Town of Brewster

ANNUAL & SPECIAL

TOWN MEETING

WARRANTS

for use at

TOWN MEETING

on

MAY 4, 2015

at

7:00 PM

Please bring this copy of the warrant to Town Meeting
Large print copies of the warrant are available at the Brewster Town Offices
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Since its rediscovery in an old photo album and the recent donation of the photographer’s own annotated print to the Brewster Historical Society, the 1888 photograph of Helen Keller as a young girl with a doll, summering in Brewster, has received enormous publicity. But the only details concerning the first visit of that remarkable child to Brewster have been sparse and largely incorrect. However, careful research can often produce unexpected rewards—and this has proved quite spectacularly true in the case of Helen Keller.

Piecing together bits and pieces from a number of sources—mostly comments and observations made by Helen herself as well as one remarkable descriptive overview by her teacher, familiarly known today as Annie Sullivan—one can almost literally, or at least vicariously, join Helen Keller on her first visit to Brewster.

To give the story its proper setting, one should know that the girl with the doll in the now-famous photograph was eight years old when she came to Brewster in July of 1888 with the governess-teacher hired by her family to take charge of their blind and deaf daughter. She had lived, since her birth in 1880, with her parents in Tuscumbia, Alabama, but in May of 1888 she left with Miss Sullivan for Boston to visit the Perkins School for the Blind where Annie herself had been educated—and where she had been befriended by a matron at the school, Sophia Crocker Hopkins, who will play a major role in this Helen-Keller-in-Brewster story.

Sophia Crocker, born in Brewster in 1843, had married a young ship captain—Charles Hopkins—in January of 1866 and in December of that year gave birth to a daughter she named Florence. But Capt. Hopkins did not live to see the child: he had died in Havana two months before her birth.

Mrs. Hopkins never remarried but lived on with her young daughter and her parents in the Crocker family home in Brewster—a house still standing at the corner of Lower Road and Robbins Hill. Her housewright father, Thomas Crocker, died in 1870, but Sophia stayed on with her mother until 1883 when her sixteen year old daughter, Florence, contracted an illness and died in the family home.
Sophia C. Hopkins, now a childless widow of forty, left Brewster almost immediately for Boston where she found employment as a matron, or house-mother, for the Perkins School for the Blind—and soon developed a warm relationship with a Perkins student almost exactly the age of her lost daughter. Mrs. Hopkins not only became a significant motherly figure in Annie Sullivan’s life—playing an advisory role in the school’s decision to send her to the Keller family in 1887—but she also learned the finger-spelling technique Annie developed to enable the blind and deaf child to communicate with others and participate in the world outside herself.

During the year Annie Sullivan spent with the Keller family in Alabama, she and Sophia Hopkins remained in touch and in the Spring of 1888 it was decided that Annie and Helen would travel to Boston and join Mrs. Hopkins for a summer visit to Cape Cod. Her seventy-seven year old mother was still living in the Crocker house on Lower Road in Brewster, sharing it with a shifting assortment of relatives and boarders, and in July Helen Keller, Annie and Sophia joined her there for a long summer visit, much anticipated by Helen who “had always lived far inland, and had never had so much as a whiff of salt air.”

Published comments on Helen Keller’s 1888 visit to Brewster always mention her first contact with seawater and her amusing question: “Who put salt in the water?” But in a later account of her first day at a Brewster beach—undoubtedly one of those accessible from Robbins Hill, a short walk north of the Crocker house—she describes more fully and dramatically a frightening encounter with a wave which knocked her off her feet after which she preferred to “sit on a big rock in my bathing-suit and feel wave after wave dash against the rock, sending up a shower of spray which quite covered me.”

In a never-before-noticed description of her Brewster beach experiences, an adult Helen Keller also recalled that one day “Miss Sullivan attracted my attention to a strange object which she had captured basking in the chilly water. It was a great horseshoe crab. . . . I felt of him and thought it strange that he should carry his house on his back. It suddenly occurred to me that he might make a delightful pet: so I seized him by the tail with both hands and carried him home. This feat pleased me highly as his body was very heavy, and it took all my strength to drag him half a mile”—a sight that would surely have shocked the neighbors on Robbins Hill then as it would certainly stop traffic today. But the strong-willed child, by her own later account, “would not leave Miss Sullivan in peace until she had put the crab in a trough near the well [presumably at the Crocker house] where I was confident he would be secure. But the next morning I went to the trough, and lo, he had disappeared! Nobody knew where he had gone, or how he had escaped. My disappointment was bitter at the time; but little by little I came to realize that it was not kind or wise to force this poor dumb creature out of his element, and after awhile I felt happy in the thought that perhaps he had returned to the sea.” Even the adult Helen does not seem to suspect that the huge and abused sea creature had had some human assistance in its escape.

Other later references to Helen Keller’s 1888 visit to Brewster make clear that, for an unspecified time, Annie Sullivan was away from the Cape, leaving the child in the care of Sophia
Hopkins who seems to have been quite up to the task. Sophia herself later recalls reading some of her late daughter’s books to Helen, while they were alone together that summer, but since Helen could neither see nor hear, Sophia Hopkins must have been adept at the finger-spelling by which Annie would tap letter-related finger signals onto Helen’s hand while she held a book in her other hand, as seen in a later photograph of Annie Sullivan reading to an older Helen Keller.

Mrs. Hopkins also introduced her young guest to a family of young children, also visiting for the summer in a nearby house, with whom Helen “went bathing almost every day,” as she herself reported in a letter she wrote in September of 1888 to an adult friend, “and Carrie and Frank and little Helen and I had fun. We splashed and jumped and waded in the deep water. I am not afraid to float now,” she added.

In a later paragraph of the same ebullient letter, she also informed her correspondent that “When Capt. Baker get well he will take me in his big ship to Africa. Then I shall see lions and tigers and monkeys. I will get a baby lion and a white monkey and a mild bear to bring home.” This otherwise unidentified Capt. Baker was almost certainly a temporarily ailing Capt. John Franklin Baker, Sophia Hopkins’s first cousin, who had probably also been staying in the Crocker house during Helen Keller’s 1888 visit. “I had a very pleasant time in Brewster,” she added at the end of her account of the captain’s African invitation.

But Helen Keller also had a far less pleasant experience during her 1888 visit to Brewster, as described soon after by Annie Sullivan who prefaced her dramatic account of a walk in a local cemetery by explaining what the child knew, up to that time, “with regard to death.” At home in Alabama Helen had occasionally handled a dead bird or other small animal and had been upset, during her first year with her new teacher, by the mercy-shooting of an injured horse. Annie had told her “that he was dead,”—using a word new to Helen—and went on to explain to her “that he had been shot to relieve him from suffering, and that he was now buried—put into the ground.” The teacher concluded her discussion of Helen’s limited understanding of death before her Brewster visit by commenting that since then “I have used the word dead whenever occasion required, but with no further explanation of its meaning.”

Annie Sullivan then reports that “one day,” during their Brewster visit, Helen Keller “accompanied my friend [Sophia Hopkins] and me through the graveyard. She [Helen] examined one stone after another, and seemed pleased when she could decipher a name. . . . When her attention was drawn to a marble slab inscribed with the name FLORENCE in relief, she dropped upon the ground as though looking for something, then turned to me with a face full of trouble, and asked, ‘Where is poor little Florence?’ I evaded the question, but she persisted. Turning to my friend, she asked, ‘Did you cry loud for poor little Florence?’ Then she added: ‘I think she is very dead. Who put her in big hole?’ As she continued to ask these distressing questions, we left the cemetery. Florence was the daughter of my friend, and was a young lady at the time of her death; but Helen had been told nothing about her, nor did she even know that my friend had a daughter. Helen had been given a bed and carriage for her dolls, which she had received and used like any other gift. On her return to the house after her visit to the cemetery, she ran to the closet where these toys were kept, and carried them to my friend, saying, ‘They are poor little Florence’s.’ This was true, although we were at a loss to understand how she
guessed it. A letter written to her mother in the course of the following week gave an account of her impression in her own words: ‘I put my little babies to sleep in Florence’s little bed, and I take them to ride in her carriage. Poor little Florence is dead. She was very sick and died. Mrs. H. did cry loud for her dear little child. She got in the ground, and she is very dirty, and she is cold. Florence was very lovely . . . and Mrs. H. kissed her and hugged her much. Florence is very sad in big hole. Doctor gave her medicine to make her well, but poor Florence did not get well. When she was very sick she tossed and moaned in bed. Mrs. H. will go to see her soon.”

The graveyard young Helen Keller visited was, of course, the cemetery on Lower Road, just east of the Crocker family home. The path Helen and Annie and Sophia followed through the center of the cemetery is today a paved road, but the gravestones Helen examined with her inquisitive fingers in the summer of 1888 are still standing today—including the FLORENCE stone in Row 29, to the right of the center drive, in a burial lot purchased for his extended family by Capt. John Franklin Baker.

Brewster admirers of the remarkable child who visited our town for the first time in the summer of 1888 may now themselves follow the footsteps of Helen Keller and touch-read the name of the child she replaced in the house now identified in town records as #393 Lower Road. Florence Hopkins’s toys and books have long since disappeared from the house, but the researcher—who has attempted here to give this old story a new life—can add one further detail about the dolls Helen Keller played with there:

Annie Sullivan, in her account of the re-use of Florence’s toys, mentions Helen Keller’s dolls—plural—and indeed it is clear that she had at least two of them with her when she arrived at Brewster in July of 1888: a girl doll named Adeline and a boy named Harry. A close look at the famous photograph taken of Helen and Annie sometime that summer shows what is clearly a boy doll in the child’s lap.

This researcher can declare with considerable certainty that that doll’s name was Harry.

Ellen St. Sure,  
Archivist, Town of Brewster  

March 24, 2015
REPORT OF THE FINANCE COMMITTEE  
Fiscal Year 2016

I. Introduction

The Finance Committee consists of nine members appointed by the Town Moderator serving staggered three year terms, and is responsible for making informed recommendations to the voters at Town Meeting. The Finance Committee also reviews and recommends transfer requests for unforeseen and/or emergency expenditures from the Reserve Fund. In FY2015 $101,270 was allocated. The Finance Committee met 15 times on Wednesday evening’s beginning in January to review all Annual Town Meeting and Special Town Meeting warrant articles, including all operating budgets for the town, Elementary Schools, Nauset Regional Schools and Cape Cod Technical High School to analyze each budget and all articles in order to make informed recommendations at Town Meeting. The members of the Finance Committee feel privileged to serve the taxpayers of the Town of Brewster. The posted meetings are available live via local channel 18 and through the Town of Brewster website at www.brewster-town-ma.gov. The Committee values review of its deliberation and welcomes comments by Brewster taxpayers.

II. Town Operating Budget

The Town’s budget as printed in the warrant totals $21,996,499 which represents a 2.04% increase over fiscal year 2015. These requested expenditures, along with other operating budget submittals are within the current year’s tax levy and other available funds thus not requiring a Proposition 2.5 % override. With reservations, the Committee has voted on the wages and salaries portion of the Town’s general operating budget as presented that only includes a “2% merit” increase. As of the submission of this report, final negotiated collective bargaining agreements between the town, employee unions and town bylaw employees remain unresolved.

The Committee did not approve the Golf Department’s operating budget as presented for fiscal year 2016. The Finance Committee’s consensus position is that the Board of Selectmen should impose greater management restraints toward improving operating efficiencies and identifying potential revenue increases. Subsidies from the property taxpayers should cease.

During the comprehensive review process, particular attention was paid to specific expense line items that contained unexpended balances. The Committee scrutinized prior Fiscal Years’ budgeted expenditures to determine projected need. Actual historical expenditures and trends are indicators of future budget requirements. The committee’s concern is
that without value based budgets an excess of “turn back” of unexpended operating appropriations results in increases to available Free Cash in the subsequent years. The committee continues to believe alternative budgeting methodologies would be beneficial in setting expense budgets.

III. School’s Operating Budgets

The overall operational budget for the Cape Cod Regional Technical High School has increased by $212,604 to $14,532,300 or 4.49% over Fiscal Year 2015 funding levels. Brewster’s share of the total assessment is $723,538 for FY2016, a net decrease of $11,335, from Brewster’s student enrollment declining by 3 students in FY2016. Cape Cod Tech has applied for a State SBA grant for assessing the current facility, the results of which determine the best approach in bringing their physical plant to current standards and future needs. In FY2015 funding from all participating towns was provided to begin this process. The school remains committed to energy savings and renewable energy sources. The budgeted increases for utilities are primarily due to dramatic marketplace rate increases. The Finance Committee has reviewed and unanimously supports this budget.

The Brewster Elementary Schools’ budget as printed in the warrant has increased from $6,881,299 in Fiscal Year 2015 to $7,102,097 in Fiscal Year 2016 or a 3.2% increase. It is important to note the monetary increase above the 2.5% allocated for FY2016 amounts to an additional $13,000. Current enrollment is 483 (PK-5). The main drivers for the increases are funding special needs education and personnel costs. Salaries and benefits account for more than 82% of this operating budget. In Fiscal Year 2015 the School Committee received additional funding for special needs requirements which was incorporated in the Fiscal 2016 budget. The Elementary School Committee is to be commended for their diligent work in balancing educational needs and budgetary constraints. The Finance Committee has reviewed and unanimously supports this budget.

The Nauset Regional School District’s operations budget has increased by 2.89% from $20,167,853 in Fiscal Year 2015 to $20,751,478 in Fiscal Year 2016. The total of $459,000 for the capital budget was approved via a Proposition 2 ½ override ballot question in May, 2005. The School Committee had received an annual increase for the capital budget by the allowed 2.5% beginning in 2014. The Finance Committee is in support of the annual increase as a means to increase capital renewal of the physical plants. The Finance Committee has reviewed and unanimously supports this budget.

The Nauset Region and Brewster Elementary Schools “fringe benefits” have increased by over 10% for Fiscal 2016. This increase
constitutes the majority of the funds available within the 2.5% allocated increases. In looking at future year’s consideration to “overhead” costs needs to receive stronger scrutiny.

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<td>$482,237</td>
<td>46.01%</td>
<td>$221,897</td>
<td>$4,171</td>
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**NET IMPACT** +$219,555

IV. Warrant Articles

The Finance Committee has reviewed and provided recommendations on all warrant articles. The Committee weighs the interests of all the tax payers, residents and nonresidents, registered voter and nonregistered voter, young families as well as those living on fixed pensions and/or social security. The Committee has tried to balance the needs of the town with the impact that these articles will have on the tax rate for all. The full details of these recommendations will be provided at town meeting. As of this printing all collective bargaining articles were not presented or reviewed. Additionally, according to town administration it is anticipated that these negotiations may be completed in time for Town Meeting, thereby requiring review prior to town meeting.

If the Annual Town Meeting Article No. 30 passes, it will require a Proposition 2.5 debt exclusion override to fund the initial phase of the much needed implementation of the Pavement Management Program. An authorization to borrow up to $10,000,000 is the proposed sum for implementation. Approval will require a 2/3 majority on the floor at Town Meeting as well as a majority vote at the May election. The Committee believes this allows the Town to address vital infrastructure repairs and maintenance in a financially prudent and timely manner. The Committee fully supports this article.

V. Financial Overview

When first reviewed by our committee the Golf Department presented a budget with a projected shortfall of $14,000 after subtracting total operating costs and debt service from budgeted revenues. Subsequent review by the Golf Commission resulted in a budget
reflecting a “break even” scenario. The primary causation identified for missing the return of monies to the town was the current economic situation and a reduction in annual memberships. The Finance Committee collectively sees a continued effort is required by town administration and leadership to pursue additional revenue streams, reduce operating expenses and defer capital expenditures to return the operation as a revenue generator. The Committee commends the Golf Commission for their concerted efforts and financial improvements over the past four years.

The committee was provided a detailed presentation from the CPA committee reviewing the acts project history, current debt obligations and their future vision. The Committee greatly appreciates the time, the thorough report and commitments to the intent of the CPC act. The Committee strongly urges those involved to continue to assess the fund balances, future projects on their value, financial impact and the necessity to maintain a 3% property tax surcharge. As the real estate property tax bills grow to meet authorized needs the present 3% multiplier adds significantly to the overall tax burden.

VI. Conclusion

The Finance Committee in conjunction with the Board of Selectmen and Town Administration continue to improve format, process and publication of the Town budgets and Town Meeting Warrants intended to give Brewster taxpayers’ easier access to the most up-to-date revisions of the operating budget and warrant articles. All continue to refine the use of electronic communications to provide a more in depth picture of town finances. The Committee would like to thank the Town Administrator and the Board of Selectmen for implementing these beneficial changes during the 2013 - 2014 budget review process and continuing their commitment to improving the process and information seeking greater transparency.

The Committee would also like to thank the voters that attend town meeting each year. It is the Committee’s honor to serve you and the Town of Brewster.

The Finance Committee would like to acknowledge the Town Administrator, the Finance Director, and the many Department Heads and their staff at the Town Offices for their dedication and assistance in reviewing the Town budgets and articles. The Committee sincerely thanks Donna Moberg for her efforts in recording & preparing minutes of all of our meetings.

Finally, The Committee wishes to acknowledge their dedication of this year’s efforts in honor of the late Nate Pettingill.
Respectfully submitted,

Mike Fitzgerald, Chairman
Dennis Hanson, Vice Chairman
Su Ballantine
Charles DeVito
Dan Guertin
Greg Levasseur, Clerk
Herb Montgomery
James O’Leary
Madhavi Venkatesan
## TOWN OF BREWSTER
### FISCAL YEAR 2015

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<td>$0.30 =</td>
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<td>$0.35 =</td>
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<td>$0.40 =</td>
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<td>$0.45 =</td>
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<td>$0.50 =</td>
<td>$1,689,872</td>
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<td>$0.55 =</td>
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<td>$0.60 =</td>
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<td>$0.70 =</td>
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<td>$0.75 =</td>
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<td>$0.80 =</td>
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<td>$0.85 =</td>
<td>$2,872,783</td>
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<td>$0.90 =</td>
<td>$3,041,770</td>
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<tr>
<td>$0.95 =</td>
<td>$3,210,757</td>
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<tr>
<td>$1.00 =</td>
<td>$3,379,745</td>
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</table>

