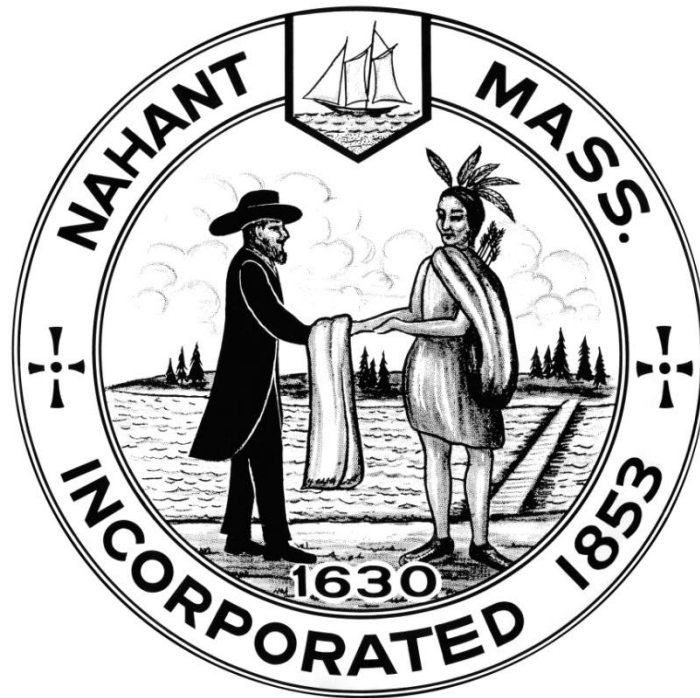


**Report and Recommendations
of the
Advisory and Finance Committee**



**Town of Nahant
Massachusetts**

**Annual Town Meeting
Saturday, April 28, 2012
12:30 P.M.**

Please bring this book with you to Town Meeting.

Our Magical Memories of Our Beautiful Home Town:

At low tide, **Periwinkle Circle** is a beautiful tide pool, where the aqua water rushes out, leaving great rocks on which to climb. ~ *Arianna Alberti*



Nahant's beautiful **Town Hall** is an historic place, where rules are made, so we can all live safely. ~ *Craig Barrasso*

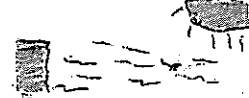


At **Bailey's Hill**, the sweet smell of grass, mingling with the salt of the ocean, is invigorating, while gazing out to the sea, filled with sapphires and diamonds.

~ *Olivia Barton*



Forty Steps Beach is amazing when the ocean waves shimmer and dance, as they crash against the massive blocks of rock. ~ *Isaiah Bascon*



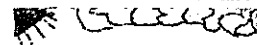
At our **Baseball Fields**, the crack of the bat and the loud thump of the ball hitting the catcher's mitt get us into the baseball mood. ~ *Justin Bennett*



Black Rock Beach's refreshing teal blue water glistens as the sun's warm rays dance and sparkle below the water's surface. ~ *Rose Callahan*



The sparkling blue water and dazzling gentle sand make **Short Beach** the best place to be on a hot, humid summer day. ~ *Katie Cooke*



At the **Northeastern Marine Science Center**, families can learn the importance of the life all around us. I made many fond memories there and had great learning experiences. ~ *Madeline Curtis*



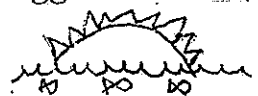
A great place to be on a hot summer's day is relaxing at **Castle Rock**, either jumping into the glistening blue water or basking in the sun. ~ *Caitlin Foley*



Tudor Beach is a pristine and colorful place to hang out with friends or family and feel at peace with the world. ~ *Abby Frary*



Walking the dog, while enjoying the sandy shore and crystal clear water of **Doggie Beach**, creates the most peaceful atmosphere in Nahant. ~ *Gina Hollenbach*



Swallow's Cave is full of beauty and surprises, whether watching the sunset over the glimmering waves or exploring the exciting cavern.

~ *Ben Hunt*



Egg Rock is the most fabulous landmark, since it goes back in history where many photographs and paintings show how picturesque it truly is. ~ *Laura Long*



The **Town Wharf** is an awesome place because when you jump in, it is like a blast of refreshing exhilarating fun! ~ *Zak Lowe*



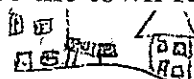
Kelly Green's Golf Course is a wonderful place for peace and quiet while golfing. You can hear the ball whistling through the air, sailing toward the green.

~ *Matt Luti*

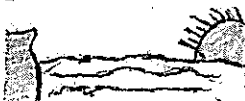


The **Police Station** is an important place because the town feels safe.

~ *Cameron Maki*



Clear Water is a very cool place with beautiful pristine water glistening in the sunshine. ~ *Owen Nugent*



The **Nahant Public Library** is a splendid place, where the smell of old books and the sound of pages flipping make this a wonderful sanctuary to read and relax.

~ *Grace Pires*



Flash Road Park is an awesome place to play a superlative game of football on a crisp spring, summer, or fall day. ~ *Tristan Reenstierna*

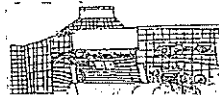


The **Fox Hill Road** neighborhood is a perfect place to have the perfect memories!

~ *Zack Richards*



The **Johnson School** is a wonderful place where you can make lasting friendships. I love the **Johnson School**, and I know that others will enjoy it as much as my classmates and I do, too. ~ *Alexis Russo*

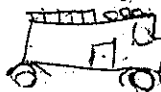


Watching the sunset behind **the Boston skyline**, making the water glimmer and the sky tainted with the last rays of daylight, must make everyone feel at peace.

~ *Steven Toomajian*



The **Fire Department** helped me when my house caught on fire. Our firefighters are really brave. ~ *Mikey Upton*



East Point reminds me of so many adventurous memories, like playing Frisbee or climbing the rugged rocks. When I'm older, I hope to share that same fun of this pristine place with my own children. ~ *Dean Warren*



March 25, 2012

Dear Friends and Neighbors,

The Advisory and Finance Committee presents to you our recommendations for fiscal year 2013. As was the case last year, and per the changes to the Town by-laws passed at the 2009 Town Meeting, we are mailing only one copy of this book to each household. If you'd like additional copies, they will be available at Town Hall and at the Nahant Post Office. This entire document is also available at www.nahant.org. Additional copies will be available at Town Meeting. *Please recycle your books when you are done with them.*

The Town Administrator, Board of Selectmen, Town department heads, and other budget stakeholders have worked closely with the Advisory and Finance Committee to produce the recommended omnibus budget presented in this report. As has been the case in recent years, we are faced with expenses that are generally rising faster than our revenues. The participants in this year's planning process have worked hard to ensure that essential services can be delivered at acceptable levels across our town departments – public safety, public works, education, etc. We applaud their dedication to the Town and thank them for the spirit of collaboration they've demonstrated.

Three of the Articles request borrowing. Borrowing Articles require a 2/3 vote to pass. The Advisory and Finance Committee recommends you approve all three of these Articles. You can find information about the impact of this borrowing in the debt service schedule in Appendix 8. The borrowing Articles are as follow:

- Article 2 - Borrowing and Compensating Balance
- Article 15- Paving
- Article 17 -Fire Truck

In the Appendices to this book, the Advisory and Finance Committee has included additional information for you to consider when voting for Articles at the 2012 Town Meeting. Refer to the Table of Contents that follows for a guide to the contents of all the Appendices. Appendix 12 includes a series of frequently asked questions and a glossary of terms to assist you as you read the Articles in preparation for Town Meeting. You can find additional information at <http://www.nahant.org>.

As always, we urge you to attend and participate in Town Meeting on Saturday April 28th, beginning at 12:30 PM. The polls will be open from 7 AM until 8 PM to allow you to vote in the Town Annual Election.

Respectfully,

Joyce O'Donnell Maroney, Chair
Henry G. Clausen
Christopher Dent
John Fulghum
Laurie Giardella

Kathleen Marden
John Nardizzi
Stephen Smith
Robert Vanderslice

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There are 28 Articles and 7 sub-Articles for this Annual Town Meeting. For each Article, we present the text of the Article as adopted by the Board of Selectmen, followed by any Supporting Statement provided, and conclude with the Advisory and Finance Committee’s Recommendation. In the Appendices, you’ll find additional information pertinent to a number of these Articles.

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Notes:

The Advisory and Finance Committee presents the Articles, Supporting Statements, and Appendix information exactly as submitted by the Board of Selectmen, the Town Administrator, and a variety of other sources.

The inside front and back covers of this book were prepared by the Johnson School Class of 2012. We thank them and their teacher, Mrs. Dunion, for sharing their thoughts about the uniqueness of our beautiful town.

Finally, this is the first report in many years that did not benefit from the wisdom and insight of the late Dr. Bernie Yadoff. Bernie took the responsibilities of citizenship seriously and served Nahant in a variety of capacities for decades. We have sought to maintain his high standards in creating this report for our fellow citizens.

**Warrant
For the Annual Town Meeting
April 28, 2012**

TO THE CONSTABLE OF THE TOWN OF NAHANT:

GREETINGS:

In the name of the Commonwealth of Massachusetts, you are hereby required forthwith to warn the inhabitants of the Town of Nahant, qualified as the law directs, to assemble at the Town Hall for the Annual Town Meeting on Saturday the 28th day of April 2012 at 7:00 a.m. then and there to act on Article One and to commence action on the remaining Articles at 12:30 p.m.

ARTICLE 1. (Elections) To choose a Moderator for a term of one year; one member of the Board of Selectmen for a term of three years; one Town Clerk for a term of one year; one member of the Board of Assessors for a term of three years; one Constable for a term of one year; one member of the Public Library Trustees for a term of three years; two members of the School Committee for a term of three years; three members of the Planning Board, two for a term of five years and one for an unexpired term of two years; and one member of the Housing Authority for a term of five years.

NO RECOMMENDATION:

The election of Town Officials is vested solely with the voters.

ARTICLE 2. (Borrowing & Compensating Balance) To see if the Town will vote to authorize the Town Treasurer, with approval of the Selectmen, to borrow from time to time in anticipation of revenue in the fiscal year beginning July 1, 2012, in accordance with the provisions of the Massachusetts General Laws, Chapter 44, Section 4 and to issue a note or notes therefore, payable within one year, in accordance with Chapter 44, Section 17, and to authorize the Treasurer/Collector to enter into a compensating balance agreement or agreements with banking institutions with the approval of the Selectmen, for FY 2013, pursuant to Chapter 44, Section 53F.

RECOMMENDED: This is a routine Article to authorize the Treasurer to borrow money to cover current spending needs until expected income arrives. This Article also authorizes the Treasurer to enter into compensating balance agreements if the terms are favorable and if approved by the Selectmen.

ARTICLE 3. (FY12 Transfers) To see if the Town will vote to raise and appropriate, and/or appropriate from available funds in the treasury, and/or transfer the following sums or to take other action relative thereto.

RECOMMENDED: At the time this book went to print, transfer requests have not been finalized. Inter-departmental transfers are anticipated and the Advisory and Finance Committee recommends approval insofar as these amounts do not exceed the available

reserve funds. We will provide specific details, and explain the nature of the transfers in our motion at Town Meeting.

ARTICLE 4. (Snow and Ice) To see if the Town will vote to raise and appropriate and/or appropriate from available funds in the treasury, and/or transfer from available funds, a sum of money for the FY2012 snow and ice account or take any other action relative thereto.

RECOMMENDED:

Each year, the Town appropriates the sum of \$20,000 for snow and ice removal. Under Massachusetts State law, we are allowed to overspend this budget. Therefore, we have traditionally used a figure of \$20,000 as a baseline for this account – with the understanding that we will spend more as necessary.

ARTICLE 5. (Amend Town Charter) To see if the Town will vote to amend the Town Charter as follows:

Delete SECTION 3-8: TOWN CLERK in its entirety and renumber the remaining SECTIONS as follows:

SECTION 3-8: PLANNING BOARD

SECTION 3-9: LIBRARY TRUSTEES

SECTION 3-10: HOUSING AUTHORITY

SECTION 3-11: CONSTABLE

SECTION 3-12: VACANCIES AND FORFEITURE OF OFFICE

Create a new SECTION 4-2, ARTICLE 4, as follows:

“SECTION 4-2 TOWN CLERK

(a) Term of Office: There shall be a Town Clerk appointed by the Town Administrator for a term of one (1) year.

(b) Powers and Duties: The Town Clerk shall be the keeper of vital statistics for the Town, the custodian of the Town Seal and all records of the Town, shall administer the oath of office to all Town officers, elected or appointed, shall issue licenses and permits as are required to be issued by Town Clerks, shall supervise and manage the conduct of all elections, and matters pertaining thereto, shall be the clerk of the Town Meeting, keep its records and, in the absence of the Town Moderator, serve as temporary presiding officer at the Town Meeting. The Town Clerk shall have all other powers and duties which are given to Town Clerks by general laws and such other powers, duties and responsibilities as may be provided by this charter, by statute, by by-law or by Town Meeting vote.”

and renumber the remaining SECTIONS as follows:

SECTION 4-3: ADVISORY AND FINANCE COMMITTEE

SECTION 4-4: CONSERVATION COMMISSION

SECTION 4-5: BOARD OF APPEALS

SECTION 4-6: OTHER COMMITTEES AND OFFICIALS

SECTION 4-7: ELIGIBILITY

SECTION 4-8: VACANCIES

Supporting Statement from the Town Administrator: The Board of Selectmen unanimously voted at their meeting on March 15, 2012 to recommend Article 5 which will amend the Town Charter by changing the position of Town Clerk from an elected office to a position appointed by the Town Administrator. The reasoning for this recommendation is as follows:

- 1. To provide stability to the position by avoiding a yearly election whereby a current office holder could be subject to removal by the election of a challenger.*
- 2. The appointing authority would be able to set academic qualifications and work experience as a criteria for appointment thereby avoiding having an unqualified individual assume the position of Town Clerk.*
- 3. Compensation issues could be dealt with through the normal budget process.*
- 4. There would be set hours of operation normal to other Town Hall functions.*
- 5. The Clerk, as a department head, would be accountable to the appointing authority as are other Town employees.*

Furthermore, the Town Clerk's responsibilities have increased dramatically over the last several years and the number of hours required to perform in this capacity have grown as well. There is substantial training, research, and many other technical services that a Clerk must be familiar with to meet the needs of the public and the position. The Board also recalls the experience from having the Collector/Treasurer an elected position and the benefit realized from changing that function to an appointed position.

