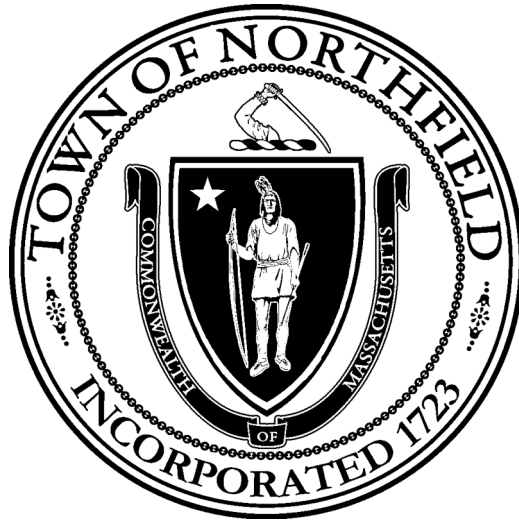


TOWN OF NORTHFIELD



Transcript of Articles in the Warrant for the

ANNUAL TOWN MEETING

Monday, May 2, 2016 at 7:00 p.m.

Pioneer Valley Regional School
97 F. Sumner Turner Road

and

ELECTION WARRANT

Tuesday, May 3, 2016

12 o'clock Noon to 8:00 P.M.

Northfield Town Hall
69 Main Street

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- IMPORTANT -

This Warrant contains Articles, explanations, recommendations and appendices. Only the Articles are part of the “official” call to Town Meeting. The explanations and appendices are editorial and the recommendations expressed are those of the Finance Committee. Only the Articles are part of the official town meeting warrant.

TOWN OF NORTHFIELD



WARRANT

Annual Town Meeting

Monday, May 2, 2016

At 7:00 o'clock in the evening at Pioneer Valley Regional School
97 F. Sumner Turner Road

Franklin, ss

To any of the Constables of the Town of Northfield, in said County of Franklin, Commonwealth of Massachusetts.

GREETINGS:

In the name of the Commonwealth of Massachusetts, you are hereby directed to notify and warn the inhabitants of the Town of Northfield, who being qualified to vote in elections and Town affairs, to meet at the Pioneer Valley Regional School, 97 F. Sumner Turner Road, in said Northfield, on Monday, the second day of May, 2016 at 7:00 p.m.; then and there to act upon the enclosed articles, to wit:

In case all articles in the foregoing Warrant shall not be acted upon at the Meeting called for on Monday, May 2, 2016, to meet in Adjourned Sessions at such time and place as the meeting shall determine.

This building is accessible to the handicapped and designated parking is provided. If requested, at least one week before the meeting, warrants with large print can be available. Please call the Town Clerk's office at least one week before the Town Meeting at 413-498-2901 x12.

Town of Northfield
Report of the Finance Committee

To the Citizens of Northfield:

The Finance Committee recommendations constitute a balanced budget for Fiscal Year 2017. In addition, we are able to recommend funding for some of the capital needs of our various town departments and for building maintenance. The process that was followed again this year in determining what article requests are being recommended for funding is that the Selectboard considered all requests and, as overseers of the Town, prioritized those requests as to what they saw as most needed. The Finance Committee did the same and the lists were merged. From this, the Town Administrator prepared his recommendations. Both the Selectboard and the Finance Committee members agree on the funding being recommended.

In determining the Operating Budgets for our Town Departments and Boards/Committees, the Finance Committee met individually with each Department head as well as Chairs of several Boards/Committees to discuss their requests and specifically to hear their justification for any increases. We appreciate the efforts of all the Town Departments, Town Officials, Boards, and Committees in keeping their budget requests within the limits of available funds. We want to acknowledge the work of our Town Administrator, Brian S. Noble, and Town Accountant, Deb Mero, in producing this budget. They have attended our meetings on a regular basis and have been active participants in all discussions. A great deal of their knowledge, time and effort goes into this. Their work in maintaining the effective operation of our Town on a regular basis is greatly appreciated.

We are recommending that all employees and Board/Committee members who receive stipends be given a 1.5% cost of living adjustment. Those receiving Stipends are members of the following elected Boards: Selectboard, Board of Health, Assessors, Sewer Commissioners, and Northfield's members of the PVRS School Committee. Other increases in employee wages reflect step increases as spelled out in the Town's pay plan. Included in our recommendations is a \$2,000. Increase in our Reserve Fund, the use of which is limited to extraordinary or unforeseen circumstances and is under the jurisdiction of the Finance Committee.

Funding for our recommendations comes from the appropriation of available funds and Free Cash. Our recommendations do not require an override. Up until last year, we had an Article to allocate money to reduce the tax rate, but instead we used Free Cash last year and are continuing that policy to fund some of our Article requests. The end result will be the same; if we use this money to fund some of the Articles that money does not have to come from taxation.

WE WOULD APPRECIATE YOUR SUPPORT OF OUR RECOMMENDATIONS.

Thank you.

Sincerely,

The Northfield Finance Committee,
Lois M. Stearns, Chairman
Daniel R. Campbell, Vice-Chairman
Bonnie Tucker L'Etoile
Chadwick Glover

Anthony Matteo
Bernhard Porada

Bethany Walker, Secretary

TOWN OF NORTHFIELD FISCAL YEAR 2017 BUDGET SUMMARY

| | FY2016 | FY2017 REQUESTED | FINANCE COMMITTEE RECOMMENDED FY2017 |
|---|----------------------|-----------------------|---|
| EXPENDITURES | | | |
| Special Town Meetings | | | |
| STM 11/24/14 | 227,090 | - | - |
| Omnibus | 7,850,595 | 7,915,157 | 7,915,157 |
| Special Articles-Current FY- General Fund | 36,000 | - | - |
| Special Articles-New FY- General Fund | 658,178 | 534,059 | 401,475 |
| ATM Special Articles-Enterprise Funds | 404,138 | 373,056 | 373,056 |
| ATM Special Articles-CPA Funds | 23,250 | 111,300 | 111,300 |
| Reserved for CPA Fund | 28,500 | 30,000 | 30,000 |
| Cherry Sheet Charges | 9,601 | 8,559 | 8,559 |
| Cherry Sheet Offsets | 3,950 | 4,063 | 4,063 |
| Overlay | 168,043 | 170,000 | 170,000 |
| AMOUNT TO BE RAISED | 9,409,345 | 9,146,194 | 9,013,610 |
| REVENUES | | | |
| Cherry Sheet Receipts | 433,541 | 450,341 | 450,341 |
| Local Est. Receipts | 410,000 | 514,000 | 514,000 |
| <i>(Actual FY15 533k w/o non recurring)</i> | | | |
| Estimated Revenue-CPA | 30,000 | 30,000 | 30,000 |
| Free Cash FY17 articles (7/1/15 bal 241445) | - | 241,000 | 241,000 |
| Free Cash FY15 articles | 36,000 | - | - |
| Free Cash FY16 articles | 384,478 | - | - |
| Stabilization-Hwy Roof, Doors, Truck- 35k from Spec, 179K gen | 214,000 | | |
| Free Cash (STM articles) | 163,340 | - | - |
| CPA Funds (STM articles) | 55,000 | - | - |
| Enterprise Funds (STM articles) | 8,750 | - | - |
| Surplus Overlay Reserve/Reduce Tax Rate | - | - | - |
| Enterprise Funds | 404,138 | 373,056 | 373,056 |
| Enterprise Funds-Trsf to gen for indirect | 30,000 | 32,000 | 32,000 |
| CPA Funds | 21,750 | 111,300 | 111,300 |
| Other Avail Funds(STM articles) | - | - | - |
| Other Avail Funds(ATM articles) | - | 9,000 | 9,000 |
| TOTAL EST RECEIPTS & AVAILABLE FUNDS | 2,190,997 | 1,760,697 | 1,760,697 |
| AMOUNT TO BE RAISED BY TAXATION | 7,218,348 | 7,385,497 | 7,252,913 |
| MAXIMUM ALLOWABLE LEVY | 7,221,590 | 7,254,034 | 7,254,034 |
| AMT UNDER MAXIMUM LEVY | 3,242 | - | 1,121 |
| OVERRIDE | - | 131,463 | - |
| OVERRIDE OR EXCLUSIONS REQUIRED | - | - | - |
| TAX RATE | 15.89 | 16.04 | 15.75 |
| TAX RATE AT LEVY LIMIT | 15.90 | 15.75 | 15.75 |
| TOTAL VALUATION | \$454,269,875 | \$ 460,563,141 | \$ 460,563,141 |

Note: Information for FY17 is a projection based on estimates. Based on assumptions contained in this model, approximately \$460,563 represents \$1 per thousand on the tax rate.

GLOSSARY OF TERMS

Appropriation: An authorization to make expenditures and to incur obligations for specific purposes. An appropriation is granted by Town Meeting and is usually limited in time and amount as to when it may be expended. Any part of the general appropriation not spent or encumbered by June 30 automatically reverts to surplus, which may become Free Cash. A specific appropriation is carried forward from year to year until spent for the designated purpose or transferred by Town Meeting vote to another account.

Assessed Valuation: A valuation set upon real or personal property by the Board of Assessors as a basis for levying taxes.