**PROPERTY TAX VALUATION =** $3,379,744,690
### TOWN OF BREWSTER'S CAPITAL PROJECT IN EXCESS OF $100,000

<table>
<thead>
<tr>
<th>DEPARTMENTAL INDEX</th>
<th>FISCAL YEAR 2016</th>
<th>FISCAL YEAR 2017</th>
<th>FISCAL YEAR 2018</th>
<th>FISCAL YEAR 2019</th>
<th>FISCAL YEAR 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPARTMENT OF PUBLIC WORKS:</td>
<td></td>
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</tr>
<tr>
<td>1. Drainage/Road Maintenance Projects</td>
<td>$275,000</td>
<td>$150,000</td>
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<td>$150,000</td>
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<tr>
<td>2. H-2 Front End Loader JCB 2002</td>
<td>$125,000</td>
<td>$125,000</td>
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<td>3. H-3 Sterling Dump 2004</td>
<td>$130,634</td>
<td>$130,634</td>
<td>$130,634</td>
<td>$130,634</td>
<td>$130,634</td>
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<tr>
<td>4. H-5 International Dump Truck 2006</td>
<td></td>
<td></td>
<td>$146,132</td>
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<tr>
<td>5. H-10 Trackless Roadside Mower</td>
<td>$125,000</td>
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<td>$147,000</td>
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<tr>
<td>6. H-4 International Dump Truck 2008</td>
<td></td>
<td></td>
<td>$125,000</td>
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<tr>
<td>7. L-5 Roll-off Container Truck 2008</td>
<td>$125,000</td>
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<tr>
<td>8. L-6 International Road Tractor</td>
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<td>$150,000</td>
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<tr>
<td>9. Chapter 90 Road Projects</td>
<td>$479,349</td>
<td>$479,349</td>
<td>$479,349</td>
<td>$479,349</td>
<td>$479,349</td>
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<tr>
<td>10. Long-term Road Improvement Program</td>
<td>$1,000,000</td>
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<td>$1,000,000</td>
<td>$1,000,000</td>
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<td>FIRE DEPARTMENT:</td>
<td></td>
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<tr>
<td>1. LIFE Ambulance '450 Super Duty A243</td>
<td>$200,000</td>
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<tr>
<td>2. Defibrillators - Paramedic '4 units</td>
<td></td>
<td>$120,000</td>
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<tr>
<td>3. Fire Station Replacement</td>
<td>$13,000,000</td>
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<td>$180,000</td>
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<tr>
<td>4. Radio System &amp; Other Comm. Equipment</td>
<td></td>
<td>$180,000</td>
<td></td>
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<tr>
<td>POLICE DEPARTMENT:</td>
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</tr>
<tr>
<td>1. Cruiser Replacements</td>
<td>$110,000</td>
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<td>$110,000</td>
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<tr>
<td>2. Carport Project</td>
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<td></td>
<td>$125,000</td>
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<tr>
<td>WATER DEPARTMENT:</td>
<td></td>
<td></td>
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<tr>
<td>1. Water Construction Account</td>
<td>$180,000</td>
<td>$180,000</td>
<td>$180,000</td>
<td>$180,000</td>
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<tr>
<td>2. Water Tank Rehabilitation Projects</td>
<td></td>
<td></td>
<td>$1,000,000</td>
<td></td>
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<tr>
<td>3. SCADA Replacement Construction</td>
<td>$150,000</td>
<td></td>
<td></td>
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<tr>
<td>BOARD OF SELECTMEN:</td>
<td></td>
<td></td>
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<tr>
<td>1. Mill Ponds Remediation Project</td>
<td>$210,300</td>
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<tr>
<td>2. COA/Community Center Project</td>
<td>$125,000</td>
<td>$400,000</td>
<td>$10,000,000</td>
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<tr>
<td>3. Tri-Town Septage Plant Demolition Project</td>
<td>$100,000</td>
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<td>NATURAL RESOURCES:</td>
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<tr>
<td>1. Natural Resources Office/Garage Facility</td>
<td></td>
<td></td>
<td>$1,500,000</td>
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<tr>
<td>2. Long Pond Boat Ramp</td>
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<tr>
<td>STONY BROOK ELEMENTARY:</td>
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</tr>
<tr>
<td>1. Repair/Replace Windows</td>
<td>$150,000</td>
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<tr>
<td>TOTAL REQUESTS</td>
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<td>$2,899,649</td>
<td>$13,789,983</td>
<td>$3,216,349</td>
<td>$2,260,481</td>
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<tr>
<td>SOURCE OF FUNDS</td>
<td>FISCAL YEAR 2016</td>
<td>FISCAL YEAR 2017</td>
<td>FISCAL YEAR 2018</td>
<td>FISCAL YEAR 2019</td>
<td>FISCAL YEAR 2020</td>
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<tr>
<td>DEBT AUTHORIZATIONS</td>
<td>$14,000,000</td>
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<td>WATER FEES</td>
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<td>AMBULANCE RECEIPTS RESERVED</td>
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<td>$0</td>
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<tr>
<td>PROPERTY TAXES / AVAIL. FUNDS</td>
<td>$915,000</td>
<td>$570,300</td>
<td>$630,634</td>
<td>$557,000</td>
<td>$421,132</td>
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<td>CABLE FRANCHISE FEE</td>
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<td></td>
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<tr>
<td>CHAPTER 90 ROAD PROGRAM</td>
<td>$479,349</td>
<td>$479,349</td>
<td>$479,349</td>
<td>$479,349</td>
<td>$479,349</td>
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<tr>
<td>GRAND TOTAL OF REVENUES</td>
<td>$15,774,349</td>
<td>$2,899,649</td>
<td>$13,789,983</td>
<td>$3,216,349</td>
<td>$2,260,481</td>
</tr>
</tbody>
</table>
SPECIAL TOWN MEETING
MAY 4, 2015

Barnstable, ss

To: Roland W. Bassett, Jr.
    Constable of the Town of Brewster
Greetings:
    In the name of the Commonwealth of Massachusetts, you are hereby
directed to notify and warn the inhabitants of the Town of Brewster, qualified
to vote in town affairs, to meet at the Stony Brook Elementary School
Cafetorium, on Monday the 4th day of May, 2015 next, at 7:05 p.m. o’clock in
the evening, then and there to act upon the following articles.

UNPAID BILLS

ARTICLE NO. 1: To see if the Town will vote to pay bills incurred but
unpaid during a previous fiscal year, or to take any other action relative
thereto.

(Nine-Tenths Vote Required) (Board of Selectmen)

SUMMARY
This article will authorize the payment of outstanding bills from a previous
fiscal year. According to Massachusetts General Laws, a town cannot pay a bill
from a previous fiscal year with the current year’s appropriation. Therefore,
Town Meeting authorization is required. At the time of the printing of this
warrant there were no unpaid bills pending. If this remains to be the case on
May 4, 2015 this article will be indefinitely postponed.
Selectmen: Recommendation Finance Committee: Recommendation
Deferred Deferred

BUDGETARY TRANSFERS

ARTICLE NO. 2: To see if the Town will vote in the following manner to
appropriate from available funds and/or to transfer from surplus funds in
some departments the amounts needed to prevent deficits in other
departments this fiscal year:

    A. Transfer the sum of $65,000.00 from the Ambulance Receipts
       Reserved for Appropriation Account to line item no. 8 (Fire/Rescue
       Wages) of article no. 3 of the 2014 Annual Town Meeting
B. Transfer the sum of $17,500.00 from Free Cash to line item no. 10 (Building Inspector/HDC Wages) of article no. 3 of the 2014 Annual Town Meeting,

C. Transfer the sum of $7,200.00 from the line item no. 4 (Fringe Benefits) to line item no. 21 (Veterans Services) of article no. 3 of the 2014 Annual Town Meeting,

D. Transfer the sums of $9,286.00 from article no. 8 (1a) (Thrift Shop) of the May 5, 2014 Annual Town Meeting to line item no. 4 (Debt Service) of article no. 3 of the 2014 Annual Town Meeting,

E. Transfer the sums of $15,000.00 from Free Cash, $20,000.00 from line item no. 20 (Liability Insurance) of article no. 3 of the May 5, 2014 Annual Town Meeting and $8,066 from article no. 8 (1a) (Thrift Shop) of the May 5, 2014 Annual Town Meeting to article no. 2 (Elementary School Operating Budget) of the 2014 Annual Town Meeting,

F. Transfer the sum of $20,000.00 from line item no. 11 (Natural Resources and Conservation Wages) to line item no. 13 (Department of Public Works Wages) of article no. 3 of the 2014 Annual Town Meeting,

G. Transfer the sum of $20,000.00 from the line item no. 13 (Solid Waste Disposal) to line item no. 13 (Road Machinery) of article no. 3 of the 2014 Annual Town Meeting,

H. Transfer the sum of $18,152.00 from Golf Receipts Reserved for Appropriation account to line item no. 15 (Golf Department Expenses) of article no. 3 of the 2014 Annual Town Meeting,

I. Transfer the sums of $5,000.00 from article no. 8 (1a) (Thrift Shop) of the May 5, 2014 Annual Town Meeting to line item no. 18 (Ladies Library) of article no. 3 of the 2014 Annual Town Meeting,

J. Transfer the sum of $8,000.00 from the line item no. 7 (Police Wages) to line item no. 7 (Police Expenses) of article no. 3 of the 2014 Annual Town Meeting,

K. Transfer the sum of $15,000.00 from Golf Receipts Reserved for Appropriation account to line item no. 15 (Golf Department Expenses) of article no. 3 of the 2014 Annual Town Meeting,

or to take any other action relative thereto.
SUMMARY
This article would authorize the transfer of surplus funds from certain departmental budgets and/or accounts for Fiscal Year 2015 to other accounts, which have experienced problems and are running shortfalls. The following is a brief review of these requests:

### RECOMMENDATIONS

<table>
<thead>
<tr>
<th>Item</th>
<th>Board of Selectmen</th>
<th>Finance Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td>Yes 5, No 0, Abs 0</td>
<td>Yes 7, No 0, Abs 0</td>
</tr>
<tr>
<td>B.</td>
<td>Yes 5, No 0, Abs 0</td>
<td>Yes 7, No 0, Abs 0</td>
</tr>
<tr>
<td>C.</td>
<td>Yes 5, No 0, Abs 0</td>
<td>Yes 7, No 0, Abs 0</td>
</tr>
<tr>
<td>D.</td>
<td>Yes 5, No 0, Abs 0</td>
<td>Yes 7, No 0, Abs 0</td>
</tr>
<tr>
<td>E.</td>
<td>Yes 5, No 0, Abs 0</td>
<td>Yes 7, No 0, Abs 0</td>
</tr>
</tbody>
</table>

This is a request to provide funding to pay for the unforeseen costs attributed to the hiring of two (2) provisional firefighters/EMT’s during FY2015 to cover existing career firefighters positions left vacant due to long term job related injuries. The funds may also act as a placeholder in the event the Fire Department is faced with unanticipated overtime expenses.

This request will allow a transfer of $17,500 to the Building Department’s part-time wage account. These monies will be used to pay for the wages for the Electric, Plumbing and Gas Inspectors. These positions are essentially part-time, on-call employees. Construction activity has increased significantly due to the economic recovery. Fees are charged for these services, which are deposited into the Town’s General Fund.

The Town does provide a variety of benefits to veterans in need. These services are administrated through the Department of Veterans Services, a Cape based regional agency. Due to economic factors, an aging population, along with the needs of veterans returning from the Iraq and Afghanistan theaters, there is an escalating need. These funds will be used to address a deficit in the current fiscal year.

This appropriation of $9,286 represents the temporary interest expense for the Eddy Elementary School Roof and HVAC system replacement project.

Funds in the amount of $35,000 are needed to cover the cost for the salary of a certified special education teacher that was hired mid-year for a student
who moved into the district. These services are mandated by the State and the costs were not anticipated when the Elementary School budget was approved last year. In addition the School Department was forced to address a serious roof leak at the Stony Brook Elementary this past fall. These funds are being requested to replenish their building maintenance account.

<table>
<thead>
<tr>
<th>Item</th>
<th>Yes 5, No 0, Abs 0</th>
<th>Yes 7, No 0, Abs 0</th>
</tr>
</thead>
</table>

We are experiencing a shortfall in this account due to the retirement of our Department of Public Works Superintendent which occurred in February of 2015. In the interim Chris Miller our current Director of Natural Resources has been providing temporary coverage in this department.

<table>
<thead>
<tr>
<th>Item</th>
<th>Yes 5, No 0, Abs 0</th>
<th>Yes 7, No 0, Abs 0</th>
</tr>
</thead>
</table>

Due to wear and tear, several pieces of equipment at the Department of Public Works experienced breakdowns, requiring unexpected expenses for repairs as a result of this challenging winter season.

<table>
<thead>
<tr>
<th>Item</th>
<th>Yes 5, No 0, Abs 0</th>
<th>Yes 7, No 0, Abs 0</th>
</tr>
</thead>
</table>

These monies are for the second annual lease payment for a greens aerifier, fairway aerifier and core processor. This is a five year lease/purchase agreement.

<table>
<thead>
<tr>
<th>Item</th>
<th>Yes 5, No 0, Abs 0</th>
<th>Yes 7, No 0, Abs 0</th>
</tr>
</thead>
</table>

The Library Department was forced to address a serious roof leak at the Ladies Library this past fall. These funds are being requested to replenish their building maintenance account.

<table>
<thead>
<tr>
<th>Item</th>
<th>Yes 5, No 0, Abs 0</th>
<th>Yes 7, No 0, Abs 0</th>
</tr>
</thead>
</table>

This is a request to transfer $8,000 from Police Department wages to Police Department expenses. These funds will be utilized, as followed:

- $3,000 will be transferred into the R&M Building line;
- $2,000 will be transferred into Clothing line (for new recruit uniforms/equipment); and
- $3,000 will be transferred into the Police Academy line (to pay the $3000 academy fee for a new recruit) that has been hired in this fiscal year to replace a vacancy. This Academy fee is paid back by the recruit over 6 months.

| Item | Yes 5, No 0, Abs 0 | Yes 7, No 0, Abs 0 |
These monies will be used to replace outdated fuel pumps for the gasoline and diesel fuel tanks at the Captains Golf Course. The current gas pump is in poor condition. The new pumps will have digital readouts that will allow the tracking of fuel usage by equipment and user and also generate reports to better manage fuel usage.

**PRIVATE ROAD ENGINEERING SERVICES / Moss Lane, Commons Way & Magnet Way**

**ARTICLE NO. 3:** To see if the Town will vote to transfer from the Fund Balance Reserved for Road Betterments the sum of **FIVE THOUSAND AND 00/100 DOLLARS ($5,000.00)** to finance costs associated with engineering services for a private road betterment for Moss Lane, Commons Way & Magnet Way and to authorize the Assistant Town Administrator to solicit bids and/or proposals, enter into a contract or contracts and expend said funds for this purpose, said expense to be recovered through the betterment assessments against the abutters, or to take any other action relative thereto.

(Majority Vote Required)  
(Boards of Selectmen)

**SUMMARY**

The Town’s Private Road Betterment program assists property owners with repairs to private roads. The Town acts to facilitate and finance the repair. The abutters are then obligated to repay the town for the total costs over a 20 year period via a betterment assessment on their property tax bill. This article provides funds for engineering and bidding services.

Selectmen: Yes 5, No 0, Abs 0  
Finance Committee: Yes 7, No 0, Abs 0

**PRIVATE ROAD ENGINEERING SERVICES / Tower Hill Circle**

**ARTICLE NO. 4:** To see if the Town will vote to transfer from the Fund Balance Reserved for Road Betterments the sum of **FIFTEEN THOUSAND AND 00/100 DOLLARS ($15,000.00)** to finance costs associated with engineering services for a private road betterment for Tower Hill Circle and to authorize the Assistant Town Administrator to solicit bids and/or proposals, enter into a contract or contracts and expend said funds for this purpose, said expense to be recovered through the betterment assessments against the abutters, or to take any other action relative thereto.

(Majority Vote Required)  
(Boards of Selectmen)
SUMMARY
The Town’s Private Road Betterment program assists property owners with repairs to private roads. The Town acts to facilitate and finance the repair. The abutters are then obligated to repay the town for the total costs over a 20 year period via a betterment assessment on their property tax bill. This article provides funds for engineering and bidding services.

Selectmen: Yes 5, No 0, Abs 0  Finance Committee: Yes 7, No 0, Abs 0

CAPITAL AND SPECIAL PROJECTS EXPENDITURES

ARTICLE NO. 5: To see if the Town will vote to appropriate a sum of money for the purpose of funding the following capital acquisitions and special project expenditures to be undertaken during Fiscal Year 2016, including the payment of all costs incidental and related to the carrying out of these projects and their financing, as well as, any professional, design and engineering service costs; to determine whether this amount shall be raised by taxation, transfer from available funds and/or by borrowing pursuant to Chapter 44 of the General Laws and/or any other enabling authority, and if by borrowing, any such borrowing shall be reduced by the amount of any grant funds or other amounts received before the sale of such notes or bonds to offset costs of any of the projects approved by the Town pursuant to this article; to determine whether the Town will transfer an additional sum of money from available funds for the purpose of paying for the preparation, issuance and marketing of any bonds and notes issued hereunder and for paying interest on temporary notes issued in anticipation thereof; and to the authorize the Town Administrator to solicit bids and/or proposals, enter into a contract or contracts, and expend these funds for the following purposes:

<table>
<thead>
<tr>
<th>Project Request:</th>
<th>Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Stony Brook School Window Repair Project</td>
<td>$125,000.00</td>
</tr>
<tr>
<td>b. Well No. 3 Access Road Improvement Project</td>
<td>$700,000.00</td>
</tr>
<tr>
<td>c. Freemans Way Recreational Fields Improvement Project</td>
<td>$60,000.00</td>
</tr>
<tr>
<td>d. Propane Tank Replacement Project</td>
<td>$24,000.00</td>
</tr>
<tr>
<td>e. Bikeway Safety Improvement Project</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>f. Town Administrator Recruitment Expenses</td>
<td>$7,000.00</td>
</tr>
<tr>
<td>g. Water Truck Replacement</td>
<td>$55,000.00</td>
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<tr>
<td>h. Landfill Monitoring Expense</td>
<td>$40,000.00</td>
</tr>
<tr>
<td>i. Elementary Schools Mower Replacement Project</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>Grand Total</td>
<td>$1,026,000.00</td>
</tr>
</tbody>
</table>
or to take any other action relative thereto.

(Two-thirds Vote Required)  (Board of Selectmen)

**SUMMARY**

a. Window Repair Project – A significant number of the windows within the Stony Brook Elementary School were in poor condition and needed to be replaced. We completed two phases of this rehabilitation effort during the summers of 2013 and 2014. This third round of funding in the estimated amount of $125,000 will allow for the replacement of the remaining units during the summer of 2015. We issued a bid in March of 2015 so that we can present an actual bid amount at the May 4, 2015 Special Town Meeting.

**Selectmen:** Yes 5, No 0, Abs 0  **Finance Committee:** Yes 7, No 0, Abs 0

b. Well No. 3 Access Road Improvement Project – Well no. 3 is currently accessed by a dirt road that is approximately 1,000 feet long off Freemans Way. The road has drastic grade changes that cause significant erosion. Also of concern, the electrical service is “direct buried”, i.e., not incased in conduit. The funds will be used to address the grade and electrical deficiencies and will include drainage and paving as designed.

**Selectmen:** Yes 5, No 0, Abs 0  **Finance Committee:** Yes 7, No 0, Abs 0

c. Freemans Way Recreation Fields Improvement project – The Town originally built the recreational fields on Freemen’s Way in the early 1990’s. The infield areas of the 2 little league fields are in poor condition and need to be rehabilitated. The Town recently received a litigation settlement in the amount of $60,000, which will be applied to this important project.

**Selectmen:** Yes 5, No 0, Abs 0  **Finance Committee:** Yes 7, No 0, Abs 0

d. Propane Tank Replacement Project – These Funds will be used to replace 5 existing propane tanks at various well sites and treatment facilities. These tanks have been inspected and warrant replacement.

**Selectmen:** Yes 5, No 0, Abs 0  **Finance Committee:** Yes 7, No 0, Abs 0

e. The Brewster Bikeways Committee has developed a strategy to enhance biking in Town, specifically to improve recreational opportunities, improve access to key destinations, and enhance bike safety. This article will fund some of the implementation of this strategy, as follows:

- preparation of a biking Brewster map,
- the design and publication of a brochure that will include biking opportunities and safety information,
- the production of maps for kiosks on the Cape Cod Rail Trail,
- a biking display at the Information Center,
• a bike safety orientation for summer workers, and
• road and crossing improvements that are also part of the strategy will be included under the budgets of other Town departments or programs.

Selectmen: Yes 5, No 0, Abs 0  
Finance Committee: Yes 7, No 0, Abs 0

f. Town Administrator Recruitment Expenses – This request combined with an appropriation from the 2014 Fall Yearly Town Meeting will be used for recruitment expenses and any other accompanying costs associated with the recruitment of a new Town Administrator. Hired in 1986 as Brewster’s first Town Administrator, Charlie Sumner will be retiring in early 2016. The market for recruiting executive positions in local government is very competitive. The Board of Selectmen wants to ensure that the Town has an excellent pool of potential candidates from which to choose, by hiring an organization that specializes in local government executive searches. These funds will be expended on the consultant fees, travel expenses and the necessary background checks on potential candidates. A portion of these funds may be used to cover travel and lodging expenses of potential candidate(s) who would be traveling from long distances, should the selection committee and Board of Selectmen decide that a personal interview of a remote candidate is necessary.

Selectmen: Yes 5, No 0, Abs 0  
Finance Committee: Yes 7, No 0, Abs 0

g. Truck Replacement Expense – These funds will be used to replace a 2005 4x6 Chevrolet pickup with 95,000 miles of service. This vehicle is currently not in operation due to transmission damage and its current condition warrants replacement.

Selectmen: Yes 5, No 0, Abs 0  
Finance Committee: Yes 7, No 0, Abs 0

h. Landfill Monitoring Expense – These funds are required to fulfill our obligations under our Mass Department of Environmental Protection Landfill/Transfer Station permit related to monitoring of landfill gas migration, sampling and analysis of groundwater, and air quality monitoring.