The current serving Town Clerk is very capable but that qualification does not provide any degree of security should there be a successful challenger in an election. Approval of this article would be in the best interest of the Town.

NO RECOMMENDATION:

The Advisory and Finance Committee was deadlocked at a 4:4 vote on this article.

ARTICLE 6. (Salary & Classification Plan) To see if the Town will vote to amend the Nahant Town By Laws, Article XIII, Section 5, Subsection B, entitled "Chart of Classification and Salaries" for the fiscal year beginning July 1, 2012, or take any other action relative thereto.

RECOMMENDED:

This recommendation discusses the salaries and wages of all non-elected employees, even though the salary setting mechanism may vary across the different positions. The Advisory and Finance Committee believes this comparative presentation is important to

help assure salary equity among positions subject to different approval and funding mechanisms.

The Town must take two steps before actually paying employees:

1. Set the rate of pay. This simply establishes how much the Town may pay an employee, but does not authorize an expenditure of funds to actually pay the employee.
2. Fund the line items containing the wages. Most salaries and wages are now included in the various bottom line department budgets in Article 8 (the Omnibus Budget). Approving the line items containing salaries and wages authorizes their payment.

The Town may set the rate of pay (step 1, above) using any of four mechanisms, each with its own approval mechanism. The four mechanisms to set rate of pay are:

Rate Setting Mechanism	Approval Mechanism
1. A Classification and Salary Plan covering many clerical and professional positions.	<i>This Article 6</i>
2. Collective bargaining agreements with the fire fighters, police, DPW and teacher's unions.	Collective bargaining agreements ratified by Town Meeting or School Committee
3. Individual contracts with various Town government agencies.	Direct agreement between employee and Town agency
4. Elected officials.	Article 7

1. Positions subject to the Classification and Salary Plan Fiscal Year 2013

POSITION	STARTING SALARY RANGE	MAXIMUM
	MINIMUM – MAXIMUM (\$)	SALARY (\$)
Town Administrator	86,726-104,850	127,200
Accountant	71,700-88,000	105,650
Treasurer / Collector	61,300-74,450	85,250
Police Chief	81,000-98,900	121,350
Fire Chief	71,700-88,000	105,650
DPW Superintendent.	71,700-88,000	105,650
Assistant Assessor	49,750-61,000	72,500
Assistant Treasurer / Collector	47,400-57,400	65,900
Administrative Assistant	44,150-55,000	62,300
Administrative Assistant (Assist Acct)	47,400-57,400	65,900
Head Librarian	61,300-74,450	83,250
Information Technology	28,850-55,000	61,300
Clerk/Dispatcher	38,200-46,350	50,600

Position	Salary Range (\$)
<i>Town Engineer</i>	16,000 - 22,300
Children's Librarian	16,500 - 21,250
Animal Control Officer	8,300 - 10,100
Assistant Animal Control Officer	3,000 – 6,400
<i>Council on Aging Coordinator</i>	14,000 – 18,100
Health Inspector	8,000 – 9,800
Assistant Health Inspector	500 – 750
Public Health Nurse	2,500 – 3,000
Public Health Doctor	500 – 750
ADA Coordinator	500 – 750
Inspector of Buildings	9,500 – 11,700
<i>Inspector of Plumbing and Gas</i>	3,500 – 4,800
Inspector of Wiring	3,500 – 4,800
Assistant Inspector of Buildings	4,500 – 5,500
Assistant Inspector of Plumbing and Gas	1,800 – 2,325
Assistant Inspector of Wiring	1,800 – 2,325

Position	Salary Range (\$)
Assistant to Inspectors	12,000 – 18,300
Harbormaster	1,100 – 1,400
Wharfinger	1,100 – 1,400
Assistant Harbormaster	400 – 530
Assistant Wharfinger	400 – 530
Board of Registrars, Clerk	1,500 – 3,000
Board of Registrars, Chairperson	150 – 430
Board of Registrars, Member	150 – 320
Veteran's Agent	800 – 2,000
Clerical Assistant/Assessors' Office	12,000 – 18,025

Position	Daily Rate (\$)
School Traffic Guide	30.00
	Hourly Range (\$)
Assistant Librarian	10.00 – 14.00
Clerical, Part Time	10.00 – 14.00
Keeper of the Lockup	10.00 – 14.00
Police Matron	10.00 – 14.00
Public Works Labor, Part Time	10.50 – 13.50
Public Works Labor, Part Time Skilled	12.50 – 15.00
Election Worker	Minimum wage
Library Page	Minimum wage
Sailing Supervisor	Min wage to 13.00
Sailing Instructor	10.00 – 12.00
Playground Supervisor	10.00 – 12.00
Playground Instructor	Minimum wage

Note: \$8.00 is the current minimum wage requirement.

2. Wage rates established by collective bargaining

The Town has collective bargaining agreements with three unions: the police, fire and public works unions. The School Committee has a collective bargaining agreement with the teacher's union and the Educational Support Professionals. The wage rates set in these contracts are not individually subject to change by the Town Meeting. The salary provisions of the contracts for FY 13 for all other unions are as follows:

Position	Step 1	Step 2	Step 3	Step 4
Department of Public Works				
Laborer	\$ 35,875.18	\$ 37,322.30	\$ 38,803.09	\$ 40,250.21
Skilled Laborer	40,418.45	41,865.59	43,380.01	44,894.44

Position	Step 1	Step 2	Step 3	Step 4
Mechanic I	43,009.07	44,441.84	45,991.67	48,242.69
Foreman	45,298.30	46,745.41	48,360.81	49,875.25
General Foreman	56,771.99	58,591.62	60,408.95	62,253.37
Mechanic II	53,036.01	54,627.10	56,265.92	57,953.89

Police Department				
Patrolman / EMT	47,365.25	48,998.43	50,631.59	52,261.39
Sergeant / EMT	57,566.84			
Lieutenant / EMT	63,323.54			

Fire Department				
Fire Fighter	43,837.34	45,348.90	46,860.40	48,368.85
Fire Fighter / EMT –D	46,932.26	48,550.54	50,168.76	51,783.71
Lieutenant / EMT – D				58,256.66
Sr. Private FF/EMT B				57,618.65
Captain / EMT – D				64,729.60

Union employees typically receive from the Town more than the base salary listed above. Overtime and standby pay add to the base salary. Police Officers earn additional pay for detail work. Detail work is not funded with tax dollars, but paid for by contractors, utilities or others who request the police detail. The range of gross pay from the Town based on income tax records for calendar 2011 was:

Position	Range
Police Officer	\$ 64,174 to \$112,438
Firefighter	68,441 to 107,828
Public Works Employee	53,270 to 92,180

The teacher's salary schedule in effect for FY 13 is as follows:

Step	B	B + 15	M	M + 15	M + 30 CAGS	M + 45 CAGS	M + 60 CAGS
1	40,675	41,773	43,825	44,871	48,324	51,137	53,181
2	43,121	44,228	46,187	47,937	50,775	53,588	55,731
3	45,575	46,680	48,691	50,395	53,229	56,012	58,229

Step	B	B + 15	M	M + 15	M + 30 CAGS	M + 45 CAGS	M + 60 CAGS
4	48,023	49,134	51,145	52,847	55,679	58,490	60,830
5	50,246	51,587	53,596	55,300	58,126	60,938	63,376
6	52,933	54,035	56,049	57,746	60,584	63,396	65,931
7	55,386	56,489	58,502	60,204	63,033	65,845	68,478
8	57,833	58,942	60,951	62,657	65,486	68,298	71,031
9	60,292	61,390	63,401	65,096	67,885	70,746	73,576
10	62,767	63,844	65,855	67,560	70,393	73,205	76,134

B = Bachelor's Degree
+15 = Fifteen Graduate Credits
+45 = Forty-Five Graduate Credits
CAGS=Certificate of Advanced Graduate Study

M = Master's Degree
+30 = Thirty Graduate Credits
+60 = Sixty Graduate Credits

The teacher's contract also has a longevity clause calling for annual payments depending on years of service. The range of gross pay from the Town based on income tax records in calendar 2011 was \$48,157 to \$73,573.

The Educational Support Professionals (ESP) contract covers three to nine employees, depending on the year. Currently there are six employees covered by this union contract for hourly pay range for FY13 as follows:

Educational Support Professionals	Hourly Range (\$)
Education Support Professionals	14.89 – 16.48

All six current employees are paid \$16.48 per hour.

3. Other agreements

The School Committee has an individual contract with the Superintendent. The School Committee will negotiate with the superintendent prior to July 1. The current agreement is as follows:

Position	Annual Salary
Johnson School Superintendent	500 PER DAY 2 DAYS WK.

The Superintendent has contracts for other employees as follows: These agreements expire June 30, 2012 and are as follows:

Position	Annual Salary
----------	---------------

Johnson School Principal	88,995
Administrative Assistant for Business and Finance	37,528
Administrative Secretary	26,658
Before School Program/Food Service Coordinator	16,736
Custodian 1	37,680
Custodian 2	36,428

4. Health Insurance

The Town pays a portion of health insurance for most full-time employees. During fiscal 2013 the Town Administrator expects the Town's share of annual health insurance premiums to be \$5,900 for individual coverage and \$15,000 for family coverage. The Town has only limited control over this expense because the type of coverage is dictated by the employment or union contracts and the insurance carriers set the rates. The Town currently pays the minimum 50% required by state law.

ARTICLE 7. (Compensation for Elected Positions)

To see if the Town will vote to fix the salary and compensation of all elective officers of the Town, as provided by Section 108, Chapter 41 of the General Laws, as amended, and raise the money therefore, or to take any other action thereto.

RECOMMENDED:

The Finance Committee recommends fixing the salaries of elected officials at:

Position	Annual Salary
Selectmen	\$ 1
Constable	50
Assessors	1
Town Clerk	30,750

The recommended Town Clerk's compensation has increased substantially since last year, reflecting the skills and time commitment required of the Town Clerk position. For many years the now retired Harriet Steeves essentially donated her services as Town Clerk (and hearty thanks to Harriet for her service!), resulting in an artificially low expense for the Town Clerk. This year's increase brings the Town Clerk compensation in line with that of Town Clerks in similar towns in the Commonwealth.

ARTICLE 8. (Omnibus) To see if the Town will vote to raise and appropriate and or appropriate from available funds in the Treasury such sums of money as may be necessary to defray Town charges for the fiscal year ending June 30, 2013, or take any other action relative thereto.

RECOMMEND:

The Advisory and Finance Committee recommends that the Town adopt the budget presented in this book immediately following the Warrant and our recommendations.

ARTICLE 9. (Water & Sewer Enterprise) To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to operate the Water and Sewer Enterprise for the fiscal year ending June 30, 2013, or take any other action relative thereto.

RECOMMENDED:

This Article allows the transfer of collected Water/Sewer usage fees and the transfer from General Funds (Debt Portion) to the Water/Sewer Enterprise Fund. The following will be appropriated for the direct expenses associated with the Water/Sewer Enterprise Fund.

Salaries	\$ 374,584
Expenses	834,812
Capital	120,000
Debt	321,832
Emergency Reserve (Uncollectible)	<u>38,000</u>
Total:	\$1,689,228

ARTICLE 10. (Water/Sewer Borrowing) To see if the Town will vote to raise and appropriate and/or appropriate from available funds in the water and sewer enterprise fund, and/or transfer from available funds from the water and sewer enterprise fund, \$60,000 for the purchase of pumps and other appurtenant water and sewer equipment and Ward Road sewer main replacement or take any other action relative thereto.

RECOMMENDED:

The Advisory and Finance Committee recommends passage of this Article. The requested \$60,000 continues the replacement effort of the Town's main sewer pipe project approved by Article 17 at the FY2012 Annual Town Meeting to eliminate frequent, inconvenient and costly repair occurrences. This funding does not require any additional expense to the Town. Funds will be appropriated from the balance of the Water and Sewer Enterprise Fund.

ARTICLE 11. (Rubbish Enterprise) To see if the Town will vote to adopt an Enterprise Fund, under the provisions of the General Laws, Chapter 44, Section 53 F 1/2, for the collection of solid waste and recycling, or to take any other action relative thereto.

RECOMMENDED:

This article authorizes the creation of an Enterprise Fund for the management of fees and expenses associated with trash and recycling services. This is analogous to the way we handle water and sewer fees. An enterprise fund is a separate accounting and financial reporting mechanism for municipal services for which a fee is charged in exchange for goods or services. It allows the Town to demonstrate to the public the portion of total costs of a service that is recovered through user charges and the portion that is subsidized by the tax levy, if any. With an enterprise fund, all costs of service delivery--direct, indirect, and capital costs—are identified. This allows the Town to recover total service costs through user fees if it chooses. Enterprise accounting also enables communities to reserve the "surplus" or net assets generated by the operation of the enterprise within the enterprise account rather than closing it out to the general fund at year-end.

ARTICLE 12. (Cemetery Revolving) To see if the Town will vote to continue to allow the Town to have a special revolving account utilizing revenues from burial opening fees, cremation fees and grave-stone-setting fees, and to authorize said funds to be expended in fiscal year 2013 by the Public Works Department for maintenance, operation and capital improvements of the Greenlawn Cemetery, pursuant to M.G.L. Chapter 44, section 53E1/2. The total expenditure is not to exceed \$12,000, or take any other action relative thereto.

RECOMMENDED: The Article authorizes the use of a revolving account for Greenlawn Cemetery during FY 2013. The account allows burial opening fees, cremation fees, and grave-stone-setting fees to be received and expended for maintenance, renovation, and improvements to the cemetery and Ellingwood Chapel.

ARTICLE 13. (Recreation Revolving) To see if the Town will vote to accept MGL Chapter 44, Section 53D, thereby reauthorizing Parks and Recreation revolving accounts for General Recreation, Basketball, Sailing, Tennis, Fourth of July, Tot Lots, Playground Equipment, and to establish a new revolving account for the Youth Commission or take any other action relative thereto.

RECOMMENDED:

This article authorizes the use of revolving accounts for the several recreation-related programs listed above. Doing so is in line with customary accounting practices and allows the Town to keep track of fees collected and expenses incurred by each program.