Budget: A plan of financial operation consisting of an estimate of proposed expenditures for a given period and the means of financing them. The budget is voted in the spring at Town Meeting for the fiscal year that begins the following July 1st.

Capital Budget: A plan of proposed capital outlays and the means of financing them for the current year.

Cherry Sheet: An annual statement received from the Massachusetts Department of Revenue detailing estimated payments to the town for the next fiscal year and the estimated state and county government charges payable by the town. The Assessors in setting the tax rate use these amounts. The actual receipts and charges may vary from the estimates.

Community Preservation Act (CPA): The Town adopted the Community Preservation Act (CPA) in 2002. This Act allows the town to collect up to a 3% surcharge (Northfield has voted only 0.5%) on property tax bills (the funds can be matched up to 100% by the state when funds are available), which creates the Community Preservation Fund, to use for Community Preservation purposes. Each year, the town must appropriate, or reserve (but not necessarily spend), 10% of the funds for each of the three Community Preservation purposes: Open Space, Historic Resources, and Community Housing. The remaining 70% of the funds can be appropriated or reserved used for any of the three purposes and for Recreation and for administration.

Debt Service: Payment of interest and repayment of principal to holders of the Town's debt instruments.

Fiscal Year: A 12-month period, commencing July 1 and ending June 30, to which the annual budget applies. Fiscal years are often denoted FYXX with the last two numbers representing the calendar year in which it ends, for example FY16 is the fiscal year ended June 30, 2016.

Free Cash: Free cash is the portion of unreserved fund balance available for appropriation. It is not cash but rather is approximately the total of cash and receivables less current liabilities and earmarked reserves reduced also by reserves for uncollected taxes. This is also referred to as "available cash". The amount is certified annually by the Massachusetts Department of Revenue.

General Fund: The major town owned fund which is created with town receipts and which is charged with expenditures payable from revenues.

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

Line-Item Budget: A format of budgeting that organizes costs by type of expenditure such as expenses, equipment, and salaries.

Overlay: The amount set aside to allow for uncollected property taxes. An amount for overlay is added to the appropriations and other charges. Overlay Surplus – see below.

Overlay Surplus: The unused amount of the overlay for prior years, which may be transferred, by vote of the Town, to the reserve account or used for extraordinary items.

Property Tax Levy: The amount produced by multiplying the assessed valuation of property by the tax rate. The tax rate is expressed “per thousand dollars” of assessed valuation.

Reserve Fund: Money set aside by Town Meeting to be allocated by the Finance Committee for extraordinary or unforeseen expenditures.

Stabilization Fund: A special reserve funded by Town Meeting for future expenditures.

Terms associated with Proposition 2½:

Debt or Capital Exclusion: The Town can assess taxes in excess of the levy limit by voting a debt exclusion or capital outlay exclusion. This amount does not become a permanent part of the levy limit base, but does allow the Town to assess taxes for a specific period of time in excess of the limit for payment of debt service costs or for payment of capital expenditures.

Excess Levy Capacity: The difference between the Town's tax levy limit and its actual tax levy for the current year. It is the additional tax levy that could be raised without asking for an override.

New Growth: The amount of property tax revenue that the Town can add to its allowable tax levy as a result of new construction, alterations, subdivisions or change of use which increases the value of a parcel of land by more than certain amounts.

Override: An amount, voted by the Town, which is permanently added to the levy limit. A majority vote of the Selectmen allows an override question to be put on the ballot. Override questions must be presented in dollar terms and must specify the purpose of the override. Overrides require a majority vote of approval by the Town.

Tax Levy Limit: The maximum amount of the tax levy for a period under the restrictions of Proposition 2½. It is calculated as the prior year limit plus new growth plus 2.5% of the prior year levy limit.

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TOWN OF NORTHFIELD



Commonwealth of Massachusetts

WARRANT FOR ANNUAL TOWN MEETING Monday, May 2, 2016

At Seven O'clock in the Evening
At the Pioneer Valley Regional School, 97 F. Sumner Turner Road

ARTICLE 1: To see if the Town will vote to waive the reading of the Warrant and the Notice to the Constables and act on the motions of the following articles; or take any other action thereon or in relation thereto.

Requested by the Selectboard

This article removes the requirement of the Moderator reading the entire warrant to Town Meeting at the start of the meeting.

ARTICLE 2: To see if the Town will vote to hear and act upon the reports of the several Town Officers, Boards, Committees, Commissions and Trustees; or take any other action thereon or in relation thereto.

Requested by the Selectboard

This article authorizes Town Meeting to accept the Town Report and act on the recommendations of the Town Officers.

ARTICLE 3: To see if the Town will raise and appropriate, or transfer from available funds a certain sum of money to be added to the FY16 Snow Removal Expense, or take any other action thereon or in relation thereto.

Requested by the Selectboard

This article appears every year and is a vehicle to transfer money into the snow removal line of the budget in the event that it was in deficit due to the severity of the winter. At press time, no deficit is anticipated and this article may not be employed this year.

The Finance Committee recommends passage of this Article if needed.

ARTICLE 4: To see if the Town will vote to accept and expend any sum or sums of money that may be available from the Commonwealth of Massachusetts (Massachusetts Department of Transportation) for Chapter 90 type construction, improvements, and/or reconstruction of public ways and associated equipment; and to authorize the Selectboard to enter into contracts relative thereto, and to appropriate said sum or sums in anticipation of reimbursement from the Commonwealth; or take any other action thereon or in relation thereto.

Requested by the Selectboard

This article permits the Town to accept and spend money appropriated to the Town by the Commonwealth for road repairs and related expenses.

The Finance Committee recommends this Article.

ARTICLE 5: To see if the Town will vote to authorize the Board of Selectmen to apply for state or federal grants, and to expend any monies received, as set forth in the appropriate grant application; or take any other action thereon or in relation thereto.

Requested by the Selectboard

The Town Meeting has to authorize the Selectboard to apply for, accept, and use any funds that may be available to the Town under state or federal grants.

The Finance Committee recommends this Article.

ARTICLE 6: To see if the Town will vote to approve that, upon exceeding the levy limit, any monies appropriated that exceed the Town Finance Committee recommendation under Article 7 and/or any other article of this Fiscal Year 2017 Annual Town Meeting, may be contingent upon the approval by the voters of an “override of Proposition 2 ½”; or take any other action thereon or in relation thereto.

Submitted by the Finance Committee

This is called the “contingency article.” The Finance Committee has advanced a balanced operating and capital expense budget for the adoption of Town Meeting. If in the wisdom of Town Meeting, more money is appropriated than the recommended proposal from the Finance Committee and that additional money exceeds the levy limit then a special override vote would be needed to raise taxes to cover the added expenditure(s).

The Finance Committee recommends this Article.

ARTICLE 7: To see if the Town will vote, under the provisions of the General Laws of Massachusetts, Chapter 41, §108, or any amendments thereto, to fix the salaries of all elected officials for Fiscal Year 2017, and raise and appropriate any sum or sums therefor, and further raise and appropriate any sum or sums of money for the maintenance of the several departments of the Town, and for other necessary charges, in accordance with the amount recommended by the Finance Committee as shown in the final column of the Warrant; or take any other action thereon or in relation thereto.

FISCAL 2017 OMNIBUS BUDGET

| GENERAL GOVERNMENT | FY16 Appropriation | FY17 Requested | Finance Committee Recommends |
|---|-------------------------------|---------------------------|---|
| MODERATOR SALARY | 54 | 55 | 55 |
| MODERATOR EXPENSE | 10 | 10 | 10 |
| SELECTMEN SALARIES (Chair \$2,092; Member \$1,971) | 5,945 | 6,034 | 6,034 |
| TOWN ADMINISTRATOR SALARY | 76,479 | 89,900 | 89,900 |
| SECRETARY SALARY | 43,667 | 45,225 | 45,225 |
| SELECTMEN EXPENSE | 14,875 | 16,810 | 16,810 |
| TOWN ADMINISTRATOR EXPENSE | 1,442 | 2,100 | 2,100 |
| FINANCE COMM EXPENSE | 1,410 | 1,448 | 1,448 |
| RESERVE FUND | 40,000 | 42,000 | 42,000 |
| ACCOUNTANT SALARY | 28,780 | 29,196 | 29,196 |
| ACCOUNTANT EXPENSE | 530 | 590 | 590 |
| FINANCIAL ASSISTANT | 3,051 | 3,166 | 3,166 |
| ASSESSORS SALARIES (Chair \$1,941; Member \$1,800) | 5,459 | 5,541 | 5,541 |
| ASSESSORS CLERK SALARY | 32,319 | 33,846 | 33,846 |
| ASSESSORS PROPERTY INSPECTOR | 20,500 | 16,500 | 16,500 |
| ASSESSORS EXPENSE | 13,185 | 13,390 | 13,390 |
| TREASURER SALARY | 17,607 | 17,856 | 17,856 |
| TREASURER EXPENSE | 4,500 | 4,500 | 4,500 |
| TAX COLLECTOR SALARY | 17,607 | 17,856 | 17,856 |
| TAX COLLECTOR EXPENSE | 6,000 | 6,200 | 6,200 |
| TOWN LEGAL EXPENSE | 20,500 | 20,500 | 20,500 |
| COMPUTER SUPPLY & SERVICE | 34,750 | 44,500 | 44,500 |
| TAX TITLE | 2,300 | 2,300 | 2,300 |
| COPY MACHINE SUPPLY/SERVICE | 1,700 | 2,000 | 2,000 |
| TOWN CLERK SALARY | 33,758 | 34,901 | 34,901 |
| TOWN CLERK EXPENSE | 4,260 | 4,800 | 4,800 |
| ELECTIONS & REGISTRATIONS | 11,000 | 13,500 | 13,500 |
| CONSERVATION COMM EXPENSE | 3,255 | 3,538 | 3,538 |
| PLANNING BOARD EXPENSE | 4,000 | 4,035 | 4,035 |
| ZONING BOARD OF APPEALS EXPENSE | 3,557 | 3,700 | 3,700 |
| OPEN SPACE COMM | 1,400 | 1,400 | 1,400 |
| LAND DAMAGES | 1 | 1 | 1 |
| AG GOMM EXPENSE | 500 | 500 | 500 |
| TOWN HALL CUSTODIAN WAGES | 15,845 | 16,445 | 16,445 |
| BLDG MAINT PERSON | 38,178 | 38,813 | 38,813 |
| TOWN HALL MAINT. | 45,905 | 46,025 | 46,025 |
| TOWN BLDG ELEVATOR & ALARM | 12,000 | 12,000 | 12,000 |
| TOWN BLDG SEWER USE | 2,200 | 2,200 | 2,200 |
| TOWN REPORTS | 600 | 600 | 600 |