Selectmen: Yes 5, No 0, Abs 0  
Finance Committee: Yes 7, No 0, Abs 0

i. Elementary Schools Mower Replacement Project – These funds would be used to replace the inoperative/un-repairable homeowner grade lawn tractor which was purchased in 2009 for mowing the Stony Brook school grounds. We have concluded that a commercial grade mower would withstand much more wear and tear as well as being safer to use on the steep slopes as the commercial mowers are wider and lower to the ground with much wider tires for better traction. The Department of Public works uses similar mowers for their grounds maintenance and would perform the maintenance of this machine, as they do on other school equipment.

Selectmen: Yes 5, No 0, Abs 0  
Finance Committee: Yes 1, No 6, Abs 0
FIRE DEPARTMENT PROFESSIONAL SERVICES

**ARTICLE NO. 6:** To see if the Town will vote to transfer from Ambulance Receipts Reserved for Appropriation the sum of **FIVE THOUSAND AND 00/100 DOLLARS ($5,000.00)** to pay for cost associated with professional services related to promotional examination, testing and assessment services for the Fire & Rescue Department, and to authorize the Fire Chief to solicit bids or proposals, enter into contracts, and expend said funds for this purpose, or to take any other action relative thereto.

(Majority Vote Required (Board of Selectmen)

**SUMMARY**

This request will establish a revenue source to assist in supporting professional services related to the development and implementation of written and oral promotional processes for the career firefighter staff and the performance of mandatory pre-hire physical ability and medical examinations required of all staff members including call firefighters. The funds will be acquired through the Ambulance Revenue Account.

Selectmen: Yes 5, No 0, Abs 0  
Finance Committee: Yes 7, No 0, Abs 0

**COMMUNITY PRESERVATION ACT FUNDING**

**ARTICLE NO. 7:** To see if the Town will vote to act upon the recommendation of the Community Preservation Committee and to appropriate from the Community Preservation Fund Balance reserved for Open Space, the Community Preservation Fund Balance Reserved for Community Housing, the Community Preservation Fund Balance reserved for Historic Preservation and the Community Preservation Budget Reserve the amounts shown below and for the purposes identified below; to authorize the Town Administrator to enter into contracts for the award of grants to the following agencies; to authorize the Community Preservation Committee, pursuant to the provisions of Massachusetts General Laws, Chapter 184, Sections 31 through 33, to require an Affordable Housing Restriction and Historic Preservation Restriction in the awarding of certain grants; and to authorize the Town of Brewster, acting by and through its Board of Selectmen, to hold and enforce such Historic Preservation and Affordable Housing Restrictions, all as follows:

<table>
<thead>
<tr>
<th>Item</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Open Space:</td>
<td></td>
</tr>
<tr>
<td>Eldredge Property Debt Repayment- Transfer the sum of <strong>$140,000.00</strong> from the Fund Balance Reserved for Open Space to pay the debt service expense on the</td>
<td></td>
</tr>
</tbody>
</table>
loan obtained in connection with the Eldredge Property acquisition (Article 9 of November 17, 2014 Special Town Meeting)

2. Community Housing:
   Harwich Ecumenical Council for the Homeless' Homeowner Emergency Loan Program – Transfer the sum of $118,000.00 from the Fund Balance Reserved for Community Housing to award a grant to the Harwich Ecumenical Council for the Homeless to be utilized to administer the Housing Emergency Loan Program in the Town of Brewster.

3. Historic Preservation
   a. Brewster Historical Society – Funding towards the preservation, renovation and rehabilitation of the Captain Elijah Cobb House-  
   Transfer the sum of $100,000.00; ($64,663.00 from the Fund Balance reserved for Historic Preservation, and $35,337.00 from the Community Preservation Budget Reserve) to award a grant to the Brewster Historical Society to be utilized for the rehabilitation and preservation of the Captain Elijah Cobb House.
   b. Brewster Cemetery Association – Funding for critically needed repairs and restorations to historic tombstones, monuments and a holding vault in the Brewster Cemetery on Lower Road -Transfer the sum of $86,350.00 from the Community Preservation Budget Reserve to award a grant to the Brewster Cemetery Association to undertake repairs and restorations to historic tombstones, monuments and a holding vault in the Brewster Cemetery on Lower Road.

Grand Total $444,350.00

or to take any other action relative thereto.

(Majority Vote Required (Community Preservation Committee)

SUMMARY
1. Eldredge Property Debt Repayment - Article 9 of November 17, 2014 Special Town Meeting was voted to approve $140,000 towards the purchase of the Eldredge Property adjacent to Drummer Boy Park. The acquisition was accomplished through short-term borrowing. There are sufficient Open Space Funds to pay off the borrowed amount and preclude further interest on these funds.

2. The Harwich Ecumenical Council for the Homeless (HECH) - HECH is asking for approval of a Brewster Housing Emergency Loan Program (HELP) that will offer low/moderate income (80% of HUD area median or less) residents of Brewster a 0% loan of up to $25,000 to secure their housing “envelope” by providing some of the following: new roofs, windows, and siding; addressing health and safety code issues; upgrading failing systems to energy efficient systems; and ensuring decent, safe, warm and sanitary housing conditions. HECH program staff will assist homeowners through the entire process. To
qualify applicants must own a home in the Town of Brewster that is their primary residence. The applicants will sign a Loan and a Note along with a Mortgage that will be recorded. The loans will be repaid to the Town of Brewster’s CPA community housing reserve fund upon sale or transfer of the property. The program is also available to landlords to create new affordable year round rental units in their properties that house income-qualified tenants. The landlord will also sign and record an affordable housing restriction requiring the new unit to remain an affordable rental property in perpetuity. Up to $100,000 of the allocation will be available as loans for the rehab work, and up to $18,000 of the allocation will go to HECH for its program administration services.

3a. Brewster Historical Society - Last year Town Meeting approved funding towards the Brewster Historical Society purchase of the historic Captain Elijah Cobb House. The Society became the owners of the property in February 2015. These funds are requested towards the preservation and rehabilitation of what was the residence of a prominent sea captain and is considered the finest example of Georgian architecture on Cape Cod; providing the Society with it first permanent home in its fifty year existence and a place to better display the Town’s historical treasures. The House will be presented as a living museum that highlights multiple generations of one of Brewster’s most historically significant families. All work shall be performed under such terms and conditions which the CPC may require and adhere to the Secretary of the Interior’s Standards for the Treatment of Historic Properties. The grant shall require an Historic Preservation Restriction, approved by the Community Preservation Committee, Board of Selectmen and the MA Historical Commission and be filed at the Registry of Deeds. The BHS will be working closely with the Town’s Historic Preservation consultant.
Total Project: $359,763 Requested CPC Funding $100,000

3b. Brewster Cemetery Association - The Brewster Cemetery, located on Lower Road in the Old Kings Highway Historic District, is a community run, not-for-profit cemetery. The cemetery is owned by the Brewster Cemetery Association, which is made up of lot owners and their heirs. There is no paid staff. Thirteen volunteer trustees elected by the members of the Association manage the cemetery. This historic cemetery often referred to as “The Sea Captain’s Cemetery” because so many of Brewster’s mariners are buried there is also the burying ground for many of the founding families of Brewster with tombstones dating to the early 1800’s. This project is to perform a major number of critically needed repairs (313) and restorations (450) to historic tombstones and monuments in the cemetery and to restore the historically significant old temporary holding vault that was used in the 1800’s and early 1900’s to store bodies during winter months when the ground was frozen and graves could not be dug. These actions are needed to keep the cemetery in the appropriate shape as a historic site and a place of respect.
Total Project: $113,350 Requested CPC Funding $86,350
**INSURANCE RESERVE FUND for PUBLIC SAFETY EMPLOYEES**

**ARTICLE NO. 8:** To see if the Town will vote to appropriate a sum of money to add to the Town’s insurance fund to pay workers’ compensation under Section 13A of Chapter 40 of the General Laws, and to transfer from Item No. 1a. Thrift Shop Building Repair/Renovation Project of Article No. 8 (Capital Article) of the May 5, 2014 Annual Town Meeting the sum of TEN THOUSAND AND 00/100 DOLLARS ($10,000.00) for this purpose, or to take any other action relative thereto.

(Majority Vote Required) (Board of Selectmen)

**SUMMARY**

This appropriation would allocate funds toward the Town’s Section 13A Reserve Account, which is used to cover the first $10,000 of medical costs (the Town’s deductible) associated with a public safety employee’s on-duty-injury claim, should the need arise. In years when no claim is filed, these funds would accumulate to create a buffer from unanticipated costs related to on-the-job injuries.

**OTHER BUSINESS**

**ARTICLE NO. 9:** To act upon any other business that may legally come before this meeting.

(Majority Vote Required) (Board of Selectmen)

And you are hereby directed to serve this Warrant with your doings thereon to the Town Clerk at the time and place of said meeting as aforesaid.

Given under our hand and Seal of the **Town of Brewster** affixed this __th day of April, 2015.

___________________________________
James W. Foley, Chairman

___________________________________
Benjamin W. deRuyter, Vice-Chairman

___________________________________
Patricia E. Hughes, Clerk

___________________________________
John Theodore Dickson

___________________________________
Peter G. Norton
I, Roland W. Bassett Jr, duly qualified Constable for the Town of Brewster, hereby certify that I served the Warrant for the Special Town Meeting of May 4, 2015 by posting attested copies thereof, in the following locations in the Town on the __th day of April, 2015.

<table>
<thead>
<tr>
<th>Brewster Town Offices</th>
<th>Café Alfresco</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brewster Ladies Library</td>
<td>Brewster Pizza House</td>
</tr>
<tr>
<td>The Brewster Store</td>
<td>Millstone Liquors</td>
</tr>
<tr>
<td>Brewster Farms</td>
<td>U. S. Post Office</td>
</tr>
</tbody>
</table>

_________________________________
Roland W. Bassett, Jr. Constable
To: Roland W. Bassett, Jr.
Constable for the Town of Brewster

Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby directed to notify and warn the inhabitants of the Town of Brewster, qualified to vote in Town affairs, to meet at the Stony Brook Elementary School Cafetorium, on Monday, the 4th day of May, 2015 next, at 7:00 p.m. o’clock in the evening, then and there to act upon the following articles.

CAPE COD REGIONAL TECHNICAL HIGH SCHOOL OPERATING BUDGET

ARTICLE NO. 1: To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum of money to defray Cape Cod Vocational Technical High School charges and expenses for the Fiscal Year ending June 30, 2016, as follows:

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>EXPENDED FY2014</th>
<th>APPROPRIATED FY2015</th>
<th>REQUESTED FY2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAPE COD TECH ASSESSMENT</td>
<td>$702,591.00</td>
<td>$734,873.00</td>
<td>$723,538.00</td>
</tr>
<tr>
<td>TOTAL ASSESSMENT:</td>
<td>$702,591.00</td>
<td>$734,873.00</td>
<td>$723,538.00</td>
</tr>
</tbody>
</table>

or to take any other action relative thereto.

(Majority Vote Required) (Cape Cod Technical School Committee)

SUMMARY

This article will provide funding for the Fiscal Year 2016 operating budget for the Cape Cod Regional Technical High School District. This district consists of the Towns of Barnstable, Brewster, Chatham, Dennis, Eastham, Harwich, Mashpee, Orleans, Provincetown, Truro, Wellfleet and Yarmouth. The overall district-wide budget has increased by 4.49% over Fiscal Year 2015. Brewster’s actual share of the assessment has decreased by a sum of $11,335 or 1.50% over Fiscal Year 2015. District wide enrollment has decreased from 654 students to 646 students; with Brewster’s enrollment decreasing from 42 students to 39 students for this same period.

Selectmen: Yes 5, No 0, Abs 0  Finance Committee: Yes 6, No 0, Abs 0
**ELEMENTARY SCHOOLS OPERATING BUDGET**

**ARTICLE NO. 2:** To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum of money to defray the Elementary Schools' charges and expenses, for the Fiscal Year ending June 30, 2016, as follows:

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>EXPENDED FY2014</th>
<th>APPROPRIATED FY2015</th>
<th>REQUESTED FY2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELEMENTARY SCHOOL BUDGET</td>
<td>$6,149,010.00</td>
<td>$6,881,299.00</td>
<td>$7,102,097.00</td>
</tr>
<tr>
<td>TOTAL ASSESSMENT:</td>
<td>$6,149,010.00</td>
<td>$6,881,299.00</td>
<td>$7,102,097.00</td>
</tr>
</tbody>
</table>

or to take any other action relative thereto.

(Majority Vote Required) (Elementary School Committee)

**SUMMARY**

This article will provide funding for the Fiscal Year 2016 operational budget for the Stony Brook and Eddy Elementary Schools. The Fiscal Year 2016 budget request for the Elementary Schools stands at $7,102,097. These operational budgets have increased by the total sum of $220,798, or 3.2%, over Fiscal Year 2015. This total percentage factor increases to 3.59% when the schools’ proportionate shares of fringe benefit expenses is applied.

Selectmen: Yes 5, No 0, Abs 0  Finance Committee: Yes 7, No 0, Abs 0

**TOWN OPERATING BUDGET**

**ARTICLE NO. 3:** To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum of money to defray town charges and expenses, and furthermore, to fix the salary and compensation of all elected officials of the town as provided in Section No. 108 of Chapter 41 of the General Laws, as amended, for the Fiscal Year ending June 30, 2016, as follows:

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DEPARTMENT</th>
<th>EXPENDED FY2014</th>
<th>APPROPRIATED FY2015</th>
<th>REQUESTED FY2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>MODERATOR WAGES</td>
<td>$300.00</td>
<td>$300.00</td>
<td>$300.00</td>
</tr>
<tr>
<td>2</td>
<td>SELECTMEN'S WAGES</td>
<td>$8,000.00</td>
<td>$8,000.00</td>
<td>$8,000.00</td>
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<tr>
<td>Category</td>
<td>2023</td>
<td>2022</td>
<td>2021</td>
<td></td>
</tr>
<tr>
<td>----------------------------------</td>
<td>------------</td>
<td>------------</td>
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<tr>
<td>STAFF WAGES</td>
<td>$55,549.86</td>
<td>$56,686.00</td>
<td>$58,009.00</td>
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<tr>
<td>EDUCATIONAL REIMB</td>
<td>$75.00</td>
<td>$1,000.00</td>
<td>$5,600.00</td>
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<tr>
<td>EXPENSES</td>
<td>$25,730.97</td>
<td>$30,243.00</td>
<td>$30,865.00</td>
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<tr>
<td>ADMINISTRATOR WAGES</td>
<td>$292,243.00</td>
<td>$300,954.00</td>
<td>$310,356.00</td>
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<tr>
<td>EXPENSES</td>
<td>$10,247.34</td>
<td>$10,254.00</td>
<td>$9,470.00</td>
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<tr>
<td>LEGAL EXPENSES</td>
<td>$209,031.29</td>
<td>$160,000.00</td>
<td>$161,600.00</td>
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<tr>
<td>TOWN REPORT EXPENSES</td>
<td>$4,000.00</td>
<td>$3,800.00</td>
<td>$4,000.00</td>
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<tr>
<td>FINCOM EXPENSES</td>
<td>$5,623.78</td>
<td>$5,000.00</td>
<td>$5,100.00</td>
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<td>RESERVE FUND</td>
<td>$79,480.00</td>
<td>$101,270.00</td>
<td>$103,800.00</td>
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<td>ACCOUNTANT WAGES</td>
<td>$160,827.72</td>
<td>$166,517.00</td>
<td>$170,386.00</td>
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<td>AUDIT OF ACCOUNTS</td>
<td>$29,500.00</td>
<td>$25,500.00</td>
<td>$25,500.00</td>
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<tr>
<td>EXPENSES</td>
<td>$2,041.87</td>
<td>$1,805.00</td>
<td>$2,190.00</td>
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<tr>
<td>ASSESSOR WAGES</td>
<td>$117,605.09</td>
<td>$122,596.00</td>
<td>$125,775.00</td>
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<td>EXPENSES</td>
<td>$2,244.92</td>
<td>$2,400.00</td>
<td>$2,265.00</td>
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<tr>
<td>TREAS/COLL WAGES</td>
<td>$197,175.86</td>
<td>$216,386.00</td>
<td>$221,783.00</td>
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<tr>
<td>EXPENSES</td>
<td>$22,766.98</td>
<td>$26,185.00</td>
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<tr>
<td>INFORMATION TECHNOLOGY WAGES</td>
<td>$83,362.62</td>
<td>$86,844.00</td>
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<td>EXPENSES</td>
<td>$64,534.86</td>
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<td>DEBT SERVICE</td>
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<td>$2,760,414.00</td>
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<td>FRINGE BENEFITS</td>
<td>$2,949,245.41</td>
<td>$3,097,159.00</td>
<td>$3,403,415.00</td>
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<tr>
<td>RETIREMENT/PENSION</td>
<td>$1,697,692.20</td>
<td>$1,915,456.00</td>
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<tr>
<td>TOWN CLERK STAFF WAGES</td>
<td>$115,281.09</td>
<td>$136,083.00</td>
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<tr>
<td>EXPENSES</td>
<td>$16,464.23</td>
<td>$26,150.00</td>
<td>$22,115.00</td>
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<tr>
<td>TOWN HALL MAINT WAGES</td>
<td>$92,063.96</td>
<td>$95,890.00</td>
<td>$98,302.00</td>
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<td>EXPENSES</td>
<td>$15,589.49</td>
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<td>$16,300.00</td>
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<td>COA BLDG EXPENSES</td>
<td>$19,303.87</td>
<td>$6,800.00</td>
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<tr>
<td>Category</td>
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<tr>
<td>----------------------------------------</td>
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<tr>
<td>DRUMMER BOY EXPENSES</td>
<td>$447.12</td>
<td>$500.00</td>
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<tr>
<td>CONSTABLE</td>
<td>$250.00</td>
<td>$250.00</td>
<td>$250.00</td>
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<tr>
<td>POLICE WAGES</td>
<td>$2,112,427.27</td>
<td>$2,197,388.00</td>
<td>$2,233,977.00</td>
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<tr>
<td>EXPENSES</td>
<td>$156,267.81</td>
<td>$142,140.00</td>
<td>$142,900.00</td>
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</tr>
<tr>
<td>FIRE/RESCUE WAGES</td>
<td>$1,585,825.76</td>
<td>$1,667,333.00</td>
<td>$1,681,975.00</td>
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<tr>
<td>EXPENSES</td>
<td>$107,787.20</td>
<td>$107,800.00</td>
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<td>RESCUE EXPENSES</td>
<td>$99,803.20</td>
<td>$101,700.00</td>
<td>$104,200.00</td>
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<tr>
<td>STATION EXPENSES</td>
<td>$39,996.44</td>
<td>$43,990.00</td>
<td>$45,990.00</td>
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<tr>
<td>PLANNING WAGES</td>
<td>$145,403.47</td>
<td>$157,452.00</td>
<td>$161,314.00</td>
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<tr>
<td>PLANNING/APPEALS EXPENSES</td>
<td>$2,115.45</td>
<td>$2,990.00</td>
<td>$3,655.00</td>
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<tr>
<td>BLDG INSPECTOR/HDC WAGES</td>
<td>$347,791.00</td>
<td>$346,089.00</td>
<td>$368,823.00</td>
<td></td>
</tr>
<tr>
<td>BUILDING/HDC EXPENSES</td>
<td>$4,734.74</td>
<td>$5,840.00</td>
<td>$6,395.00</td>
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</tr>
<tr>
<td>NATURAL RESOURCES AND CONSERATION</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WAGES</td>
<td>$230,352.29</td>
<td>$239,859.00</td>
<td>$246,293.00</td>
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</tr>
<tr>
<td>EXPENSES</td>
<td>$28,826.02</td>
<td>$31,950.00</td>
<td>$32,600.00</td>
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<tr>
<td>PROPAGATION</td>
<td>$14,499.50</td>
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<td>$14,500.00</td>
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<tr>
<td>BOARD OF HEALTH WAGES</td>
<td>$182,386.17</td>
<td>$189,886.00</td>
<td>$194,447.00</td>
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<tr>
<td>VISITING NURSE ASSOC.</td>
<td>$18,153.75</td>
<td>$18,357.00</td>
<td>$18,360.00</td>
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</tr>
<tr>
<td>EXPENSES</td>
<td>$2,622.32</td>
<td>$3,850.00</td>
<td>$4,387.00</td>
<td></td>
</tr>
<tr>
<td>DPW WAGES</td>
<td>$906,301.73</td>
<td>$962,997.00</td>
<td>$967,538.00</td>
<td></td>
</tr>
<tr>
<td>ROAD MACHINERY</td>
<td>$60,845.70</td>
<td>$60,900.00</td>
<td>$60,900.00</td>
<td></td>
</tr>
<tr>
<td>SNOW &amp; ICE CONTROL</td>
<td>$249,417.1</td>
<td>$129,000.00</td>
<td>$146,000.00</td>
<td></td>
</tr>
<tr>
<td>EXPENSES</td>
<td>$233,010.19</td>
<td>$264,999.00</td>
<td>$277,469.00</td>
<td></td>
</tr>
<tr>
<td>SOLID WASTE DISPOSAL</td>
<td>$174,444.79</td>
<td>$230,439.00</td>
<td>$183,856.00</td>
<td></td>
</tr>
<tr>
<td>STREETLIGHTING</td>
<td>$8,273.88</td>
<td>$4,000.00</td>
<td>$4,000.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>2015</td>
<td>2016</td>
<td>2017</td>
</tr>
<tr>
<td>---</td>
<td>-----------------------------</td>
<td>------------</td>
<td>------------</td>
<td>------------</td>
</tr>
<tr>
<td>14</td>
<td>WATER STAFF WAGES</td>
<td>$652,185.93</td>
<td>$689,947.00</td>
<td>$736,665.00</td>
</tr>
<tr>
<td></td>
<td>OPERATING EXPENSES</td>
<td>$385,984.57</td>
<td>$415,910.00</td>
<td>$429,312.00</td>
</tr>
<tr>
<td></td>
<td>EQUIPMENT EXPENSES</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>15</td>
<td>GOLF DEPT WAGES</td>
<td>$1,201,836.75</td>
<td>$1,236,796.00</td>
<td>$1,253,583.00</td>
</tr>
<tr>
<td></td>
<td>EXPENSES</td>
<td>$903,785.36</td>
<td>$905,872.00</td>
<td>$906,174.00</td>
</tr>
<tr>
<td>16</td>
<td>RECREATION WAGES</td>
<td>$102,164.00</td>
<td>$109,607.00</td>
<td>$113,542.00</td>
</tr>
<tr>
<td></td>
<td>EXPENSES</td>
<td>$17,750.00</td>
<td>$12,625.00</td>
<td>$12,625.00</td>
</tr>
<tr>
<td>17</td>
<td>COUNCIL ON AGING WAGES</td>
<td>$181,843.02</td>
<td>$192,202.00</td>
<td>$196,868.00</td>
</tr>
<tr>
<td></td>
<td>EXPENSES</td>
<td>$17,497.40</td>
<td>$23,624.00</td>
<td>$23,624.00</td>
</tr>
<tr>
<td>18</td>
<td>LADIES LIBRARY</td>
<td>$396,910.81</td>
<td>$414,709.00</td>
<td>$407,544.00</td>
</tr>
<tr>
<td></td>
<td>EXPENSES</td>
<td>$141,941.93</td>
<td>$129,225.00</td>
<td>$139,519.00</td>
</tr>
<tr>
<td>19</td>
<td>ALEWIVE COMM. WAGES</td>
<td>$896.20</td>
<td>$2,500.00</td>
<td>$2,500.00</td>
</tr>
<tr>
<td></td>
<td>EXPENSES</td>
<td>$841.50</td>
<td>$900.00</td>
<td>$900.00</td>
</tr>
<tr>
<td></td>
<td>OLD MILL SITE COMM.</td>
<td>$4,000.00</td>
<td>$4,000.00</td>
<td>$4,000.00</td>
</tr>
<tr>
<td>20</td>
<td>UTILITIES</td>
<td>$500,325.89</td>
<td>$550,750.00</td>
<td>$482,816.00</td>
</tr>
<tr>
<td></td>
<td>LIABILITY INSURANCE</td>
<td>$343,837.34</td>
<td>$389,325.00</td>
<td>$402,589.00</td>
</tr>
<tr>
<td>21</td>
<td>ASSESSMENTS</td>
<td>$45,149.80</td>
<td>$46,230.00</td>
<td>$46,570.00</td>
</tr>
<tr>
<td></td>
<td>MEMORIAL/VETERANS DAY EXP.</td>
<td>$1,500.00</td>
<td>$1,500.00</td>
<td>$1,500.00</td>
</tr>
<tr>
<td></td>
<td>VETERANS SERVICES</td>
<td>$39,961.07</td>
<td>$48,000.00</td>
<td>$56,700.00</td>
</tr>
<tr>
<td></td>
<td>GRAND TOTAL</td>
<td>$20,660,647.25</td>
<td>$21,556,952.00</td>
<td>$21,996,499.00</td>
</tr>
</tbody>
</table>

