\$2,120	\$18,489	\$47,308	\$77,492	\$149,958	\$295,365
PUBIC WORKS NATURAL RESC	Pickup			\$755	\$8,224	\$8,008	\$16,987
	1 Ton Utility Truck				\$1,092	\$10,076	\$11,168
	1 Ton Dump Truck w/plow	\$1,012	\$8,323	\$9,165	\$16,506	\$16,095	\$51,102
	Landscaping Multi-Purpose Tractor, 4wd		\$803	\$8,749	\$8,519	\$8,290	\$26,361
	Mini-Loader (Skid-Steer) w/Sidewalk Plow & Snow Blower					\$1,124	\$1,124
PUBIC WORKS NATURAL RESOURCES DIVISION Total		\$1,012	\$9,126	\$18,668	\$34,342	\$43,594	\$106,742
PUBIC WORKS PROPERTIES D	High School Parking lot culvert		\$3,613	\$22,090	\$36,592	\$35,869	\$98,164
	Spy Pond Field Bleachers & Stairs	\$1,204	\$6,159	\$6,038	\$5,918	\$5,798	\$25,117
	DPW Yard Bldg C Replace Spanish Tile Roof					\$6,359	\$6,359
	Town Hall Renovation Program					\$1,606	\$1,606
PUBIC WORKS PROPERTIES DIVISION Total		\$1,204	\$9,772	\$28,128	\$42,510	\$49,632	\$131,246
RECREATION	Hibbert		\$4,637	\$28,524	\$27,906	\$27,287	\$88,354

**Town of Arlington
Forecast of New Debt Service Capital Plan FY2012-FY2016**

DEPARTMENT	EXPENDITURE	2012	2013	2014	2015	2016	Grand Total
RECREATION	Robbins Farm					\$7,756	\$7,756
	Wellington Playground					\$6,867	\$6,867
	Spy Pond Tennis Courts				\$7,166	\$44,083	\$51,249
	Florence Field and Playground				\$3,372	\$20,745	\$24,117
	North Union					\$3,794	\$3,794
	Florence Ave Tot Lot		\$6,998	\$43,045	\$42,112	\$41,179	\$133,335
	Magnolia Field Basketball Court Renovation					\$1,204	\$1,204
RECREATION Total			\$11,635	\$71,569	\$80,557	\$152,916	\$316,677
REDEVELOPMENT BOARD	Gibbs Oil Tank Removal		\$321	\$1,642	\$1,610	\$1,578	\$5,152
	Gibbs Mechanical/ Electrical/ Elevator	\$241	\$1,232	\$1,689	\$3,647	\$3,575	\$10,384
	Parmenter Interior Renovations/ Repairs			\$241	\$1,232	\$1,208	\$2,680
	Parmenter Site Improvements			\$161	\$821	\$805	\$1,787
	Parmenter Mechanical Electrical			\$241	\$1,232	\$1,208	\$2,680
	Parmenter Exterior Trim/Brick/Stone Repairs			\$161	\$821	\$805	\$1,787
	Gibbs Exterior Trim/Brick/Stone/Chimney Repairs		\$401	\$2,053	\$2,013	\$1,973	\$6,440
	Gibbs Roof Replacement/ Repairs		\$562	\$3,356	\$5,281	\$5,177	\$14,376
	Crosby Oil Tank Removal	\$241	\$1,232	\$1,208	\$1,184	\$1,160	\$5,023
	Gibbs Interior Renovations		\$321	\$1,642	\$1,610	\$1,578	\$5,152
	Gibbs Retaining Wall/ Fence Repl/ Ext site improvements		\$482	\$2,464	\$2,415	\$2,367	\$7,728
	Dallin Library Exterior/Roof repairs		\$321	\$1,642	\$1,610	\$1,578	\$5,152
	BOS - Parmenter Oil Tank Removal				\$241	\$1,232	\$1,473
	BOS - Crosby Bldg Exterior driveway/walkway, stairs					\$161	\$161
	MGR - Gibbs oil tank removal					\$321	\$321
	BOS - Crosby Oil Tank Removal					\$241	\$241
	BOS - Parmenter Boiler		\$803	\$4,106	\$4,026	\$3,945	\$12,880
BOS - Crosby School Downspouts, gutters, roof					\$3,131	\$3,131	
REDEVELOPMENT BOARD Total		\$482	\$5,675	\$20,605	\$27,743	\$32,042	\$86,548
SCHOOLS	Brackett School - exterior paving					\$642	\$642
	Stratton School Improvements	\$21,840	\$114,892	\$125,920	\$123,415	\$120,909	\$506,976
	Thompson School Improvements	\$1,927	\$11,781	\$21,443	\$30,911	\$40,187	\$106,250
	Replace Fire Control Inst. Alarm Panels HS			\$321	\$2,642	\$2,578	\$5,542
	High School - exterior painting	\$321	\$2,642	\$2,578	\$2,514	\$2,450	\$10,505
	High School -Replace ventilating rooftop units	\$96	\$889	\$1,662	\$2,320	\$2,262	\$7,231
	High School - HVAC steam trap replacement	\$482	\$3,964	\$3,867	\$3,931	\$4,996	\$17,240
	Bus - 53 Passenger			\$1,365	\$19,730	\$19,184	\$40,279
	Athletics Van - 8 passenger				\$562	\$8,124	\$8,686
	High School -Replace heating and ventilation units - INCREASE	\$321	\$2,964	\$5,381	\$6,413	\$6,253	\$21,332
	Bus 105 - 8 7-D suburban			\$626	\$9,053	\$8,802	\$18,481

**Town of Arlington
Forecast of New Debt Service Capital Plan FY2012-FY2016**

DEPARTMENT	EXPENDITURE	2012	2013	2014	2015	2016	Grand Total
SCHOOLS	AHS auditorium Building B steps		\$642	\$3,951	\$3,866	\$3,780	\$12,240
	AHS Auditorium chairs			\$803	\$4,939	\$4,832	\$10,574
	Bus 09 - 8 Passenger 7-D surburban					\$642	\$642
	Van 110 - 8 passenger 7-D minivan				\$401	\$4,374	\$4,776
	Rooftop air conditioning unit			\$1,285	\$7,903	\$7,731	\$16,919
	Replace Fire Control Inst. Alarm Panels Ottoson	\$723	\$5,945	\$5,801	\$5,656	\$5,512	\$23,637
SCHOOLS Total		\$25,710	\$143,719	\$175,004	\$224,257	\$243,260	\$811,951
VETERANS' MEMORIAL RINK EN	Rink Renovations: Zamboni room/Locker rooms				\$4,256	\$26,178	\$30,434
	Rink Renovations: Electrical/ Lighting					\$1,766	\$1,766
	Rink Renovations: Roof/ceiling/dehumidification		\$4,496	\$27,660	\$27,060	\$26,461	\$85,677
VETERANS' MEMORIAL RINK ENTERPRISE FUND Total			\$4,496	\$27,660	\$31,316	\$54,405	\$117,877
Total		\$42,388	\$411,157	\$941,513	\$1,307,626	\$1,966,121	\$4,668,804
and Total		\$42,388	\$411,157	\$941,513	\$1,307,626	\$1,966,121	\$4,668,804