| | | | |
|--------------|----------------|----------------|----------------|
| TOWN CLOCK | 175 | 175 | 175 |
| TOTAL | 569,304 | 604,156 | 604,156 |

| PUBLIC SAFETY | FY16 Appropriation | FY17 Requested | Finance Committee Recommends |
|---------------------------|-------------------------------|---------------------------|---|
| POLICE SALARIES & WAGES | 276,180 | 319,204 | 319,204 |
| POLICE OPER EXPENSE | 47,977 | 59,430 | 59,430 |
| FIRE DEPT SALARIES | 5,438 | 5,520 | 5,520 |
| FIRE DEPT WAGES | 42,641 | 43,281 | 43,281 |
| FIRE DEPT OPER EXPENSE | 21,410 | 21,500 | 21,500 |
| FIRE DEPT HOSE & EQUIP | 8,500 | 8,500 | 8,500 |
| FIRE DEPT INSPECTION FEES | 3,000 | 3,000 | 3,000 |
| FIRE HYDRANTS | 5,460 | 5,460 | 5,460 |
| FIRE STATION MAINTENANCE | 21,830 | 21,830 | 21,830 |
| FIRE PONDS | 3,000 | 3,000 | 3,000 |
| BLDG INSPECTOR SALARY | 26,089 | 26,480 | 26,480 |
| BLDG INSPECTOR EXPENSE | 1,250 | 1,250 | 1,250 |
| GAS INSPECTIONS | 2,500 | 2,500 | 2,500 |
| PLUMBING INSPECTIONS | 2,500 | 2,500 | 2,500 |
| WIRE INSPECTION | 3,080 | 3,080 | 3,080 |
| CIVIL DEFENSE | 400 | 2,800 | 2,800 |
| DOG OFFICER SALARY | 3,352 | 3,402 | 3,402 |
| DOG OFFICER EXPENSE | 2,400 | 2,400 | 2,400 |
| TREE DEPT EXPENSE | 10,000 | 10,000 | 10,000 |
| CONSTABLE WAGES | 1,074 | 1,090 | 1,090 |
| CONSTABLE EXPENSE | 30 | 30 | 30 |
| FENCE VIEWERS, ETC | 1 | 1 | 1 |
| TOTAL | 488,112 | 546,258 | 546,258 |

| EDUCATION | FY16 Appropriation | FY17 Requested | Finance Committee Recommends |
|--|-------------------------------|---------------------------|---|
| ELEM SCH MAINT | 8,600 | 12,500 | 12,500 |
| PVRS OPER ASSESSMENT | 4,228,049 | 4,302,137 | 4,302,137 |
| SCH COMM STIPENDS (Chair \$284; Member \$206) | 686 | 696 | 696 |
| PVRS BLDG PROJ ASSESS | 242,045 | 0 | 0 |
| PVRS TECHNOLOGY LN | 53,896 | 50,972 | 50,972 |
| FCTS OPER ASSESSMENT | 507,555 | 607,938 | 607,938 |
| TUITION & TRANSP-OUT OF DIST | 37,170 | 0 | 0 |
| TOTAL | 5,078,001 | 4,974,243 | 4,974,243 |

| PUBLIC WORKS AND FACILITIES | FY16 Appropriation | FY17 Requested | Finance Committee Recommends |
|------------------------------------|-------------------------------|---------------------------|---|
| HWY SUPT EXPENSE | 13,000 | 13,000 | 13,000 |
| HWY DEPT WAGES | 274,796 | 283,052 | 283,052 |
| HWY, BRIDGES & RAILS | 185,375 | 185,375 | 185,375 |
| OIL & STONING | 70,000 | 70,000 | 70,000 |
| HWY TOOLS | 1,260 | 1,260 | 1,260 |
| SNOW REMOVAL EXPENSE | 75,390 | 75,390 | 75,390 |
| STREET LIGHTS | 16,000 | 16,000 | 16,000 |
| MACHINE MAINT | 90,000 | 90,000 | 90,000 |
| HIGHWAY GARAGE MAINT | 13,050 | 13,050 | 13,050 |

| | | | |
|--------------------------|----------------|----------------|----------------|
| HWY BOUNDS,SURVEYS,LISTS | 1 | 1 | 1 |
| SOLID WASTE DISTRICT | 10,154 | 10,638 | 10,638 |
| TRANSFER STATION | 120,783 | 127,521 | 127,521 |
| CEMETERY WAGES & EXPENSE | 25,000 | 25,000 | 25,000 |
| TOTAL | 894,809 | 910,287 | 910,287 |

| HEALTH AND HUMAN SERVICES | FY16 Appropriation | FY17 Requested | Finance Committee Recommends |
|----------------------------------|-------------------------------|---------------------------|---|
| BD OF HEALTH SALARIES | 2,501 | 2,539 | 2,539 |
| SEPTIC INSPECTION FEES | 1,500 | 1,500 | 1,500 |
| BD OF HEALTH EXPENSE | 8,769 | 8,847 | 8,847 |
| SHARED HEALTH AGENT | 11,095 | 11,458 | 11,458 |
| ANIMAL INSPECTOR | 2,435 | 2,460 | 2,460 |
| COUNCIL ON AGING | 51,621 | 52,924 | 52,924 |
| SOLDIERS RELIEF | 42,000 | 42,000 | 42,000 |
| TOTAL | 119,921 | 121,728 | 121,728 |

| CULTURE, RECREATION, OTHER | FY16 Appropriation | FY17 Requested | Finance Committee Recommends |
|-----------------------------------|-------------------------------|---------------------------|---|
| DICKINSON LIBRARY WAGES | 110,876 | 115,192 | 115,192 |
| DICKINSON LIBRARY EXPENSE | 41,808 | 42,179 | 42,179 |
| NFLD FARMS LIBRARY | 625 | 625 | 625 |
| RECREATION COMM | 7,016 | 7,049 | 7,049 |
| REC COMM VOLUNTEER REC | 250 | 250 | 250 |
| REC PROGRAM DIRECTOR | 4,272 | 4,336 | 4,336 |
| MAINT ATHLETIC FIELD | 4,750 | 6,750 | 6,750 |
| COMMUNITY PARK COMM EXPENSE | 0 | 450 | 450 |
| HISTORICAL COMMISSION | 500 | 500 | 500 |
| MEMORIAL DAY | 2,000 | 2,000 | 2,000 |
| VETERANS MEMORIAL CTE | 1,000 | 1,000 | 1,000 |
| ALEXANDER HALL | 300 | 300 | 300 |
| FRCOG ASSESSMENT | 26,114 | 26,696 | 26,696 |
| VETERANS DISTRICT | 6,819 | 4,821 | 4,821 |
| TOTAL | 206,330 | 212,148 | 212,148 |

| DEBT SERVICE | FY16 Appropriation | FY17 Requested | Finance Committee Recommends |
|---------------------|-------------------------------|---------------------------|---|
| INT S/T NOTES | 2,000 | 2,000 | 2,000 |
| TOTAL | 2,000 | 2,000 | 2,000 |

| INSURANCE AND RETIREMENT | FY16 Appropriation | FY17 Requested | Finance Committee Recommends |
|---------------------------------|-------------------------------|---------------------------|---|
| COUNTY RETIREMENT | 157,001 | 166,517 | 166,517 |
| INSURANCE & EMPLOYEE BENEFITS | 347,987 | 377,820 | 377,820 |
| TOTAL | 504,988 | 544,337 | 544,337 |

| | | | |
|--------------------|------------------|------------------|------------------|
| GRAND TOTAL | 7,844,858 | 7,915,157 | 7,915,157 |
|--------------------|------------------|------------------|------------------|

or take any other action thereon or in relation thereto.