or to take any other action relative thereto.

(Majority Vote Required) (Board of Selectmen)

**SUMMARY**
This article will provide funding for the Fiscal Year 2016 operational budget for the town boards, committees and departments. The town’s operational budget, as presented in this article, exclusive of the debt budget, has increased by 2.91%. However, this budget does include $1,732,601 in fringe benefit...
expenses for the elementary schools. The adjusted budgetary increase without the Schools' fringe benefit expense would be $17,610,806 or 2.02%. The town’s debt budget has decreased from the sum of $2,760,414 in Fiscal Year 2015 to $2,653,092 in Fiscal Year 2016 or a 3.89% decrease.

Selectmen: Yes 5, No 0, Abs 0

Finance Committee: The Finance Committee voted to support the Town's operating budget for Fiscal Year 2016 with a small minority voting in the negative on six line items. The Committee voted not to support the Golf Department wages or general expenses for FY16.

NAUSET REGIONAL SCHOOLS OPERATING BUDGET

ARTICLE NO. 4: To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum of money to defray the Nauset Regional School’s charges and expenses for the Fiscal Year ending June 30, 2016, as follows:

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>EXPENDED FY2014</th>
<th>APPROPRIATED FY2015</th>
<th>REQUESTED FY2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAUSET ASSESSMENT</td>
<td>$9,216,038.00</td>
<td>$9,337,699.00</td>
<td>$9,770,277.00</td>
</tr>
<tr>
<td>TOTAL ASSESSMENT:</td>
<td>$9,216,038.00</td>
<td>$9,337,699.00</td>
<td>$9,770,277.00</td>
</tr>
</tbody>
</table>

or to take any other action relative thereto.

(Majority Vote Required) (Nauset Regional School Committee)

SUMMARY

This article provides funding for the Fiscal Year 2016 operational budget for the Nauset Regional School District. The overall operating budget for the Nauset Regional Schools stands at $29,834,063, which represents an increase of 2.88% over the prior year. Brewster’s share of the Nauset Schools operational budget is $9,548,627.00 or a 2.3% increase over Fiscal Year 2015. Brewster's proportionate share of enrollment has decreased from 46.28% in Fiscal Year 2015 to 46.01% in Fiscal Year 2016.

Selectmen: Yes 5, No 0, Abs 0   Finance Committee: Yes 7, No 0, Abs 0

ASSESSMENT FORMULA FOR NAUSET REGIONAL SCHOOLS

ARTICLE NO. 5: To see if the Town will vote to accept the provisions of Massachusetts General Laws, Chapter 71, Section 16B, which would allocate the sum of the member towns’ contributions to the Nauset Regional School District in Fiscal Year 2017 in accordance with the Regional Agreement rather
than the Education Reform Formula, so-called, or to take any other action relative thereto.

(Majority Vote Required) (Nauset Regional School Committee)

**SUMMARY**

This article will apportion the Nauset Regional School District’s assessment to the four member towns based on their proportionate enrollment within the school district. This is the method provided within the inter-municipal agreement, approved by the towns establishing the Nauset Regional School District. This allocation method has been applied in each of the last eighteen years by Town Meeting vote.

**Selectmen:** Yes 5, No 0, Abs 0  
**Finance Committee:** Yes 7, No 0, Abs 0

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**COMMUNITY PRESERVATION ACT FUNDING / Allocations**

**ARTICLE NO. 6:** To see if the Town will vote to act upon the recommendations of the Community Preservation Committee; to appropriate from estimated Fiscal Year 2016 revenues for future expenditure the amounts shown below; to authorize the Town Administrator to enter into contracts for the award of grants to the following agencies; to authorize the Community Preservation Committee, pursuant to the provisions of Massachusetts General Laws, Chapter 184, Sections 31 through 33, to require Historic Preservation and Affordable Housing Restrictions in the awarding of certain grants; and to authorize the Town of Brewster, acting by and through its Board of Selectmen, to hold and enforce such Historic Preservation and Affordable Housing Restrictions, all as follows:

<table>
<thead>
<tr>
<th>ITEM</th>
<th>CATEGORY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Historic Preservation:</td>
</tr>
<tr>
<td></td>
<td>a. <strong>Related Purpose Expenditures/Professional Services</strong> $10,000.00</td>
</tr>
<tr>
<td></td>
<td>To appropriate for the purpose of future expenditures and professional services related to Historic Preservation the sum of $10,000.00 from the Fund’s Fiscal Year 2016 revenues;</td>
</tr>
<tr>
<td></td>
<td>b. <strong>Reserve Funds</strong></td>
</tr>
<tr>
<td></td>
<td>To hold in reserve for the purpose of Historic Preservation the sum of $81,790.00 from the Fund’s Fiscal Year 2016 revenues for future expenditure;</td>
</tr>
</tbody>
</table>
2. **Community Housing:**
   a. **Related Purpose Expenditures/Professional Services**
      To appropriate for the purpose of future expenditures and professional services related to Community Housing the sum of **$30,000.00** from the Fund’s Fiscal Year 2016 revenues;

   b. **Reserve Funds.**
      To hold in reserve for the purpose of Community Housing the sum of **$61,790.00** from the Fund’s Fiscal Year 2016 revenues for future expenditure;

3. **Open Space:**
   a. **Related Purpose Expenditures/Professional Services**
      To appropriate for the purpose of future expenditures and professional services related to Open Space the sum of **$50,000.00** from the Fund’s Fiscal Year 2016 revenues;

   b. **Reserve Funds**
      To hold in reserve for the purpose of acquiring Open Space the sum of **$85,697.00** from the Fund’s Fiscal Year 2016 revenues for future expenditure;

4. **Budget Reserve Funds:**
   a. **Brewster Alewife Committee/Department of Natural Resources**
      To appropriate the sum of **$5,000** to Repair/restore the bypass stream and dam on north side of the Stony Brook Herring Run from the Fund’s Fiscal Year 2016 revenues;

   b. **Related Purpose Expenditures/Professional Services**
      To appropriate for the purpose of future expenditures and professional services related to Community Preservation the sum of **$10,000.00** from the Fund’s Fiscal Year 2016 revenues;

   c. **Reserve Funds**
      To hold, pursuant to the provisions of Section 17-4 of the Brewster Community Preservation Committee Bylaw, in reserve for the purpose of Historic Preservation, Community Housing and
Recreation the sum of $276,370.00 from the Fund’s Fiscal Year 2016 revenues for future expenditure;

5. **Administration and Operating Expenses:**
a. **Administration and Operating Expenses.**
To appropriate the sum of $15,000.00 from the Fund’s Fiscal Year 2016 revenues for expenditure by the Community Preservation Committee and the Town Administrator for the general administration and operating expenses related to carrying out the operations of the Community Preservation Committee;

| Grand Total | $625,647.00 |

or to take any other action relative thereto.

(Majority Vote Required) (Community Preservation Committee)

**SUMMARY**
In May of 2005, Brewster approved a ballot question which allowed for the adoption of the modified Community Preservation Act. The act appropriates a 3% surcharge on the town’s real estate tax revenues, which are reserved in a special fund in order to finance projects and programs for the purposes of preservation of open space, recreation, community housing, and historic preservation. Brewster is also eligible to receive up to 100% in matching funds from the State, although we anticipate a reduced reimbursement rate from the State for Fiscal Year 2016, which is projected at 22%. Brewster established, through a local bylaw, a distribution schedule for the CPA funds according to the following:

- 50% of the funds for open space,
- 10% for community housing,
- 10% for historic preservation, and
- 30% balance is available for housing, historic preservation and/or active recreation projects or programs.

The Community Preservation Act further provides that any funds not allocated and approved by Town Meeting in the current year are reserved and carried over to the following year.

1. **Historical Preservation**

1a. **Related Purpose Expenditures/Professional Services:** This money provides funding for project related expenses such as, appraisals, consultants, grant application/administration, legal fees.

Selectmen: Yes 5, No 0, Abs 0  
Finance Committee: Yes 7, No 0, Abs 0
1b. Reserve Funds: This item will allocate the balance of the unused Historic Preservation funds for Fiscal Year 2016 into the Historic Preservation account.

Selectmen: Yes 5, No 0, Abs 0  
Finance Committee: Yes 7, No 0, Abs 0

2. Community Housing
2a. Related Purpose Expenditures/Professional Services: This money provides funding for project related expenses such as, appraisals, consultants, grant application/administration, legal fees.

Selectmen: Yes 5, No 0, Abs 0  
Finance Committee: Yes 7, No 0, Abs 0

2b. Reserve Funds: This item will allocate the balance of the unused Community Housing funds for Fiscal Year 2016 into the Community Housing account.

Selectmen: Yes 5, No 0, Abs 0  
Finance Committee: Yes 7, No 0, Abs 0

3. Open Space
3a. Related Purpose Expenditures/Professional Services: This money provides funding for project related expenses such as, appraisals, consultants, grant application/administration, legal fees.

Selectmen: Yes 5, No 0, Abs 0  
Finance Committee: Yes 7, No 0, Abs 0

3b. Reserve Funds: This item will allocate the balance of the unused Open Space funds for Fiscal Year 2016 into the Open Space account.

Selectmen: Yes 5, No 0, Abs 0  
Finance Committee: Yes 7, No 0, Abs 0

4. Budget Reserve Funds
4a. Brewster Alewife Committee/Department of Natural Resources: This project is to re-work the bypass stream on the north side of Stony Brook. The main stream has the fish passage and weirs. The bypass stream on the east side is used to maintain the right volume of water through those weirs (i.e., reducing flow) and to allow draining the main stream weirs down for maintenance and repairs. Currently this portion of the bypass stream leaks down through the hillside, causing the stonework to subside and fail. If this is not repaired soon, the Town may have to rebuild the entire hillside. Due to age and subsidence caused by the leaking stream, a small stone dam also needs to be removed and rebuilt. The labor for this project will be provided by the active volunteer group.

Selectmen: Yes 5, No 0, Abs 0  
Finance Committee: Yes 7, No 0, Abs 0

4b. Related Purpose Expenditures/Professional Services: This money provides funding for project related expenses such as, appraisals, consultants, grant application/administration, legal fees.

Selectmen: Yes 5, No 0, Abs 0  
Finance Committee: Yes 7, No 0, Abs 0
4c. Reserve Funds: The Community Preservation legislation requires that any funds not allocated for a specific project or fund category in any given year must be reserved by Town Meeting and carried over for future years. These funds will be available for Community Housing, Historic Preservation and Recreation purposes.

Selectmen: Yes 5, No 0, Abs 0   Finance Committee: Yes 7, No 0, Abs 0

5. Administration and Operating Expenses

5a. Administration and Operating Expenses: To appropriate the sum of $15,000.00 from the Fund’s Fiscal Year 2016 revenues for expenditure by the Community Preservation Committee and the Town Administrator for the general administration and operating expenses related to carrying out the operations of the Community Preservation Committee.

Selectmen: Yes 5, No 0, Abs 0   Finance Committee: Yes 7, No 0, Abs 0

**HUMAN SERVICES FUNDING**

**ARTICLE NO. 7:** To see if the Town will vote to transfer from available funds the sum of **EIGHTY EIGHT THOUSAND EIGHTY SEVEN AND 00/100 DOLLARS ($88,087.00)** for the following organizations and in the following respective amounts:

<table>
<thead>
<tr>
<th></th>
<th>Organization</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Cape Cod Child Development Program, Inc.</td>
<td>$5,020.00</td>
</tr>
<tr>
<td>2</td>
<td>Consumers Assistance Council, Inc.</td>
<td>$500.00</td>
</tr>
<tr>
<td>3</td>
<td>Gosnold</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>4</td>
<td>Independence House, Inc.</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>5</td>
<td>Homeless Prevention Council</td>
<td>$11,542.00</td>
</tr>
<tr>
<td>6</td>
<td>South Coastal Counties Legal Services, Inc.</td>
<td>$4,000.00</td>
</tr>
<tr>
<td>7</td>
<td>Lower Cape Outreach Council, Inc.</td>
<td>$9,500.00</td>
</tr>
<tr>
<td>8</td>
<td>Cape Abilities</td>
<td>$6,425.00</td>
</tr>
<tr>
<td>9</td>
<td>Sight Loss Services, Inc. of Cape Cod &amp; Islands</td>
<td>$1,100.00</td>
</tr>
<tr>
<td>10</td>
<td>Elder Services of Cape Cod “Meals on Wheels”</td>
<td>$8,500.00</td>
</tr>
<tr>
<td>11</td>
<td>Aids Support Group of Cape Cod</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>12</td>
<td>Cape Cod Children’s Place</td>
<td>$6,500.00</td>
</tr>
<tr>
<td>13</td>
<td>Nauset Together We Can Prevention Council</td>
<td>$4,500.00</td>
</tr>
<tr>
<td>14</td>
<td>Outer Cape Health Services, Inc.</td>
<td>$12,500.00</td>
</tr>
<tr>
<td>15</td>
<td>Duffy Health Center</td>
<td>$1,000.00</td>
</tr>
<tr>
<td></td>
<td>Grand Total</td>
<td><strong>$88,087.00</strong></td>
</tr>
</tbody>
</table>

and to authorize the Town Administrator, Board of Selectmen, the Board of Health, and the School Committee, as appropriate, to enter into contracts with these organizations in order to provide desired social services for residents of Brewster, or to take any other action relative thereto.
SUMMARIES

1. Cape Cod Child Development Program, Inc. provides early childhood, early intervention and family support and Head Start services to families and children throughout Cape Cod and the Islands (Previous request in FY2015 - $5,020.00).

2. Consumer Assistance Council, Inc. provides consumer information and mediates consumer complaints that have not been resolved through prior channels (Previous request in FY2015 - $500.00).

3. Gosnold provides inpatient and outpatient addiction and mental health treatment for people fighting dependency and addiction (Previous request in FY2015 - $10,000.00).

4. Independence House is the Cape’s only twenty-four hour free and confidential resource center, providing crisis intervention, counseling, advocacy, education, and shelter to victims of domestic violence, their children, and sexual assault survivors (Previous request in FY2015 - $5,000.00).

5. Homeless Prevention Council serves Cape Cod residents who are homeless or at risk of homelessness (Previous request in FY2015 - $11,542.00).

6. South Coastal Counties Legal Services, Inc. provides free legal help to low income and elderly clients (Previous request in FY2015 - $4,600.00).

7. Lower Cape Outreach Council, Inc. provides emergency assistance of food, clothing, and financial and mentoring support to individuals and families on Cape Cod (Previous request in FY2015 - $9,500.00).

8. Cape Abilities the mission of Cape Abilities is to serve individuals with disabilities on Cape Cod by educating, counseling and providing residential, therapeutic, social and employment supports that empower them to achieve meaningful and valued roles in their community (Previous request in FY2015 - $6,425.00).

9. Sight Loss Services, Inc. of Cape Cod & Islands provides assistance to Cape Cod residents who are newly blind, visually impaired or affected with progressive eye disease (Previous request in FY2015 - $1,100.00).

10. Elder Services of Cape Cod and the Islands, Inc. (Meals on Wheels) serves meals to as well as provides a daily check on homebound elders who are unable to prepare nutritionally balanced meals for themselves, who are unable
to attend the senior dining room, and who lack a support system to assist in meal preparation (Previous request in FY2015 - $8,500.00).

11. **Aids Support Group of Cape Cod** provides care, support, and housing to foster health, independence and dignity for individuals living with HIV/AIDS and Viral Hepatitis as well as works to reduce the spread of HIV and other sexually transmitted infections through prevention, education and testing services (Previous request in FY2015 - $2,500.00).

12. **Cape Cod Children’s Place** serves as a family resource and referral center providing support and childcare for families with young children ages 1 month-5 years (Previous request in FY2015 - $6,500.00).