**WARRANT FOR
ANNUAL TOWN MEETING**

ELECTION

Saturday, April 2, 2011



**ANNUAL TOWN MEETING
Monday, April 25, 2011**

TOWN OF ARLINGTON

**TOWN WARRANT
THE COMMONWEALTH OF MASSACHUSETTS
Middlesex, ss.**

To the Constables of the Town of Arlington, in said County:

GREETINGS:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify and warn the inhabitants of the Town of Arlington qualified to vote in elections, to meet at the polling places designated for the several Precincts in said Town on

**SATURDAY
THE SECOND OF APRIL 2011**

at eight o'clock in the forenoon, to act on the following articles, namely:

ARTICLE 1 TO ELECT BY BALLOT:

- A) One Town Clerk for three years**
- B) One Treasurer for three years**
- C) Two Selectmen for three years
One Selectman for one year (to fill a vacancy)**
- D) One Assessor for three years**
- E) Three School Committee Members for three years**
- F) One Member of the Arlington Housing Authority for
five years**

Also, in accordance with the provisions of Chapter 43A of the General Laws, the number of Town Meeting Members hereinafter specified:

- PRECINCT 1 - Four for three years;**
- PRECINCT 2 - Four for three years;**
- PRECINCT 3 - Four for three years;**
- PRECINCT 4 - Four for three years;**
- PRECINCT 5 - Four for three years;**
- PRECINCT 6 - Four for three years; One for two years (to fill a vacancy);
Two for one year (to fill vacancies).**
- PRECINCT 7 - Four for three years;**
- PRECINCT 8 - Four for three years;**
- PRECINCT 9 - Four for three years;**
- PRECINCT 10 - Four for three years;**
- PRECINCT 11 - Four for three years; One for two years (to fill a vacancy).**
- PRECINCT 12 - Four for three years; One for two years (to fill a vacancy).**
- PRECINCT 13 - Four for three years;**
- PRECINCT 14 - Four for three years;**
- PRECINCT 15 - Four for three years; One for two years (to fill a vacancy).
One for one year (to fill a vacancy).**
- PRECINCT 16 - Four for three years;**
- PRECINCT 17 - Four for three years;**
- PRECINCT 18 - Four for three years;**
- PRECINCT 19 - Four for three years;**

- PRECINCT 20 - Four for three years; One for one year (to fill a vacancy).**
- PRECINCT 21 - Four for three years.**

For these purposes, the polls will be opened at eight o'clock A.M. and remain open until eight o'clock P.M., at each of the polling places designated, viz.:

- Precinct 1 Thompson School, entrance on North Union Street
- Precinct 2 Hardy School, entrance on Brooks Avenue
- Precinct 3 Thompson School, entrance on North Union Street
- Precinct 4 Hardy School, entrance on Brooks Avenue
- Precinct 5 Thompson School, entrance on North Union Street
- Precinct 6 Hardy School, entrance on Brooks Avenue
- Precinct 7 Chestnut Manor, entrance on Chestnut Terrace
- Precinct 8 Town Hall, entrance on Massachusetts Avenue
- Precinct 9 Chestnut Manor, entrance on Chestnut Terrace
- Precinct 10 Town Hall, entrance on Massachusetts Avenue
- Precinct 11 Bishop School, entrance on Stowcroft Road
- Precinct 12 Brackett School, entrance on Eastern Avenue
- Precinct 13 Stratton School, entrance on Mountain Avenue
- Precinct 14 Brackett School, entrance on Eastern Avenue
- Precinct 15 Stratton School, entrance on Mountain Avenue
- Precinct 16 Dallin School, entrance on Florence Avenue
- Precinct 17 Stratton School, entrance on Mountain Avenue
- Precinct 18 Dallin School, entrance on Florence Avenue
- Precinct 19 Peirce School, entrance on Newland Road
- Precinct 20 Park Avenue Congregational Church, entrance on Paul Revere Road
- Precinct 21 Peirce School, entrance on Newland Road

You are also required to notify and warn the said inhabitants to meet at the Town Hall in said Town on Monday the 25th day of April, 2011, at eight o'clock in the evening, at which time and place the following articles are to be acted upon and determined exclusively by Town Meeting Members, in accordance with and subject to the referenda provided for by Chapter 43A of the General Laws.

ARTICLE 2

STATE OF THE TOWN ADDRESS

To hear the Chair of the Board of Selectmen review important events in the past year in Arlington and preview expectations for next year.

(Inserted at the request of Vision 2020)

ARTICLE 3

REPORTS OF COMMITTEES

To receive, hear, and act upon the reports of the Board of Selectmen, Finance Committee, Redevelopment Board, and other committees, commissions, and boards heretofore appointed, including, without limitation: Permanent Town Building Committee (April 23, 1969), Vision 2020 Standing Committee (June 8, 1992), Commission on Disability (May 3, 1993), School Facilities “Working Group” (May 4, 1994), Bylaw Recodification Study Committee (May 9, 1994), Affordable Housing Task Force (May 3, 1999), Zoning Bylaw Review Committee (May 12, 1999), Uncle Sam Committee (May 17, 1999), Fields and Playgrounds Task Force (May 19, 1999), Maintenance Study Committee (May 1, 2000), Alewife Brook Advisory Committee (May

15, 2000), Community Preservation Act Study Committee (May 21, 2001), Symmes Advisory Committee (May 21, 2001), Power Company Feasibility Committee (May 6, 2002), Community-Based Health Insurance Study Committee (April 30, 2003), Tree Committee (May 7, 2003), Post-Employment Medical Benefits Committee (May 17, 2004), Trust Fund Policies Committee (May 17, 2004), Information Technology Advisory Committee (May 17, 2004), Field Maintenance and Users Fee Study Committee (May 26, 2004), Symmes Neighborhood Advisory Committee (September 27, 2004), Private Way Procedures Committee (May 18, 2005), Symmes Neighborhood Committee (May 18, 2005), Explore Options for Additional Burial Spaces Committee (April 26, 2006), State Aid Task Force Committee (April 26, 2006), Part Time Elected Officials' Benefits Study Committee (May 1, 2006); G.I.S Review Committee (May 10, 2006); Bus Shelters Committee (May 2, 2007), Outdoor Swimming Pool (May 21, 2008), Town Government Reorganization Committee (2009), or take any action related thereto.