ARTICLE 14. (Chapter 90 Highway) To see if the Town will vote to raise and appropriate and/or appropriate from available funds in the treasury, or raise by borrowing, a sum of money in order to accomplish certain highway construction and maintenance under the provisions of the General Laws, Chapter 90, Section 34, or Chapter 206 of the Acts of 1986, Section 2, or other state acts, or take any other action relative thereto.

RECOMMENDED: A vote to approve this Article allows the Town to receive MGL Chapter 90 funding for paving town streets. This Article is not intended to lead to additional borrowing.

ARTICLE 15. (Paving) To see if the Town will vote to appropriate \$100,000, or any other sum of money, to pave roads and sidewalks throughout town; to determine whether this appropriation shall be raised by borrowing or otherwise; or to take any other action relative thereto.

RECOMMENDED: This article appropriates a large portion (>50%) of the funds required to maintain the sidewalks and streets in town in accordance with the Town's paving plan.

ARTICLE 16. (Rescind Prior Fire Equipment Article) To see if the Town will vote to rescind the prior authorization voted under Article 9 (Fire Equipment) at the 2011 Annual Town Meeting to appropriate \$140,000 as the Town's share for the purchase of a new ladder truck with other funding from a grant request.

RECOMMENDED:

Article 9 of the 2011 Annual Town Meeting Warrant was written in accordance with different grant terms than were actually awarded to the Town. This article authorizes a larger appropriation than is necessary and should be repealed.

ARTICLE 17. (Fire Equipment) To see if the Town will vote to raise and appropriate \$60,000, or any other sum of money, to purchase a Ladder Truck, and to determine whether this appropriation shall be raised by borrowing or otherwise; or to take any other action relative thereto.

Supporting Statement from Chief Edward Hyde:

I am pleased to announce The Nahant Fire Department applied for and have been awarded a Federal Grant #EMW-2011-FV-03468, in the amount of \$755,000.00 to purchase a new Quint Ladder Truck. We have worked diligently with FEMA/DHS over the last two (2) years to have our application approved to replace the existing thirty-three year old Ladder Truck.

Under the terms of the Grant, the Federal share is 95% or \$717,250.00 of the approved amount and the Town of Nahant's cost is 5% or \$37,750.

The other monies appropriated in this article will be utilized for stocking the truck with new equipment, radios, lettering the truck and training requirements.

By accepting this grant, we have made a commitment to the Federal Government and are obligated to fund our share of the new truck.

This is a wonderful opportunity for the town to purchase a new piece of fire apparatus for little cost to the taxpayers. The new ladder truck will help modernize the apparatus and equipment needs of the Fire Department and give us the necessary tools to help the citizens and visitors of Nahant.

RECOMMENDED:

This article authorizes the Town to borrow and spend the Town's share (5%) of the purchase price of a new piece of fire apparatus as well as associated training and equipment costs. The other 95% of the apparatus cost is funded by a FEMA grant. The NFD's current ladder truck is thirty-three (33) years old, obsolete and badly in need of replacement. You can find additional information about the need for this equipment in Appendix 9 of this book.

ARTICLE 18. (Prior Year's Expense and Legal Settlement) To see if the Town will vote to raise and appropriate, or appropriate from available funds the sum of forty four thousand, four hundred and fifty dollars, (\$44,450.00) for a prior fiscal year (FY11) for a legal settlement or take any other action relative thereto as requested by the School Committee.

Supporting Statement from Dr. Phil Devaux: This settlement represents the total and final financial liability resulting from a legal settlement surrounding out-of-district tuition for which partial responsibility was assigned to the School Department/Town of Nahant. The case was initiated in FY11 and the settlement was finalized in FY12

RECOMMENDED:

This obligation can be met from available funds in the FY 12 budget.

ARTICLE 19. (Stabilization Fund) To see if the Town will vote to raise and appropriate and/or appropriate from available funds in the treasury and/or transfer a sum of money to the Stabilization Funds, or take any other action relative thereto.

NOT RECOMMENDED:

As of March 19, 2012, the stabilization fund has a balance of \$80,114.42. While we believe it is fiscally prudent to make contributions to the fund when possible, the Advisory and Finance Committee is not recommending the appropriation of free cash into the fund at this time due to other budgetary constraints.

ARTICLE 20. (Community Preservation) To see whether the Town shall vote to accept the recommendations of the Community Preservation Committee to spend, or set aside for later spending, not less than 10 per cent of the annual revenues in the Community Preservation Fund for open space, but not including land for recreational use, not less than 10 per cent of the annual revenues for historic resources and not less than 10 per cent of the annual revenues for community housing or to take any other action as may be allowed under the Community Preservation Act.

RECOMMENDED: The Advisory and Finance Committee recommends the following sub-Articles that have been approved by the Community Preservation Committee as of the publication of this book:

- A. To recommend that the Town appropriate for the payment of debt service of principal and interest due and owing on the \$625,000.00 Town Wharf Bonding authorized by the 2008 Annual Town Meeting (Article 11F), the sum of \$78,437.51 from Fiscal Year 2013 Community Preservation Fund revenues;
- B. To recommend that the Town to appropriate \$12,500.00 from Fiscal Year 2013 Community Preservation Fund revenues for the purpose of completing the next phase of title research, mapping and marking of Town owned rights of way to the water in the Town of Nahant, as applied for by the Planning Board of the Town of Nahant, subject to the following conditions: acceptance by the Nahant Planning Board (or its successor) of the Community Preservation Fund Grant; and execution of a Funding Grant Agreement in form and substance acceptable to the Town;
- C. To recommend that the Town appropriate \$12,710.00 from the Fiscal Year 2013 Community Preservation Fund revenues for the purpose of providing handicap access to portions of the property at the *Spindrift* housing property at 194 Nahant Road by installing a chair lift in order to further community housing needs of the Town of Nahant, as applied for by the Nahant Housing Authority, subject to the following conditions: acceptance by the Nahant Housing Authority (or its successor) of the Community Preservation Fund Grant; and execution of a Funding Grant Agreement in form and substance acceptable to the Town;
- D. To recommend that the Town appropriate \$5,000.00 from Fiscal Year 2013 Community Preservation Fund revenues for administrative and operating expenses of the Community Preservation Committee;
- E. To recommend that the Town set aside \$12,967.75 from Fiscal Year 2013 Community Preservation Fund revenues to be maintained in the Community Preservation Fund Housing Reserves Account for later appropriation;
- F. To recommend that the Town set aside \$13,178.15 from Fiscal Year 2013 Community Preservation Fund revenues to be maintained in the Community Preservation Fund Open Space Reserves Account for later appropriation; and
- G. To recommend that the Town set aside from Fiscal Year 2013 Community Preservation Fund revenues for later appropriation any other amount not otherwise

set aside or appropriated as aforesaid to be maintained in the Community Preservation Fund General Reserves Account for later appropriation.

ARTICLE 21. (Sell Town Owned Property) To see if the Town will vote to convey, transfer or sell a parcel of town owned land, consisting of approximately 1,540 sq. ft., located between properties identified on the Town Assessors Plan on Map 25A, Lot 149 (25 Baker Road) and Map 25A, lot 153 (15 Baker Road), and known as an undeveloped section of Burpee Road, or take any other action relative thereto as requested by Dr. Michel Morency, 25 Baker Rd., and Paul Bertrand, 15 Baker Rd.

RECOMMEND INDEFINITE POSTPONEMENT:

As of the writing of this report, we've received no recommendation from the Town-Owned Land Committee or any other relevant advisory committee on this request. We review and make judgments on articles using reports by various committees, but when there is no information supplied we cannot make a recommendation one way or another.

ARTICLE 22. (Abandoned Funds) To see if the Town will vote to accept the provisions of Massachusetts General Laws, Chapter 200A, Section 9A or to take any other action relative thereto as requested by the Treasurer/Collector.

Supporting Statement from the Treasurer for the Town of Nahant:

The purpose in adopting Chapter 200A, Section 9A is to allow the Treasurer/Collector to collect potentially abandoned funds from past years. The town currently has \$8532.19 outstanding in the vendor account and \$364.30 in the payroll account. This article will enable the Treasurer to mail to the last known address and advertise on the town website a list of abandoned funds and start a process to escheat to the town and allow the Treasurer to record the funds as revenue in the General Fund.

RECOMMENDED:

The Advisory and Finance Committee recommends this Article. Article 20 provides the Treasurer with the authority and a procedure to stop payment, declare as abandoned, and recover funds paid by the Town as payroll and/or to vendors if not claimed within one (1) year. After a good faith effort by the Town to notify the owners of unclaimed funds, the Treasurer may record such funds as revenue in the General Fund.

ARTICLE 23. (Real Estate Exemption Process for Seniors) To see if the Town will vote to accept the provisions of Massachusetts General Laws, Chapter 59, Section 5, Clause 41D, which authorizes an annual increase in the income (gross receipts) and asset (whole estate) limits relative to exemptions granted to senior citizens under Massachusetts General Laws, Chapter 59, Section 5, Clause 41C, by the percentage increase in the U. S. Department of Labor, Bureau of Labor Statistics, Consumer Price Index beginning in 2001, and the accumulated COLA's as periodically promulgated by the Massachusetts Commissioner of Revenue, to be effective for these exemptions granted for any fiscal year beginning on or after July 1, 2012, as requested by the Board of Assessors.

NO RECOMMENDATION:

The Assistant Assessor has raised questions as to whether it is appropriate for the Town to adopt this change. At the time of the publication of this book, the Advisory and Finance Committee is therefore unable to make a recommendation. Pending our receipt of additional clarification on this Article, we may revise our recommendation at Town Meeting.

ARTICLE 24. (Town Charter and By-Law Committee) To see if the Town will vote to establish a Town Charter and By-Law Study Committee, consisting of three (3) members appointed by the Board of Selectmen, to review the existing Town Charter and By-laws in relation to the Special Act “Establishing the Position of Town Administrator for the Town of Nahant” and make other recommendations as necessary, or take any other action relative thereto.

RECOMMENDED:

The Advisory and Finance Committee recommends this Article. Article 24 authorizes the Town to establish a committee to review the Town Charter and Town By-Laws to identify any inconsistencies with Chapter 13 of the Acts of 1992 (An Act Establishing The Position Of Town Administrator For The Town Of Nahant).

ARTICLE 25. (Resolution) To request the Town of Nahant to vote a resolution to call upon the United States Congress to pass and send to the states for ratification a constitutional amendment to overturn the Supreme Court’s decision in *Citizen’s United v. Federal Elections Commission* and to restore democracy to the people as petitioned for by Kathy Lique and 14 other voters.

Supporting Statement:

Rationale for the Resolution regarding a Constitutional Amendment

*Are the interests of “the People” being addressed in Washington? Instead, many see that the interests of corporations and their lobbyists dominate in Washington. Since the Citizens United Supreme Court decision two years ago, these concerns have grown as we see the rapidly increasing flow of money into our electoral process from corporate interests, often anonymous. That ruling is the culmination of a long trend of court decisions that have gradually given corporations more and more of the rights that the Constitution allocates just to people. Government cannot limit spending by corporations in any elections in our country unless this ruling is changed. Three months after the ruling an ABC News/Washington Post poll found that **80% of those polled oppose the ruling.***

Corporations are not people. They are creations of the state. They initially were created, supervised, and conceptualized as quasi-public entities, "designed to serve a social function for the state. "Now, their interest is in making profits and satisfying shareholders. It is not their “job” to safeguard the overall wellbeing of our society,

our education, our earth, etc.; that is the job of the People. To address this situation and to reclaim our democracy requires that Congress pass and send to the states a Constitutional amendment removing personhood rights that have been given to corporations through the courts. This resolution asks that Congress end such an amendment to the states for ratification.

From the dissenting opinion: "Corporations have no consciences, no beliefs, no feelings, no thoughts, no desires...they are not themselves members of "We the People" "by whom and for whom our Constitution was established. The distinctive threat to democratic integrity posed by corporate domination of politics was recognized at the "inception of the republic" and "has been a persistent theme in American political life" ever since."

NO RECOMMENDATION:

Passage of this article rests solely with the voters.

ARTICLE 26. (Zoning) To see if the Town will vote to amend the Nahant Town By Laws, Article 15 "Zoning By Laws", Section 10, Flood Plain District, to incorporate additional language and revised map to ensure compliance and eligibility under the National Flood Insurance Program as requested the Federal Emergency Management Agency and as may be recommended by the Nahant Planning Board.

NO RECOMMENDATION:

As of the date this report went to press, the Nahant Planning Board meeting on this Article had not yet occurred and so the Advisory and Finance Committee is not making a recommendation at this time. Pending the results of the Nahant Planning Board Meeting that should take place prior to Town Meeting, we will update our recommendation via a motion at Town Meeting as appropriate.

ARTICLE 27. (Continue Committees) To see if the Town will vote to continue the standing committees to June 30, 2013: Community Preservation Committee, Cable TV Advisory Committee, Veterans Memorial Committee, Sailing Committee, Cemetery Advisory Committee, Open Space Management and Land Acquisition Committee, Town Owned Land Study Committee, Military Housing Design and Development Committee, Nahant Alternative Energy Committee, Golf Course Management Advisory Committee, or take any other action relative thereto.

RECOMMENDED: The Advisory and Finance Committee recommends that the Town continue the Committees listed in this Article. Since these Committees have been established by previous Town Meeting votes rather than by Town by-laws, we must vote annually to continue their existence through the coming fiscal year.

ARTICLE 28. (Gifts) To see if the Town will vote to accept gift(s) of money for the Nahant Life-Saving Station, Greenlawn Cemetery, Fourth of July Committee and Fireworks, Recreation Commission, Johnson School Programs, Beautification Program,

Sailing Committee, Charles Kelley Scholarship Program, Veterans Memorial Committee, Nahant Community Garden or take any other action relative thereto.

RECOMMENDED: The Advisory and Finance Committee sincerely thanks all those who have contributed to assist these committees in continuing their important work. The entire Town benefits significantly from such voluntary gifts. We are grateful to these donors and to those who work on these various Committees. Again, thank you all.

FY 2013 Omnibus Budget Appropriations and Projected Revenues

In the following pages prior to the Appendices, you'll find the fiscal year 2013 Omnibus Budget Appropriations and fiscal year 2013 Projected Revenues as recommended by the Advisory and Finance Committee. Any recommended changes that may be identified between now and April 28th will be noted at Town Meeting.