13. **Nauset Together We Can** works to provide middle and high school youth in the Nauset School District with alcohol-, tobacco- and drug-free activities (Previous request in FY2015 - $5,000.00).

14. **Outer Cape Health Services, Inc.** provides comprehensive primary, specialty, and preventative healthcare, along with a range of supportive services, to residents and visitors of the 8 outermost towns of Cape Cod (Previous request in FY2015 - $10,000.00).

15. **Duffy Health Center** provides temporary safe housing and support services to Cape Cod individuals who are unable to stay in shelters (new request).

<table>
<thead>
<tr>
<th>Selectmen:</th>
<th>Finance Committee:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Items 1-15</td>
<td>Yes 5, No 0, Abs 0</td>
</tr>
</tbody>
</table>

**CAPITAL AND SPECIAL PROJECT EXPENDITURES**

**ARTICLE NO. 8:** To see if the Town will vote to raise and appropriate, transfer from available funds and/or borrow a sum of money for the purpose of funding the following capital acquisitions and special project expenditures to be undertaken during Fiscal Year 2016; to the authorize the Town Administrator to solicit bids and/or proposals, enter into a contract or contracts, and expend these funds for the purposes set forth below; and to authorize the Town Administrator to sell, trade, lease, exchange or otherwise dispose of, in the best interests of the town, old equipment or vehicles deemed available, the proceeds from any such disposition to be applied toward the cost of acquiring said equipment or services as the case may be:

<table>
<thead>
<tr>
<th>1.</th>
<th>Board of Selectmen:</th>
<th>Request</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>a.</td>
<td>Town Facilities Maintenance &amp; Repair Projects</td>
<td>$6,700.00</td>
<td></td>
</tr>
<tr>
<td>Department</td>
<td>Item</td>
<td>Cost</td>
<td></td>
</tr>
<tr>
<td>------------------------------------------------</td>
<td>----------------------------------------------------------------------</td>
<td>------------</td>
<td></td>
</tr>
<tr>
<td>b. Beach &amp; Landing Repairs</td>
<td></td>
<td>$25,000.00</td>
<td></td>
</tr>
<tr>
<td>c. Mapping Update Project</td>
<td></td>
<td>$10,000.00</td>
<td></td>
</tr>
<tr>
<td>d. Town Hall Generator Design Expense</td>
<td></td>
<td>$5,000.00</td>
<td></td>
</tr>
</tbody>
</table>

**Sub-total** $46,700.00

2. **Fire Department:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Dispatch Services Expense</td>
<td>$35,000.00</td>
</tr>
<tr>
<td>b. Rescue Services Expense</td>
<td>$17,000.00</td>
</tr>
<tr>
<td>c. Self-Contained Breathing Apparatus Lease Payment</td>
<td>$25,000.00</td>
</tr>
<tr>
<td>d. Ambulance Lease Payment Expense</td>
<td>$25,000.00</td>
</tr>
<tr>
<td>e. Radios/Communications Equipment</td>
<td>$30,000.00</td>
</tr>
<tr>
<td>f. Fire Station Design &amp; Engineering Expense</td>
<td>$27,500.00</td>
</tr>
</tbody>
</table>

**Sub-total** $159,500.00

3. **Department of Public Works:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Road &amp; Drainage Projects</td>
<td>$125,000.00</td>
</tr>
</tbody>
</table>

**Sub-total** $125,000.00

4. **Police Department:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Patrol Vehicle Replacement (2 unit)</td>
<td>$87,500.00</td>
</tr>
<tr>
<td>b. HVAC System Repair Project</td>
<td>$14,500.00</td>
</tr>
</tbody>
</table>

**Sub-total** $102,000.00

5. **Nauset Regional School District:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Construction Account</td>
<td>$221,897.00</td>
</tr>
</tbody>
</table>

**Sub-total** $221,897.00

6. **Water Department:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Construction Account</td>
<td>$180,000.00</td>
</tr>
<tr>
<td>b. Compressor Replacement Expense</td>
<td>$30,000.00</td>
</tr>
</tbody>
</table>

**Sub-total** $210,000.00

7. **Elementary School Department:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Technology Projects</td>
<td>$30,000.00</td>
</tr>
</tbody>
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42
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<th><strong>Project</strong></th>
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<td>Stony Brook Exterior Door Replacement Project</td>
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<td>c</td>
<td>Exterior &amp; Interior Painting Project</td>
<td>$15,000.00</td>
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<td>d</td>
<td>Flooring Replacement Project</td>
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<td>e</td>
<td>Testing &amp; Abatement of Hazardous Materials</td>
<td>$10,000.00</td>
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<tr>
<td>f</td>
<td>HVAC, Plumbing, Electrical Maintenance &amp; Repairs</td>
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<td>Mower Equipment Lease</td>
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<td>Rough Mower &amp; Utility Vehicle Lease</td>
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<td>Ladies Library</td>
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<td>Boiler Replacement Project</td>
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<td>Sailing Program Equipment</td>
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<tr>
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<td><strong>Grand Total</strong></td>
<td><strong>$1,132,624.00</strong></td>
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or to take any other action relative thereto.

(Majority Vote Required or Two-thirds Vote Required if borrowing is requested)

**SUMMARIES**

1. **BOARD OF SELECTMEN**

1a. Town Facilities Maintenance & Repair Project – These funds will be used to carry out a series of minor repairs and/or renovations to the various Town Office Buildings to include but not limited to equipment, roof, drainage and carpentry renovations.

   **Selectmen:** Yes 5, No 0, Abs 0  **Finance Committee:** Yes 7, No 0, Abs 0

1b. Beach & Landing Repair Expense – We currently appropriate funds for repairs and refurbishment for our various town beaches and landings. These funds will allow for repairs and sand re-nourishment.

   **Selectmen:** Yes 5, No 0, Abs 0  **Finance Committee:** Yes 7, No 0, Abs 0
1c. Mapping Update Project Expense – We have delayed performing map update activities, for the past three years, until we completed the conversion project to the new map and parcel number system. This appropriation, along with prior authorizations, will allow us to address this workload backlog. It typically costs between $4,000 and $5,000 on an annual basis to maintain our mapping system.

Selectmen:  Yes 5, No 0, Abs 0  Finance Committee:  Yes 7, No 0, Abs 0

1d. Town Hall Generator Design Expense – The Town Offices building does not have back-up power supply. These funds will be utilized to contract with a firm to develop a plan and cost estimate to allow for the installation of a generator for emergency operations with interim battery backup for computers.

Selectmen:  Yes 5, No 0, Abs 0  Finance Committee:  Yes 7, No 0, Abs 0

2. FIRE DEPARTMENT

2a. Dispatch Services - This expenditure is utilized to pay the Barnstable County Sheriff’s Office for dispatch services, computer consultation, coordination of all mutual aid fire and ambulance requests, and radio monitoring of all emergency incidents. This current request for $35,000 is 50% of the total cost and will be funded through the Ambulance Revenue account.

Selectmen:  Yes 5, No 0, Abs 0  Finance Committee:  Yes 8, No 0, Abs 0

2b. Rescue Services Billing Expense - This expenditure is utilized to pay for the contractually obligated fees for the ambulance billing service utilized by the Fire Department. This current request for $17,000 is 50% of the annual total cost and will be funded through the Ambulance Revenue account.

Selectmen:  Yes 5, No 0, Abs 0  Finance Committee:  Yes 8, No 0, Abs 0

2c. Self-Contained Breathing Apparatus (SCBA) Lease Payment - The Fire Department was granted approval to fund the replacement of our SCBA equipment via a five year lease purchase program in 2011. This expenditure of $25,000 is approximately 50% of the annual lease payment. Funding will be provided through the Ambulance Revenue account.

Selectmen:  Yes 5, No 0, Abs 0  Finance Committee:  Yes 8, No 0, Abs 0

2d. Ambulance Lease Payment Expense – Ambulance 244 was replaced in 2014 with a five year lease purchase program. At this time the department is requesting $35,000 which is approximately 50% of the annual lease payment. Funding will be provided through the Ambulance Revenue account.

Selectmen:  Yes 5, No 0, Abs 0  Finance Committee:  Yes 8, No 0, Abs 0
2e. Radio/Communications Equipment – Due to a requirement of the Federal government (FCC) the Commonwealth of Massachusetts is projected to move to a digital radio communication system in 2018. Our current inventory of portable radios is 18 years old. All of these portable radios and many of our mobile radios will be obsolete once this changeover is complete. In addition, current issues regarding parts availability and repairs severely restrict our ability to support these radios. In December of 2014 seven regional fire departments including Brewster applied for a Federal Assistance to Firefighters Grant (AFG) in the amount of 1.9 million dollars to fund the complete purchase of radios for all of the involved communities. Based on the fact that this grant competition is highly competitive and difficult to obtain we initiated a program in May of 2014 to set aside funding for the eventual replacement of our radios. This request for $30,000 is a continuation of that program. If grant is not received it is our intention to move forward with a replacement project involving the lease/purchase of the radios for which these funds may be used.

Selectmen: Yes 5, No 0, Abs 0  
Finance Committee: Yes 8, No 0, Abs 0

2f. Fire Station Design & Engineering Expense – Through a series of five intensive public meetings that the Board of Selectmen held with the Town’s Owner Project Manager, the designer, the Finance Committee, and the general public, the scope of the Fire Station Project was further reviewed and revised. In order to complete conceptual building and site plans, carry out additional site analysis, and develop a revised cost estimate, it is proposed that these funds be transferred from the Ambulance Receipts Reserved for Appropriation account, with no impact on the current tax rate.

Selectmen: Yes 5, No 0, Abs 0  
Finance Committee: Recommendation Deferred

3. DEPARTMENT OF PUBLIC WORKS

3a. Road & Drainage Repair Account – This proposal provides partial funding for the Town’s annual road and drainage repair program. We received the sum of approximately $320,000 in Fiscal Year 2015 and are anticipating similar funding in Fiscal Year 2016 through the State’s Chapter 90 Program and $150,000 from the Town for general roadwork matters. These combined funds have been utilized for a variety of DPW projects throughout the community. We are in the process of creating a comprehensive road maintenance plan in order to create a multi-year phased plan to address the Town’s roadway needs.

Selectmen: Yes 5, No 0, Abs 0  
Finance Committee: Yes 5, No 0, Abs 0

4. POLICE DEPARTMENT

4a. Patrol Vehicle Replacement – This will allow for the purchase of one marked and one unmarked vehicle. The new vehicles will replace two existing vehicles,
which will be at approximately 130,000 miles of service upon replacement. This money will also cover replacing the cruiser radios for both vehicles, which are twenty years old and in need of upgrading. Any proceeds from the sale of the outgoing vehicles will be returned to the general fund.

Selectmen: Yes 5, No 0, Abs 0  Finance Committee: Yes 8, No 0, Abs 0

4b. HVAC Repair Project – This request will provide funds to repair heating, ventilation and cooling systems at the Brewster Police Facility. This work includes re-introduction of anti-freeze, balancing the air flow, replacement of faulty thermostats and valves and making necessary adjustments to improve efficiency of the system.

Selectmen: Yes 5, No 0, Abs 0  Finance Committee: Yes 7, No 0, Abs 0

5. NAUSET REGIONAL SCHOOL DISTRICT

5a. Capital Plan Projects - The District is seeking funding in the approximate amount of $221,897 which is an assessment for the capital equipment and facilities budget for the Nauset Schools. This program was originally approved by means of a Proposition 2 ½ Override question in May of 2005.

Selectmen: Yes 5, No 0, Abs 0  Finance Committee: Yes 7, No 0, Abs 0

6. WATER DEPARTMENT

6a. Construction Account - This request represents our annual appropriation for goods, materials and services to maintain and repair the water system. It also includes funding for water meters for new services and replacements as required under State regulations. This account is part of the department’s capital plan and is provided for within the present water rate structure.

Selectmen: Yes 5, No 0, Abs 0  Finance Committee: Yes 8, No 0, Abs 0

6b. Compressor Replacement Expense - Funds will be used to replace an existing 1987 compressor. This crucial machine is used to install services across roads without disturbing existing pavement.

Selectmen: Yes 5, No 0, Abs 0  Finance Committee: Yes 8, No 0, Abs 0

7. ELEMENTARY SCHOOL DEPARTMENT

7a. Technology Project – These funds would be used to continue replacement of older computers and other devices and to continue implementation of installation of interactive Smart boards in classrooms.

Selectmen: Yes 5, No 0, Abs 0  Finance Committee: Yes 7, No 0, Abs 0
7b. Stony Brook Exterior Door Replacement Project – These funds will be used at the Stony Brook Elementary to replace the five remaining exterior classroom doors and hardware and the remaining pair of exterior doors and hardware located at the end of the kindergarten hallway which is original from 1989 which are rusting and bind preventing easy opening and reliable closure.

Selectmen: Yes 5, No 0, Abs 0   Finance Committee: Yes 7, No 0, Abs 0

7c. Exterior/Interior Painting Project – These funds would be used to paint not only interior portions of each school building, but the 6000 gallon steel oil tank at the Stony Brook School and the small amount of remaining wood trim on the exterior of the Eddy School.

Selectmen: Yes 5, No 0, Abs 0   Finance Committee: Yes 7, No 0, Abs 0

7d. Flooring Replacement Project – These funds will be used toward the third phase of carpet replacement at the Eddy School and to begin a first phase of a large portion of common area carpeting at the Stony Brook School, which in some corridor areas the backing has broken down and adhesive has failed causing wrinkles. If necessary, any classroom carpeting or VCT tile found to need replacement would be addressed as well.

Selectmen: Yes 5, No 0, Abs 0   Finance Committee: Yes 7, No 0, Abs 0

7e. Testing & Abatement of Hazardous Materials – These funds will be used for any required testing and/or abatement of materials at either school related to the AHERA plan.

Selectmen: Yes 5, No 0, Abs 0   Finance Committee: Yes 7, No 0, Abs 0

7f. HVAC, Plumbing, Electrical Maintenance & Repairs – These funds will be used to cover the cost for repairs to the plumbing and electrical repairs at both elementary schools as well as HVAC repairs at the 38 year old Stony Brook School. The amount of this request has been reduced from prior years due to the completion of the new HVAC system at Eddy Elementary which is now under warranty.

Selectmen: Yes 5, No 0, Abs 0   Finance Committee: Yes 7, No 0, Abs 0

8. GOLF DEPARTMENT

8a. Mower Equipment Lease - This funding request will be used to satisfy the third annual installment for the lease/purchase expense for 7 triplex mowers.

Selectmen: Yes 5, No 0, Abs 0   Finance Committee: Yes 7, No 0, Abs 0

8b. Rough Mower & Utility Vehicle Lease – These monies are for the second annual payment for the current 5 year lease/purchase agreement for two 4500 rough mowers, one sidewinder rough mower, and four workman utility vehicles.

Selectmen: Yes 5, No 0, Abs 0   Finance Committee: Yes 7, No 0, Abs 0
9. LADIES LIBRARY

9a. Boiler Replacement Project - The Brewster Ladies’ Library heating system was installed in 1997 and is reaching the end of its reasonable service. We are requesting a new heating system, more efficient, with energy savings.

Selectmen: Yes 5, No 0, Abs 0  Finance Committee: Yes 5, No 0, Abs 0

10. RECREATION DEPARTMENT

10a. Sailing Program Equipment - The Recreation Department operates a seven week sailing program during the months of July and August. It is one of our most popular programs, with a staff of six, serving between 30-40 participants per week. The program currently operates with the following fleet: 2 Sunfish, 1 Laser, 2 Vision. We currently offer instructional lessons at $100 per week (10 hours of lessons) for ages 8+. The purchase of four additional Sunfish would add the following to our programming:

1. Increased Revenue – By purchasing these boats, we would have a total of 6 sunfish, allowing us to finally implement our ‘Sailing Racing’ program which have not be able to in the past. Each year we have had a high demand for such a program, but did not have the boats available to create a successful program curriculum. For a higher skilled program, the program fee can be increased while keeping our staff costs level.

2. Increased New Programming for currently underserved market - Including the Racing program to our offerings adds to the list of programs that are appropriate and designed for an older participant. We heavily program for children 10 and under, but have less to offer 11-17.

3. Expand Current Program - The four sunfish would also be included in our current instructional program, broadening the program and allowing us to increase the number of participants we can accommodate in each lesson.

Selectmen: Yes 5, No 0, Abs 0  Finance Committee: Yes 6, No 0, Abs 0

LOCAL BUSINESS ORGANIZATION FUNDING

ARTICLE NO. 9: To see if the Town will vote to transfer from Free Cash the sum of TWENTY-SIX THOUSAND AND 00/100 DOLLARS ($26,000.00), to be expended under the direction of the Board of Selectmen to help defray costs associated with marketing, advertising and promoting Brewster as a visitor destination including but not limited to annual publication and distribution of the Best of Brewster Magazine, Brewster Map & Guide, and Website which advertise the Town’s attractions, amenities, and services; to provide funds for the operation of the Brewster Visitor Information Center; and, under a contract with and at the direction of the Board of Selectmen, to enable the Brewster Chamber of Commerce, Inc. to further advertise Brewster in order to increase
room’s and meal’s tax and beach pass revenue for the town, promote the Town’s golf course, or to take any other action relative thereto.

(Majority Vote Required) (Board of Selectmen)

**SUMMARY**

This article will provide partial funding for the operational costs for the Brewster Chamber of Commerce, Inc. which serves to generate room’s and meal’s tax revenue for the town through the promotion of tourism. Brewster is the beneficiary of a 6% room’s occupancy tax, which is levied on guests staying in bed and breakfasts, inns and resorts in the Town. The Chamber of Commerce promotes tourism annually through a trade guidebook, the map and guide; through publication advertising; and other promotional events. In addition this funding is used to assist in the funding of operational expenses for the Visitor’s Information Center in order to accommodate the yearly tourism business and develop further revenues for Brewster.

Selectmen: Yes 5, No 0, Abs 0  
Finance Committee: Yes 7, No 0, Abs 0

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**BREWSTER TOWN BAND / Funding Request**

**ARTICLE NO. 10:** To see if the Town will vote to authorize the Board of Selectmen to enter into a contract with the Brewster Town Band in order to obtain instrumental performances for the town and to transfer from Free Cash the sum of **THREE THOUSAND FIVE HUNDRED AND 00/100 DOLLARS ($3,500.00)**, and to authorize the Town Administrator to solicit bids and/or proposals, enter into a contract or contracts, accept donations and grant proceeds and expend said funds for this purpose, or to take any other action relative thereto.

(Majority Vote Required) (Board of Selectmen)

**SUMMARY**

The Brewster Band provides a weekly concert series throughout the summer season at Drummer Boy Park, which is located on Route 6A in West Brewster. This article provides limited financial assistance from the Town to augment private fundraising efforts by the band. We have provided funding for this activity since 2000. The Brewster Band education program continues to grow. They hold approximately 15 performance dates each year, including performing at the Orleans 4th of July Parade each year and the Brewster for the Holidays Celebration. The Brewster Town Band is currently working on the details for a music exchange program with a Community Band in Southern New Hampshire.

Selectmen: Yes 5, No 0, Abs 0  
Finance Committee: Yes 6, No 0, Abs 1
ARTICLE NO. 11: To see if the Town will vote to transfer from Free Cash the sum of FOUR THOUSAND FIVE HUNDRED AND 00/100 DOLLARS ($4,500.00) to pay for public performances of team skipping, and to authorize the Town Administrator to solicit bids and/or proposals, enter into a contract or contracts, accept gifts and expend said funds for this purpose or to take any other action relative thereto.

(Majority Vote Required) (Board of Selectmen)

SUMMARY
This article will replenish funding for the coach’s stipend for the Bayside Skipper’s program; said funds to be utilized equally to pay all coaches, under the direction of the Board of Directors of the Bayside Skippers Parents Support Group. The balance of the operational expenses for this program is raised through private fundraising efforts.

Selectmen: Yes 5, No 0, Abs 0 Finance Committee: Yes 6, No 0, Abs 1

SPECIAL REVENUE FUND / Crosby Mansion Revolving Fund

ARTICLE NO. 12: To see if the Town will vote to re-authorize the Crosby Mansion Revolving Fund under section 53E½ of Chapter 44 of the General Laws for the 2016 fiscal year, to credit the fund with the fees and charges received from the Crosby Mansion and cottages during that year; to authorize the Town Administrator, upon recommendation of the Crosby Property Manager, to administer the fund and to expend from it the sums needed to pay for the salaries, expenses, and contracted services required to operate the mansion and cottages, and to limit during that fiscal year the total expenditures from the fund to the lesser of $200,000.00 or the balance in the fund, or to take any other action relative thereto.