(Inserted at the request of the Town Moderator)

ARTICLE 4 APPOINTMENT OF MEASURERS OF WOOD AND BARK

To choose and appoint all the usual Town Officers not hereinbefore mentioned, in such a manner as the Town may determine; or take any action related thereto.

(Inserted by the Board of Selectmen)

ARTICLE 5 ELECTION OF ASSISTANT TOWN MODERATOR

To elect a Town Meeting Member as Assistant Moderator for a term of one year, as provided in Title I, Article 1, Section 11.A, of the Bylaws; or take any action related thereto.

(Inserted at the request of the Town Moderator)

ARTICLE 6 ZONING MAP AMENDMENT/ ADD TOWN- OWNED LAND ON POND LANE TO THE OPEN SPACE DISTRICT

To see whether the Town will vote to amend the Zoning Map to change the zoning district of the Town-owned parcel of land on Pond Lane shown as Lot 8 on Assessors Map 10, Block 3 from the Residence 2 (R2) to the Open Space (OS) district, or take any action related thereto.

(Inserted at the request of the Redevelopment Board)

ARTICLE 7 ZONING BYLAW AMENDMENT/ALLOW CEMETERY USE IN THE OPEN SPACE DISTRICT

To see if the Town will vote to amend the Zoning Bylaw in Articles 5, 6, and 11, and elsewhere as may be required, to allow cemetery use solely for cremated remains on land under the jurisdiction of the Conservation Commission by special permit subject to Environmental Design Review; or take any action related thereto.

(Inserted at the request of the Redevelopment Board)

ARTICLE 8 ZONING BYLAW AMENDMENT/WIRELESS COMMUNICATION FACILITIES

To see if the Town will vote to amend Section 11.06 of the Zoning Bylaw to remove "wireless communication facility" from the list of special permit uses subject to Environmental Design Review; or take any action related thereto.

(Inserted at the request of the Redevelopment Board)

amend Section 11 (“Motorized Vehicles on Minuteman Bikeway”) of Article 1 of Title III of the Bylaws to clarify the definition of “motorized vehicles” that are prohibited from the Bikeway, determine penalties for violation of the Bylaws as so amended; or take any action related thereto.

(Inserted at the request of the Arlington Bicycle Advisory Committee)

ARTICLE 21 BYLAW AMENDMENT/CLOSING OF WARRANT

To see if the Town will vote to amend the Bylaws, Title 1, Article 1, Sec. 2, to provide that the Warrant for the Annual Town Meeting shall remain open until 60 days before the Annual Town Election; or take any action related thereto.

(Inserted at the request of the Town Meeting Procedures Committee)

ARTICLE 22 BYLAW AMENDMENT/TOWN MEETING STANDING VOTES

To see if the Town will vote to amend the Bylaws: to provide that, whenever a vote of a supermajority of the Town Meeting Members present and voting is required on any matter, the Moderator may declare a motion passed by a voice vote of a supermajority in favor and a standing vote need not be taken unless required by law or these By-Laws, or unless requested by five voters; or take any action related thereto.

(Inserted at the request of the Town Meeting Procedures Committee)

ARTICLE 23 BYLAW AMENDMENT/SIDEWALK SNOW REMOVAL ENFORCEMENT

To see if the Town will vote to amend the Town Bylaws (1) to include enhanced measures to enforce existing snow-removal obligations by residents, property-owners, and businesses, including but not limited to requiring reimbursement of Town expenses incurred in removing snow and ice from sidewalks that are not timely cleared in accordance with Town Bylaws; and (2) to impose municipal charges liens on responsible residents, property-owners, and businesses where such reimbursement is not timely paid; or take any action related thereto.

(Inserted at the request of the Town Manager)

ARTICLE 24 BYLAW AMENDMENT/MASSACHUSETTS PUBLIC RECORDS LAW

To see if the Town will vote to adopt a bylaw to set the fee charged for the provision of copies of electronic communications provided in response to requests made under the Massachusetts Public Records Law to the lesser of the amount allowed by said law or 20 cents per electronic message (including any attachments) provided plus fifty dollars per request; or take any action related thereto.

(Inserted at the request of Christopher P. Loreti and 10 registered voters)

ARTICLE 25 BYLAW AMENDMENT/SOLICITATION AND RECEIPT OF GIFTS

To see if the Town will vote to adopt a bylaw to prohibit municipal employees, including special municipal employees, from asking for or accepting anything of any value, including any form of professional services, from those with whom they have official dealings; or take any action related thereto.

(Inserted at the request of Christopher P. Loreti and 10 registered voters)

ARTICLE 26 BYLAW AMENDMENT/ MOTORBOATS ON SPY POND

To see if the Town will vote to approve a bylaw creating a no-wake zone within 50 feet of any shore, including Elizabeth Island, for motorboats on Spy Pond.

(Inserted at the request of the Friends of Spy Pond Park and 10 registered voters)

ARTICLE 27 **VOTE/SPY POND MOTORBOAT REGULATIONS SIGN**

To see if the Town will vote to approve a new sign specifying all motorboat regulations (including no-wake bylaw if approved, 10 horsepower and 10 mph limit) and boating courtesy expectations for the Spy Pond boat ramp and will vote to appropriate the funds for creating and posting the sign.
(Inserted at the request of the Friends of Spy Pond Park and 10 registered voters)

ARTICLE 28 **HOME RULE LEGISLATION/SALES OF WINE AND MALT BEVERAGES IN THEATERS**

To see if the Town will vote to authorize and request the Board of Selectmen to file Home Rule Legislation with the General Court to allow for the placement on the official ballot for the 2012 Annual Town Election the following question: “Shall the Board of Selectmen be authorized to grant licenses for the sale of wine and malt beverages in theaters with seating capacity of at least 100?”; or take any action related thereto.

(Inserted by the Board of Selectmen)

ARTICLE 29 **HOME RULE LEGISLATION/TWO ADDITIONAL LICENSES FOR THE SALE OF ALCOHOLIC BEVERAGES NOT TO BE DRUNK ON THE PREMISES**

To see if the Town will vote to authorize and request the Board of Selectmen to file Home Rule Legislation with the General Court to allow for the placement on the official ballot for the 2012 Annual Town Election the following question: “Shall the Board of Selectmen of the Town of Arlington be authorized to issue two additional licenses for the sale of all alcoholic beverages not to be drunk on the premises?”; or take any action related thereto.