Submitted by the Finance Committee

This Article advances the Operating Budget for the Town for the Fiscal Year that begins on July 1st. The Finance Committee has balanced the available revenue with the department requests and is advancing this budget for the approval of Town Meeting.

The Finance Committee recommends in favor of this Article.

ARTICLE 8: To see if the Town will vote to raise and appropriate, transfer from available funds or otherwise provide the sums recommended, or any other sum or sums, for Capital Outlay as set forth in the following schedule and determine whether such sums will be provided by taxation or by transfer or by a combination thereof,

| Department | Item Description | Department Request | Finance Committee Recommends |
|-------------|---|--------------------|------------------------------|
| Fire Dept | Thermal Imager | \$ 8,000 | \$ 8,000 |
| Highway | Dump Bed for Highway Truck | \$ 40,000 | \$ 40,000 |
| Police | Gun Safe | \$ 4,000 | \$ 4,000 |
| | Replacement Cruiser | \$ 45,000 | \$ 45,000 |
| Selectboard | Computer Servers Treas., Account, Assessors | \$ 12,000 | \$ 12,000 |
| | HVAC – North Balcony side of Town Hall | \$ 25,000 | \$ 25,000 |
| | Total | \$ 134,000 | \$ 134,000 |

or take any other action thereon or in relation thereto.

Requested by the Selectboard

This Article provides for some of the routine amount capital requests in the budget.

The Finance Committee recommends in favor of this Article.

ARTICLE 9: To see if the Town will vote to appropriate a sum or sums of money to operate the Emergency Medical Services Enterprise Fund as shown below:

| | |
|--------------------|------------------|
| Wages and Salaries | \$72,811 |
| Expenses | 68,642 |
| Reserve Fund | 5,000 |
| Budgeted Surplus | 5,547 |
| <u>TOTAL:</u> | <u>\$152,000</u> |

and that \$152,000 be raised as follows:

| | |
|---------------------|------------------|
| Department receipts | \$152,000 |
| Tax levy | -0- |
| <u>TOTAL:</u> | <u>\$152,000</u> |

or take any other action thereon or in relation thereto.

Submitted by the Selectboard

This Article authorizes the “Enterprise Fund” of the Emergency Medical Services Department of the Town. It permits the use of dedicated funds collected for the services provided to be spent within the fiscal year for the expenses of operating the department.

The Finance Committee recommends in favor of this Article.

ARTICLE 10: To see if the Town will transfer from the retained earnings or other available funds of the Emergency Medical Services Enterprise Fund, a certain sum of money to purchase a cardiac monitor, or take any other action thereon or in relation thereto.

Requested by the Selectboard

This Article seeks permission of Town Meeting to purchase a cardiac monitor by using the existing funds of the Enterprise Fund.

The Finance Committee recommends this Article in the amount of \$30,000.

ARTICLE 11: To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, file for grant(s) and/or match funds provided in grants, or otherwise provide a sum or sums of money to purchase an ALS ambulance for the Northfield EMS Department, or take any other action relative thereon or in relation thereto.

Requested by the Selectboard

This Article seeks the permission of Town Meeting to purchase a new ambulance for the EMS. The ambulance would replace one of the ambulances currently in service.

The Finance Committee recommends this Article in the amount of \$250,000 and authorize the Selectmen to borrow or bond to purchase the ambulance.

ARTICLE 12: To see if the Town will vote to appropriate a sum or sums of money to operate the Sewer Enterprise Fund as shown below:

| | |
|-------------------------------|------------------|
| Sewer Commissioner Salaries | \$1,525 |
| Sewer Dept. Collector | 3,616 |
| Sewer Dept. Wages | 87,745 |
| Oper. & Maint. Sewer Plant | 82,170 |
| Reserve Fund | 10,000 |
| Maturing Debt - Principal | -0- |
| Maturing Debt - Interest | -0- |
| Interest on Short - Term Debt | -0- |
| <u>TOTAL:</u> | <u>\$185,056</u> |

and that \$185,056 be raised as follows:

| | |
|---------------------|------------------|
| Department receipts | \$185,056 |
| Tax levy | -0- |
| <u>TOTAL:</u> | <u>\$185,056</u> |

or take any other action thereon or in relation thereto.

Submitted by the Sewer Commission

This Article authorizes the “Enterprise Fund” for the operation of the Sewer Department. It permits the use of dedicated funds collected for the services provided to be spent within the fiscal year for the expenses of operating the sewer department.

The Finance Committee recommends in favor of this Article.

ARTICLE 13: To see if the Town will transfer from the retained earnings of the Sewer Enterprise Funds, a certain sum of money to complete the cover of the Sewage Treatment Facility, or take any other action relative thereon or in relation thereto.

Requested by the Sewer Commission

This Article seeks permission of Town Meeting to complete the cover over the treatment facility using funds of the Enterprise Fund.

The Finance Committee recommends in favor of this Article in the amount of \$6,000.

ARTICLE 14: To see if the Town will vote to re-authorize the revolving fund for the maintenance and operation of the Highway Department’s bucket truck per the provisions of Massachusetts General Laws, Chapter 44, §53E ½, for which revenues received from other towns as their share of the cost of ownership and operation of the bucket truck will be deposited into the fund and expended to pay related costs under the direction of the Selectboard, and total expenditures for the fiscal year beginning July 1st next will be limited to \$2,000; or take any action relative thereto.

Submitted by the Selectboard

This Article seeks to renew the revolving fund for the operation of the bucket truck. State law requires this type of fund to be re-authorized by Town Meeting every year. Several towns share the truck and each town using the truck makes a contribution to the fund for its operation and maintenance.

The Finance Committee recommends in favor of this Article.

ARTICLE 15: To see if the Town will vote to raise and appropriate, transfer from available funds or otherwise provide a sum or sums of money to replace, repair, and to bring to code a portion of the electrical wiring in the Town Hall, or take any other action thereon or in relation thereto.

Requested by the Selectboard

This Article seeks to fund Phase II of the re-wiring of Town Hall. Last year, money was appropriated for Phase I, which included employing an Electrical Engineer to produce a plan for the replacing and updating of the original wiring in Town Hall which was originally installed in the late ‘20’s and is now a safety concern. The plan has been completed and the Town needs to start the physical implementation.

The Finance Committee recommends in favor of this Article in the amount of \$100,000.

ARTICLE 16: To see if the Town will raise and appropriate, or appropriate from available funds an additional \$25,000 to be added to Article 36 of the FY2016 Annual Town Meeting (May 4, 2015) to provide technical, legal, and consulting services to advise and assist the Town with environment, health, permitting, design, planning, and/or construction issues as may result from the so called, “Northeast Energy Direct Project,” or take any other action thereon or in relation thereto.

Requested by Selectboard

This Article is identical to an article passed at last year’s annual town meeting. It provides funds for the technical, legal, and consulting costs being incurred by the Town as a result of this massive pipeline project.

The Finance Committee recommends in favor of this Article.

ARTICLE 17: To see if the Town will transfer from the Cemetery Sale of Lots Fund, the sum of \$9,000 to perform remedial tree work in the Town Cemeteries, or take any other action relative thereon or in relation thereto.

Requested by the Selectboard

This Article seeks an appropriation from the existing Cemetery funds to perform tree work around the properties of the cemeteries.

The Finance Committee recommends in favor of this Article.

ARTICLE 18: To see if the Town will rescind the unused amount(s) of previous Town Meeting Debt Authorizations as follows:

| Description | Appropriated | Amount Authorized | Unissued |
|-------------------------------|------------------|-------------------|-----------|
| Ames Conservation Restriction | STM14, Article 8 | \$165,000 | \$165,000 |

or take any other action thereon or in relation thereto.

Submitted by the Selectboard

At the Special Town Meeting in 2014, Town Meeting authorized the Selectboard to borrow up to \$165,000 in order to facilitate the purchase of the conservation restriction on the Ames property. The borrowing was not needed, as Mount Grace Land Conservation Trust secured the necessary funds. Since the authorization was never used and will not be needed, Town Meeting is being asked to rescind the authority.

The Finance Committee recommends in favor of this Article.

Explanation of Articles 19, 20, & 21.

These Articles seek Town Meeting authorization to change the positions of Town Clerk, Treasurer, and Tax Collector from elected to appointed positions. It is the concern of the Selectboard that the positions increasing requirements, education, liabilities of failing to fulfill the mission of the office, the need to be bonded, etc. have increased exponentially over the years and that the recruitment, remuneration, and retention of qualified, dedicated, and efficient personnel will be critically essential for the future of the Town.

ARTICLE 19: To see if the Town will vote to authorize the Board of Selectmen to petition the General Court for special legislation creating the appointed position of Town Clerk in the form set forth below; provided that the General Court may make clerical or editorial changes of form only to the bill, unless the Board of Selectmen approves amendments to the bill before enactment by the General Court, and that the Board of Selectmen is hereby authorized to approve amendments which shall be within the scope of the general public objectives of the petition, or take any other action thereon or in relation thereto.

An Act Relative to the Position of Appointed Town Clerk in the Town of Northfield.