**Town of Nahant
Fiscal Year 2013 Projected Revenues**

LINE #	<u>GENERAL FUNDS</u>	2010 ACTUAL REVENUES	2011 ACTUAL REVENUES	FY12 ESTIMATED REVENUES	2013 ESTIMATED REVENUES	% Change From FY12
1	Personal Property Taxes	155,814	179,274	185,384	190,019	2.50%
2	Personal Property Tax Refund	0	(256)	(150)	(154)	2.50%
3	Real Estate Taxes	7,052,291	7,201,253	7,559,058	7,715,597	2.07%
4	Real Estate Tax Refund	<u>(6,495)</u>	<u>(30,226)</u>	<u>(30,000)</u>	<u>(30,750)</u>	2.50%
5	<i>Maximum Levy Limit</i>	7,201,610	7,350,045	7,714,292	7,874,712	2.08%
6	Overlay Reserve	0	0	(170,804)	(175,000)	2.46%
7	Utility Liens Redeemed	0	0	0	0	0.00%
8	Tax Title Collected	9,433	51,947	0	0	0.00%
9	R/E Deferrals	0	0	0	0	0.00%
10	Motor Vehicle Excises	440,483	461,682	427,574	438,263	2.50%
11	Motor Vehicle Excise Refund	(10,638)	(9,449)	(9,500)	(9,738)	2.50%
12	Boat Excise Taxes	6,621	7,227	6,465	6,627	2.50%
13	Boat Excise Refund	(303)	(147)	(150)	(153)	1.83%
14	Interest on Taxes/Excises	22,865	53,238	22,920	23,493	2.50%
15	Penalty - Demand Payments	4,230	4,175	4,175	4,279	2.50%
16	Payment In Lieu of Taxes	2,075	2,079	2,075	2,127	2.50%
17	Rubbish/Recycling Fees	378,904	403,831	380,136	0	-100.00%
18	Ambulance Fees	71,022	81,677	60,982	62,507	2.50%
19	Other Charges For Services	4,916	6,570	4,915	5,038	2.50%
20	Fees	40,190	42,955	40,190	41,195	2.50%
21	Cemetery Fees	5,700	4,850	4,850	4,971	2.50%
22	Rentals	188,654	200,228	150,000	153,750	2.50%
23	Military Housing Rentals	148,500	168,458	150,000	153,750	2.50%
24	Alcoholic Beverage Licenses	8,100	8,100	8,100	8,303	2.50%
25	Other Licenses	8,975	8,950	8,950	9,174	2.50%
26	Permits	53,851	44,754	44,750	45,869	2.50%

**Town of Nahant
Fiscal Year 2013 Projected Revenues**

LINE #	GENERAL FUNDS	2010 ACTUAL REVENUES	2011 ACTUAL REVENUES	FY12 ESTIMATED REVENUES	2013 ESTIMATED REVENUES	% Change From FY12
27	Resident Stickers	0	0	0	0	0.00%
28	State Reimbursement - Taxes	28,043	30,151	28,126	30,056	6.86%
29	State Education Dist/Reimb	465,587	438,388	440,741	440,741	0.00%
30	Charter School Reimbursement	94,195	36,777	3,572	6,737	88.61%
31	State General Dist/Reimb	340,802	325,811	297,810	304,505	2.25%
32	State Other Revenues	0	0	0	0	0.00%
33	Fines & Forfeits	46,955	38,147	38,100	39,053	2.50%
34	Sale of Inventory	0	0	0	0	0.00%
35	Earnings on Investments	2,392	2,494	2,400	2,467	2.79%
36	Other Miscellaneous Revenue	18,555	7,077	0	0	0.00%
37	Interfund Transfer In	166,925	175,734	181,008	186,431	3.00%
38	TOTAL GENERAL FUNDS	9,748,641	9,945,749	9,841,677	9,659,155	-1.85%

Estimated Admin Appropriations				10,092,503
Overlay Surplus-Omnibus School				(75,933)
Free Cash-Omnibus School				(357,415)
Variance				(0)

AVAILABLE SOURCES - GENERAL FUND (12/31/11)

			Available	
Estimated Overlay Surplus	75,933	(75,933)	0	FY11 School Legal
Free Cash, certified FY11	402,415	(357,415)	45,000	(44,450)
				(550)
TOTAL ESTIMATED	478,348	(433,348)	45,000	FY12 Transfers

<u>REVOLVING FUNDS</u>	BEGINNING BALANCE	FY11 REVENUES	FY11 EXPENSES	06/30/11 Balance
Police Details	2,004.00	131,355.00	130,123.00	3,236.00
Hunting & Fishing Licenses	0.00	0.00	0.00	0.00
Gun Permits	0.00	2,625.00	2,625.00	0.00
Warrant Fees	0.00	3,200.00	3,200.00	0.00
Cemetery Revolving Fund	823.78	11,100.00	5,174.73	6,749.05
Memorial Benches Revolving Fund	2,868.59	4,370.00	3,819.00	3,419.59
Council on Aging Revolving Fund	2,987.69	2,778.55	3,114.87	2,651.37
School Student Activity Revolving	2,800.09	26.76	0.00	2,826.85
School Student Activity Principal	1,444.87	1,699.68	2,052.28	1,092.27
School Lunch	0.50	29,456.58	29,219.08	238.00
School Extended Day Care	8,782.89	71,335.53	73,479.85	6,638.57
Preschool	90.00	121,657.45	121,709.80	37.65
Recreation Sailing Revolving Funds	36,977.81	9,304.67	44,704.37	1,578.11
Recreation Revolving Fund	13,772.89	11,603.55	16,350.26	9,026.18
Recreation Tennis	0.00	1,700.00	468.00	1,232.00
Recreation 4th of July	18,489.55	15,329.00	33,818.55	0.00
Recreation Playground Equipment	348.04	0.00	0.00	348.04
Sailing (town appropriations)	0.00	3,605.00	3,605.00	0.00
Recreation (town appropriations)	0.00	3,090.00	3,090.00	0.00
TOTAL	91,390.70	424,236.77	476,553.79	39,073.68

**Town of Nahant
Fiscal Year 2013 Projected Revenues**

LINE #	<u>GENERAL FUNDS</u>	2010	2011	FY12	2013	% Change From FY12
		ACTUAL REVENUES	ACTUAL REVENUES	ESTIMATED REVENUES	ESTIMATED REVENUES	
		2011	2012	2013	% Change	
		ACTUAL REVENUES	BUDGETED REVENUES	ESTIMATED REVENUES	From FY 12	
Rubbish Enterprise Fund						
	Rubbish/Recycling Fees	0	0	390,056	100.00%	
	Total Rubbish Enterprise Fund	0	0	390,056	100.00%	
W/S Enterprise Fund						
	Water Usage Charges	692,420	700,855	723,917	3.29%	
	Sewer Usage Charges	757,018	809,409	829,910	2.53%	
	Water Meters	1,400	0	0	0.00%	
	Utility Liens	32,547	0	0	0.00%	
	W/S Misc	0	0	0	0.00%	
	Other Charges for Services	140	0	0	0.00%	
	Penalties & Interest	7,655	0	0	0.00%	
	Transfers-In Debt Shift	334,872	341,419	321,832	-5.74%	
	Total W/S Enterprise Fund	1,826,052	1,851,683	1,875,659	1.29%	
	Water & Sewer Ent. Fund Balance	512,769				
	Article 15 W/S Equipment	(60,000)				
	Water & Sewer Ent. Fund Balance	452,769				

**Town of Nahant
Article 8 - Omnibus Budget
Appropriations**

Line #	FY10 Actual Expenses	FY11 Actual Expenses	FY12 Budgeted Budget	FY13 Recommended Budget	% Change from FY12
General Government					
<u>Moderator</u>					
1	0	0	60	60	0.00%
<u>Selectmen</u>					
2	2	2	3	3	0.00%
3	40,853	51,550	50,400	50,750	0.69%
<u>Town Administrator</u>					
4	204,805	205,820	210,831	158,439	-24.85%
5	8,961	8,961	8,961	9,230	3.00%
6	2,600	2,600	2,600	3,000	15.38%
7	0	0	500	500	0.00%
8	0	0	500	500	0.00%
9	500	500	500	500	0.00%
10	3,108	4,011	6,400	6,960	8.75%
11	1,773	2,411	2,411	2,500	3.69%
<u>Finance Committee</u>					
12	4,963	5,993	7,152	7,152	0.00%
<u>Town Accountant</u>					
13	82,802	83,272	94,213	97,698	3.70%
14	7,476	7,683	9,870	9,410	-4.66%
<u>Assessors</u>					
15	114,195	114,123	117,019	127,262	8.75%
<u>Treasurer/Collector</u>					
16	115,776	116,186	120,384	124,545	3.46%
17	31,429	34,088	34,465	38,800	12.58%
<u>Town Counsel</u>					
18	35,000	35,000	35,000	35,000	0.00%
<u>Town Hall</u>					
19	16,501	15,107	17,000	17,000	0.00%
20	30,376	37,452	38,000	45,500	19.74%
21	0	5,000	5,000	3,000	-40.00%
<u>Data Processing</u>					
22	92,300	91,784	105,300	107,850	2.42%
<u>Town Clerk</u>					
23	15,984	19,620	25,000	31,074	24.30%
24	4,041	5,480	6,500	6,500	0.00%
<u>Election/Registration</u>					
25	1,500	1,500	1,500	2,000	33.33%
26	6,430	12,508	7,200	12,500	73.61%
27	4,500	0	0	0	0.00%
<u>Conservation Commission</u>					
28	329	183	545	545	0.00%
<u>Planning Board</u>					
29	1,183	1,137	1,500	1,500	0.00%
30	0	0	1,000	0	-100.00%
<u>Zoning/Board of Appeals</u>					
31	1,779	649	4,000	3,000	-25.00%
Total General Government					
	829,166	862,620	913,814	902,778	-1.21%

**Town of Nahant
Article 8 - Omnibus Budget
Appropriations**

Line #	FY10 Actual Expenses	FY11 Actual Expenses	FY12 Budgeted Budget	FY13 Recommended Budget	% Change from FY12	
Public Safety						
<u>Police Department</u>						
32	Police Salaries/Wages	1,026,479	1,005,934	1,048,263	1,094,582	4.42%
33	General Expenses	140,013	136,413	147,621	153,890	4.25%
34	Capital Outlay	0	30,000	30,000	31,500	5.00%
35	Public Safety - Debt Service	0	0	0	0	
36	Total Police Department	1,166,492	1,172,347	1,225,884	1,279,972	4.41%
<u>Fire Department</u>						
37	Fire Salaries/Wages	673,558	665,363	710,268	798,717	12.45%
38	General Expenses	76,375	77,864	80,541	99,016	22.94%
39	Capital Outlay	0	16,207	7,000	5,000	-28.57%
40	Total Fire Department	749,933	759,434	797,809	902,733	13.15%
Total Police and Fire						
		1,916,425	1,931,781	2,023,693	2,182,705	7.86%
Other Public Safety						
<u>Inspectional Services Department</u>						
41	Part-Time Assistant for all Inspectors	14,040	14,560	15,080	13,400	-11.14%
<u>Building Inspection</u>						
42	Salary	9,500	9,500	9,500	9,785	3.00%
43	Assistant	4,635	4,635	4,635	4,775	3.02%
44	General Expenses	2,632	2,963	4,013	5,013	24.92%
<u>Plumbing/Gas Inspection</u>						
45	Salary	3,500	3,500	3,500	3,605	3.00%
46	Assistant	1,800	1,800	1,800	1,860	3.33%
47	General Expenses	250	250	1,145	1,145	0.00%
<u>Wiring Inspection</u>						
48	Salary	3,500	3,500	3,500	3,605	3.00%
49	Assistant	1,800	1,800	1,800	1,860	3.33%
50	General Expenses	901	1,018	2,000	2,000	0.00%
<u>Civil Defense</u>						
51	General Expenses	0	500	500	500	0.00%
<u>Animal Control</u>						
52	Salaries/Wages	8,300	9,800	11,300	8,550	-24.34%
53	Purchase of Services	1,303	446	500	500	0.00%
54	General Expenses	2,013	2,409	2,400	2,550	6.25%
<u>Parking Clerk</u>						
55	General Expenses	4,464	3,360	5,739	5,800	1.06%
<u>Harbormaster</u>						
56	Salary	1,200	1,200	1,200	1,235	2.92%
57	Assistant	1,600	1,600	1,600	1,650	3.13%
58	General Expenses	5,586	5,760	5,840	6,440	10.27%
<u>Wharfinger</u>						
59	Salary	1,200	1,200	1,200	1,235	2.92%
60	Assistant	400	400	400	415	3.75%
61	General Expenses	1,491	1,318	1,597	1,650	3.32%
62	Capital Outlay	0	0	0	0	0.00%
<u>Ocean Rescue</u>						
63	Training Wages	8,015	6,126	8,256	6,500	-21.27%
64	General Expenses	2,310	2,290	2,380	2,450	2.94%
Total Other Public Safety.						
		80,440	79,935	89,885	86,523	-3.74%
Total Public Safety						
		1,996,865	2,011,716	2,113,578	2,269,228	7.36%

**Town of Nahant
Article 8 - Omnibus Budget
Appropriations**

Line #	FY10 Actual Expenses	FY11 Actual Expenses	FY12 Budgeted Budget	FY13 Recommended Budget	% Change from FY12
Education System					
School Department					
65	180,883	47,826	205,867	338,360	64.36%
66	1,211,624	1,190,448	1,163,064	1,209,663	4.01%
67	1,510,843	1,428,520	1,289,568	1,404,341	8.90%
68	167,988	78,046	35,328	39,410	11.55%
69	<u>3,071,338</u>	<u>2,744,840</u>	<u>2,693,827</u>	<u>2,991,774</u>	11.06%
Transportation					
70	129,330	132,030	134,730	138,772	3.00%
71	41,835	56,240	82,651	106,226	28.52%
72	<u>171,165</u>	<u>188,270</u>	<u>217,381</u>	<u>244,998</u>	12.70%
73	541,180	528,252	515,341	502,788	-2.44%
Assessments					
74	0	0	698	2,500	258.17%
75	0	0	0	0	0.00%
76	74,252	143,566	91,152	115,747	26.98%
77	<u>74,252</u>	<u>143,566</u>	<u>91,850</u>	<u>118,247</u>	28.74%
Total Education System					
	3,857,935	3,604,928	3,518,399	3,857,807	9.65%