(Inserted by the Board of Selectmen)

ARTICLE 30 **HOME RULE LEGISLATION/EXEMPTION OF NON-PUBLIC-SAFETY TOWN EMPLOYEES FROM CIVIL SERVICE**

To see if the Town will vote to authorize and request the Board of Selectmen to file Home Rule Legislation to exempt prospectively non-public-safety Town employees from Chapter 31 of the General Laws; or take any action related thereto.

(Inserted at the request of the Town Manager)

ARTICLE 31 **HOME RULE LEGISLATION/GROUP INSURANCE COMMISSION**

To see if the Town will vote to authorize and request the Board of Selectmen to file Home Rule Legislation with the General Court to allow the Town to provide health-insurance benefits to its employees, retirees, and their dependents through the Group Insurance Commission without the necessity of collective bargaining; or take any action related thereto.

(Inserted at the request of the Town Manager)

ARTICLE 32 **HOME RULE LEGISLATION/GROUP INSURANCE COMMISSION HEALTH REIMBURSEMENT ACCOUNTS**

To see if the Town will vote to authorize and request the Board of Selectmen to file Home Rule Legislation with the General Court to allow the Town to offer Health Reimbursement Accounts for its employees in the Group Insurance Commission; or take any action related thereto.

(Inserted at the request of Barbara Goodman and 10 registered voters)

ARTICLE 33 HOME RULE LEGISLATION/WIRELESS ANTENNA LEASES

To see if the Town will vote to authorize and request the Board of Selectmen to file Home Rule Legislation to amend Chapter 44 of the Acts of 1998, An Act Authorizing the Town Manager in the Town of Arlington to Lease Certain Park Land and Other Open Spaces to Wireless Communications Companies for the Erection of Wireless Antennas or Other Related Appurtenant Structures, to provide continued authority to set aside the proceeds from such leases for the maintenance and improvement of parks, playgrounds, and open space; or take any action related thereto.

(Inserted at the request of the Town Manager)

ARTICLE 34 VOTE/PAY AS YOU THROW (PAYT) TRASH COLLECTION PROGRAM

To see if the Town will vote to implement a pay as you throw (PAYT) trash collection program, including any changes to its Bylaws, rules and regulations and/or the adoption of a supporting resolution as may be required for implementation of said PAYT trash collection program; or take any action related thereto.

(Inserted at the request of the Arlington Recycling Committee)

ARTICLE 35 BYLAW AMENDMENT/TRASH REMOVAL

To see if the Town will vote to amend the Town Bylaws to require compliance with Town solid-waste removal methods, provide for enforcement and determine penalties for violations thereof; or take any action related thereto.

(Inserted at the request of Vision 2020 Sustainable Arlington)

ARTICLE 36 TRANSFER OF REAL ESTATE/23 MAPLE STREET

To see if the Town will vote to transfer the care, custody, management, and control of 23 Maple Street and/or its appurtenant land to the Board of Selectmen for any municipal purpose; or take any action related thereto.

(Inserted at the request of the Town Manager)

ARTICLE 37 DISPOSITION OF REAL ESTATE/23 MAPLE STREET

To see if the Town will vote to authorize the Board of Selectmen to dispose of 23 Maple Street and/or its appurtenant land by sale or otherwise under such terms as the Town may specify consistent with applicable legal requirements; or take any action related thereto.

(Inserted at the request of the Town Manager)

ARTICLE 38 DISPOSITION OF REAL ESTATE/PARMENTER SCHOOL

To see if the Town will vote to authorize the Board of Selectmen to dispose of the Parmenter School and/or its appurtenant land by sale or otherwise with proceeds to be set aside for future school capital improvement projects and under such other terms as the Town may specify consistent with applicable legal requirements; or take any action related thereto.

(Inserted at the request of the Town Manager)

ARTICLE 39 DISPOSITION OF REAL ESTATE/CROSBY SCHOOL

To see if the Town will vote to authorize the Board of Selectmen to dispose of the Crosby School and/or its appurtenant land by sale or otherwise with proceeds to be set aside for future school

capital improvement projects and under such other terms as the Town may specify consistent with applicable legal requirements; or take any action related thereto.

(Inserted by the Board of Selectmen)

ARTICLE 40 **VOTE/CROSBY SCHOOL LAND**

To instruct the Board of Selectmen to retain as open space all lands appurtenant to the Crosby School.

(Inserted at the request of Charles Simas and 10 registered voters)

ARTICLE 41 **VOTE/REPLACE BRICK CURB CUTS/SIDEWALKS/CROSSINGS**

To see if the Town will vote to adopt a policy of replacing brick curb cuts, sidewalks, and crossings in need of repair; or take any action related thereto.

(Inserted at the request of the Arlington Commission on Disability)

ARTICLE 42 **VOTE/REPLACE BRICK ENTRANCE 27 MAPLE STREET**

To see if the Town will vote to replace the brick entrance from the drop-off area at 27 Maple Street; or take any action related thereto.

(Inserted at the request of the Arlington Commission on Disability)

ARTICLE 43 **VOTE/ANNUAL RESERVE FUND**

To see if the Town will adopt the practice of appropriating to the Annual Reserve Fund an amount equal to one percent (1%) of the Town's annual appropriation, and the practice of using of the Annual Reserve Fund to fund unforeseen expenses incurred by all Town Departments (including the school department); or take any action related thereto.

(Inserted at the request of the Vision 2020 Fiscal Resources Task Group)

ARTICLE 44 **AMEND TOWN MANAGER ACT/CONSOLIDATED TOWN-SCHOOL HUMAN RESOURCE DEPARTMENT**

To see if the Town will vote to authorize and request the Board of Selectmen to file Home Rule Legislation to amend "An Act Establishing a Town Manager Form of Government for the Town Of Arlington," as adopted through Chapter 503 of the Acts of 1952 and as subsequently amended, to delete the existing Sections 24 and 24A relating to the Town Personnel Department and Personnel Board and replace them with a consolidated Human Resource Department and Human Resource Board serving all Town and School Department appointing authorities, provided nothing herein shall violate school department prerogatives under Chapter 71, Section 37M, of the Massachusetts General Laws; or take any action related thereto.

(Inserted at the request of the Town Government Reorganization Committee)

ARTICLE 45 **BYLAW AMENDMENT/CONSOLIDATED TOWN-SCHOOL HUMAN RESOURCE DEPARTMENT**

To see if the Town will vote to amend Title I, Article 6 ("Classification and Compensation Plans and Personnel Bylaw") and/or any other relevant provision of the Bylaws to authorize and implement a consolidated Human Resource Department and Human Resource Board serving all Town and School Department appointing authorities, provided nothing herein shall violate school department prerogatives under Chapter 71, Section 37M, of the Massachusetts General Laws; or take any action related thereto.