SECTION 1. Notwithstanding the provisions of any general or special law to the contrary, it is hereby established that there shall be an appointed clerk in the Town of Northfield. The town clerk shall have all the powers, perform the duties and be subject to the liabilities and penalties now or hereafter conferred and imposed by law on town clerks. Said town clerk shall be appointed, and may be removed, by the board of selectmen of said town. The board of selectmen may establish an employment contract with the town clerk for salary, fringe benefits and other conditions of employment, including but not limited to, severance pay, reimbursement for expenses incurred in the performance of the duties of office, liability insurance, conditions of discipline, termination, dismissal, reappointment, performance standards and leave.

SECTION 2. Notwithstanding the provisions of section one, the incumbent holding the office of town clerk on the effective date of this act shall continue to hold such office and to perform the duties thereof until the expiration of the term for which he was elected, unless he sooner vacates the office. After the term of the incumbent town clerk holding the office on the effective date of this act has expired, or is sooner vacated, the board of selectmen shall appoint a town clerk in the manner set forth in section 1 of this act. In the event an incumbent town clerk vacates his position prior to the expiration or vacating of office by the town clerk, an interim town clerk shall be appointed to serve.

SECTION 3. This act shall take effect on passage.

Requested by the Selectboard

ARTICLE 20: To see if the Town will vote to authorize the Board of Selectmen to petition the General Court for special legislation creating the appointed position of Treasurer in the form set forth below; provided that the General Court may make clerical or editorial changes of form only to the bill, unless the Board of Selectmen approves amendments to the bill before enactment by the General Court, and that the Board of Selectmen is hereby authorized to approve amendments which shall be within the

scope of the general public objectives of the petition, or take any other action thereon or in relation thereto.

An Act Relative to the Position of Appointed Treasurer in the Town of Northfield.

SECTION 1. Notwithstanding the provisions of any general or special law to the contrary, it is hereby established that there shall be an appointed Treasurer in the Town of Northfield. The Treasurer shall have all the powers, perform the duties and be subject to the liabilities and penalties now or hereafter conferred and imposed by law on town treasurers. Said Treasurer shall be appointed, and may be removed, by the Board of Selectmen of said town. The Board of Selectmen may establish an employment contract with the Treasurer for salary, fringe benefits and other conditions of employment, including but not limited to, severance pay, reimbursement for expenses incurred in the performance of the duties of office, liability insurance, conditions of discipline, termination, dismissal, reappointment, performance standards and leave.

SECTION 2. Notwithstanding the provisions of section one, the incumbent holding the office of Town Treasurer on the effective date of this act shall continue to hold such office and to perform the duties thereof until the expiration of the term for which she was elected, unless she sooner vacates such office. After the term of the incumbent Town Treasurer holding such office on the effective date of this act has expired, or is sooner vacated, the Board of Selectmen shall appoint a Treasurer in the manner set forth in Section 1 of this act. In the event an incumbent Treasurer vacates his position prior to the expiration or vacating of office by the Treasurer, an interim Treasurer shall be appointed to serve.

SECTION 3. This act shall take effect on passage.

Requested by the Selectboard

ARTICLE 21: To see if the Town will vote to authorize the Board of Selectmen to petition the General Court for special legislation creating the appointed position of Collector in the form set forth below; provided that the General Court may make clerical or editorial changes of form only to the bill, unless the Board of Selectmen approves amendments to the bill before enactment by the General Court, and that the Board of Selectmen is hereby authorized to approve amendments which shall be within the scope of the general public objectives of the petition, or take any other action thereon or in relation thereto.

An Act Relative to the Position of Appointed Collector in the Town of Northfield.

SECTION 1. Notwithstanding the provisions of any general or special law to the contrary, it is hereby established that there shall be an appointed Collector in the Town of Northfield. The Collector shall have all the powers, perform the duties and be subject to the liabilities and penalties now or hereafter conferred and imposed by law on town collectors. Said Collector shall be appointed, and may be removed, by the Board of Selectmen of said town. The Board of Selectmen may establish an employment contract with the Collector for salary, fringe benefits and other conditions of employment, including but not limited to, severance pay, reimbursement for expenses incurred in the performance of the duties of office, liability insurance, conditions of discipline, termination, dismissal, reappointment, performance standards and leave.

SECTION 2. Notwithstanding the provisions of section one, the incumbent holding the office of Collector on the effective date of this act shall continue to hold such office and to perform the duties thereof until the expiration of the term for which she was elected, unless she sooner vacates such office. After the term of the incumbent Collector holding such office on the effective date of this act has expired, or is sooner vacated, the Board of Selectmen shall appoint a Collector in the manner set forth in Section 1 of this act. In the event an incumbent Collector vacates his position prior to the expiration or vacating of office by the Collector, an interim Collector shall be appointed to serve.

SECTION 3. This act shall take effect on passage.

Requested by the Selectboard

ARTICLE 22: To authorize the Board of Selectmen to execute an sell, lease of execute an easement agreement, that may exceed three years, the real property identified as 31 Caldwell Road, Map 25 C1.1 in the Assessors records, currently leased by SBA Communications together with an corresponding ground lease, easement or sale pursuant to an agreement in recordable form or take any other action relative thereon or in relation thereto.

Requested by the Selectboard

For almost 20 years, the Town has leased out the cell tower land behind the Transfer Station. The lease will be expiring in 2020. The cell tower currently has only one tenant. It is the concern of the Board that changing cell technology and/or the lack of tenants will reduce the revenue that it has received in the past. Several interested parties are approaching the Town with differing proposals for the disposition of the property. The Board seeks the authorization of Town meeting to secure the most advantageous financial arrangement for the Town.

The Finance Committee recommends in favor of this Article.

ARTICLE 23: To see if the Town will vote pursuant to Massachusetts General Laws, Chapter 39, §10 to accept Old Elm Way as a public way, or take any other action relative thereon or in relation thereto.

Requested by the Selectboard

Old Elm Way is currently a private road located off of Old Wendell Road. The construction firm is now petitioning Town Meeting to accept the roadway.

ARTICLE 24: To see if the Town will vote to raise and appropriate, transfer from available funds or otherwise provide the sums recommended, or any other sum or sums, for projects at the Northfield Elementary School and the Fire Station as set forth in the following schedule and determine whether such sums will be provided by taxation or by transfer or by a combination thereof,

| Department | Item Description | Request | Finance Committee Recommends |
|------------|--|------------------|------------------------------|
| Fire/NES | Cupola Repairs & Maintenance | \$ 20,000 | \$ 20,000 |
| NES | Carpeting/Flooring | \$ 9,000 | \$ 9,000 |
| | Window Refurbishment, Repair, Replace | \$ 18,000 | \$ 18,000 |
| | Kitchen Vent (alteration, repair, replace) | \$ 21,000 | \$ 21,000 |
| | Interior Security Locks - installation | \$ 10,000 | \$ 10,000 |
| | Total | \$ 78,000 | \$ 78,000 |

or take any other action relative thereon or in relation thereto.

Requested by the Selectboard

This Article puts forth several projects that are related to the upkeep, maintenance, or the responsibility of the ownership of real property. All of the requests deal with the repair, replacement, maintenance, and safety of two of our town buildings; the Northfield Elementary School and the Fire Station.

The Finance Committee recommends in favor of this Article.

ARTICLE 25: To see if the Town will vote to raise and appropriate, transfer from available funds or otherwise provide a sum or sums of money for the Town of Northfield’s share of the Pioneer Valley Regional School District (PVRs) Capital Projects Requests as follows:

| | Requested | Recommended |
|--|------------------------|------------------------|
| Repaving the Pioneer Regional School Entrance Road | \$60,000 | \$25,000 |
| Demolish & Remove the Former District Offices | \$130,500 | -0- |
| Total | \$190,500 | \$25,000 |
| Northfield’s Share (49.9%) | <u>\$95,060</u> | <u>\$12,475</u> |

or take any action relative thereon or in relation thereto.

Submitted by the Pioneer Regional School District School Committee

This Article consolidates the two requests of the PVRS School Committee. The Town Administrator and Highway Superintendent are working with their counterparts to reduce the cost of the repaving request by using labor in proportion to each of their interests in the district. At press time the details; plans, and cost of demolishing the former district offices were not defined.

The Finance Committee recommends this Article in the amount of \$12,475 for paving and recommends postponing action on the demolition request until the presentation of more definite plans.

ARTICLE 26: To see if the Town will reserve from FY 2017 Community Preservation Fund - Estimated Revenues, the sum of \$1,500 for administrative expenses, 10% (\$3,000) for open space purposes; 10% (\$3,000) for historic preservation; 10% (\$3,000) for affordable housing; and the remaining \$19,500 to the FY 2017 Community Preservation Fund budgeted reserve; or take any action relative thereto.

Submitted by the Community Preservation Committee

This Article is in compliance with Massachusetts General Law which requires the reserving of certain percentages of the Community Preservation Act funds for specific purposes. This is done annually at Town Meeting.

The Finance Committee recommends in favor of this Article in the amounts requested.

ARTICLE 27: To see if the Town will vote to appropriate for historic preservation purposes the sum of \$6,000 from the Community Preservation Fund balance for Historic Preservation and/or the Undesignated Fund Balance of the Community Preservation Act funds account and/or the FY17 budgeted reserves of the Community Preservation Fund to make repairs and improvements to the foundation of the First Parish Church of Northfield.