(Majority Vote Required) (Board of Selectmen)

SUMMARY
The Town has an agreement that was executed in 2003, for a period of 25 years, plus a 10 year renewal option, with the Commonwealth of Massachusetts to lease the Crosby Mansion along with two nearby cottages. Due to the efforts of the Friends of Crosby Mansion, these cottages are rented out during the tourism season. The rental proceeds are then use to operate and repair the mansion and cottages throughout the term of the lease. In addition, we installed a new septic system in 2011. This past year we completed the construction of a restroom addition, which is located in the rear of the Mansion structure. The critical component of this article is intended to re-authorize the “Crosby Mansion Revolving Fund”, which is a state authorized accounting vehicle that allows for the collection and expenditure of revenues
SPECIAL REVENUE FUND / Cable Franchise Fee Account

ARTICLE NO. 13: To see if the Town will vote to transfer the sum of **ONE HUNDRED FIFTY-THREE THOUSAND ONE HUNDRED TWENTY-FIVE DOLLARS ($153,125.00)** from the Cable Franchise Fee account for the 2016 fiscal year for local cable television related purposes, including, but not limited to the general public purpose of supporting and promoting public access to the Brewster cable television system; training in the use of local access equipment and facilities; access to community, municipal and educational meeting coverage; use and development of an institutional network and/or municipal information facilities; contracting with local cable programming services providers and/or any other appropriate cable related purposes, or to take any other action relative thereto.

(Majority Vote Required)  
(Board of Selectmen)

SUMMARY
Included within your cable bill is a line item to provide for the costs of local cable television services. These monies are retained in a special revenue account; and are used to enhance local cable programming for the town’s public, education and government channels. These funds will be used by the committee to continue these ongoing projects, and may include, but are not limited to, equipment purchases, contracted services, construction services and labor expenses.

Selectmen: Yes 5, No 0, Abs 0  
Finance Committee: Yes 8, No 0, Abs 0

SPECIAL REVENUE FUND / Recreation Revolving Fund

ARTICLE NO. 14: To see if the Town will vote to re-authorize the Recreation Department Revolving fund under section 53E ½ of Chapter 44 of the General Laws for the 2016 fiscal year, to credit the fund with the fees and charges received from the Recreation Department during that year, to authorize the Recreation Committee to administer the fund and to expend from it the sums needed to pay for the salaries, benefits, expenses, and contracted services required to operate the recreation program, and to limit during that fiscal year the total expenditures from the fund to the lesser of $200,000.00 or the balance in the fund, or to take any other action relative thereto.

(Majority Vote Required)  
(Recreation Commission)
SUMMARY
The Recreation Revolving account allows us to raise revenues through fees and charges for a specific purpose and to use those revenues without the necessity of a Town Meeting appropriation process to support the services necessary to run the Department. The revenues generated from the revolving account have funded all of the advancements and improvements within the department over the last several years.

Selectmen: Yes 5, No 0, Abs 0    Finance Committee: Yes 6, No 0, Abs 0

PROPERTY VALUATION SERVICES

ARTICLE NO. 15: To see if the Town will vote to transfer from the Overlay Surplus account the sum of SIXTY-NINE THOUSAND FIVE HUNDRED AND 00/100 DOLLARS ($69,500.00) for the purposes of performing the interim year update services of real and personal property and to authorize the Town Administrator to solicit bids and/or proposals, enter into a contract or contracts and expend said funds for this purpose, or to take any other action relative thereto.

(Majority Vote Required) (Board of Assessors)

SUMMARY
This article seeks funding for the second year of the three year contract with a private firm for property valuation services. The amount requested within this article is $69,500, which breaks down, as follows:

1. The sum of $42,000 is the base amount for the third contract year. This phase includes data collection for all residential and commercial building permits issued in 2014; data entry for all commercial permits; discovery of new commercial personal property accounts and entry of data collected from Forms of List submitted by commercial property owners; valuation of telecommunications companies; and statistical analysis of 2014 property sales and adjustment of values to ensure compliance with the Bureau of Local Assessment’s standards and guidelines.

2. The sum of $27,500 represents next years’ funding for a multi-year program to remain current with the Bureau of Local Assessment’s requirement to re-measure and re-list all improved properties every nine years. The current cycle requires completion by the end of Fiscal Year 2017.

The funding from this article comes from the Overlay Reserve Account, which is in turn funded from a transfer from the balance in Overlay Accounts that are no longer needed to cover abatements and exemptions.

Selectmen: Yes 5, No 0, Abs 0    Finance Committee: Yes 7, No 0, Abs 0
**TEMPORARY BORROWING AUTHORIZATION / Grants**

**ARTICLE NO. 16:** To see if the Town will vote to authorize the Town Treasurer, with the approval of the Board of Selectmen, to borrow a sum of money for a period of not more than two years in accordance with the provisions of Massachusetts General Laws Chapter 44, Section 17 and/or any other enabling authority, and to issue temporary bonds and/or notes of the Town therefor, in anticipation of grant proceeds, or to take any other action relative thereto.

(Two-thirds Vote Required)  
(Board of Selectmen)

**SUMMARY**

In any given year Town Boards, Committees or Departments apply for a wide variety of grants opportunities from Federal, State or private entities. Often these grants are reimbursable programs, in which the town must borrow the funds, complete the work, provide documentation and then file for reimbursement. This annual authorization will provide the Board of Selectmen with the tools to pursue these special opportunities in a timely manner.

Selectmen: Yes 5, No 0, Abs 0  
Finance Committee: Yes 7, No 0, Abs 0

**ACCEPTANCE OF GRANT PROCEEDS**

**ARTICLE NO. 17:** To see if the Town will vote to authorize the Board of Selectmen to apply for and accept any and all grants from private entities, the Federal Government or the Commonwealth of Massachusetts and to expend those funds for the purposes for which said grants are authorized, or to take any other action relative thereon.

(Majority Vote Required)  
(Board of Selectmen)

**SUMMARY**

This article is associated with article no. 16; and is intended to give the Board of Selectmen the necessary authorization to pursue grants throughout the upcoming fiscal year.

Selectmen: Yes 5, No 0, Abs 0  
Finance Committee: Yes 7, No 0, Abs 0

**REPAIR AND RESURFACE TOWN ROADS / Chapter 90 Funds**

**ARTICLE NO. 18:** To see if the Town will vote to transfer from available funds the sum of **THREE HUNDRED NINETEEN THOUSAND THREE HUNDRED EIGHTY ONE DOLLARS ($319,381.00)**, as provided under Chapter 90 of the Massachusetts General Laws, for local roads and highways, and to
authorize the expenditure of these funds under the direction of the Board of Selectmen, or to take any other action relative thereto.

(Majority Vote Required)               (Board of Selectmen)

**SUMMARY**
The Chapter 90 Program was enacted in 1973, by the Commonwealth in order to provide municipalities with reimbursement for documented expenditures under the provisions of General Laws, Chapter 90 on approved road projects. The funding, provided from Transportation Bond Issues, authorizes such improvement projects for highway construction, preservation and improvement projects that create or extend the life of transportation facilities.

These funds must be used in compliance with all applicable statutes and regulations, as applicable for maintaining, repairing, improving and constructing Town ways which qualify under the State Aid Highway guidelines adopted by the Massachusetts Public Works Commission (MPWC). Funds must be allocated to roadway projects, such as resurfacing and related work and other work incidental to the above such as preliminary engineering, right-of-way acquisition, shoulders, side road approaches, landscaping and tree planting, roadside drainage, structures, sidewalks, traffic control and service facilities, street lighting, and for such other purposes as the MPWC may specifically authorize. The Town is required to appropriate these monies as an available fund, and is then reimbursed by the State upon the completion of the project and payment to the vendor. We did receive notice from the Commonwealth which projected Chapter 90 funding for the Town of Brewster in the amount of $319,381 for Fiscal Year 2016.

**PRIVATE ROAD BETTERMENT PROJECT / Moss Lane, Commons Way & Magnet Way**

**ARTICLE NO. 19:** To see if the Town will vote to authorize the Board of Selectmen to undertake a series of temporary road repairs to the private ways known as Moss Lane, Commons Way and Magnet Way and furthermore, to authorize the Board of Selectmen to proceed with the reconstruction of this way after it has determined that the provisions of the Brewster Town Code, Chapter 157, Article VIII, Section 157-20 have been satisfied; to raise and appropriate, transfer from available funds, and/or to obtain by borrowing the sum of **ONE HUNDRED TWELVE THOUSAND THREE HUNDRED EIGHTY-SIX AND 00/100 DOLLARS ($112,386.00)** to pay for the costs of engineering, construction, reconstruction, and related expenses in connection therewith; to authorize the Town Treasurer, with the approval of the Board of Selectmen, to borrow a sum of money, under and pursuant to Massachusetts General Laws Chapter 44, Section 7(6) or any other enabling authority, and to issue notes
and bonds of the Town therefor; and, initially, to transfer from the Fund Balance Reserved for Road Betterments the sum of **THREE THOUSAND EIGHTY-NINE AND 00/100 DOLLARS ($3,089.00)** to be recovered with all road repair costs through the betterment assessments against the abutters, to pay the first year’s principal and interest expenses for this project, or to take any other action relative thereto.

(Two-thirds Vote Required) (Board of Selectmen)

**SUMMARY**

The Town adopted a bylaw at the 1996 Annual Town Meeting, which allows for citizens to petition town meeting to obtain funding assistance to undertake repairs to private ways. The Town, along with the private road organization, will contract out for the repair work. The abutting property owners will then be required to reimburse the Town for the full project costs, plus interest and administrative expenses, by means of a betterment assessment over a period of time. (There will be no tax rate impact related to this project. The abutters will incur all costs associated with this project through a betterment assessment.)

Selectmen: Yes 5, No 0, Abs 0  
Finance Committee: Yes 6, No 0, Abs 0

**PRIVATE ROAD BETTERMENT PROJECT / Tower Hill Circle**

**ARTICLE NO. 20:** To see if the Town will vote to authorize the Board of Selectmen to undertake a series of temporary road repairs to the private way known as Tower Hill Circle and furthermore, to authorize the Board of Selectmen to proceed with the reconstruction of this way after it has determined that the provisions of the Brewster Town Code, Chapter 157, Article VIII, Section 157-20 have been satisfied; to raise and appropriate, transfer from available funds, and/or to obtain by borrowing a sum of money to pay for the costs of engineering, construction, reconstruction, and related expenses in connection therewith; to authorize the Town Treasurer, with the approval of the Board of Selectmen, to borrow the sum of **THREE HUNDRED NINETY FOUR THOUSAND TWO HUNDRED THIRTY-THREE AND 00/100 DOLLARS ($394,233.00)**, under and pursuant to Massachusetts General Laws Chapter 44, Section 7(6) or any other enabling authority, and to issue notes and bonds of the Town therefor; and, initially, to transfer from the Fund Balance Reserved for Road Betterments the sum of **TEN THOUSAND SEVEN HUNDRED SIXTY-SEVEN AND 00/100 DOLLARS ($10,767.00)** to be recovered with all road repair costs through the betterment assessments against the abutters, to pay the first year’s principal and interest expenses for this project, or to take any other action relative thereto.

(Two-thirds Vote Required) (Board of Selectmen)
SUMMARY
The Town adopted a bylaw at the 1996 Annual Town Meeting, which allows for citizens to petition town meeting to obtain funding assistance to undertake repairs to private ways. The Town, along with the private road organization, will contract out for the repair work. The abutting property owners will then be required to reimburse the Town for the full project costs, plus interest and administrative expenses, by means of a betterment assessment over a period of time. (There will be no tax rate impact related to this project. The abutters will incur all costs associated with this project through a betterment assessment.)

Selectmen: Yes 5, No 0, Abs 0  Finance Committee: Yes 6, No 0, Abs 0

EXPENSES FOR THE TRI-TOWN SEPTAGE TREATMENT PLANT

ARTICLE NO. 21: To see if the Town will vote to transfer from Free Cash the sum of Fifty Thousand and 00/100 ($50,000.00) Dollars and to expend such funds on costs associated with the engineering, design, operation, repair and maintenance of the Tri-Town Septage Treatment Facility through December 31, 2016 and, thereafter, to expend such funds on costs associated with the engineering, design and demolition of the Tri-Town Septage Treatment Facility; and to authorize the Board of Managers, with the permission of the Board of Selectmen, to solicit bids and/or proposals, enter into a contract or contracts, and to expend said funds for said purposes; or to take any other action relative thereto.

(Majority Vote Required)  (Board of Selectmen)

SUMMARY
The original Tri-Town Septage Treatment plant was constructed in 1985 under an inter-municipal agreement between the Towns of Orleans, Eastham and Brewster; this agreement will expire on December 31, 2016. The member communities have recently been engaged in discussions concerning the extension of the agreement. In addition this facility is operated under a permit issued by the Commonwealth of Massachusetts which will also expire on December 31, 2016. This article will provide funding for a wide variety of costs associated with engineering, design, operation, repair, maintenance and/or demolition expenses related to Tri-Town Septage facility.

Selectmen: Yes 5, No 0, Abs 0  Finance Committee: Yes 5, No 0, Abs 0

POLICE UNION COLLECTIVE BARGAINING AGREEMENT

ARTICLE NO. 22: To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum of money to be used to meet the terms and conditions of the proposed Collective Bargaining Agreement,
effective July 1, 2015, between the Town of Brewster and the Police Officers, or to take any other action relative thereto.

(Majority Vote Required) (Board of Selectmen)

SUMMARY
This article would fund the costs associated with the contract settlement expenses between the Brewster Police Union and the Town. The current contract expires on June 30, 2015.

Selectmen: Recommendation    Finance Committee: Recommendation
Deferred                   Deferred

SEIU COLLECTIVE BARGAINING AGREEMENT

ARTICLE NO. 23: To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum of money to be used to meet the terms and conditions of the proposed Collective Bargaining Agreement, effective July 1, 2015, between the Town of Brewster and the Service Employee’s International Union, Local 888, or to take any other action relative thereto.

(Majority Vote Required) (Board of Selectmen)

SUMMARY
This article would fund the costs associated with the contract settlement expenses between the Service Employee’s International Union, Local 888 and the Town. The current contract expires on June 30, 2015.

Selectmen: Recommendation    Finance Committee: Recommendation
Deferred                   Deferred

OPEIU COLLECTIVE BARGAINING AGREEMENT

ARTICLE NO. 24: To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum of money to be used to meet the terms and conditions of the proposed Collective Bargaining Agreement, effective July 1, 2015, between the Town of Brewster and the Office and Professional Employee’s International Union, Units A & B, or to take any other action relative thereto.

(Majority Vote Required) (Board of Selectmen)

SUMMARY
This article would fund the costs associated with the contract settlement expenses between the Office and Professional Employee’s International Union, Units A & B and the Town. The current contract expires on June 30, 2015.

Selectmen: Recommendation    Finance Committee: Recommendation
Deferred                   Deferred
**IAFF COLLECTIVE BARGAINING AGREEMENT**

**ARTICLE NO. 25:** To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum of money to be used to meet the terms and conditions of the proposed Collective Bargaining Agreement, effective July 1, 2015, between the Town of Brewster and the International Association of Firefighters, or to take any other action relative thereto.

(Majority Vote Required)  (Board of Selectmen)

**SUMMARY**

This article would fund the costs associated with the contract settlement expenses between the International Association of Firefighters and the Town. The current contract expires on June 30, 2015.

Selectmen: Recommendation  Finance Committee: Recommendation  
Deferred  Deferred

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**NON-UNION PERSONNEL WAGE FUNDING**

**ARTICLE NO. 26:** To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum of money to fund wage and salary adjustments effective July 1, 2015 for eligible and non-union employees dictated by the Compensation Plan developed pursuant to the Personnel Bylaw, Section 36-4 of the Brewster Town Code, effective July 1, 2015, or to take any other action relative thereto.

(Majority Vote Required)  (Board of Selectmen)

**SUMMARY**

This article would fund the costs associated with the wage adjustments for employees covered under the Personnel Bylaw and other non-union employees.

Selectmen: Recommendation  Finance Committee: Recommendation  
Deferred  Deferred

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**LIBRARY UNION COLLECTIVE BARGAINING AGREEMENT**

**ARTICLE NO. 27:** To see if the Town will vote to transfer from available funds a sum of money to be used to meet the terms and conditions of the proposed Collective Bargaining Agreement, effective July 1, 2015, between the Trustees of the Brewster Ladies Library and the Library employees, or to take any other action relative thereto.

(Majority Vote Required)  (Board of Selectmen)
SUMMARY
This article would fund those costs associated with the contract settlement agreement between the Library Union and the Library Trustees. The current contract expired on June 30, 2015.

Selectmen: Recommendation
Deferred

Finance Committee: Recommendation
Deferred

LAND ACQUISITION

ARTICLE NO. 28: To see if the Town will vote to authorize the Board of Selectmen to acquire a parcel of vacant land designated on Brewster Assessors’ Map 93 Parcel 41, located at Long Pond Road (Route 137), in Brewster, Barnstable County, Massachusetts, consisting of 3.69 acres, more or less, and more accurately described in a deed dated December 12, 1996 recorded with the Barnstable County Registry of Deeds in Book 10522 Page 225 and as LOT 1 on a plan of land entitled, “Subdivision Plan of Land in Brewster, Massachusetts prepared for Estelle Gillespie, August 25, 1986, Scale: 1” =100’, Nickerson & Berger, Inc. P.L.S. & P.E., Orleans, Massachusetts,” and recorded with the Barnstable Registry of Deeds in Plan Book 435 Page 55, a copy of which is on file with the Brewster Town Clerk; to acquire said parcel by gift, purchase and/or eminent domain taking under Massachusetts General Laws, Chapter 79, or any other enabling authority; to acquire said land for open space, watershed protection, conservation and passive recreation purposes for the general public, and subject to Article 97 of the Amendments to the Constitution of the Commonwealth of Massachusetts; to appropriate the sum of \( \text{One Hundred Twenty Thousand and 00/100} \ $120,000.00 \) Dollars to pay costs of this acquisition, to transfer the sum of \( \text{Sixty Thousand and 00/100} \ $60,000.00 \) Dollars from Water Department Revenues and the sum of \( \text{Sixty Thousand and 00/100} \ $60,000.00 \) Dollars from the Community Preservation Fund Balance Reserved for Open Space Revenues to pay for said appropriation; to authorize the Board of Selectmen to grant to the Trustees of the Brewster Conservation Trust, for \( \text{Twenty Thousand and 00/100} \ $20,000.00 \) Dollars consideration, a perpetual Conservation Restriction on said premises pursuant to the provisions of General Laws, Chapter 184, Sections 31 through 33, allowing the aforementioned uses at the time of closing or within a reasonable amount of time thereafter; and, to authorize the Water Commission to assume the care, custody, control and management of the property; and to authorize the Board of Selectmen and Water Commission to enter into all agreements and execute any and all instruments as may be necessary on behalf of the municipality to effect this purchase and obtain reimbursement funding; or to take any other action relative thereto.

(Two-thirds Vote Required) (Community Preservation Committee)
**SUMMARY**

This article would enable the Town to acquire and conserve a buildable lot of forest land adjoining the Town’s main wellfield off Route 137 through the Community Preservation Fund (CPA Fund) and Water Department revenues. The parcel is located on Long Pond Road next to the wellfield access road and protects water quality in the Brewster wellfield. No general municipal revenues are being used for this acquisition. The purchase price of $140,000 reflects a seller’s discount, owing to a state tax credit for preserving critical habitat and water protection land. The Water Commission is contributing $60,000 towards this purchase and will take custody of the land. The Brewster Conservation Trust has also pledged $20,000 towards this purchase and will hold the Conservation Restriction. The remaining $60,000 will come from the Community Preservation Open Space fund.