(Inserted at the request of the Town Government Reorganization Committee)

ARTICLE 46 **BYLAW AMENDMENT/ANNUAL FINANCIAL REPORT**

To see if the Town will vote to amend Title I of the Bylaws to require the preparation of an abbreviated Town financial report, as recommended by the Government Finance Officers Association and referred to as - The Public Access Finance Report - to appropriate the necessary funds to do an annual mailing to all households in the Town; or take any action related thereto.

(Inserted at the request of the Town Government Reorganization Committee)

ARTICLE 47 **AMEND TOWN MANAGER ACT/BUDGET SUBMISSIONS**

To see if the Town will vote to authorize and request the Board of Selectmen to file Home Rule Legislation to amend “An Act Establishing a Town Manager Form of Government for the Town of Arlington,” as adopted through Chapter 503 of the Acts of 1952 and as subsequently amended, to set procedural, timing, and substantive requirements concerning the submission of annual budget requests to the School Committee, Board of Selectmen, and Finance Committee; or take any action related thereto.

(Inserted at the request of the Town Government Reorganization Committee)

ARTICLE 48 **BYLAW AMENDMENT/BUDGET SUBMISSIONS**

To see if the Town will vote to amend the Bylaws to set procedural, timing and substantive requirements concerning the submission of annual budget requests to the School Committee, Board of Selectmen, and Finance Committee; or take any action related thereto.

(Inserted at the request of the Town Government Reorganization Committee)

ARTICLE 49 **CREATE COMMITTEE FOR LONG TERM FINANCIAL PLANNING**

To see if the Town will vote to establish a committee to review long-term economic, social, and political trends that could affect the Town and to make reports and recommendations to Town Officials; or take any action related thereto.

(Inserted at the request of the Town Government Reorganization Committee)

ARTICLE 50 **VOTE/EXTEND TOWN REORGANIZATION COMMITTEE OF 2009**

To see if the Town will vote to amend the vote of the 2009 Town Meeting under Article 32 to provide that the Town Government Reorganization Committee of 2009 shall dissolve upon completion of the 2012 Annual Town Meeting; or take any action related thereto.

(Inserted at the request of the Town Government Reorganization Committee)

ARTICLE 51 **VOTE/IMPLEMENTATION OF CONSOLIDATED TOWN-SCHOOL FINANCE DEPARTMENT**

To see if the Town will vote to request the Town Manager to work with the Board of Selectmen and the School Committee to take all necessary measures for the implementation of a consolidated Town-School Finance Department; or take any action related thereto.

(Inserted at the request of Alan H. Jones and 10 registered voters)

ARTICLE 52 **REVOLVING FUNDS**

To see if the Town will vote to reauthorize revolving funds established under various previous votes of the Town, to hear or receive a report concerning the receipts and expenditures of same, to establish new revolving funds or to amend the votes under any previously adopted revolving

funds, to appropriate a sum of money to fund same, to determine how the money shall be raised or expended; or take any action related thereto.

(Inserted by the Board of Selectmen)

ARTICLE 53

ENDORSEMENT OF CDBG APPLICATION

To see if the Town will vote to endorse the application for Federal Fiscal Year 2012 prepared by the Town Manager and the Board of Selectmen under the Housing and Community Development Act of 1974 (PL 93-383) as amended; or take any action related thereto.

(Inserted by the Board of Selectmen and at the request of the Town Manager)

ARTICLE 54

COLLECTIVE BARGAINING

To see if the Town will vote to fund any fiscal items in the event that any are contained in collective bargaining agreements between the Town and the following named collective bargaining units, and to fund for non-union, M Schedule, and elected officials' salaries or fringe benefits, determine how the money shall be raised and expended; or take any action related thereto:

- A. Local 680, American Federation of State, County and Municipal Employees;
- B. Service Employees International Union (formerly NAGE);
- C. Robbins Library Professional Association;
- D. Local 1297, International Association of Firefighters;
- E. Arlington Patrolmen's Association;
- F. Arlington Ranking Police Officers' Association;
- G. M Schedule and non-union employees; and
- H. Full-time elected officials

(Inserted at the request of the Town Manager)

ARTICLE 55

POSITIONS RECLASSIFICATION

To see if the Town will vote to make additions, deletions and/or modifications to the Classification and Pay Plan, appropriate a sum of money to fund same if necessary, determine how the money will be raised and expended; or take any action related thereto.

(Inserted at the request of the Town Manager and the Director of Personnel)

ARTICLE 56

APPROPRIATION/TOWN BUDGETS

To see if the Town will vote to make appropriations to defray Town obligations, liabilities, outlay and expenses and especially for or relating to all or any of the boards, departments, purposes and matters hereinafter mentioned, and to provide for the disposal of motor vehicles and other personal property belonging to the Town, determine how the money shall be raised and expended; or take any action related thereto: Finance Committee, Board of Selectmen, Town Manager, Personnel, Comptroller, Information Technology, Town Treasurer and Collector of Taxes, Assessors, Legal and Workers' Compensation, Town Clerk, Registrars, Planning and Community Development, Redevelopment Board, Parking, Zoning Board of Appeals, Public Works, Cemeteries, Community Safety, School Department, Libraries, Human Services, Insurance, Non-Contributory Pensions, Contributory Pensions, Town Debt and Interest, Reserve Fund, and/or any other Town Departments, Boards, Commissions or Committees, Water and Sewer Enterprise Fund, Recreation Enterprise Fund, Council on Aging Transportation Enterprise Fund, Veterans' Memorial Rink Enterprise Fund, and Youth Services Enterprise Fund.

(Inserted by the Board of Selectmen and at the request of the Town Manager)

ARTICLE 57

CAPITAL BUDGET

To see if the Town will vote to appropriate a sum of money to defray the expense of purchasing, leasing, or bonding of capital equipment, infrastructure, buildings or other projects of the Town or to acquire real property for municipal purposes; to appropriate a sum of money to fund previously incurred or future Town debt, to acquire land for said projects where necessary by purchase, eminent domain taking or otherwise, determine how the money shall be raised including the possibility of borrowing any or all of the same, or the transfer of funds from any previous appropriation, determine how such money shall be expended; or take any action related thereto.

(Inserted by the Board of Selectmen, and at the request of the Town Manager and the Capital Planning Committee)

ARTICLE 58

APPROPRIATION/TAKINGS-MASSACHUSETTS AVENUE SIDEWALKS

To see if the Town will vote to act by and through the Board of Selectmen to take by eminent domain, purchase, or otherwise acquire outright or acquire permanent or temporary easements along Massachusetts Avenue between Pond Lane and the Cambridge City Line for the purpose of improving or replacing sidewalks in connection with the Commonwealth’s Transportation Improvement Program, to appropriate a sum or sums of money for such acquisitions, determine how the money will be raised and expended, including the possibility of borrowing any or all of it; or take any action related thereto.