**Town of Nahant
Article 8 - Omnibus Budget
Appropriations**

Line #	FY10 Actual Expenses	FY11 Actual Expenses	FY12 Budgeted Budget	FY13 Recommended Budget	% Change from FY12
Public Works Department					
<u>Public Works Operations</u>					
78	5,485	5,835	6,034	6,191	2.60%
79	811	1,225	1,409	1,409	0.00%
	6,296	7,060	7,443	7,600	2.11%
<u>Highways/Streets/Parks/Beaches</u>					
80	144,053	98,450	106,349	98,163	-7.70%
81	115,263	118,856	131,482	141,155	7.36%
82	0	0	0	0	0.00%
83	259,316	217,306	237,831	239,318	0.63%
84	61,595	54,036	20,000	20,000	0.00%
85	342,259	342,973	380,136	0	-100.00%
<u>Beaches & Parks</u>					
86	48,044	44,264	53,210	59,474	11.77%
87	14,316	12,906	14,601	9,641	-33.97%
88	0	0	18,000	5,000	-72.22%
	62,360	57,170	85,811	74,115	-13.63%
<u>Cemetery</u>					
89	22,067	20,603	25,171	26,008	3.33%
90	9,028	4,604	8,915	6,915	-22.43%
91	0	0	5,000	2,000	-60.00%
92	31,095	25,207	39,086	34,923	-10.65%
<u>Overhead Operations</u>					
93	8,557	7,625	7,946	9,000	13.26%
94	2,736	3,000	10,000	9,000	-10.00%
95	35,943	9,456	9,152	0	-100.00%
	47,236	20,081	27,098	18,000	-33.57%
Total Public Works Department					
	810,157	723,833	797,405	393,956	-50.60%

**Town of Nahant
Article 8 - Omnibus Budget
Appropriations**

Line #	FY10 Actual Expenses	FY11 Actual Expenses	FY12 Budgeted Budget	FY13 Recommended Budget	% Change from FY12
Culture/Recreation					
<u>Library</u>					
96	190,464	187,176	191,441	193,076	0.85%
97	0	0	0	0	0.00%
<u>Recreation -General</u>					
98	3,090	3,090	3,090	3,090	0.00%
<u>Recreation-Sailing</u>					
99	3,605	3,605	3,605	3,605	0.00%
<u>Council on Aging</u>					
100	17,880	18,198	27,500	28,600	4.00%
101	11,755	18,134	12,670	16,204	27.89%
<u>Veteran's Agent</u>					
102	1,000	1,000	1,000	1,500	50.00%
103	6,567	5,060	5,768	10,623	84.17%
<u>Historical Commission</u>					
104	0	0	0	0	0.00%
<u>Memorial Day Committee</u>					
105	5,999	5,964	6,000	6,200	3.33%
<u>Fourth of July Committee</u>					
106	2,102	2,200	2,200	2,215	0.68%
<u>Beautification Committee</u>					
107	2,060	1,195	2,060	2,060	0.00%
<u>Personnel Committee</u>					
108	0	0	0	0	0.00%
<u>Military Housing</u>					
109	34,988	47,230	55,000	56,650	3.00%
Total Culture/Recreation					
	279,510	292,852	310,334	323,823	4.35%

**Town of Nahant
Article 8 - Omnibus Budget
Appropriations**

Line #	FY10 Actual Expenses	FY11 Actual Expenses	FY12 Budgeted Budget	FY13 Recommended Budget	% Change from FY12
General Debt Service					
110 Debt Service	121,626	39,029	149,860	128,798	-14.05%
111 Military Housing Debt Service	49,423	27,990	18,660	27,913	49.59%
Total Debt Service	171,049	67,019	168,520	156,711	-7.01%
Total Operation Cost	7,944,682	7,562,968	7,822,050	7,904,303	1.05%
Intergovernmental					
Cherry Sheet					
112 State Assessments	88,401	85,146	86,833	86,399	-0.50%
113 County Assessments	0	0	0	0	0.00%
* See School Section for School Assesmer					
Total Intergovernmental	88,401	85,146	86,833	86,399	-0.50%
Other Expenses					
114 Pension/Annuity Expenses	14,423	32,671	0	0	0.00%
115 Essex County Retirement Expenses	414,961	446,854	510,778	536,183	4.97%
116 Unemployment Compensation	53,434	23,161	55,790	60,000	7.55%
117 Health Insurance	602,413	663,319	775,000	761,000	-1.81%
118 Life Insurance	1,479	1,477	1,575	1,580	0.32%
119 Medicare Expenses	52,879	57,097	63,654	66,200	4.00%
120 Insurance Committee Expenses	202,042	216,439	282,100	265,006	-6.06%
121 Retirement Account	15,000	0	15,000	15,000	0.00%
Total Other Expenses	1,356,631	1,441,018	1,703,897	1,704,969	0.06%
Total Before Reserve Fund and Articles	9,389,714	9,089,132	9,612,780	9,695,671	0.86%
122 Reserve Funds Appropriation	0	0	75,000	75,000	0.00%
Total General Funds	9,389,714	9,089,132	9,687,780	9,770,671	0.86%

**Town of Nahant
Article 8 - Omnibus Budget
Appropriations**

Line #	FY10 Actual Expenses	FY11 Actual Expenses	FY12 Budgeted Budget	FY13 Recommended Budget	% Change from FY12
Interfund Transfers-Out					
123					
124					
125	347,228	334,871	341,419	321,832	-5.74%
126	25,000	26,000			
127	104,019				
128		15,000			
129					
130					
131					
132					
<hr/>					
Total Interfund Transfers Out	476,247	375,871	341,419	321,832	-5.74%
<hr/>					
TOTAL APPROPRIATIONS	9,865,961	9,465,003	10,029,199	10,092,503	0.63%

Estimated FY13 Revenue	9,659,155
Funded from Overlay Surplus	75,933
Funded from Free Cash	357,415
Total Surplus or (Shortage)	0

APPENDIX 1

One Time Revenue/Expenses/Sources & Uses

This Appendix shows what money is available to spend, its source, and what we recommend spending it on.

**Disbursements from Available Funds
From Free Cash and Other Sources of Funds**

Current Available Sources

Available Article Transfers	164,026
Available Free Cash	402,415
Overlay Surplus	75,933
Total Available Sources	642,374

Uses of Sources

FY 13 (Art 8 ATM 4/12) - School Budget	357,415
FY 13 (Art 8 ATM 4/12) - School Transportation	75,933
FY 12 Transfers (Art 3 ATM 4/12) Selectmen Legal Expenses	15,000
FY 12 Transfers (Art 3 ATM 4/12) Fire Salaries	5,000
FY 12 Transfers (Art 3 ATM 4/12) Fire Expenses	5,000
FY 12 Transfers (Art 3 ATM 4/12) SPED Transportation	13,195
FY 12 Tranfers (Art 3 ATM 4/12) - School Expenses	116,381
FY 12 Snow and Ice (Art 4 ATM 4/12)	10,000
Prior Year School Legal Settlement (Art 18 ATM 4/12)	44,450
Total Uses of Sources	642,374

Balance Remaining	0
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APPENDIX 2

Town of Nahant Five Year Financial Plan

A previous Town Meeting vote required the Town Administration and the School Department to prepare five-year financial projections for inclusion in the Report and Recommendations of the Advisory and Finance Committee.

Operating Budgets Vs Revenue Projections

	FY 13	FY 14	FY 15	FY 16	FY 17
Operating Budgets	10,092,503	10,229,636	10,482,397	10,667,739	10,952,272
Revenue Projections	9,659,155	9,869,458	10,066,344	10,296,680	10,506,470
Use of Available Funds (Overlay&Free Cash)	433,348	360,178	416,053	371,059	445,802
Capital Reserve (Shortage)	0	0	0	0	0

Capital Budgets Vs Capital Revenue Projections

	FY 13	FY 14	FY 15	FY 16	FY 17
Capital Budgets	290,500	689,270	1,180,000	555,000	585,000
Less: Capital through General Fund	(55,500)	(62,270)	0	0	0
Cost of Capital Budgets	235,000	627,000	1,180,000	555,000	585,000
Revenue Projections/Grants/Loans	75,000	75,000	75,000	75,000	75,000
Estimated Capital Reserve (See Above)	0	0	0	0	0
CPA Funding	0	102,000	95,000	115,000	35,000
Borrowings	160,000	450,000	1,010,000	365,000	475,000
Capital Using Other Sources	0	0	0	0	0
Surplus/(Shortage)	0	0	0	0	0
Total Operating and Capital Shortage	0	0	0	0	0

Water/Sewer Enterprise Fund

	FY 13	FY 14	FY 15	FY 16	FY 17
Operating Budgets	1,875,659	1,900,053	1,910,699	1,951,129	1,966,110
Revenue Projections	1,875,659	1,900,053	1,910,699	1,951,129	1,966,110
Capital Reserve (Shortage)	0	0	0	0	0

W/S Enterprise Fund Capital Budgets Vs Capital Revenue Projections

	FY 13	FY 14	FY 15	FY 16	FY 17
Capital Budgets	180,000	449,000	349,000	474,000	399,000
Less: Capital through W/S Rates	(120,000)	(120,000)	(120,000)	(120,000)	(120,000)
Cost of Capital Budgets	60,000	329,000	229,000	354,000	279,000
Use of Available Funds (Retained W/S Fund Bal	60,000	195,000	95,000	220,000	145,000
Borrowings	0	134,000	134,000	134,000	134,000
Surplus/(Shortage)	0	0	0	0	0
Total W/S Enterprise Operating and Capital	0	0	0	0	0

Rubbish Enterprise Fund

	FY 13	FY 14	FY 15	FY 16	FY 17
Operating Budgets	390,056	401,758	413,810	426,225	439,011
Revenue Projections	390,056	401,758	413,810	426,225	439,011
Surplus/(Shortage)	0	0	0	0	0

This five year plan has been structured using the budgets that the Town Administrator and Board of Selectmen deem appropriate to operate the Town departments properly. Important and necessary capital improvement programs are incorporated to identify the equipment/physical needs of the Town along with the cost estimates to pay for these needs. Also included are water and sewer rates projected through FY 2017.

As you can see, this five year plan does not balance projected expenses to revenues. The Capital Plan Shortages will be funded through grants and other financing sources as they become available. If the funds are not available, the Town Administrator and Board of Selectmen will make necessary cuts to balance the budget. As needs and finances change, we will review all information necessary to update this plan or recommend a new plan based upon priorities.

Town of Nahant PROJECTED REVENUES 2.5% Increases	FY 13 Revenue Budget	FY 14 Revenue Budget	FY 15 Revenue Budget	FY 16 Revenue Budget	FY 17 Revenue Budget
General Funds					
Personal Property Taxes	190,019	194,769	199,639	204,630	209,745
Personal Property Tax Refunds	(154)	(158)	(162)	(166)	(170)
Real Estate Taxes	6,910,791	7,098,935	7,291,784	7,489,454	7,692,065
Real Estate Tax Refunds	(30,750)	(31,519)	(32,307)	(33,114)	(33,942)
School Override	467,975	456,725	443,600	429,350	415,100
W/S Debt Shift	321,831	303,211	269,552	264,348	232,325
New Growth	15,000	15,000	15,000	15,000	15,000
Levy Limit	7,874,712	8,036,964	8,187,106	8,369,501	8,530,123
Overlay Reserve	(175,000)	(179,375)	(183,859)	(188,456)	(193,167)
Property Revenue	7,699,712	7,857,589	8,003,247	8,181,045	8,336,956
Motor Vehicle Excises	438,263	449,220	460,450	471,961	483,760
Motor Vehicle Excise Refund	(9,738)	(9,981)	(10,231)	(10,487)	(10,749)
Boat Excise Taxes	6,627	6,793	6,962	7,137	7,315
Boat Excise Refund	(154)	(158)	(162)	(166)	(170)
Interest on Taxes/Excises	23,493	24,080	24,682	25,299	25,932
Penalty - Demand Payments	4,279	4,386	4,496	4,608	4,723
Payment In Lieu of Taxes	2,127	2,180	2,235	2,291	2,348
Water Usage Charges	0	0	0	0	0
Sewer Usage Charges	0	0	0	0	0
Rubbish/Recycling Fees	0	0	0	0	0
Ambulance Fees	62,507	64,070	65,671	67,313	68,996
Other Charges For Services	5,038	5,164	5,293	5,425	5,561
Fees	41,195	42,225	43,280	44,363	45,472
Cemetery Fees	4,970	5,094	5,222	5,352	5,486
Rentals	153,750	157,594	161,534	165,572	169,711
Military Housing Rentals	153,750	157,594	161,534	165,572	169,711
Alcoholic Beverage Licenses	8,303	8,511	8,723	8,941	9,165
Other Licenses	9,174	9,403	9,638	9,879	10,126
Permits	45,869	47,016	48,191	49,396	50,631
Resident Stickers	0	0	0	0	0