*Selectmen: Yes 5, No 0, Abs 0  Finance Committee: Yes 6, No 0, Abs 0*

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**LAND ACQUISITION**

**ARTICLE NO. 29:** To see if the Town will vote to authorize the Board of Selectmen to acquire a parcel of vacant land designated on Brewster Assessors’ Map 30 Parcel 6, located at Black Duck Cartway, in an area known as the Punkhorn in Brewster, Barnstable County, Massachusetts, consisting of 25,312 square feet (0.6 acre), more or less, and more accurately described in a deed dated November 30, 1984 recorded with the Barnstable County Registry of Deeds in Book 4339 Page 70 and on a plan of land entitled, “Plan of Lots West Gate Road & Un-Named Road, West Brewster, Mass, Surveyed for Lewis E. Farwell, Scale: 60 feet to an inch, January 29, 1971, George F. Reekie, Registered Land Surveyor, Norwell, Mass” and recorded with the Barnstable Registry of Deeds in Plan Book 243 Page 137, a copy of which is on file with the Brewster Town Clerk; to acquire said parcel by gift, purchase and/or eminent domain taking under Massachusetts General Laws, Chapter 79, or any other enabling authority; to acquire said land for open space, watershed protection, conservation and passive recreation purposes for the general public, consistent with the provisions of Mass. Gen. Laws, Ch. 40, §8C, 310 C.M.R. 22.00, and Article 97 of the Amendments to the Constitution of the Commonwealth of Massachusetts; to appropriate the sum of Fifty Thousand and 00/100 ($50,000.00) Dollars to pay costs of this acquisition, to transfer the sum of Twenty-Five Thousand and 00/100 ($25,000.00) Dollars from Water Department Revenues and the sum of Twenty-Five Thousand and 00/100 ($25,000.00) Dollars from the Community Preservation Fund Balance Reserved for Open Space Revenues to pay for said appropriation; to authorize the Board of Selectmen to grant to the Trustees of the Brewster Conservation Trust, for Ten Thousand and 00/100 ($10,000.00) Dollars consideration, a perpetual Conservation Restriction on said premises pursuant to the provisions of General Laws, Chapter 184, Sections 31 through 33, allowing the aforementioned uses at the time of closing or within a reasonable amount of
time thereafter; and, to authorize the Conservation Commission to assume the care, custody, control and management of the property; and to authorize the Board of Selectmen and Conservation Commission to enter into all agreements and execute any and all instruments as may be necessary on behalf of the municipality to effect this purchase and obtain reimbursement funding; or to take any other action relative thereto.

(Two-thirds Vote Required) (Community Preservation Committee)

SUMMARY
This article would enable the Town to acquire and conserve a buildable lot of forest land in the Town’s Punkhorn Parklands through the Community Preservation Fund (CPA Fund) and Water Department revenues. The parcel is located across West Gate Road from the Town’s newest public well and protects water quality in the Punkhorn well fields. No general municipal revenues are being used for this acquisition. The property to be acquired is within the zone II (zone of contribution) to public water supply well fields serving Harwich and Brewster. The property abuts Town-owned conservation land within the Punkhorn. The purchase price of $60,000 reflects a seller’s discount, owing to a state tax credit for preserving critical habitat and water protection land. The Water Commissioners are contributing $25,000 towards this purchase. The land will be placed under the custody of the Town Conservation Commission, further protected by a Conservation Restriction to be held by the Brewster Conservation Trust. The Trust has also pledged a $10,000 contribution to the Town for this purchase. The remaining $25,000 will come from the Community Preservation Open Space fund.

Selectmen: Yes 5, No 0, Abs 0  Finance Committee: Yes 6, No 0, Abs 0

ROAD REPAIR AND RESURFACING PROGRAM

ARTICLE NO. 30: To see if the Town will vote to appropriate Ten Million and 00/100 Dollars ($10,000,000.00) and to authorize the Town Treasurer, with the approval of the Board of Selectmen, to borrow such amount and to issue any bonds or notes that may be necessary for the costs to engineer, design, repair and reconstruct roadways within the Town of Brewster, as authorized by Chapter 44, §7(6) of the General Laws and any other enabling authority; to authorize the Town Administrator to solicit bids and/or proposals, enter into a contract or contracts, and expend these funds under the direction of the Board of Selectmen for that purpose; to authorize the transfer from available funds of an additional sum of money for the purpose of paying incidental and related costs, including costs for the preparation, issuance and marketing of notes and bonds issued hereunder and for paying interest on temporary notes issued in anticipation thereof; provided, however, that such appropriation is contingent on the passage of a Proposition 2½ referendum; or take any other action relative thereto.
SUMMARY

The Board of Selectmen and Finance Committee have been working to develop a long-term road maintenance program, or Pavement Management Plan. The Town hired CDM Smith to perform a comprehensive audit of the current condition of our public roads and to develop recommendations for maintaining and improving the same. The study was completed in January 2015. According to the study, the Town’s overall “Pavement Condition Index” (PCI) rating is 73 out of 100, which would be considered “fair” condition. The study projects that if no further money is expended for road improvements over the next 10 years, the Town’s PCI rating will decline to 63 or “poor” condition, making it more costly to maintain and improve our roads. When the PCI falls to “poor” condition, roads deteriorate very rapidly to “serious” or “failed” condition. Roads of “fair” condition can be maintained, whereas roads of “poor”, “serious” and “failed” conditions are dangerous and require major reconstruction.

According to the study, in order to maintain a PCI of 73, the Town needs to invest approximately $1.1 million per year, for the next 5 years. It is not advisable to simply maintain this condition, because many of our roads are on the verge of requiring significant and costly repairs, and several are already deteriorating at a very fast rate. In order to reach a target PCI rating of 80 within 5 years, the Town needs to spend approximately $2.3 million per year. The Board of Selectmen and the Finance Committee are committed to improving our PCI because doing so will enhance safety, improve access, and create a condition where we may avoid more significant and costly reconstruction in the future.

The Board of Selectmen and Finance Committee discussed several strategies for funding the implementation of our Pavement Management Plan. The result of these discussions between the Selectmen and the Finance Committee is the recommendation to authorize a $10 million debt exclusion for the purpose of improving and reconstructing public roads, drainage, and sidewalks throughout the Town. The annual costs of this borrowing would be raised outside the limits of Proposition 2 ½. This article is subject to a Proposition 2 ½ debt exclusion ballot question at the Spring 2015 Annual Town Election.

The implementation of this plan, and therefore the borrowing of these funds, will occur over a period of several years. For that reason, it is not possible to state the specific annual cost to a homeowner in any given year. However, for the purpose of analyzing this article, it is relevant to state that a $10 million borrowing under a debt exclusion would, at today’s interest rate, cost the owner of a typical home valued at $400,000 approximately $125 in the first year, decreasing to approximately $85 in the 15th year. This assumes a repayment period of 15 years, the maximum allowable period for road improvements.
COMMUNITY PRESERVATION ACT / Reallocation of Fund Balance

ARTICLE NO. 31: To see if the Town will vote to act upon the recommendations of the Community Preservation Committee; to appropriate from the Community Preservation Fund to hold for future expenditures the following sums from the Fund’s Fiscal Year 2006 through 2014 revenues; all as follows:

Item: Category:
1. Reserve Funds:  
   a. Open Space: To hold, pursuant to the provisions of section 17-4 of the Brewster Community Preservation Committee Bylaw, in reserve for the purpose of Open Space and to transfer the sum of $163,235.00 from Community Preservation Fund’s Fiscal Year 2006 through 2014 revenue for future expenses.

   b. Historic Preservation: To hold, pursuant to the provisions of section 17-4 of the Brewster Community Preservation Committee Bylaw, in reserve for the purpose of Historic Preservation and to transfer the sum of $32,647.00 from Community Preservation Fund’s Fiscal Year 2006 through 2014 revenue for future expenses.

   c. Community Housing: To hold, pursuant to the provisions of section 17-4 of the Brewster Community Preservation Committee Bylaw, in reserve for the purpose of Community Housing and to transfer the sum of $32,647.00 from Community Preservation Fund’s Fiscal Year 2006 through 2014 revenue for future expenses.

   d. Budget Reserve: To hold, pursuant to the provisions of section 17-4 of the Brewster Community Preservation Committee Bylaw, in reserve for the purpose of Budget Reserve for housing, historic preservation and/or recreation uses and to transfer the sum of $97,941.00 from Community Preservation Fund’s Fiscal Year 2006 through 2014 revenue for future expenses.

   Grand-total $326,470.00

or to take any other action relative thereto.

(Majority Vote Required) (Community Preservation Committee)

SUMMARY

In May of 2005, Brewster approved a ballot question which allowed for the adoption of the modified Community Preservation Act (CPA). The act
appropriates a 3% surcharge on the town’s real estate tax revenues, which are reserved in a special fund in order to finance projects and programs for the purposes of preservation of open space, recreation, community housing, and historic preservation. Every year the Town estimates the amount of the 3% surcharge that will be collected; however, the Town typically collects more revenue than budgeted. These excess funds are reserved in a segregated account, referred to as the “Undesignated Fund Balance.” In addition, there was a balance carried forward after the conversion from the Land Bank to the CPA that also resides in the Undesignated Fund Balance. This article is intended to distribute these undesignated funds by our typical formula.

Brewster established, through a local bylaw, a distribution schedule for the CPA funds according to the following:

- 50% of the funds for open space,
- 10% for community housing,
- 10% for historic preservation, and
- 30% balance is available for housing, historic preservation and/or active recreation projects or programs.

**Selectmen:** Yes 5, No 0, Abs 0  **Finance Committee:** Yes 6, No 0, Abs 0

### RECIDND DEBT AUTHORIZATION

**ARTICLE NO. 32:** To see if the Town will vote to rescind the authorization to incur debt, as follows:

a. Public Water Supply Well No. 6 - $541,403.00  (Article 8 of the November 7, 2011 Special Town Meeting)
b. Prell Circle Road Betterment - $8,609.00  (Article 19 of the May 7, 2012 Annual Town Meeting)
c. Septage Betterment funding - $28,600.00  (Article 14 of the May 6, 1996 Annual Town Meeting)

or to take any other action relative thereto.

(Majority Vote Required)  (Board of Selectmen)

**SUMMARY**

This article simply serves to rescind the authorized but unissued debt for a variety of completed capital projects.

**Selectmen:** Yes 5, No 0, Abs 0  **Finance Committee:** Yes 6, No 0, Abs 0
ZONING BYLAW AMENDMENT/CONSTRUCTION WASTE HANDLING FACILITY

ARTICLE NO. 33: To see if the Town will vote to amend Chapter 179 of the Town of Brewster Code and to insert a new definition in Article I, § 179-2, or take any other action relative thereto as follows:

CONSTRUCTION WASTE HANDLING FACILITY, PRIVATE – A privately owned parcel(s) of land, having previously received Site Assignment by the Brewster Board of Health, 1) for the collection, processing and recycling of wood waste (brush, stumps and leaves) and recycling of asphalt, concrete and bricks, 2) for the collection, segregation and transfer of non-municipal solid waste as specifically limited to construction and demolition materials. Any such facility specifically excludes the collection of any garbage, organic rubbish and oil or hazardous materials. To the extent this definition is ever applied inconsistent with the provisions of Massachusetts General Laws, Chapter 111, § 150A and §150A ½ and the regulations promulgated there under, the provision of that statute and those regulations shall prevail.

And to amend Chapter 179 of the Town of Brewster, Article IV, Chapter 179-11, Table of Use Regulations, Table 1 “Wholesale, manufacturing and industrial, by inserting a new #3 and renumbering subsequent lines:

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or to take any other action relative thereto.

(Two-thirds Vote Required) (Citizens Petition)

SUMMARY
This citizen petition has been prepared to allow for the extension of pre-existing non-conforming uses that currently exist in the Industrial District wherein wood waste and other related construction materials are recycled into usable products for resale (loam, mulch, wood chips and various grades of aggregate). This article will allow for the properties with Site Assignment granted by the Brewster Board of Health to extend such uses under the Special Permit process to include the collection and transfer (handling) of other construction and
demolition debris. The transfer facility will segregate any materials that can be recycled or re-used from the individual loads and then bulk other materials for offsite transport to the appropriate licensed solid waste facilities. Any such qualifying property must have received Site Assignment by the Brewster Board of Health, maintain a Water Quality Certificate from the Brewster Water Quality Planning Committee and be licensed by the Massachusetts Department of Environmental Protection. This article relies on the Local and state jurisdiction in the siting, operation and monitoring or such facilities. The full text of the governing state regulations for such facilities can be found within 310 CMR 19.000.

Selectmen: Recommendation
Deferred

Finance Committee: Recommendation
Deferred

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**ARTICLE NO. 34:** To act on any other business that may legally come before this meeting.

(Board of Selectmen)

And you are hereby directed to serve this Warrant with your doings thereon to the Town Clerk at the time and place of said meeting as aforesaid. Given under our hand and Seal of the **Town of Brewster** affixed this ___th day of April, 2015.

___________________________________
James W. Foley, Chairman

___________________________________
Benjamin W. deRuyter, Vice-Chairman

___________________________________
Patricia E. Hughes, Clerk

___________________________________
John Theodore Dickson

___________________________________
Peter G. Norton

I, Roland W. Bassett, Jr., duly qualified Constable for the Town of Brewster, hereby certify that I served the Warrant for the Annual Town Meeting of **May 4, 2015** by posting attested copies thereof, in the following locations in the Town on the ___th day of April, 2015.

Brewster Town Offices

Cafe Alfresco

Brewster Ladies Library

Brewster Pizza House

The Brewster Store

Millstone Liquors

Brewster Farms

U. S. Post Office

___________________________________
Roland W. Bassett, Jr. Constable
MODERATOR’S RULES REGARDING TOWN MEETING

Priority shall be given to registered voters of the town for admission to all town meetings, whether annual or special meetings. Therefore, the following rules shall apply:

1. Prior to admission to the hall, persons desiring admission shall check in with the Registrars of Voters, who will be present at the main entrance with voter registration lists.
2. Non-voters, who desire to be present, will be seated in the area designated as the non-voter section. If voters present need seating, then the non-voters will have to leave the meeting hall.
3. Non-voters will not address the town meeting without the unanimous consent of all voters present and will not participate in voting.

TOWN MEETING PROCEDURE

THE MODERATOR has absolute control of the town meeting.

GENERAL LAWS CHAPTER 39 SECTION 15: The Moderator shall preside and regulate the proceedings, decide all questions of order, and make public declaration of all votes. The Moderator recognizes speakers from the floor, and while they are speaking allows no interruptions except when a point of order is raised.

WHEN A VOTER WISHES TO SPEAK he may rise, say, "Mr. Moderator," and wait for recognition. Then, with the microphone, please give your name. The voter may continue with due regard to reasonable brevity, as long as he speaks directly to the question under discussion.

THERE WILL BE NO SMOKING OR STANDING in the meeting hall.

ANYTIME THE MOTION TO BE VOTED ON IS UNCLEAR, ask the Moderator before voting.

VOTERS WILL PLEASE HOLD THEIR BREWSTER VOTER TAG in their right hand, so that the tellers when counting hand votes will count them.

NO PERSON IS TO INDULGE IN PERSONALITIES OR DEROGATORIES. Let us maintain decorum and reason together.

MOTIONS

MAIN MOTIONS are always on articles in the town warrant. They are made, seconded, and then opened for consideration.
SECONDARY MOTIONS are motions which refer to main motions. Secondary motions usually amend, postpone, or limit consideration.

AMENDMENTS may be offered by any voter to the motion under discussion, provided the scope of the original motion is not enlarged or altered. Amendments are seconded and discussed; they require a majority vote to carry (pass). An amendment need not be voted upon, if the proposed change is agreeable to the proponents of original motion. Voters must submit amendments in legible writing.

**POSTPONE**

TO REFER TO COMMITTEE "COMMIT" if changes in a main motion are numerous, take too much time, or require additional information, it is wise to commit the article to a committee. This secondary motion should specify which board or committee. If proposing a new committee, specify how many members, how appointments are to be made and when the committee should report.

POSTPONE TO A DEFINITE TIME: defers action on a main motion to a stated hour, usually during the meeting. At the hour specified, it is returned to the floor when a motion is made that the deferred article be considered.

"LAY ON TABLE" intends to temporarily lay aside an article. Not debatable; majority vote carries. An article not taken from table before the meeting adjourns is dead. To be considered at a subsequent meeting, it must reappear in the warrant for that meeting.

"TAKE NO ACTION" "PASS OVER" "POSTPONE INDEFINITELY" are debatable motions and require majority vote. The intent is to defeat the motion.

**LIMIT CONSIDERATION**

LIMIT DEBATE. This secondary motion requests a vote to be taken at a specific time. Requires a 2/3 majority vote.

"MOVE THE PREVIOUS QUESTION" demands an immediate vote on any motion under consideration without further debate on the motion. May not be debated or amended. Requires 2/3 vote to carry. If it carries, we vote on the main motion that we voted to end the debate on.

**POINT OF ORDER**

IF A VOTER QUESTIONS THE LEGALITY or propriety of the proceedings, he may rise, interrupt the speaker and say, "Mr. Moderator, I rise to a point of order" or "question of privilege."

**VOTES ON MAIN MOTIONS**

Usually majority of those attending carries (passes).
**EXCEPTIONS:**

**2/3 MAJORITY VOTE REQUIRED** borrowing of money appropriations for land purchases; land purchase for public domain; sale or abandonment of unneeded land; abandonment of projects for which money has been borrowed; appropriation for celebration of settlement or incorporation; zoning bylaws.

**4/5 USUALLY REQUIRED** payment of a bill for which insufficient appropriations made in a previous year, at the annual town meeting. A 9/10 vote is required at a special town meeting.

**POSTPONE INDEFINITELY** requires a majority vote, may be debated, and may not interrupt the speaker.
GLOSSARY OF FINANCIAL TERMS

1. Appropriation – An authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes. An appropriation is usually limited in amount and as to the time when it may be expended. Only town meeting can authorize money appropriated for one purpose to be used for another. Any amount that is appropriated may be encumbered (see encumbrance). Any part of an annual operating appropriation not spent or encumbered by June 30 automatically reverts to the undesignated fund balance that may result in free cash. If departments know of remaining unpaid bills at the close of the fiscal year and properly notifies the Town Accountant (MGL Ch. 41 ss. 58), the departmental appropriation is encumbered. This action extends the annual spending authorization until such time that the bill is paid or it is decided not to spend the funds. If these encumbrances are not acted on within a year, the Town Accountant generally notifies the department and closes them out. A special purpose appropriation, on the other hand, may carry forward from year to year until spent for the designated purpose or transferred by town meeting vote to another account.

2. Audit – An examination of systems, procedures, and financial data by a certified public accountant, reporting on the fairness of financial statements and compliance with statutes and regulations. The audit is a valuable management tool for evaluating the fiscal performance of a community.

3. Available Funds – Funds established through previous appropriations or resulting from financial operations. They may be appropriated to meet unforeseen expenses, or large non-recurring or capital expenditures. Examples include free cash, stabilization fund, overlay surplus, water surplus, and enterprise retained earnings.

4. Betterments (Special Assessments) – Whenever a limited area of a community receives benefit from a public improvement (e.g., water, road, sewer, sidewalk, etc.), special property taxes may be assessed to reimburse the governmental entity for all or part of the costs it incurred. Each parcel receiving benefit from the improvement is assessed for a proportionate share of the cost of such improvements. The proportionate share may be paid in full, or the property owner may request the assessors to apportion the betterment over a period of up to 20 years. Over the lifetime of the betterment, one year’s apportionment along with one year’s committed interest computed from October 1 to October 1 is added to the tax bill until the betterment has been paid.

5. Bond – A written promise to pay a specified sum of money, called the face value (par value) or principal amount, at a specified date in the future, called the maturity date, together with periodic interest at a specified rate. The difference between a note and a bond is that the latter runs for a longer period of time.

6. Bond Anticipation Note (BAN) – A short-term note to provide cash for initial project costs issued in anticipation of bond proceeds. BANs may be issued for a period not to exceed five years, provided principal repayment
begins after two years. Communities with approved projects on the School Building Assistance (SBA) priority list may defer principal payments up to five years (approved annually in outside sections of the budget). The final maturity date of the project borrowing, beginning from the date the short-term note was issued, may not exceed the term specified by statute. BANs are full faith and credit obligations.

7. Bond Authorized And Unissued – Bond authorized but not yet sold. Issuance is contingent only on action by the Town Treasurer and a majority of the Board of Selectmen.