Submitted by the Community Preservation Committee

This Article is proposed by the Community Preservation Committee to assist the First Parish Church to repair its foundation. This is a use that is specifically authorized under the Community Preservation Act for the preservation of

historically significant buildings. The First Parish houses our “Town Clock.” The building on Main Street was constructed in 1842 and with Town Hall, dominates the center of town.

The Finance Committee recommends in favor of this Article.

ARTICLE 28: To see if the Town will vote to appropriate for historic preservation purposes, a sum of \$1,800 from the Community Preservation Fund balance for Historic Preservation and/or the Undesignated Fund Balance of the Community Preservation Act funds account and/or the FY17 budgeted reserves of the Community Preservation Fund to purchase fireproof safe(s) and or cabinet(s) to protect historical records of the Town and/or the Library.

Submitted by the Community Preservation Committee

The Community Preservation Committee proposes to purchase fireproof storage cabinets or safes for the proper storage of historical documents, books, and ledgers in the care of the Dickinson Memorial Library. This is a proper use of CPC funds under the Act.

The Finance Committee recommends in favor of this Article.

ARTICLE 29: To see if the Town will vote to appropriate for historic preservation purposes a sum of \$3,500 from the Community Preservation Fund balance for Historic Preservation and/or the Undesignated Fund Balance of the Community Preservation Act funds account and/or the FY17 budgeted reserves of the Community Preservation Fund to fund the publication of a pictorial brochure of the historic barns of Northfield in cooperation with the Historical Commission and the Agricultural Commission.

Submitted by the Community Preservation Committee

The Community Preservation Committee is in favor of funding a request from the Agricultural and Historical Commissions for the production of a pictorial brochure and inventory of the historic barns in the community.

The Finance Committee recommends in favor of this Article.

For an explanation of Articles 30, and 31 – See Appendix 3.

These Articles specifically address the protection of the drinking water supply, fire protection, and the preservation of open space and recreation lands behind the former campus. The transaction is very complex and is being managed by the Trust for Public Lands. Ultimately, the goal of the Articles is to add land to the Northfield Town Forest and provide for the safe operation of the Water District.

ARTICLE 30: To see if the Town will vote to raise and appropriate, transfer from available funds, and/or borrow the sum of \$100,000 for the purpose of acquiring, for conservation purposes, all or a portion of land owned currently by Northfield Mount Hermon School, containing 297 acres, more or less, with the care, custody and control thereof to be held by the Conservation Commission under the provisions of G.L. c.40, §8C, and for any costs related thereto, and to authorize the Board of Selectmen to acquire said parcel by purchase, gift, and/or eminent domain, on such terms and conditions and subject to such encumbrances as the Board of Selectmen deems appropriate, including, without limitation, permanent utility and other easements for the operation of a public drinking water supply, and, further, to authorize the Board of Selectmen to file for and accept, on behalf of the Town, any and all gifts and/or grants in any way related to the purposes of this article, or take any other action relative thereon or in relation thereto.

Submitted by the Community Preservation Committee and the Selectboard

The Finance Committee recommends in favor of this Article.

ARTICLE 31: To see if the Town will vote to authorize the Board of Selectmen to acquire, by purchase, gift, and/or eminent domain, a conservation restriction on all or a portion of land currently owned by Northfield Mount Hermon School, containing 35 acres, more or less, adjacent to or surrounding the Grandin Reservoir, with the conservation restriction to be held by the Conservation Commission under the provisions of G.L. c.40, §8C, said acquisition to be on such terms and conditions and subject to such encumbrances as the Board of Selectmen deems appropriate, including, without limitation, allowing said land to continue to be used for public drinking water supply purposes, [and to raise and appropriate, transfer from available funds and/or a sum of money for said acquisition and costs related thereto,] and, further, to authorize the Board of Selectmen to file for and accept, on behalf of the Town, any and all gifts and/or grants in any way related to the purposes of this article, or take any other action relative thereon or in relation thereto.

Submitted by the Selectboard

This Article permits the Selectboard to acquire a utility easement on the property to protect the drinking water supply.

ARTICLE 32: To see if the Town will vote to re-authorize the revolving fund for Fiscal Year 2017 in accordance with M.G.L. Chapter 44 Section 53E½ for the receipts related to the Town's recycling program and expenditures for the operation of the Town's solid waste and recycling programs, to be under the authority of the Board of Health and not to exceed \$60,000 in expenditures in Fiscal Year 2016; or take any other action relative thereon or in relation thereto.

Submitted by the Board of Health

This Article re-authorizes the revolving fund for the Recycling Program. Under Massachusetts General Law, Chapter 44, Section 53E½, this type of revolving fund must be re-authorized annually.

The Finance Committee recommends in favor of this Article.

ARTICLE 33: To see if the Town will vote to transfer from available funds or otherwise provide a certain sum of money to be added to the Stabilization Fund as established in accordance with the provisions of Massachusetts General Law, Chapter 40, Section 5B, or take any other action thereon or in relation thereto.

Requested by the Selectboard

The Finance Committee recommends this Article in the amount of \$43,000. The Stabilization Fund is Northfield's "savings account" for the future needs of the Town. Last year, we used the Stabilization Fund to purchase capital repairs or equipment. At that time, the Finance Committee committed to returning those funds as soon as possible.

ARTICLE 34: To see if the Town will adopt the resolution outlined in Appendix 2 of this document, to wit

RESOLUTION

WHEREAS the efficient administration of Town affairs is achieved through the largely voluntary assumption of official responsibilities by elected or appointed officers combined with the loyal and faithful service of salaried employees, and,

WHEREAS certain persons have during the calendar year of 2015 concluded periods of service during which they have made substantial contributions to the public weal,

BE IT RESOLVED that the names and nature of service by the following named persons be herewith noticed and recorded in the minutes of this Annual Town Meeting of 2016 in grateful recognition of their work on behalf of the Town,

or take any other action thereon or in relation thereto.

Requested by the Selectboard

This Article seeks to recognize and express the Town's gratitude for the service rendered by the parties listed in the Appendix of this document.

ARTICLE 35: To see if the Town will raise and appropriate, or appropriate from available funds an additional \$50,000 to provide technical, legal, and consulting services to advise and assist the Town with environment, health, permitting, design, planning, and/or construction issues as may result from the so called, “Northeast Energy Direct Project,” or act on anything relative thereto, such as the Department of Public Utilities precedent agreement process or baseline studies.

Requested by Citizen’s Petition

This Article is placed on the Warrant by a petition received from concerned citizens. This Article would appropriate an additional sum of \$50,000 for pipeline issues.

The Finance Committee DOES NOT recommend this Article. There is already an Article above that appropriates \$25,000 for the same purposes.

**Warrant for the Annual Town Election
In the Town of Northfield, Massachusetts
COMMONWEALTH OF MASSACHUSETTS**

FRANKLIN, SS.

To any of the Constables in the Town of Northfield, in the County of Franklin,

GREETINGS:

You are directed to notify and warn the inhabitants of the Town of Northfield, qualified to vote in the elections and Town affairs, to meet at the Northfield Town Hall, 69 Main Street, in Northfield on Tuesday, May 3, 2016 at noon (12:00 o'clock), then and there to bring in their votes by ballot for the following officers for the coming year:

- One Board of Selectmen for Three years
- One Board of Assessors for Three years
- Two Board of Health for Three years
- Two Board of Library Trustees for Three years
- Four Constables Three years
- Two Planning Board for Five years
- Two Recreation Commission for Three years
- One Board of Sewer Commissioner for Three years
- One Board of Trustees of Veterans Memorials /Veteran for Three years
- One Board of Trustees of Veterans Memorials /Non Veteran for Three years

The polls will open at 12:00 o'clock (noon) and close at 8:00 o'clock p.m. And you are directed to serve this Warrant by posting up attested copies thereof at the Town Hall, the U.S. Post Office in Northfield, the Dickinson Memorial Library, the Field Library, Northfield Farms, and the V.F.W., West Northfield, in said Town seven days at least before holding said meeting.

Hereof fail not, and make due return of this Warrant, with your doings thereon, to the Town Clerk, at the time and place of meeting, as foresaid.

Given under our hands this _____ day of _____ in the year of our Lord two thousand and sixteen.

THE BOARD OF SELECTMEN

John G. Spanbauer, Chairman

Attest:

Jed Proujansky

Daniel R. Campbell, Town Clerk

Tracy Rogers

Date

FRANKLIN SS.

Pursuant to the within Warrant, I have notified and warned the inhabitants of the Town of Northfield by posting up attested copies of the same at the Town Hall, the U.S. Post Office in Northfield, the Dickinson Memorial Library, the Field Library, Northfield Farms and V.F.W., West Northfield, in said Town seven days at least before date hereof, as within directed.

Constable of Northfield

Date

MAY REMOVE AFTER MAY 3, 2016

APPENDIX 1: Town Meeting Parliamentary Procedure

Parliamentary procedure has a long history. Originating in the early English Parliaments it came to America with the first European settlers and became uniform in 1876 when Henry Robert published his manual, known as “Robert’s Rules of Order.”