Town of Nahant
PROJECTED REVENUES
 2.5% Increases

	FY 13 Revenue Budget	FY 14 Revenue Budget	FY 15 Revenue Budget	FY 16 Revenue Budget	FY 17 Revenue Budget
State Education Dist/Reimb					
Chapter 70	440,741	451,760	463,054	474,630	486,496
Charter Tuition Reimbursement	6,737	15,000	15,375	15,759	16,153
School Construction					
State Education Offsets					
Unrestricted Aid	296,479	303,891	311,488	319,275	327,257
Revenues from Meals Tax Increase	0	0	0	0	0
Revenues from Room Tax Increase	0	0	0	0	0
Lottery	0	0	0	0	0
Gaming Proceeds for Lottery Gap	0	0	0	0	0
Additional Assistance	0	0	0	0	0
Highway Fund	0	0	0	0	0
Veteran's Benefits	7,676	7,868	8,065	8,266	8,473
Exemptions Veteran's	15,000	15,375	15,759	16,153	16,557
Elderly Tax Reimbursements	15,056	15,432	15,818	16,214	16,619
State Owned Land	350	359	368	377	386
Medicaid Reimburse	0	0	0	0	0
Police Career Incentive	0	0	0	0	0
Prior Year Over/Under Estimates	0	0	0	0	0
Public Library Ch. 78	2,323	2,381	2,441	2,502	2,564
Public Library Ch. 78 - Offset	(2,323)	(2,381)	(2,441)	(2,502)	(2,564)
Pilot Program-State Owned Land	0	0	0	0	0
Mitigation	0	0	0	0	0
State Other Revenues	0	0	0	0	0
Fines & Forfeits	39,053	40,029	41,030	42,056	43,107
Sale of Inventory	0	0	0	0	0
Earnings on Investments	2,467	2,529	2,592	2,657	2,723
Other Misc Revenue	0	0	0	0	0
Interfund Transfer-In (Enterprise)	186,431	186,437	192,030	197,790	203,724
Total Revenues	9,659,155	9,869,458	10,066,344	10,296,680	10,506,470
Rubbish Enterprise Fund					
Rubbish/Recycling Fees	390,056	401,758	413,810	426,225	439,011
Total Rubbish Enterprise Fund	390,056	401,758	413,810	426,225	439,011
W/S Enterprise Fund					
Water Usage Charges	723,917	743,835	764,350	785,481	807,245
Sewer Usage Charges	829,910	853,007	876,797	901,301	926,540
Transfers-In for Debt Shift	321,832	303,211	269,552	264,348	232,325
Total W/S Enterprise Fund	1,875,659	1,900,053	1,910,699	1,951,130	1,966,110

Town of Nahant
PROJECTED APPROPRIATIONS
Three % Increases

FY 13 **FY 14** **FY 15** **FY 16** **FY 17**
Appropriation **Appropriation** **Appropriation** **Appropriation** **Appropriation**
Budget **Budget** **Budget** **Budget** **Budget**

General Government

Moderator					
General Expenses	60	62	64	66	68
Selectmen					
Salaries/Wages	3	3	3	3	3
General Expenses	50,750	52,273	53,841	55,456	57,120
Town Administrator					
Salaries/Wages	158,439	214,692	221,133	227,767	234,600
Asst. Health Inspector	9,230	9,507	9,792	10,086	10,388
Health Inspector	3,000	3,090	3,183	3,278	3,377
Public Health Nurse	500	515	530	546	563
Town Physician	500	515	530	546	563
ADA Coordinator	500	515	530	546	563
General Expenses	6,960	7,169	7,384	7,605	7,834
Capital Outlay	2,500	2,575	2,652	2,732	2,814
Finance Committee					
General Expenses	7,152	7,367	7,588	7,815	8,050
Town Accountant					
Salary	97,698	100,629	103,648	106,757	109,960
General Expenses	9,410	9,692	9,983	10,283	10,591
Assessors					
Salaries/Wages	83,602	86,110	88,693	91,354	94,095
General Expenses	43,660	44,970	46,319	47,708	49,140
Treasurer/Collector					
Salaries/Wages	124,545	128,281	132,130	136,094	140,176
General Expenses	38,800	39,964	41,163	42,398	43,670
Town Counsel					
Annual Fee	35,000	36,050	37,132	38,245	39,393
Town Hall					
Salaries/Wages	17,000	17,510	18,035	18,576	19,134
General Expenses	45,500	46,865	48,271	49,719	51,211
Capital Outlay	3,000	3,000	10,000	5,000	10,000
Data Processing					
General Expenses	107,850	111,086	114,418	117,851	121,386
Town Clerk					
Salaries/Wages	31,074	32,006	32,966	33,955	34,974
General Expenses	6,500	6,695	6,896	7,103	7,316
Election/Registration					
Salaries/Wages	2,000	2,060	2,122	2,185	2,251
General Expenses	12,500	12,875	13,261	13,659	14,069
Capital Outlay	0				
Conservation Commission					
General Expenses	545	561	578	596	613
Planning Board					
Purchase of Services	1,500	1,545	1,591	1,639	1,688
General Expenses	0	0	0	0	0
Zoning/Board of Appeals					
General Expenses	3,000	3,090	3,183	3,278	3,377
Total General Government	902,778	981,271	1,017,619	1,042,848	1,078,983

Town of Nahant	FY 13	FY 14	FY 15	FY 16	FY 17
PROJECTED APPROPRIATIONS	Appropriation	Appropriation	Appropriation	Appropriation	Appropriation
<i>Three % Increases</i>	Budget	Budget	Budget	Budget	Budget
Public Safety					
Police Department					
Police Salaries/Wages	1,094,582	1,127,419	1,161,242	1,196,079	1,231,962
General Expenses	153,890	158,507	163,262	168,160	173,205
Capital Outlay	31,500	35,000	35,000	35,000	35,000
Public Safety - Debt Service	0	0	0	0	0
<i>Total Police Department</i>	<i>1,279,972</i>	<i>1,320,926</i>	<i>1,359,504</i>	<i>1,399,239</i>	<i>1,440,166</i>
Fire Department					
Fire Salaries/Wages	798,717	822,679	847,359	872,780	898,963
General Expenses	99,016	101,986	105,046	108,197	111,443
Capital Outlay	5,000	5,000	5,150	5,305	5,464
<i>Total Fire Department</i>	<i>902,733</i>	<i>929,665</i>	<i>957,555</i>	<i>986,282</i>	<i>1,015,870</i>
<i>Total Public Safety</i>	<i>2,182,705</i>	<i>2,250,591</i>	<i>2,317,059</i>	<i>2,385,521</i>	<i>2,456,036</i>
Inspectional Services Department					
Part Time Assistant for inspectors	13,400	13,802	14,216	14,643	15,082
Building Inspection					
Salaries/Wages	9,785	10,079	10,381	10,692	11,013
Assistant	4,775	4,918	5,066	5,218	5,374
General Expenses	5,013	5,163	5,318	5,478	5,642
Plumbing/Gas Inspection					
Salaries/Wages	3,605	3,713	3,825	3,939	4,057
Assistant	1,860	1,916	1,973	2,032	2,093
General Expenses	1,145	1,179	1,215	1,251	1,289
Wiring Inspection					
Salaries/Wages	3,605	3,713	3,825	3,939	4,057
Assistant	1,860	1,916	1,973	2,032	2,093
General Expenses	2,000	2,060	2,122	2,185	2,251
Civil Defense					
General Expenses	500	515	530	546	563
Animal Control					
Salary	8,550	8,807	9,071	9,343	9,623
General Expenses	3,050	3,142	3,236	3,333	3,433
Parking Clerk					
General Expenses	5,800	5,974	6,153	6,338	6,528
Harbormaster					
Salaries/Wages	1,235	1,272	1,310	1,350	1,390
Assistant	1,650	1,700	1,750	1,803	1,857
General Expenses	6,440	6,633	6,832	7,037	7,248
Wharfinger					
Salaries/Wages	1,235	1,272	1,310	1,350	1,390
Assistant	415	427	440	453	467
General Expenses	1,650	1,700	1,750	1,803	1,857
Capital Outlay	0	0	0	0	0
Ocean Rescue					
Training Wages	6,500	6,695	6,896	7,103	7,316
Professional Services	2,450	2,524	2,599	2,677	2,757
<i>Total Other Pub. Saf.</i>	<i>86,523</i>	<i>89,119</i>	<i>91,792</i>	<i>94,546</i>	<i>97,382</i>
Total Public Safety	2,269,228	2,339,710	2,408,851	2,480,067	2,553,419

Town of Nahant	FY 13	FY 14	FY 15	FY 16	FY 17
PROJECTED APPROPRIATIONS	Appropriation	Appropriation	Appropriation	Appropriation	Appropriation
<i>Three % Increases</i>	Budget	Budget	Budget	Budget	Budget
Education System					
School Department					
Tuition - SPED					
Tuition - Swampscott					
Johnson School Budget					
<i>School Appropriation</i>	2,952,364	2,800,000	2,884,000	2,970,520	3,059,636
Transportation/Regular	138,772	142,935	147,223	151,640	156,189
Transportation/SPED	106,226	109,413	112,695	116,076	119,558
<i>Total Transportation</i>	244,998	252,348	259,918	267,716	275,747
School - Debt Service	502,788	490,593	481,395	465,905	450,375
School - Proposed Debt	0	0	0	0	0
Essex Agriculture Assessment	2,500	4,000	4,120	4,244	4,371
North Shore Regional Voc. Assessment	115,747	119,219	122,796	126,480	130,274
Total Education System	3,818,397	3,662,160	3,748,109	3,830,621	3,916,032

Town of Nahant	FY 13	FY 14	FY 15	FY 16	FY 17
PROJECTED APPROPRIATIONS	Appropriation	Appropriation	Appropriation	Appropriation	Appropriation
<i>Three % Increases</i>	Budget	Budget	Budget	Budget	Budget
Public Works Department					
Public Works Operations					
Administration					
Salaries/Wages	6,191	6,377	6,568	6,765	6,968
General Expenses	1,409	1,451	1,495	1,540	1,586
<i>Subtotal DPW Administration</i>	<i>7,600</i>	<i>7,828</i>	<i>8,063</i>	<i>8,305</i>	<i>8,554</i>
Highways/Streets/Parks/Beaches					
Salaries/Wages	98,163	101,108	104,141	107,265	110,483
General Expenses	141,155	145,390	149,751	154,244	158,871
Capital - Paving	0	0	0	0	0
<i>Subtotal Highways/Streets/B/P</i>	<i>239,318</i>	<i>246,498</i>	<i>253,892</i>	<i>261,509</i>	<i>269,355</i>
Snow & Ice					
Snow & Ice Services	20,000	20,000	20,000	20,000	20,000
Waste Collection/Disposal	0	0	0	0	0
Beaches & Parks					
Salaries/Wages	59,474	61,258	63,096	64,989	66,939
General Expenses	9,641	9,930	10,228	10,535	10,851
Capital Outlay	5,000	10,000	20,000	0	40,000
<i>Subtotal Beaches & Parks</i>	<i>74,115</i>	<i>81,188</i>	<i>93,324</i>	<i>75,524</i>	<i>117,790</i>
Cemetery					
Salaries/Wages	26,008	26,788	27,592	28,420	29,272
General Expenses	6,915	7,122	7,336	7,556	7,783
Capital Outlay	2,000	0	0	0	0
<i>Subtotal Cemetery</i>	<i>34,923</i>	<i>33,911</i>	<i>34,928</i>	<i>35,976</i>	<i>37,055</i>
Overhead Operations					
Salaries/Wages	0	0	0	0	0
General Expenses	9,000	9,270	9,548	9,835	10,130
Capital Outlay	9,000	9,270	20,000	5,000	20,000
DPW - Debt Service	0	0	0	0	0
<i>Subtotal DPW Overhead</i>	<i>18,000</i>	<i>18,540</i>	<i>29,548</i>	<i>14,835</i>	<i>30,130</i>
Total Public Works Dept	393,956	407,965	439,756	416,148	482,883

Town of Nahant PROJECTED APPROPRIATIONS <i>Three % Increases</i>	FY 13 Appropriation Budget	FY 14 Appropriation Budget	FY 15 Appropriation Budget	FY 16 Appropriation Budget	FY 17 Appropriation Budget
Culture/Recreation					
Council on Aging					
General Expenses	44,804	46,148	47,533	48,959	50,427
Capital Outlay					
Veteran's Agent					
Salaries/Wages	1,500	1,545	1,591	1,639	1,688
General Expenses	10,623	10,942	11,270	11,608	11,956
Library					
Salaries/Wages/Gen. Expns	193,076	198,868	204,834	210,979	217,309
Recreation					
General Recreation	3,090	3,183	3,278	3,377	3,478
Sailing Recreation	3,605	3,713	3,825	3,939	4,057
Capital Outlay	0	0	0	0	0
General Expenses	0	0	0	0	0
Memorial Day Committee					
General Expenses	6,200	6,386	6,578	6,775	6,978
Fourth of July Committee					
General Expenses	2,215	2,281	2,350	2,420	2,493
Beautification Committee					
General Expenses	2,060	2,122	2,185	2,251	2,319
Personnel Committee					
General Expenses	0	0	0	0	0
Military Houses					
General Expenses	56,650	58,350	60,100	61,903	63,760
Total Culture/Recreation	323,823	333,538	343,544	353,850	364,466
General Debt Service					
Debt Service	156,711	174,910	170,288	135,640	118,620
Total Debt Service	156,711	174,910	170,288	135,640	118,620
Total Operation Cost	7,864,893	7,899,554	8,128,167	8,259,174	8,514,402

Town of Nahant PROJECTED APPROPRIATIONS <i>Three % Increases</i>	FY 13 Appropriation Budget	FY 14 Appropriation Budget	FY 15 Appropriation Budget	FY 16 Appropriation Budget	FY 17 Appropriation Budget
Intergovernmental					
Cherry Sheet					
State Assessments	86,399	88,991	91,661	94,411	97,243
Charter School Assessments	39,410	40,592	41,810	43,064	44,356
County Assessments	0	0	0	0	0
Essex Agriculture Assessment	0	0	0	0	0
<i>Total Intergovernmental</i>	<i>125,809</i>	<i>129,583</i>	<i>133,471</i>	<i>137,475</i>	<i>141,599</i>
Other Expenses					
Unemployment Compensation	60,000	61,800	63,654	65,564	67,531
Life Insurance	1,580	1,627	1,676	1,727	1,778
Health Insurance	761,000	825,000	849,750	875,243	901,500
Medicare Taxes					
Expenses	66,200	68,186	70,232	72,339	74,509
Essex County Retirement					
Expenses	536,183	552,268	568,837	585,902	603,479
Pension/Annuity					
Expenses	0	0	0	0	0
Insurance Committee					
General Expenses	265,006	272,956	281,145	289,579	298,267
Retirement Account					
General Expenses	15,000	15,450	15,914	16,391	16,883
<i>Total Miscellaneous</i>	<i>1,704,969</i>	<i>1,797,288</i>	<i>1,851,207</i>	<i>1,906,743</i>	<i>1,963,945</i>
Total Before Reserve					
Fund & Article	9,695,671	9,826,425	10,112,845	10,303,391	10,619,947
Reserve Funds					
Base Appropriation	75,000	100,000	100,000	100,000	100,000
<i>Total Reserve Fund</i>	<i>75,000</i>	<i>100,000</i>	<i>100,000</i>	<i>100,000</i>	<i>100,000</i>
Total General Funds	9,770,671	9,926,425	10,212,845	10,403,391	10,719,947
Interfund Transfers-Out	321,832	303,211	269,552	264,348	232,325
Subtotal Appropriations	10,092,503	10,229,636	10,482,397	10,667,739	10,952,272
Debt	659,499	665,503	651,683	601,545	568,995
Debt as % of Budget	6.53%	6.51%	6.22%	5.64%	5.20%