(Inserted at the request of the Town Manager and the Director of Public Works)

ARTICLE 59

APPROPRIATION/FINANCING OF CONSTRUCTION OR RECONSTRUCTION OF SEWERS AND SEWERAGE FACILITIES

To see if the Town will vote to appropriate a sum of money for the purpose of financing the construction or reconstruction of sewers and sewerage facilities for inflow/infiltration reduction or system rehabilitation, including costs incidental and related thereto, and to determine how the appropriation shall be raised or expended, including the possibility of borrowing all or some of same; or take any action related thereto.

(Inserted at the request of the Town Manager and the Director of Public Works)

ARTICLE 60

APPROPRIATION/FINANCING OF CONSTRUCTION OR RECONSTRUCTION OF WATER MAINS AND WATER FACILITIES

To see if the Town will vote to appropriate a sum of money for the purpose of financing the construction or reconstruction of water mains and water facilities, including costs incidental and related thereto, and to determine how the appropriation shall be raised and expended including the possibility of borrowing all or some of same; or take any action related thereto.

(Inserted at the request of the Town Manager and the Director of Public Works)

ARTICLE 61

APPROPRIATION/MINUTEMAN REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL

To see if the Town will vote to appropriate a sum of money for the purpose of paying the Town’s apportioned share of the operating and maintenance costs, including capital costs, of the Minuteman Regional Vocational Technical High School, determine how the money shall be raised and expended; or take any action related thereto.

(Inserted at the request of Minuteman Regional Vocational School District Committee)

ARTICLE 62 **APPROPRIATION/COMMITTEES AND COMMISSIONS**

To see if the Town will vote to appropriate a sum or sums of money to be expended under the direction of various committees, commissions, and boards of the Town, determine how the money shall be raised; provided that any funds appropriated hereunder shall remain under the jurisdiction of said entities until expended at their direction, unless otherwise appropriated by the Town Meeting; the entities included hereunder, without limitation, are: Arlington Historical Commission, Arlington Recycling Committee, Avon Place Historic District Commission, Broadway Historic District Commission, Central Street Historic District Commission, Mt. Gilboa/Crescent Hill Historic District Commission, Jason/Gray Historic District Commission, Pleasant Street Historic District Commission, Russell Historic District Commission, Conservation Commission, Capital Planning Committee, Commission on Disability, Personnel Board, Public Memorial Committee, Human Rights Commission, Scenic Byway/Tourism/Economic Development Committee and any other Town Committee or commission; or take any action related thereto.

(Inserted at the request of the Town Moderator and the Finance Committee)

ARTICLE 63 **APPROPRIATION/TOWN CELEBRATIONS, ETC.**

To see if the Town will vote to appropriate a sum or sums of money to be expended under the direction of the Town Manager for the following celebrations and memorials, determine how the money shall be raised and expended; or take any action related thereto:

- Veterans' Day Parade
- Memorial Day Observation and the Patriots' Day Celebration
- Display of American Flags on Massachusetts Avenue
- Placing of American Flags on the Graves of Veterans

(Inserted at the request of the Town Manager)

ARTICLE 64 **APPROPRIATION/MISCELLANEOUS**

To see if the Town will vote the following:

Legal Defense – To appropriate a sum of money to replenish the Legal Defense Fund established under Article 13, Section 5 of Title 1 of the Town Bylaws, Out-Of-State Travel – To appropriate a sum of money for expenses incurred outside the Commonwealth and as described in the General Laws, Chapter 40, Section 5, Paragraph 34, said appropriation to be expended under the direction of the Board of Selectmen and the Town Manager, Indemnification of Medical Costs, to appropriate a sum of money in accordance with the provisions of Chapter 41, Section 100B of the General Laws, to indemnify certain retired Police Officers and Firefighters for all reasonable medical and surgical expenses which they incurred, determine how the money will be raised and expended; or take any action related thereto.

(Inserted at the request of the Town Manager)

ARTICLE 65 **APPROPRIATION/ARLINGTON'S WATER BODIES FUND**

To see if the Town will appropriate a sum of money to the Town's Water Bodies Fund for the maintenance, treatment and oversight of the Town's water bodies, said sum (\$15,000.00) to be raised by the general tax and expended under the direction of the Town Manager who will also report to Town Meeting on the status of the fund; or take any action related thereto.

(Inserted at the request of the Vision 2020 Standing Committee and its Environment Task Group's Spy Pond Committee)

ARTICLE 71

LOCAL OPTION TAXES

To see if the Town will vote to accept any local option taxes or other revenue raising options, which are made available to cities and towns through enactments of the legislature, by state regulation or court action; or take any action related thereto.

(Inserted at the request of the Finance Committee)

ARTICLE 72

APPROPRIATION/TIP FEE STABILIZATION

To see if the Town will vote to make an appropriation/transfer from the Tip Fee Stabilization Fund established by Chapter 8 of the Acts of 1998 for any purpose allowed by such act, to determine how the money will be raised and expended; or take any action related thereto.

(Inserted at the request of the Finance Committee)

ARTICLE 73

TRANSFER OF FUNDS/CEMETERY

To see if the Town will vote to transfer a sum of money to the Cemetery Commissioners for the improvement of Town cemeteries, said sum shall be taken from the Mt. Pleasant Cemetery “Sale of Lots and Graves or Perpetual Care Funds”; or take any action related thereto.

(Inserted at the request of the Finance Committee)

ARTICLE 74

APPROPRIATION/OVERLAY RESERVE

To see if the Town will vote to appropriate a sum of money from previous years overlay reserve surplus accounts, determine to what purpose this appropriation shall be made; or take any action related thereto.

(Inserted at the request of the Finance Committee)

ARTICLE 75

APPROPRIATION/STABILIZATION FUND

To see if the Town will make an appropriation to the Stabilization Fund in accordance with the Provisions of the General Laws, Chapter 40, Section 5B, as amended, or other appropriate provisions of law, determine how the money shall be raised and expended; or take any action related thereto.

(Inserted at the request of the Finance Committee)

ARTICLE 76

USE OF FREE CASH

To see if the Town will vote to authorize the taking of a sum of money voted for appropriations heretofore made at the Town Meeting under the Warrant and not voted to be borrowed from available funds in the Treasury, and authorize the Assessors to use free cash in the Treasury to that amount in the determination of the tax rate for the Fiscal Year beginning July 1, 2011; or take any action related thereto.