Parliamentary procedure means that everyone may be heard and to come to decisions without confusion. It means democratic rule, flexibility, the protection of rights and most importantly a fair hearing for everyone.

The basic parts of parliamentary procedure provide for the presentation of motions, the seconding or the expression of support of another’s motion, an opportunity to debate and an ability to make a decision.

There are five general types of motions:

- Main Motion: These introduce subjects for consideration.
- Subsidiary Motions: These change how the main motion is handled. (They are voted on before the main motion.)
- Privileged Motions: These concern special or important matters not related to the pending business. In general, they are considered before other types of motions.
- Incidental Motions: These are questions of procedure that arise out of other motions and they must be considered before the other motion.
- Motions that bring a question again before the assembly: These enable certain items to be reconsidered. In general, they are brought up when no business is pending.

Some questions relating to motions:

- Is it in order? Your motion must relate to the business at hand and be presented at the right time. It must not be obstructive, frivolous or against the law.
- May I interrupt the speaker? Some motions are so important that the speaker may be interrupted to make them. The original speaker regains the floor after the interruption has been attended to.
- Do I need a second? Usually, yes, A second indicates that another member would like to consider your motion and it prevents spending time on a question that interests only one person.
- Is it debatable? Parliamentary procedure guards the right to free and full debate on motions. However, some subsidiary or privileged and incidental motions are not debatable.
- Can it be amended? Striking out or inserting wording, or both can change some motions. Amendments must relate to the subject as presented in the main motion.
- What vote is needed? Most require only a majority vote (more than half the members present and voting). But, motions concerning the rights of the town meeting, borrowing, and some other miscellaneous subjects may require “super majorities” of $\frac{3}{4}$ or $\frac{9}{10}$ ’s depending on the applicable state law.

- Can it be reconsidered? Some motions can be debated again and revoted to give members a chance to change their minds. The motion to reconsider must come from the “winning” side.

How Do I Present My Motion?

Obtain the Floor:

- Wait until the previous speaker is finished.
- Rise and address the Moderator. Say, “Mr. Moderator.”
- Wait until you are recognized.
- State your name and address for the record.

Make your motion:

- Speak clearly and concisely.
- State your motion affirmatively. Say, “I move that we do....” Instead of “I move that we do not...”
- Stay on the subject and avoid personal attacks.

You wait for a second:

- Another member will say, “I second the motion.”
- Or the Moderator will call for a second.
- If there is no second, your motion will not be considered. (Motions made at the direction of a board or committee (more than one person) do not require a second.)

The Moderator states your motion:

- The Moderator must say, “It is moved and seconded that we...”
- After this happens, debate or voting can occur.
- Your motion is now “assembly property,” and you can’t change it without consent of the body.

You expand on your motion:

- As the person who made the motion, you are allowed to speak first.
- Direct all comments to the Moderator
- Keep to the time limit for speaking.
- You may speak again after all other speakers are finished.
- You may speak a third time by a motion to suspend the rules with a 2/3 vote.
- The Moderator puts the question:
- The Moderator asks, “Are you ready for the question?”
- If there is no more debate, or if a motion to stop debate is adopted, a vote is taken.
- The Moderator announces the result.

The method of voting on a motion:

- Voice: The Moderator asks those in favor to say “aye” and those opposed to say “no.” A member may move for an exact count.
- General Consent: When a motion isn’t likely to be opposed, the chair says, “If there is no objection...” Members show consent by their silence. If someone says, “I object,” the matter must be put to a vote.
- Show of hands: Members raise their hands to verify a voice vote, or as an alternative to it. This does not require a count. A member may move for an exact count.
- Ballot: Members write their vote on a slip of paper and is done when secrecy is desired.

More Motions:

A motion to lay on the table: This motion is used to lay something aside temporarily to take care of more urgent matters. It should not be used to prevent debate or to kill a question. Members can “take from the table” a motion for reconsideration. This must happen by the end of the town meeting.

A motion to indefinitely postpone: This is a parliamentary strategy. It allows members to dispose of a motion without making a decision for or against. This is useful in case of a badly chosen main motion for which either a “yes” or “no” vote would have undesirable consequences.

APPENDIX 2: A Resolution of Gratitude

RESOLUTION

WHEREAS the efficient administration of Town affairs is achieved through the largely voluntary assumption of official responsibilities by elected or appointed officers combined with the loyal and faithful service of salaried employees, and,

WHEREAS certain persons have during the calendar year of 2015 concluded periods of service during which they have made substantial contributions to the public weal,

BE IT RESOLVED that the names and nature of service by the following named persons be herewith noticed and recorded in the minutes of this Annual Town Meeting of 2016 in grateful recognition of their work on behalf of the Town:

| | |
|----------------------------------|--|
| Agricultural Commission | Bill Roberts |
| Assessors | Michelle Milton |
| Community Preservation Committee | Jen Tufts; Joan Deely |
| Conservation Commission | Hunter Swanson; Nick Fleck; Sara Monette, Secretary |
| Council on Aging | Louise Hoff; Shirley Nelson; Lorrie Byrom; John Blazejewski; Eleanor Goodman; Sue Pasteris |
| Cultural Council | Charlie Davis; Katie Beth Ryan; Vera Cooley |
| Election Officer | Bruce Cromack; Eric Meals; Diane Cornwall |
| Energy Committee | Pete Talmage |
| Finance Committee | Susan Wright |
| Highway Department | Sara Monette, secretary |
| Historical Commission | Marie Ferre` |
| Open Space Committee | Jen Tufts |
| Recreation Commission | Joe Stacy |
| Stewardship Advisory Committee | Katherine Johnson |
| Zoning Board of Appeals | Bill Forrest |

**THE TOWNSPEOPLE OF NORTHFIELD
MAY, 2016**



Northfield Forest & East Northfield Water Company Proposed Conservation Disposition

Background and Justification for the Conservation Sale:

The Northfield Mount Hermon School (NMH) is the current owner of 1,651 acres of timberland in Northfield and Warwick, MA and Winchester, NH. This is believed to be one of the largest unprotected ownerships in Massachusetts. It consists of 62 individual parcels that have been assembled by the school over 130 years. This property has significant conservation values for providing a source of clean drinking water, ecological resources, forest products, and recreational access. Conservation planning efforts (*BioMap 2 - Produced by the MA Natural Heritage and Endangered Species Program, the MA Division of Fisheries and Wildlife, and the MA Program of The Nature Conservancy*) indicate it has some of the best examples of large, intact forests and most intact wetlands within in the state.

Approximately ten years ago, the Northfield Mount Hermon School made the strategic decision to consolidate its operations from two campuses in Northfield and in Gill to one campus at the Mount Hermon campus in Gill. This resulted in the closure of the Northfield campus and sale of most of its land holdings in the Town of Northfield. The School has gone through a multi-year process to sell the academic buildings and dormitories, the golf course, numerous residences, and other lands. Now the school wishes to divest their timberland parcels and the East Northfield Water Company.

One of the assets of the Northfield Mount Hermon School is the East Northfield Water Company (ENWCo), which is an independent business that is controlled by the School. It serves the Northfield Campus (now closed) and approximately 300 households in Northfield. As a public drinking water system, the Commonwealth of Massachusetts and the Environmental Protection Agency regulate it. The ENWCo operations and facilities are located on the timberland including the Grandin Reservoir – the water source for the ENWCo customers. Thus any sale of the timberland also must address the future of the water company. The school no longer has a business interest in supplying water to the campus or surrounding residences now that NMH has pulled out of Northfield.

Combining a Conservation Sale of the Land and a Sale of the East Northfield Water Company:

Recognizing the complexity of the decision to divest the land, which is coveted for its open space values, and the East Northfield Water Company, which is a regulated utility with a duty to provide safe drinking water to the public, the Northfield Mount Hermon School sought out a partner who could assist with both transactions. The Trust for Public Land, a national land conservation organization with an expertise in large and complex conservation real estate transactions, was approached. TPL and NMH entered into negotiations for the purchase of the land and the purchase of the water company in a linked sale. TPL's plan was to convey part of the land to the Massachusetts Department of Conservation and Recreation to expand its Northfield State Forest and part of the land to the Town of Northfield. TPL simultaneously would convey the ENWCo including some real estate assets integral to the utility operations to a private buyer that had expertise in public drinking water systems that would continue to operate it as a commercial enterprise.

The Trust for Public Land commissioned Weston & Sampson engineers to do a thorough system assessment of the East Northfield Water Company's infrastructure and operations. This assessment

was then used to solicit bids from potential buyers of the water system. Colonial Water Company, a subsidiary of the New England Service Company of Plainfield, CT was selected as the winning bidder. Colonial Water Company is now negotiating an asset purchase agreement with the Northfield Mount Hermon School and is seeking regulatory approval for the sale.