Town of Nahant
PROJECTED APPROPRIATIONS
Three % Increases

	FY 13	FY 14	FY 15	FY 16	FY 17
	Appropriation	Appropriation	Appropriation	Appropriation	Appropriation
	Budget	Budget	Budget	Budget	Budget

PROJECTED CAPITAL IMPROVEMENTS

Drainage/Walls/Erosion

Storm Drains	0	10,000	10,000	10,000	10,000
<i>Sub Total</i>	<i>0</i>	<i>10,000</i>	<i>10,000</i>	<i>10,000</i>	<i>10,000</i>

Vehicles/Equipment

F-800 Dump Truck		125,000			
C30 Pick Up Truck			65,000		
F-450 Pick Utility Truck					95,000
F-350 Pick Up Truck			60,000		
Air Compressor				20,000	
John Deere Backhoe					150,000
Beach Tractor with Rack		55,000			
DPW Equipment	16,000	10,000	20,000	5,000	20,000
Jacobsen Mower					20,000
John Deere Mower			20,000		20,000
International Dump Truck			125,000		
Police Cruiser	31,500	35,000	35,000	35,000	35,000
Fire Equipment			25,000	10,000	25,000
Fire Ladder Truck	60,000		0		
Fire Pumper Truck			525,000		
Senior Citizen's Van		75,000			
Ambulance				200,000	
<i>Sub Total</i>	<i>107,500</i>	<i>300,000</i>	<i>875,000</i>	<i>270,000</i>	<i>365,000</i>

Town of Nahant	FY 13	FY 14	FY 15	FY 16	FY 17
PROJECTED APPROPRIATIONS	Appropriation	Appropriation	Appropriation	Appropriation	Appropriation
<i>Three % Increases</i>	Budget	Budget	Budget	Budget	Budget
Misc					
Public Right of Ways		50,000			
Computer Software-Town Hall		10,000		10,000	
Town Entrance Design		25,000			
<i>Sub Total</i>	0	85,000	0	10,000	0
Paving					
All Roads Chapter 90	75,000	75,000	75,000	75,000	75,000
Non-Chapter 90	100,000	100,000	100,000	100,000	100,000
<i>Sub Total</i>	175,000	175,000	175,000	175,000	175,000
Town Hall Renovation					
General Renovation	3,000	3,000	10,000	5,000	10,000
<i>Sub Total</i>	3,000	3,000	10,000	5,000	10,000
Public Safety					
Fire Station	5,000	50,000	0	5,000	0
Police Station	0	30,000	25,000	45,000	20,000
DPW Building	0	9,270	0	30,000	0
<i>Sub Total</i>	5,000	89,270	25,000	80,000	20,000
Other Town Buildings					
Ellingwood Chapel		15,000	5,000	5,000	5,000
Library Attic Workroom			30,000		
Library Renovations		12,000			
ADA Access Stack	0	0	50,000	0	0
<i>Sub Total</i>	0	27,000	85,000	5,000	5,000
Total Capital Improvement	290,500	689,270	1,180,000	555,000	585,000
Less: Estimated Reserve	0	0	0	0	0
Less: Capital thru Grants/Loans	0	0	0	0	0
Less: Capital thru CPA	0	(102,000)	(95,000)	(115,000)	(35,000)
Less: Capital thru Chapter 90	(75,000)	(75,000)	(75,000)	(75,000)	(75,000)
Less: Capital thru General Fund	(55,500)	(62,270)	0	0	0
Less: Borrowing	(160,000)	(450,000)	(1,010,000)	(365,000)	(475,000)
Less: Capital using Other Sources	0	0			
Total Other Sources	(290,500)	(689,270)	(1,180,000)	(555,000)	(585,000)
Total Capital Plan Surplus/Shortage	0	0	0	0	0
Total 5 Year Plan	10,383,003	10,918,906	11,662,397	11,222,739	11,537,272

Town of Nahant	FY 13	FY 14	FY 15	FY 16	FY 17
PROJECTED APPROPRIATIONS	Appropriation Budget	Appropriation Budget	Appropriation Budget	Appropriation Budget	Appropriation Budget
<i>Three % Increases</i>					
Water/Sewer Enterprise Fund					
Sewer Division					
Salaries/Wages	223,149	229,843	236,739	243,841	251,156
General Expenses	174,451	179,685	185,075	190,627	196,346
Lynn Water & Sewer	247,000	254,410	262,042	269,904	278,001
Capital Outlay	60,000	60,000	60,000	60,000	60,000
Sewer - Debt Service	150,644	145,948	140,952	135,748	130,525
Indirect Costs	125,310	129,069	132,941	136,930	141,038
<i>Subtotal Sewer</i>	980,554	998,955	1,017,750	1,037,049	1,057,065
Water Division					
Salaries/Wages	151,435	155,978	160,657	165,477	170,441
General Expenses	82,361	84,832	87,377	89,998	92,698
MWRA Assessment	331,000	340,930	351,158	361,693	372,543
Capital Outlay	60,000	60,000	60,000	60,000	60,000
Water - Debt Service	171,188	157,263	128,600	128,600	101,800
Indirect Costs	99,121	102,095	105,157	108,312	111,562
<i>Subtotal Water</i>	895,105	901,098	892,950	914,080	909,044
<i>Total Water and Sewer</i>	1,875,659	1,900,053	1,910,699	1,951,129	1,966,110
W/S Debt	321,832	303,211	269,552	264,348	232,325
W/S Debt as % of W/S Budget	17.16%	15.96%	14.11%	13.55%	11.82%
All Debt	981,331	968,714	921,235	865,893	801,320
All Debt as % of All Budget	8.20%	7.99%	7.43%	6.86%	6.20%

**PROJECTED CAPITAL
W/S IMPROVEMENTS**

	FY 13	FY 14	FY 15	FY 16	FY 17
Water					
Gate Valves		15,000	15,000	15,000	15,000
Hydrants		20,000	20,000	20,000	20,000
Utility Truck 1 1/12		50,000			
Distribution Lines		134,000	134,000	134,000	134,000
Emergency Repairs & Inventory	60,000	60,000	60,000	60,000	60,000
<i>Sub Total</i>	60,000	279,000	229,000	229,000	229,000
Sewer					
Sewer Infrastructure				125,000	
Pump Stations Lowlands		50,000			50,000
W/S Pumps & Equipment	60,000	60,000	60,000	60,000	60,000
New Residential Water Meters					
Emergency Repairs & Inventory	60,000	60,000	60,000	60,000	60,000
<i>Sub Total</i>	120,000	170,000	120,000	245,000	170,000
Total W/S Capital Improvement	180,000	449,000	349,000	474,000	399,000
Less: Capital thru Rates	(120,000)	(120,000)	(120,000)	(120,000)	(120,000)
Less: Borrowing	0	(134,000)	(134,000)	(134,000)	(134,000)
Less: Capital using Other Sources	(60,000)	(195,000)	(95,000)	(220,000)	(145,000)
Total Other Sources	0	0	0	0	0

<i>Town of Nahant</i>	<i>FY 13</i>	<i>FY 14</i>	<i>FY 15</i>	<i>FY 16</i>	<i>FY 17</i>
PROJECTED APPROPRIATIONS	Appropriation	Appropriation	Appropriation	Appropriation	Appropriation
<i>Three % Increases</i>	Budget	Budget	Budget	Budget	Budget
Rubbish Enterprise Fund					
Salaries/Wages	43,901	45,218	46,575	47,972	49,411
General Expenses	50,268	51,776	53,329	54,929	56,577
Household Trash Collection/Dispos	295,887	304,764	313,907	323,324	333,023
Total Rubbish Enterprise Fund	390,056	401,758	413,810	426,225	439,011

Water & Sewer Rate Comparison:

	FY 13	FY 14	FY 15	FY 16	FY 17
Water rate	5.93	6.10	6.27	6.44	6.62
Sewer rate	8.43	8.66	8.90	9.15	9.41
Combined rate	14.36	14.76	15.17	15.59	16.03
% Increase/(Decrease)	-2.18%	2.79%	2.78%	2.77%	2.82%

APPENDIX 3

School Department Proposed Budget

In the following section you'll find the proposed line item budget prepared by the School Superintendent and the School Committee. The line item budget is followed by a more detailed presentation of what is included in each line item.

By law, Town Meeting will adopt a bottom line budget for the School Department, and the School Committee will determine the line item allocations within the actual budget. A previous Town Meeting vote requires that the School Department's line item budget be published in the Report and Recommendations of the Advisory and Finance Committee.

**FY 2013
School Department Budget
DRAFT**

<u>ACCI #</u>	<u>FY 2010</u>	<u>FY 2011</u>	<u>FY 2012</u>	<u>FY 2013</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>REQUEST</u>
2200				
Principal's Office-Salaries	\$114,390	\$113,385	\$116,786	\$117,966
Principal's Office-Supplies	\$1,779	\$1,416	\$0	\$0
Asst. Principal Stipend	\$0	\$0	\$0	\$0
Attendance Officer	\$180	\$180	\$180	\$180
TOTAL 2200	\$116,349	\$114,981	\$116,966	\$118,146
3200				
Health Salaries	\$48,129	\$52,379	\$54,832	\$56,396
Health Supplies & Materials	\$887	\$1,000	\$0	\$0
TOTAL 3200	\$49,016	\$53,379	\$54,832	\$56,396
2300				
Teaching				
Substitute Salaries	\$9,415	\$8,106	\$0	\$0
Teacher Salaries-Reg. Ed.	\$771,051	\$694,222	\$652,164	\$704,490
Teacher Salaries- SPED	\$33,617	\$32,970	\$21,683	\$35,196
Team Chairperson- SPED				\$0
Teaching Aides Salaries- SPED	\$49,693	\$64,131	\$69,295	\$58,092
Teaching Aides Salaries-Reg. Ed.	\$0	\$0	\$0	\$7,746

FY 2013
School Department Budget

DRAFT

Teaching Aides Salaries-Title I		\$1,479	\$0	\$9,682
Teacher Longevity	\$14,250	\$13,875	\$14,250	\$14,250
Materials & Supplies-Reg. Ed.	\$9,456	\$7,469	\$0	\$0
Technology Services	\$11,520	\$22,335	\$0	\$15,000
Hardware	\$2,937	\$2,460	\$0	\$0
Software	\$977	\$739	\$0	\$0
Materials & Supplies-SPED	\$0	\$0	\$0	\$0
Prof. Development-Services	\$5,600	\$5,503	\$5,600	\$6,000
TOTAL 2300	\$908,516	\$853,289	\$762,992	\$850,456

**FY 2013
School Department Budget
DRAFT**

	FY 2010	FY 2011	FY 2012	FY 2013
	ACTUAL	ACTUAL	BUDGET	REQUEST
2400 Textbooks				
Regular Ed.	\$9,560	\$9,795	\$0	\$0
SpEd	\$0	\$0	\$0	\$0
TOTAL 2400	\$9,560	\$9,795	\$0	\$0
2500 Library				
Library Salaries	\$16,684	\$18,448	\$0	\$0
Library Supplies	\$0	\$0	\$0	\$0
TOTAL 2500	\$16,684	\$18,448	\$0	\$0
3520 Student Body Activities				
Stipends/Salaries	\$2,350	\$1,750	\$0	\$0
Supplies	\$0	\$0	\$0	\$0
TOTAL 3520	\$2,350	\$1,750	\$0	\$0
2800 Psychological Services				
Speech Salaries	\$0	\$0	\$28,115	\$29,251

**FY 2013
School Department Budget
DRAFT**

	Hearings-SPED	\$0	\$0	\$0	\$0
	Tutoring-SPED	\$3,000	\$0	\$3,000	\$3,000
	Evaluations-SPED	\$3,000	\$700	\$3,000	\$3,000
	Contracted Services-SPED	\$75,917	\$87,277	\$34,222	\$34,222
		\$81,917	\$87,977	\$68,337	\$69,473
4110	Custodial Services				
	Salaries	\$81,484	\$78,041	\$84,565	\$83,591
	Supplies & Materials	\$6,000	\$5,794	\$0	\$0
	TOTAL 4110	\$87,484	\$83,835	\$84,565	\$83,591

**FY 2013
School Department Budget
DRAFT**

	<u>FY 2010</u>	<u>FY 2011</u>	<u>FY 2012</u>	<u>FY 2013</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>REQUEST</u>
4120 Heating				
Gas	\$49,585	\$47,307	\$48,000	\$48,000
TOTAL 4120	\$49,585	\$47,307	\$48,000	\$48,000
4130 Utilities				
Electricity	\$25,000	\$31,125	\$31,000	\$31,000
Gas	\$0	\$0	\$0	\$0
Telephone	\$5,343	\$5,540	\$6,000	\$6,000
TOTAL 4130	\$30,343	\$36,665	\$37,000	\$37,000
	<u>FY 2010</u>	<u>FY 2011</u>	<u>FY 2012</u>	<u>FY 2013</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>REQUEST</u>
4220 Maintenance of Building				
Supplies & Materials	\$13,318	\$9,117	\$0	\$0
Contracted Services	\$14,630	\$20,121	\$20,000	\$10,000

FY 2013
School Department Budget

DRAFT

	TOTAL 4220	\$27,948	\$29,238	\$20,000	\$10,000
4230	Maintenance of Equipment				
	Services & Supplies	\$8,069	\$7,143	\$0	\$0
	TOTAL 4230	\$8,069	\$7,143	\$0	\$0
5300	Rental/Lease of Equipment	\$10,325	\$8,865	\$5,980	\$7,000
	TOTAL 5300	\$10,325	\$10,325	\$5,980	\$7,000
	School Total	\$1,398,146	\$1,354,132	\$1,198,672	\$1,280,062