(Inserted at the request of the Finance Committee)

HOW TO VOTE BY ABSENTEE BALLOT

Reasons for voting absentee

You may vote absentee if you are registered and will be unable to vote at the polls on Election Day because of

Absence from the Town
Physical disability
Religious beliefs

Illegal absentee voting is punishable by a fine of up to \$10,000 and up to five years in prison.

Applying for an absentee ballot

You must apply for an absentee ballot from the Town Clerk no later than noon of the day before the election. Applications may be mailed or hand delivered and you may use any form of written communication (letter or postcard) or the official application form.

Include on the application

Your name as registered
Your registration address
Precinct, if you know it
The precise address to which you wish the ballot sent
Your own signature

Requesting to vote by mail

A ballot will be sent to any address you specify including your own home. Be sure to apply early because the ballots must be sent by mail and may be returned by mail or hand delivered.

Requesting to vote in person

If you prefer, you may request to vote in person before Election Day. You may vote at the Town Hall before Election Day at a time arranged with the Clerk, but application for your ballot must be made no later than noon of the day before the election. A voter may apply for an absentee ballot and then vote over-the-counter during the same visit.

Applying to vote if you are absent from the state, in the armed services or a prisoner

Registered and unregistered residents of Massachusetts outside the state and residents on active duty in the armed forces and merchant marine and their spouses or dependents, and prisoners, may vote absentee. They may request an absentee ballot from the Town where they legally reside (if outside the U.S., where they resided last before leaving). In addition, a close relative may apply on their behalf in person at the Town Clerk's Office.

A parent of a registered voter who is a student at a Massachusetts college or university may apply

for an absentee ballot on the student's behalf to the Town Clerk where the student is registered.

In all cases, unregistered voters must register in person when they return to the state, since this does not establish permanent registration.

What if I am permanently physically disabled?

If you are permanently physically disabled and cannot cast your vote at the polling place, you may file a letter from your physician with the Town Clerk, stating that you are permanently unable to cast your vote at the polling place because of physical disability. A completed application for an absentee ballot, for you to sign and return, must be mailed by the Town Clerk to you at least 28 days before every primary and election.

NOTE: Voters who are admitted to a health care facility after noon of the fifth day before an election may apply for an absentee ballot up until the polls close on the day of the election (rather than noon the day before the election) and must designate a person to hand deliver and return the absentee ballot.

DRAFT

The distrust between town government and the School Department in Barnstable probably reached its height around the time of a failed override campaign in 2003, when it had become apparent that the school finances were a total mess. At budget meetings, the school finance department often could not provide even basic numbers, such as how many people the district employed, or how much it cost to run one school versus another. Columns of figures provided in financial reports just didn't add up.

"I can remember in a budget hearing one year when the school finance staff was asked what a \$750,000 line item in their budget represented, and nobody from the school department could answer the question," says Mark Milne, finance director for the town of Barnstable. "All it said was 'Other Salaries,' and they didn't know what it was. When you stand up in front of an appropriating body like that and you can't answer a question about what three-quarters of a million dollars really represents, that's a problem."

Not surprisingly, the perceived lack of accuracy and accountability surrounding school department budgets led to acrimony and distrust between the town's two largest elected bodies: the School Committee and the Town Council. Each side accused the other of misrepresenting its financial information. The lack of confidence town officials had in the school department numbers created the impression they were making a power play to take over the school staff's function. Both sides seemed to use secrecy as a primary weapon. "For the longest time it was like a poker game," Milne says. "Neither side wanted to show its hand when they came to the budget table to negotiate revenue-sharing agreements."

After the override failed, breaking the stalemate between the town and the schools became a popular idea among candidates running for Town Council. When Tom McDonald, a former >>>

John Klimm is the Town Manager in Barnstable.



A CIVIL

How a Town Government and Schools Consolidated



Representatives from the school and municipal sides of government meet to discuss the budget. Pictured are (l-r) School Committee Chair Ralph Cahoon, Town Council President Janet Joakim, Human Resources Director William Cole and Finance Director Mark Milne.

JENNIFER LONGLEY PHOTO



UNION

Functions, With Benefits for Both

BY JOHN KLIMM

>>> Horace Mann Charter School principal, became interim superintendent of Barnstable schools in 2004, he vowed to institute reforms to decentralize the school administration in favor of school-based management. In his view, the ineffective finance department was a burden the schools could no longer afford to carry. “My experience had been that the school department had its struggles providing accurate financial information that it needed in order to make good

‘I don’t think any community can have a successful consolidation unless there’s a good deal of trust between the school and the municipal side.’

—School Committee Chair Ralph Cahoon



JENNIFER LONGLEY PHOTO

Barnstable’s Town Hall (left) and the school administration building are just steps apart in the historic section of Hyannis.

decisions about its allocation of resources and planning for the future,” McDonald says. “I knew I’d rather spend my time focusing on reading, writing, and arithmetic than the numbers—but I needed accurate numbers in order to focus on that.”

About this time, changes on the School Committee created an atmosphere that supported creative problem-solving. “It’s difficult when you have a major enterprise like this to have financial data that’s not up to snuff,” School Committee Chair Ralph Cahoon admits. “We had a desire to improve the processes.” When the idea of consolidating the town and school finance operations was raised, he says, “we decided to at least look at the idea.”

MOVING IN TOGETHER

Fortunately, the town had an award-winning finance team that stood ready and willing to help. “From the schools’ point of view, consolidating with the town was almost a no-brainer because the town’s finance and human resource professionals are highly respected in the community,” McDonald says. “It helps when you have a finance director where you can say, ‘The guy seems to be doing a hell of a job on the town side. Why not invite him to come on over to our side?’”

The first step would have to be repairing the fractured relationship between the town and the schools. “I don’t think any community can have a successful consolidation unless there’s a good deal of trust between the school and the municipal side, and that’s the key thing in this whole process,” says Cahoon. “I honestly think that’s the major hurdle.”

As town manager, I could see how volatile, uncooperative, and unhealthy the relationship was between the schools and town government. I dreaded meetings with the School Department because the meetings were so confrontational. McDonald had a fresh approach, however, and I called on the town’s finance director to contribute to the brainstorming with him.

Soon it became clear that adding human resources operations to the initial consolidation process might address some of the efficacy issues that existed in the schools’ HR department as well. Armed with McDonald’s description of the schools’ human resources and finance needs, Milne and Barnstable HR Director Bill Cole developed a detailed plan to merge the complementary departments. The final proposal, nearly a year in the making, received unanimous approval from the Town Council, School Committee, myself, and the schools superintendent in the fall of 2004.