Real Estate Disposition Structure:

The Trust for Public Land has led all of the real estate negotiations with the School, Town of Northfield, Mass DCR and Colonial Water Company and has developed a disposition plan that will accomplish the following objectives:

1. Protect the Grandin Reservoir and related surface waters as a high quality source for public drinking water.
2. Minimize the cost of real estate to the Colonial Water Company to keep the acquisition costs down and the economics of the business viable. This is out of concern for the ratepayers in Northfield and was a necessity to attract a competitive bid for the ENWCo.
3. Provide a clear management structure whereby the operator of the East Northfield Water Company has clear rights to manage the land and waters that are vital to the current utility operations. Future water company operations are also considered so that there is room to grow including possible construction of a filtration plant, drilling of wells, or creation of other utility infrastructure.
4. Protect the vast majority of the property as open space through Mass DCR or Town of Northfield Conservation Commission ownership. There are multiple public values present on the property including biological resources, recreational trails, scenic resources, connectivity for wildlife movement, carbon storage in a mature forest, and a source of sustainable forest products. Protection of these values is best accomplished through public conservation ownership.

To accomplish these objectives, the project partners propose the following real estate disposition. This structure has been presented conceptually to the Massachusetts Department of Environmental Protection through a preliminary consultation process.

Utility Parcel: This portion of the property consists of approximately 35 acres that is proposed to be transferred to the purchaser of the East Northfield Water Company in fee with a conservation restriction (CR) held by the Town of Northfield.

- This parcel contains the Grandin Reservoir and the high hazard dam on Louisiana Brook that creates the reservoir. The East Northfield Water Company will be responsible for maintaining the dam and reservoir.
- This parcel contains the East Northfield Water Company's buildings and pipes integral to the water company operations for filtration, water testing, chemical treatment, and pumping.
- This parcel will be benefitted by a right of way up the private Louisiana Road for access, but that ROW will be limited to purposes of operating a public drinking water supply and forestry.
- The Conservation Restriction will be held by the Town of Northfield. The CR prevents residential and commercial development, but there are explicit reserved rights for any and all uses associated with operating a public drinking water supply.
- This portion of the property is unlikely to have any public access in order to protect the public drinking water supply.

Municipal Parcel & Utility Easement: This portion of the property consists of approximately 297 acres and will be acquired by the Town of Northfield in fee subject to a utility easement held by the Colonial Water Company. The utility easement will guarantee that the utility has full access to manage the land and waters to ensure adherence to the DEP drinking water protection standards.

- The Town of Northfield Conservation Commission will be fee owner so it will be permanently protected by Article 97 constitutional protections.

- Mass DCR will hold a Right of First Refusal in the event that the Town ever divested the property and could get legislative approval under Article 97.
- The land may be open to hiking, hunting and other passive recreational uses at the mutual agreement of the Town of Northfield as fee owner and the Colonial Water Company as easement holder and may be subject to the approval of Mass DEP, which is the water quality regulator for a public drinking water supply. Any recreational access must be compatible with the protection of the water quality of the Grandin Reservoir.
- Please note that this includes 24+/- acres that are in the Town of Winchester, NH. It is likely that the Town of Northfield as the fee owner will be responsible to pay the Town of Winchester annual property taxes; albeit at a reduced rate assuming that the land is enrolled in the New Hampshire Current Use taxation program.

Northfield State Forest Expansion & Utility Easement: This portion of the property, which consists of everything remaining after the Utility Parcel and Municipal Parcel are conveyed out, which is 1,322+/- acres spanning Northfield and Warwick will be conveyed to Massachusetts Department of Conservation and Recreation in fee as an expansion of the Northfield State Forest. A small portion of this property 12+/- acres will be subject to a utility easement along the two tributary streams that feed Grandin Reservoir. This utility easement will encompass the remaining areas of the “Zone A” watershed protection.

Massachusetts DCR would manage this property for multiple uses including sustainable forest management, public recreation, biological resource conservation, and watershed protection.

- This property would be purchased in fee by Mass DCR subject to the 12+/- acres that are encumbered with the Utility Easement.
- The Utility Easement will grant the East Northfield Water Company access to manage the tributary streams and a buffer of lands around the streams to protect and maintain water quality, prevent erosion, beaver activity, or other activities that would compromise water quality. This easement will not be surveyed, but will follow the thread of the brooks.
- The remainder of the property outside of the Utility Easement, but inside of the watershed protection areas (Zones B and C), will be managed by DCR to protect water quality.
- DCR is likely to practice long rotation forest management that will sustain the biological resources, water quality and recreation potential of the remainder of the forest. A formal land management plan will be developed after the lands are acquired.

APPENDIX 4: Finance Committee's Recommendations (Sources of Funds)

| # | Purpose | Dept | Request | Finance Committee Recommends | Enterprise | Raise & Appropriate | Free Cash | Other | CPA |
|----|----------------------------|----------------|--------------------|------------------------------|------------------|---------------------|------------------|----------------------|------------------|
| 1 | Waive Reading | Selectboard | | | | | | | |
| 2 | Receive Reports | Selectboard | | | | | | | |
| 3 | Snow & Ice Deficit | Highway | | | | | | | |
| 4 | Accept Chapter 90 | Highway | | | | | | | |
| 5 | Apply for Grants | Selectboard | | | | | | | |
| 6 | Prop 2 1/2 Override | FinCom | | | | | | | |
| 7 | Omnibus | FinCom | 7,915,157 | 7,915,157 | | 7,915,157 | | | |
| 8 | Capital Outlay: | | | | | | | | |
| 8 | Thermal Imager | Fire | 8,000 | 8,000 | | | 8,000 | | |
| 8 | Dump Bed | Hwy | 40,000 | 40,000 | | | 40,000 | | |
| 8 | Gun Safe | Police | 4,000 | 4,000 | | | 4,000 | | |
| 8 | Replacement Cruiser | Police | 45,000 | 45,000 | | | 45,000 | | |
| 8 | Server(s) | SB/Asses | 12,000 | 12,000 | | 12,000 | | | |
| 8 | HVAC North Side | Selectboard | 25,000 | 25,000 | | 25,000 | | | |
| 9 | EMS Enterprise Fund | Selectboard | 152,000 | 152,000 | 152,000 | | | | |
| 10 | EMS - Cardiac Monitor | Selectboard | 30,000 | 30,000 | 30,000 | | | | |
| 11 | EMS - Ambulance | Selectboard | 250,000 | 250,000 | | | | 250,000 ¹ | |
| 12 | Sewer Enterprise Fund | Sewer | 185,056 | 185,056 | 185,056 | | | | |
| 13 | Sewer Facility Cover | Sewer | 6,000 | 6,000 | 6,000 | | | | |
| 14 | Bucket Trk Revolving | Highway | | | | | | | |
| 15 | Town Hall Wiring | Selectboard | 100,000 | 100,000 | | | 100,000 | | |
| 16 | Legal & Tech -Pipeline | Selectboard | 25,000 | 25,000 | | | 25,000 | | |
| 17 | Cemetery Work | Selectboard | 9,000 | 9,000 | | | | 9,000 ² | |
| 18 | Rescind Authorization | Selectboard | | | | | | | |
| 19 | Appointed Town Clerk | Selectboard | | | | | | | |
| 20 | Appointed Treasurer | Selectboard | | | | | | | |
| 21 | Appointed Collector | Selectboard | | | | | | | |
| 22 | Sale of Cell Tower | Selectboard | | | | | | | |
| 23 | Accept Old Elm Way | Selectboard | | | | | | | |
| 24 | Town Building Maintenance: | | | | | | | | |
| 24 | Cupola Repairs | Selectboard | 20,000 | 20,000 | | 20,000 | | | |
| 24 | Carpeting/Flooring | Selectboard | 9,000 | 9,000 | | | 9,000 | | |
| 24 | Window Refurbishment | Selectboard | 18,000 | 18,000 | | 18,000 | | | |
| 24 | Kitchen Vent | Selectboard | 21,000 | 21,000 | | 21,000 | | | |
| 24 | Interior Security Locks | Selectboard | 10,000 | 10,000 | | | 10,000 | | |
| 25 | PVRS School Com Reqs: | | | | | | | | |
| 25 | Repaving School Enter. | School Com. | 29,940 | 12,475 | | 12,475 | | | |
| 25 | Demolish Offices | School Com. | 65,120 | - 0 - | | | | | |
| 26 | CPA Funds Alloc. | CPC | 30,000 | 30,000 | | | | | 30,000 |
| 27 | Foundation Repair | CPC | 6,000 | 6,000 | | | | | 6,000 |
| 28 | Fireproof Storage | CPC | 1,800 | 1,800 | | | | | 1,800 |
| 29 | Historic Barns Inv | CPC | 3,500 | 3,500 | | | | | 3,500 |
| 30 | Land (TPL) | CPC | 100,000 | 100,000 | | | | | 100,000 |
| 31 | Easement (TPL) | Selectboard | | | | | | | |
| 32 | Recycle Fund | BOH | | | | | | | |
| 33 | Stabilization | Selectboard | 43,000 | 43,000 | | 43,000 | | | |
| 34 | Resolution | Selectboard | | | | | | | |
| 35 | Legal & Tech -Pipeline | Citizen's Pet. | 50,000 | 50,000 | | | | | |
| | Total | | \$9,213,573 | \$9,080,988 | \$373,056 | \$8,066,632 | \$241,000 | \$259,000 | \$141,300 |

¹ Borrow

² Cemetery Sale of Lots Fund