8. Bond Counsel – An attorney or law firm engaged to review and submit an opinion on the legal aspects of a municipal bond or note issue.

9. Bond Issue – Generally represents the sale of a certain number of bonds at one time by a governmental unit.

10. Bond Rating (Municipal) – A credit rating to help investors determine the risk of losing money in a given fixed-income investment. Agencies specializing in municipal bonds assign a rating, designated by letters or a combination of letters and numerals, based on their opinion of the future ability, legal obligation, and willingness of a bond issuer to make timely debt service payments.

11. Budget – A plan of financial operation embodying an estimate of proposed revenues and expenditures for a given period and the proposed means of financing them. A budget may be “preliminary” (the financial plan presented to the town meeting), or “final” (the plan approved by that body). The budget should be separated into basic units, either by department, program, or service. Formatting the budget in this way helps local officials and citizens make policy decisions when allocating scarce resources. It is also important to include as much information as possible concerning the output or accomplishments expected of a given program or department during the year.

12. Capital Improvements Program – A comprehensive plan for planning a community’s capital expenditures. It coordinates community planning, fiscal capacity and physical development. While all of the community’s needs should be identified in the program, there is a set of criteria that prioritizes the expenditures. The capital program is a plan for capital expenditures that usually extends at least five years beyond the capital budget.

13. Capital Outlay Expenditure Exclusion – A vote by a community at an election to exclude payments for a capital project from the levy limit. The exclusion is limited to one year and may temporarily increase the levy above the levy ceiling.

14. Cash – Currency, coin, checks and bankers’ drafts on hand or on deposit with an official or agent designated as custodian of cash and bank deposits.

15. Cash Management – The process of managing a local government’s money in order to ensure maximum cash availability and maximum yield on short-term investment of idle cash.

16. Cemetery Perpetual Care – Funds donated by individuals for the care of gravesites. According to MGL, funds from this account must be invested and spent as directed by perpetual care agreements. If no agreements exist, the
interest (but not principal) may be used as directed by the Cemetery Commissioners for the purpose of maintaining cemeteries.

17. Chapter 90 Highway Funds – The state legislature authorizes and issues transportation capital bonds every few years. In each Transportation Bond, funds are apportioned to communities based upon a formula under the provisions of MGL Ch. 90 ss. 34, hence the terms Chapter 90 funds. The Chapter 90 highway formula is comprised of three variables: local road mileage as certified by the Massachusetts Highway Department (MHD), employment figures from the Department of Employment and Training (DET), and population estimates from the U. S. Census Bureau. Under this formula, those communities with a larger number of road miles receive proportionately more aid than those with fewer road miles. These funds are reimbursed to communities based upon certified expenditure reports submitted to MHD.

18. Cherry Sheets – Named for the cherry colored paper on which they were originally printed, the Cherry Sheets are the official notification of the next fiscal year’s state aid and assessments to communities and regional school districts from the Commissioner of Revenue. State aid to municipalities and regional school districts consist of two major types – distributions and reimbursement. Distributions provide funds based on formulas while reimbursements provide funds for costs incurred during a period for certain programs or services. In addition, communities may receive “offset items” that must be spent on specific programs. Cherry Sheet assessments are advance estimates of state assessments and charges. Local assessors are required to use these figures in setting the local tax rate. Because these figures are estimates, it should be noted that based upon filing requirements and/or actual information, the final aid or assessment may differ.

19. Cherry Sheet Offset Items – Local aid accounts that may be spent without appropriation in the budget, but which must be spent for specific municipal and regional school district programs. Current offset items include racial equality grants, school lunch grants, and public libraries grants.

20. Collective Bargaining – The negotiations between an employer and union representative regarding wages, hours, and working conditions.

21. Conservation Fund – This fund may be expended for lawful conservation purposes as described in MGL Ch. 40 ss. 8C. It may also be expended for damages related to the taking of land by eminent domain provided that such taking has first been approved by two-thirds vote of town meeting.

22. Contingent Appropriation – An appropriation that authorizes spending for a particular purpose upon the occurrence of a later event. The grant of spending authority made by an appropriation must be certain at the time of the vote and, therefore, contingent appropriations are not generally permissible. Under MGL Ch. 59 ss. 21C(m), however, towns may make appropriations from the tax levy, available funds or borrowing, contingent upon the subsequent passage of a Proposition 2-½ override or exclusion question for the same purpose.

23. Debt Authorization – Formal approval by a two-thirds vote of town meeting to incur debt, in accordance with procedures stated in MGL Ch. 44.
24. Debt Exclusion – A vote by a municipality at an election to exclude debt service payments for a particular capital project from the levy limit. The amount necessary to cover the annual debt service payment is added to the levy limit for the life of the debt only. A debt exclusion may temporarily increase the levy above the levy ceiling.
25. Debt Limit – The maximum amount of debt that a municipality may have authorized for qualified purposes under state law.
26. Debt Service – The cost usually stated in annual terms, of the principal repayment and interest of any particular issue.
27. Deficit – The excess of expenditures over revenues during an accounting period. Also refers to the excess of the liabilities of a fund over its assets.
28. Education Reform Act Of 1993 – An act that seek to remedy educational funding inequities between local communities by providing adequate state funding over a seven year period for all local and regional school districts and by mandating equity based upon a particular community’s ability to pay. One of the Act’s major goals is to improve student achievement.
29. Eminent Domain – The power of a government to take property for public purposes by condemnation provided that fair compensation is paid to the owner. This method is frequently used to obtain real property that cannot be purchased from owners by means of a voluntary transaction.
30. Encumbrance – Obligations in the form of purchase orders, contracts, or salary commitments that are chargeable to an appropriation and for which a part of the appropriations is reserved.
31. Estimated Receipts – An estimate of state and local miscellaneous receipts based upon the previous year’s receipts that assessors deduct from the gross amount to be raised in order to arrive at the tax levy.
32. Excess And Deficiency – Also called the “surplus revenue” account, this is the amount by which cash, accounts receivable, and other assets exceed a regional school district’s liabilities and reserves as certified by the Director of Accounts. The calculation is made based upon the balance sheet that is submitted by the district’s auditor, accountant, or comptroller as of June 30. The regional school committee must apply certified amounts exceeding five percent of the district’s prior year operating and capital costs to reduce the assessment on member cities and towns.
33. Excess Levy Capacity – The difference between the levy limit and the amount of real and personal property taxes actually levied in a given year. Annually, the Board of Selectmen must be informed of excess levy capacity and their acknowledgment must be submitted to the Department of Revenue when setting the tax rate.
34. Fiscal Year – Since 1974, the Commonwealth and municipalities have operated on a budget cycle that begins July 1 and ends June 30. The designation of the fiscal year is that of the calendar year in which the fiscal year ends. For example, the 2000 fiscal year is July 1, 1999 to June 30, 2000 and is usually written as FY2000. Since 1976, the federal government has had a fiscal year that begins October 1 and ends September 30.
35. **Fixed Costs** – Costs that are legally or contractually mandated such as retirement, FICA/Social Security, insurance, debt service or interest costs.

36. **Foundation Budget** – The target imposed by the Education Reform Act of 1993 for each school district, defining the spending level necessary to provide an adequate education for all students.

37. **Free Cash** – Unrestricted funds from operations of the previous fiscal year that are certified by the Director of Accounts as available for appropriation. Remaining funds include unexpended free cash from the previous year, receipts in excess of estimates shown on the tax recapitulation sheet, and unspent amounts in budget line-items. Unpaid property taxes and certain deficits reduce the amount that can be certified as free cash. The calculation of free cash is based upon the balance sheet as of June 30, which is submitted by the Town Accountant. A community should maintain a free cash balance to provide a hedge against unforeseen expenditures and to ensure there will be an adequate reserve to prevent sharp fluctuations in the tax rate. Maintenance of an adequate free cash level is not a luxury but a necessary component of sound local fiscal management. Credit rating agencies and other members of the financial community expect municipalities to maintain free cash reserves and make judgments regarding a community’s fiscal stability, in part, on the basis of free cash.

38. **Fund** – An accounting entity with a self balancing set of accounts that are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with specific regulations, restrictions, or limitations.

39. **Fund Accounting** – Organizing the financial records of a municipality into multiple funds. A fund is a distinct entity within the municipal government in which financial resources and activity (assets, liabilities, fund balances, revenues and expenditures) are accounted for independently in accordance with specific regulations, restrictions and limitations. Examples of funds include the general fund and enterprise funds.

40. **General Fund** – The fund used to account for most financial resources and activities governed by the normal town meeting appropriation process.

41. **General Obligation Bonds** – Bonds issued by a municipality that are backed by the full faith and credit of its taxing authority.

42. **Hotel/Motel Excise** – A local option since 1985 that allows a community to assess a tax on room occupancy. The community may levy up to 4% of the taxable rents of hotels, motels and lodging houses in that community.

43. **Indirect Cost** – Costs of a service not reflected in the service’s operating budget. An example of an indirect cost of providing water service would be health insurance costs for water department employees. A determination of these costs is necessary to analyze the total cost of service delivery.

44. **Interest** – Compensation paid or to be paid for the use of money, including amounts payable at periodic intervals or discounted at the time a loan is made.

45. **Interest Rate** – The interest payable, expressed as a percentage of the principal available, for use during a specified period of time. It is always expressed in annual terms.
46. Law Enforcement Trust Fund – A revolving fund established to account for a portion of the proceeds from the sale of property seized from illegal drug-related activities. Funds may be expended to defray certain qualified law enforcement costs as outlined in MGL Ch. 94C ss. 47. Funds from this account may be expended by the Police Chief without further appropriation.

47. Levy – The amount a community raises through the property tax. The levy can be any amount up to the levy limit.

48. Levy Ceiling – The maximum levy assessed on real and personal property may not exceed 2 ½ percent of the total full and fair cash value of all taxable property (MGL Ch. 59 ss. 21C). Property taxes levied may exceed this limit only if the community passes a capital exclusion, a debt exclusion, or a special exclusion.

49. Levy Limit – The maximum amount a community can levy in a given year. The limit can grow each year by 2 ½ percent of the prior year’s levy limit plus new growth and any overrides. The levy limit can exceed the levy ceiling only if the community passes a capital expenditure exclusion, debt exclusion, or special exclusion.

50. Line-Item Budget – A budget that focuses on inputs of categories of spending, such as supplies, equipment, maintenance, or salaries, as opposed to a program budget.

51. Local Aid – Revenue allocated by the commonwealth to cities, towns, and regional school districts. Estimates of local aid are transmitted to cities, towns, and districts annually by the “Cherry Sheets”. Most Cherry Sheet aid programs are considered revenues of the municipality’s or regional school districts’ general fund and may be spent for any purpose, subject to appropriation.

52. Local Receipts – Locally generated revenues, other than real and personal property taxes and enterprise fund revenues. Examples include motor vehicle excise, investment income, hotel/motel tax, fees, rentals, and charges. Annual estimates of local receipts are shown on the tax rate recapitulation sheet.

53. Motor Vehicle Excise (MVE) – Every motor vehicle and trailer registered in the Commonwealth is subject to the MVE unless expressly exempted. MVE is imposed for the privilege of registering a motor vehicle. Registering a motor vehicle automatically triggers the assessment of the excise.

54. Municipal(S) – Municipal refers to any state or subordinate governmental unit. “Municipals” (i.e., municipal bonds) include not only the bonds of all local subdivisions, such as cities, towns, school districts, special districts, but also bonds of the state and agencies of the state.

55. Municipal Revenue Growth Factor (MRGF) – An estimate of the percentage change in a municipality’s revenue growth for a fiscal year. It represents the combined percentage increase in the following revenue components; automatic 2 ½ percent increase in the levy limit, estimated new growth, the change in selected unrestricted state aid categories, and the change in selected unrestricted local receipts (Education Reform Act of 1993).

56. Net School Spending (NSS) – School budget and municipal budget amounts attributable to education, excluding long-term debt service, student
transportation, school lunches and certain other specified school expenditures. A community’s NSS funding must equal or exceed the NSS Requirement established annually by the Department of Education (DOE) (Education Reform Act of 1993).

57. **New Growth** – The taxing capacity added by new construction and other increases in the property tax base. New growth is calculated by multiplying all increases in value which are not the result of revaluation by the tax rate of the previous fiscal year, for example, FY2000 new growth is determined by multiplying the value on January 1, 1999 by the FY1999 tax rate. Assessors must submit documentation of new growth to the BLA annually before setting the tax rate. Documentation should be retained for five years in the event of a BLA audit.

58. **Operating Budget** – A plan of proposed expenditures for personnel, supplies, and other expenses for the coming fiscal year.

59. **Overlay** – (Overlay Reserve or Allowance for Abatements and Exemptions). An account established annually to fund anticipated property tax abatements, exemptions and uncollected taxes in that year. The overlay reserve is not established by the normal appropriation process, but rather is raised on the tax rate recapitulation sheet.

60. **Overlay Deficit** – A deficit that occurs when the amount of overlay raised in a given year is insufficient to cover abatements, statutory exemptions, and uncollected taxes for that year. Overlay deficits must be provided for in the next fiscal year.

61. **Overlay Surplus** – Any balance in the overlay account of a given year in excess of the amount remaining to be collected or abated can be transferred into this account. Within ten days of a written request by the chief executive officer of a city or town, the Board of Assessors must provide a certification of the excess amount of overlay available to transfer. Overlay surplus may be appropriated for any lawful purpose. At the end of each fiscal year, unused overlay surplus is “closed” to surplus revenue; in other words, it becomes a part of free cash.

62. **Override** – A vote by a community at an election to permanently increase the levy limit. An override vote may increase the levy limit no higher than the levy ceiling. The override question on the election ballot must state a purpose for the override and the dollar amount).

63. **Override Capacity** – The difference between a community’s levy ceiling and its levy limit. It is the maximum amount by which a community may override its levy limit.

64. **Payments In Lieu Of Taxes** – An agreement between a municipality and an entity not subject to taxation, such as charitable or educational organizations, in which the payer agrees to make a voluntary payment to the municipality. By law, a city or town must make such payment to any other community in which it owns land used for public purposes.

65. **Receipts Reserved** – Proceeds that are earmarked by law and placed in separate accounts for appropriation for particular purposes. For example,
parking meter proceeds may be appropriated to offset certain expenses for parking meters and the regulation of parking and other traffic activities.

**66. Reserve Fund** – An amount set aside annually within the budget of a city (not to exceed 3% of the tax levy for the preceding year) or town (not to exceed 5% of the tax levy for the preceding year) to provide a funding source for extraordinary or unforeseen expenditures. In a town, the Finance Committee can authorize transfers from this fund for “extraordinary or unforeseen” expenditures. Other uses of the fund require budgetary transfers by town meeting.

**67. Revenue Anticipation Borrowing** – Cities, towns and districts may issue temporary notes in anticipation of taxes (TAN’s) or other revenue (RAN’s). The amount of this type of borrowing is limited to the total of the prior year’s tax levy, the net amount collected in motor vehicle and trailer excise in the prior year and payments made by the Commonwealth in lieu of taxes in the prior year. According to MGL Ch. 44 ss. 4, cities, towns and districts may borrow for up to one year in anticipation of such revenue.

**68. Revenue Anticipation Note (RAN)** – A short-term loan issued to be paid off by revenues, such as tax collections and state aid. RANs are full faith and credit obligations.

**69. Revenue Bond** – A bond payable from and secured solely by specific revenues and thereby not a full faith and credit obligation.

**70. Revolving Fund** – Allows a community to raise revenues from a specific service and use those revenues without appropriation to support the service. For departmental revolving funds, MGL Ch 44 ss. 52E ½ stipulates that each fund must be re-authorized each year at annual town meeting action, and that a limit on the total amount that may be spent form each fund must be established at that time. The aggregate of all revolving funds may not exceed ten percent of the amount raised by taxation by the town in the most recent fiscal year, and not more than one percent of the amount raised by taxation may be administered by a single fund. Wages and salaries for full-time employees may be paid from the revolving fund only if the fund is also charged for all associated fringe benefits. Revolving funds for other programs as provided by statute are still allowed, and a departmental revolving fund may be implemented in addition to or in conjunction with other existing statutory revolving funds, provided that the departmental revolving fund does not conflict with provisions of other revolving funds.

**71. Sale Of Cemetery Lots Fund** – A fund established to account for proceeds of the sale of cemetery lots. The proceeds may only be appropriated to pay for the cost of the land, its care and improvement or the enlargement of the cemetery under provisions of MGL Ch. 144 ss. 15.

**72. Stabilization Fund** – A fund designed to accumulate amounts for capital and other future spending purposes, although it may be appropriated for any lawful purpose. Communities may appropriate into this fund in any year an amount not to exceed ten percent of the prior year’s tax levy or a larger amount with the approval of the Emergency Finance Board. the aggregate of the stabilization fund shall not exceed ten percent of the community’s equalized
value, and any interest shall be added to and become a part of the fund. A two-thirds vote of town meeting is required to appropriate money from the Stabilization Fund.

73. **State Aid Anticipation Note (SAAN)** – A short-term loan issued in anticipation of a state grant or aid (MGL Ch. 44 ss. 6A).

74. **State House Notes** – Debt instruments for cities, towns, counties and districts certified by the Director of Accounts. State House Notes, payable annually, are usually limited to maturities of five years. The notes are generally less costly and easier to issue than conventional issues for borrowing. They are commonly used for temporary loans and smaller long-term issues.

75. **Tax Rate** – The amount of property tax stated in terms of a unit of the municipal tax base; for example, $14.80 per $1,000 of assessed valuation of taxable real and personal property.

76. **TAX RATE RECAPITULATION SHEET (Also Recap Sheet)** – A document submitted by a city or town to the Department of Revenue in order to set a property tax rate. The recap sheet shows all estimated revenues and actual appropriations that affect the property tax rate. The recap sheet should be submitted to the Department of Revenue by September 1 (in order to issue the first-half semiannual property tax bills before October) or by December 1 (in order to issue the third quarterly property tax bills before January 1).

77. **Triennial Certification** – The Commissioner of Revenue is required to review local assessments every three years and to certify that they represent FFCV. The Bureau of Local Assessments is responsible for this process.

78. **Trust Fund** – In general, a fund held for the specific purpose stipulated by a trust agreement. The Town Treasurer acts as a custodian of trust funds and invests and expends such funds as stipulated by trust agreements or as directed by the Commissioners of Trust Funds or by town meeting. Both principal and interest may be used if the trust is established as an expendable trust. For non-expendable trust funds, interest but not principal may be expended as directed.

79. **Underride** – A vote by a community to permanently decrease the tax levy limit. As such, it is the exact opposite of an override.

80. **Unfunded Pension Liability** – Unfunded pension liability is the difference between the value assigned to the retirement benefits already earned by a municipality’s employees and the assets the local retirement system will have on hand to meet these obligations. The dollar value of the unfunded pension liability is driven by assumptions about interest rates at which a retirement system’s assets will grow and the rate of future costs of living increases to pensioners.

81. **Uniform Municipal Accounting System (UMAS)** – The Department of Revenue regards UMAS as the professional standard for municipal account system that conforms to Generally Accepted Accounting Principles modern municipal accounting in Massachusetts. Among the benefits of conversion to UMAS is increased consistency in reporting and record keeping and enhanced comparability of data among cities and towns.
82. Unreserved Fund Balance (Surplus Revenue Account) – The amount by which cash, accounts receivable, and other assets exceed liabilities and restricted reserves. It is akin to a “stockholders’ equity” account on a corporate balance sheet. It is not, however, available for appropriation in full because a portion of the assets listed as “accounts receivable” may be taxes receivable and uncollected.

83. Warrant – An authorization for an action. For example, a town meeting warrant establishes the matters that may be acted upon by that town meeting. A treasury warrant authorizes the treasurer to pay specific bills. The assessors’ warrant authorizes the tax collector to collect taxes in the amount and from the persons listed, respectively.

84. Water Surplus – For water departments operating under MGL Ch. 41 ss. 69B, any revenues in excess of estimated water receipts or unspent water appropriations closeout to a water surplus account. Water surplus may be appropriated to fund water-related general and capital expenses or to reduce water rates.

85. Water Improvement Fund – An account into which fifty percent of the proceeds of the boat excise is deposited. Use of these proceeds is limited to certain waterway expenses as outlined in MGL Ch. 40 ss. 5G.