To create two departments from four, positions within the new human resources and finance enterprises were evaluated and restructured. Several jobs were eliminated and several new positions were created. The new finance department has sixteen positions, two fewer than before the consolidation. The new human resources department held its total body count at eight, but with duties and responsibilities

MAKING A LEAP OF FAITH

By Lynda Wright

In February 2006, soon after word leaked that she'd become a finalist for Barnstable's superintendent of schools, Dr. Patricia Grenier's phone began ringing. Instead of encouragement, however, friends and colleagues were expressing dismay. As Grenier recalls, "Many of my colleagues called asking me, 'Are you crazy?'"

Grenier says she understood their concern. Under consolidation, Barnstable schools had ostensibly lost two key executives—the school business manager and the human resources director. Nevertheless, her own investigation of Barnstable's situation convinced Grenier that the traditional structure of school departments statewide had broken down in Barnstable. The former financial and HR departments hadn't been up to the task, and the schools had suffered. It was clear that consolidation was addressing the schools' critical need for meaningful financial data that allowed educators to focus on their core mission—providing Barnstable students with a quality education.

So, she says, "I pushed my colleagues' reservations aside," and accepted the challenge. After arriving in Barnstable that July, however, reality hit. It was hard to escape the fact that she was now being served mainly by municipal employees, not experienced School Department staff. "I admit that when I first came I felt a loss for a traditional business manager," she says. "We're different, and there wasn't the depth of understanding about how schools operate." Over time, the consolidated HR department experienced more challenges in providing the specialized expertise that schools required.

To close that gap, the finance and HR directors created positions for dedicated go-to staffers who became

experts on issues unique to the schools. They provide the day-to-day support and contact that Grenier and the schools require. But, she says, "When I need to go directly to the HR director or to the finance director, I do. When I ask for something, they're incredibly responsive. So I keep pushing the envelope."

In the beginning, Grenier admits, she probably didn't use the consolidated departments as much as she should have. Only months after arriving, she spearheaded the search for a new intermediate school principal, a daunting and time-consuming task—and one that a school HR director would ordinarily conduct. The process helped her realize that "I can't not use HR and I can't not use finance; those are critical positions for me."

Several months later, Grenier asked HR Director Bill Cole to help conduct the search for a new elementary principal. Cole, who had never conducted an educational candidate search, stepped up and, with Grenier's guidance, provided all the services that a traditional schools HR director would have. The result was three "superior" candidates. "He was excellent," says Grenier, who allowed Cole's department to conduct the next principal search entirely on their own. "We're getting quality choices and quality commitments."

The consolidated finance department is providing accurate, real-time data, allowing the schools to have not only an accurate record of their day-to-day operation, but also allowing long-term planning and problem-solving, luxuries that previous superintendents didn't have. "Both departments continue to respond to the needs of the schools," she says. "So I love the consolidations."



*Barnstable Superintendent of Schools
Patricia Grenier*

JENNIFER LONGLEY PHOTO

While it's clear that consolidation has resulted in better numbers and accountability, more collaboration and creative problem solving, and some cost savings, it's still a work in progress. Although the intent of the consolidation plan was to maintain the peer relationship between the chief executives of the municipal and schools sides, Grenier admits to feeling "some frustrations every once in a while because the people who consolidated were all municipal employees who took on the responsibility of the schools. Understandably, their first line of response is to the municipal side."

Despite these occasional frustrations, which she believes can be worked out, Grenier is adamant about consolidation being good for Barnstable schools. "I'm sure there are places where it could never work," she says. "But in Barnstable, there's a more cooperative atmosphere and there's a huge benefit in the unity of the mindset of a collaborative community." ❁

Lynda Wright is a freelance writer.



Barnstable's consolidation of school and municipal finance and human resources functions won an MMA Innovation Award in 2006.

reapportioned, Cole was able to create a new assistant director position that would be solely responsible for serving the schools, at a salary \$30,000 less than the former school human resources director received. After the restructuring, employees in both departments then had to bid on the rewritten jobs.

REALIZING BENEFITS

Overall, the restructuring saves perhaps \$100,000 a year, but that wasn't the point. Consolidation boiled down to streamlining and updating processes to become more integrated and efficient, and in practical terms it makes one seamless budget process out of two disparate ones. Building on McDonald's moves to empower principals with more management power, the finance department has trained school staff to do much of the data entry work previously completed by town hall. "That allows the department to shift our focus to more of an auditing, financial analysis, financial reporting type of process," says Milne. Finance now provides a higher level of services to all of its internal customers.

employees who had left the district were purged from the system. In other instances, costs were reduced because of the new economies of scale. And Cole found that he was able to offer the 900 school employees, who were not covered by an Employee Assistance Program, the same EAP benefit that municipal employees had been enjoying for years—and at no extra cost to the town.

In addition to the financial benefits, another important result was that the distrust between both sides disappeared. Sharing departments means that both the schools and town no longer question the other's motives; both sides have access to the same information and trust the information they receive. In exchange for the schools handing over their budget process to town officials, the town readily reveals to the School Department information about its reserve balances (the "free cash" reserves that were often a point of heated debate before consolidation). The schools have learned how Proposition 2½ works and how the town's reserve balances are created and can be legally used. "Nobody's hiding their hand any more," Milne says. "All of the negative perceptions about the quality of the schools' data and the intention of the town get eliminated when you do something like consolidation."

In the end, consolidation has brought a level of professionalism, reliability, and transparency to the Barnstable school budget process. Time spent haggling over the numbers is now spent addressing student achievement and many believe that is one reason the district's dropout rate has dropped significantly in the last few years. Community members no longer openly deride the accuracy of financial data and projections provided during school budget hearings, as this information is now available for review on the Web. "Consolidation has made the entire budgeting process easier," says Town Council President Janet Joakim. "There's more trust between the two sides now. If there's disagreement, we're not sitting around arguing about whether columns of numbers are adding up, we're arguing about how to handle a given situation. We've moved to the next step of solving problems rather than arguing whether there *is* one, or how big it is." ❁

'Consolidation has made the entire budgeting process easier. There's more trust between the two sides now.'

—Town Council President Janet Joakim

The schools' financial data is now accurate, timely and sophisticated. Problems such as office supplies being charged to telephone accounts no longer happen. One result is that the confidence both sides have in the numbers allows each to focus on its core mission. In only a few months, the new department was producing data allowing the school side to manage its budget at a level they'd never achieved on their own.

Combining the two human resources operations was trickier—not surprising given the vast differences between the personnel and benefits issues involved. Still, there were tangible and immediate rewards there as well. For example, the initial auditing of the schools' HR operation showed that schools had been paying for more benefits than they needed. Personnel who no longer needed family health coverage were reclassified and