**FY 2013
School Department Budget
DRAFT**

	FY 2010	FY 2011	FY 2012	FY 2013
District	ACTUAL	ACTUAL	BUDGET	REQUEST
1100				
School Committee-Legal	\$5,034	\$0	\$0	\$0
School Committee-Supplies	\$2,901	\$3,210	\$0	\$0
School Committee-Services	\$3,000	\$3,000	\$3,000	\$3,000
Supt's Office-Salaries	\$88,207	\$86,740	\$87,896	\$88,279
Supt's Office-Supplies	\$1,776	\$1,783	\$0	\$0
TOTAL 1100	\$100,918	\$94,733	\$90,896	\$91,279
2100				
SPED Administration Salary	\$16,391	\$15,611	\$0	\$0
TOTAL 2100	\$16,391	\$15,611	\$0	\$0
9000				
Tuition-Public Schools (Swamps	\$1,211,624	\$1,190,448	\$1,163,064	\$1,209,663
Tuition-SPED-Private Schools	\$170,883	\$24,251	\$195,867	\$361,360
Tuition-SPED-Collaboratives	\$10,000	\$10,000	\$10,000	\$10,000
TOTAL 9000	\$1,392,507	\$1,224,699	\$1,368,931	\$1,581,023
District Subtotal	\$1,509,816	\$1,335,043	\$1,459,827	\$1,672,302

FY 2013
School Department Budget

DRAFT

3300	Transportation						
	SPED	\$41,835	\$30,935	\$82,651	\$106,226		
	Public Schools (Swampscott)	\$129,330	\$132,030	\$134,730	\$138,772		
	TOTAL 3300	\$171,165	\$162,965	\$217,381	\$244,998		
	District Total	\$1,680,981	\$1,498,008	\$1,677,208	\$1,917,300		
	School & District Total	\$3,079,127	\$2,852,140	\$2,875,880	\$3,197,362		
	without transportation	\$2,907,962	\$2,689,175	\$2,658,499	\$2,952,364		

# 2200	PRINCIPAL'S OFFICE	FY 2011 ACTUAL	FY 2012 BUDGET	FY 2013 REQUEST
Salaries	Principal (210 days) Admin. Asst. (10.5 months)	87,250 26,135	89,867 26,919	90,775 27,191
	Total Salaries	113,385	116,786	117,966
Stipends	Asst. Principal (as per NTA Contract) Attendance Officer (required by Dept. of Ed.)	0 180	0 180	0 180
	Total Stipends	180	180	180
General Expenses	includes miscellaneous office supplies & materials professional dues/fees, postage, printing, etc.	1,416	0	0
	Total #2200 Principal's Office	114,981	116,966	118,146

#3200	HEALTH OFFICE		FY 2011	FY 2012	FY 2013
			ACTUAL	BUDGET	REQUEST
Salaries	School Nurse	B, Step 9*	52,379	47,013	48,261
		B, Step 1	0.2	7,819	8,135
* Step move anticipated for FY 2013					
Total Salaries			52,379	54,832	56,396
General Expenses			1,000	0	0
expenditures for miscellaneous health office supplies includes ice packs, bandages, thermometer probe covers, cough drops, sponges, gauze, child strength tylenol & motrin, bacitracin, benedryl, lip balm, plastic cups, alcohol, etc.					
Total #3200 Health Office			53,379	54,832	56,396

#2400 TEXTBOOKS		FY 2011 ACTUAL	FY 2012 BUDGET REQUEST	FY 2013 BUDGET REQUEST
Regular Education		9,795	0	0
expenditures for all regular education textbooks, workbooks, and related materials (consumables)				
Special Education		0	0	0
expenditures for all special education textbooks, workbooks, and related materials				
Total # 2400 Textbooks		9,795	0	0

	FY 2011	FY 2012	FY 2013
#2500 Library	FY 2011	FY 2012	FY 2013
	ACTUAL	BUDGET	REQUEST
Salaries	Library Assistant-1.0 FTE 18,448	0	0
General Supplies & Materials	0	0	0
includes all expenditures related to maintaining the school library			
Total #2500 Library	18,448	0	0

	FY 2011	FY 2012	FY 2013
#3520 Student Body Activities			
	ACTUAL BUDGET REQUEST		
Salaries Stipend Positions			
Student Council Advisor	Contractual 875	0	0
Yearbook Advisor	Contractual 875	0	0
Total #3520 Student Body Activities	1,750	0	0

#2800 Psychological Services		FY 2011	FY 2012	FY 2013
		ACTUAL	BUDGET	REQUEST
Salaries	Speech M, Step 7 0.5 FTE*	0	28,115	29,251
*Beginning in FY 2012, Contracted Speech Services were eliminated and a part-time staff speech therapist was hired at a considerable savings to the District.				
		0	28,115	29,251
Hearings	Special Education	0	0	0
Tutoring	Special Education	3,000	3,000	3,000
Evaluations	Special Education	3,000	3,000	3,000
Contracted Services-Special Education (includes Occupational Therapy & Speech Services) (school year & summer services as required)		*87,277	34,222	34,222
*includes funding from ALL sources (general fund, federal grants, Preschool Program, and Article 12.				
		93,277	68,337	69,473

#4110 CUSTODIAL		FY 2011 ACTUAL	FY 2012 BUDGET	FY 2013 REQUEST
Salaries				
Day Custodian	1.0 FTE	36,941	38,049	38,434
Evening Custodian	1.0 FTE	35,714	36,787	37,157
* Overtime (as required)		5,386	9,729	8,000
Total Custodial Salaries		78,041	84,565	83,591
General Supplies & Materials		5,794	0	0
expenditures for all materials and supplies related to the general cleanliness of the building (floor wax, paper towels, toilet paper, hand soap, disinfectants, i				
Total # 4100 Custodial		83,835	84,565	83,591
* During FY 2012, custodial overtime hours (excluding snow removal) were restri & summer custodial help was eliminated to save money. The same is in affect for FY 2013.				

#4120 HEATING			
	FY 2011 ACTUAL	FY 2012 BUDGET	FY 2013 REQUEST
General Supplies & Materials	* 51,992	48,000	48,000
expenditures for the cost of fuel related to the general heating of the building			
*includes all funding sources (Preschool Program, Extended Day Program, & School Rental Revolving Account)			
Total # 4120 Heating	51,992	48,000	48,000

#4130 UTILITIES		FY 2012 BUDGET	FY 2013 REQUEST
	FY 2011 ACTUAL	31,000	31,000
Electricity	* 38,142 expenditures for electricity for heat, power, and interior & exterior lighting * includes expenditures from ALL sources (Preschool Program, Extended Day Program and School Rental Revolving Account)	31,000	31,000
Telephone	5,540 expenditures for local and long distance calling services and FIOS internet services for the entire school building	6,000	6,000
Total # 4130 Utilities		37,000	37,000

#4220	MAINTENANCE OF BUILDING		FY 2011 ACTUAL	FY 2012 BUDGET	FY 2013 REQUEST
	General Supplies & Materials		9,117	0	0
	expenditures for air filters, light bulbs for hallways & classrooms, paint, screws, nails, drill bits, batteries for classroom wall clocks, duct tape, insect spray, various hand tools, replacement locks & spare keys (if needed)				
	Contracted Services		20,121	20,000	10,000
	expenditures for contracted services such as heating system repairs, electrical, plumbing, pest control, carpet cleaning, and yearly service and monitoring contracts for all building systems.				
	Total # 4220 Maintenance of Building		29,238	20,000	10,000

#4230 MAINTENANCE OF EQUIPMENT		FY 2012 BUDGET	FY 2013 REQUEST
FY 2011 ACTUAL		0	0
General Supplies & Materials	7,143	0	0
expenditures for all contracted repair services, equipment parts, and inspections (snowblowers, vacuum cleaners, floor scrubbing equipment, etc.)			
Total # 5300 Maintenance of Equipment	7,143	0	0

#5300	LEASE OF EQUIPMENT			
		FY 2011 ACTUAL	FY 2012 BUDGET	FY 2013 REQUEST
		8,865	5,980	7,000
	General Supplies & Materials expenditures for leased copy equipment and other office machines			
	Total # 5300 Lease of Equipment	8,865	5,980	7,000

#1100	SCHOOL COMMITTEE	FY 2011	FY 2012	FY 2013
		ACTUAL	BUDGET	REQUEST
	Legal Services	* 9,257	0	0
	* funded thru Article 12 monies in FY 2011			
	General Expenses	3,210	0	0
	includes expenditures for M.A.S.C. dues/fees, permits, and required newspaper legal notices for public hearings (annual budget & school choice hearings)			
	Contracted Services	3,000	3,000	3,000
	Compliance audit services for End of Year Financial Report (as required by Services performed by Sullivan, Rogers, & Co. CPA's			
	Total #1100-School Committee	15,467	3,000	3,000

# 1100	SUPERINTENDENT'S OFFICE		FY 2011	FY 2012	FY 2013
			ACTUAL	BUDGET	REQUEST
Salaries	Superintendent (100 days)	0.4 FTE	50,000	50,000	50,000
	Admin. Asst. Business/Finance (12 months)	1.0 FTE	36,792	37,896	38,279
Total Salaries			86,792	87,896	88,279
General Expenses					
	includes miscellaneous office supplies & professional dues/fees, postage, printing, etc.		1,783	0	0
Total #1100 Superintendent's Office			88,575	87,896	88,279

	FY 2011 ACTUAL	FY 2012 BUDGET	FY 2013 REQUEST
#2100 SpEd Administration			
Salaries Dir. Of Student Services .2 FTE	15,611	0	0
FY 2012 contracted for 40 days per school year @ \$400 per day (Grant funded)			
FY 2013 contracted for 43 days per school year (Grant funded)			
Total #2100 Sped Administration	15,611	0	0

	FY 2011	FY 2012	FY 2013
	ACTUAL	BUDGET	REQUEST
#9000 Tuition-Public School			
includes expenditure for 147 students enrolled at Swampscott Middle & High School as of October 1, 2011 @ \$8,229 per student	1,190,448	1,163,064	1,209,663
Total #9000 Tuition-Public School	1,190,448	1,163,064	1,209,663

#9000 Tuition-Special Education	FY 2011	FY 2012	FY 2013
	*ACTUAL	BUDGET	*REQUEST
Private Schools	135,859	*195,867	361,360
includes expenditures for special education private school out of district placements for any Nahant students (Grades PreK thru (ages 3 thru 22, as required by law)			
* Actual FY 2012 tuition cost as of Jan 1st is \$303,000			
Collaboratives	10,000	10,000	10,000
includes expenditures for special education Consortium membership fees			
Total #9000 Tuition-Special Education	145,859	205,867	371,360
*Includes funding from ALL sources (general fund, Article 12, PreSchool Program Breaker, and two Reserve Fund transfers approved by the Finance Committee			
**Anticipates a 3% increase in private school tuitions			

#3300 Transportation		FY 2011 ACTUAL	FY 2012 BUDGET REQUEST	FY 2013 BUDGET REQUEST
Regular Education*		132,030	134,730	138,772
expenditure for contracted transportation of middle & high school students to Swampscott schools *Regular Education transportation contract goes out to bid Spring 2012. Estimating 3% increase for FY 2013.				
Special Education		** 67,556	*82,651	106,226
expenditure for contracted transportation of special education students to out of district private school placements *Actual FY 2012 SpEd Transportation cost as of Jan 1st is \$89,556				
Total #3300 Transportation		199,586	217,381	244,998
**Includes expenditures from ALL funding sources (general fund, Article 12, Preschool Program, and one Reserve Fund transfer approved by the Finance Committee.				

SCHOOL & DISTRICT TOTALS		FY 2011	FY 2012	FY 2013
		ACTUAL	BUDGET	REQUEST
SCHOOL TOTAL		1,354,132	1,198,672	1,280,062
DISTRICT TOTAL		1,498,008	1,677,208	1,917,300
SCHOOL & DISTRICT TOTAL COMBINED		2,852,140	2,875,880	3,197,362
SCHOOL & DISTRICT TOTAL W/O TRANSPORTA		2,689,175	2,658,499	2,952,364

APPENDIX 4

School Department Five Year Plan

Five Year School Department Budget Estimate

	Fy 2013	FY2014	FY 2015	FY 2016	FY 2017
Tuition- Swampscott	1,209,663	1,245,953	1,283,332	1,321,832	1,361,487
Tuition -Special Education (Private & Collaborative)	371,360	348,511	358,966	369,735	380,827
Transportation-Special Education	106,226	94,700	97,541	100,467	103,481
Transportation- Swampscott	138,772	142,935	147,223	151,640	156,189
Johnson School	1,280,062	1,468,338	1,512,388	1,557,760	1,604,493
Other School & District Costs	91,279	102,388	105,460	108,624	111,883
Total	\$3,197,362	\$3,402,825	\$3,504,910	\$3,610,058	\$3,718,360
Estimates beyond FY 2013 are based on existing placements, services and projected school enrollments.					
Estimates of Swampscott tuition are based on known or projected enrollment. FY 2013 tuition is based on 147 students in grades 7-12 @ \$8,229 per student.					

APPENDIX 5

School Share of Town Expenses

In Massachusetts, each town and city must expend a certain amount of money on its education system each year. This amount is referred to as “net school spending” and is established via a formula determined by the Massachusetts Department of Elementary and Secondary Education. A community’s net school spending must equal or exceed the requirement established annually by the Department of Education. The net school spending amount is largely comprised of the school budget (excluding transportation, debt, and vocational school expenses), the net charter school assessment, any circuit breaker funds expected to be expensed during the fiscal year, as well as certain town expenditures.

The information that follows in this Appendix 5 outlines expenditures made by the Town of Nahant on behalf of the school that aren’t included within the school budget. These are assigned to the school budget from non-school municipal line items such as the Town Accountant or Town treasurer’s Offices. This “charge back” system is intended to represent the percentage of time those departments spend on school matters such as accounting or payroll, etc. Each year there is an estimated cost for these items when the budget is developed and at the end of the fiscal year actual costs for these line items are reflected in the School Department End of Year Report that is conveyed to the Massachusetts Department of Education.

This information is presented here to give the voters a more complete picture of the Town resources that are provided to the School.

**Schedule 1
FY 11 School Portion of
Town's Expenses**

ADMINISTRATIVE EXPENSES				
Actual FY11				
Town Expenses	<i>Town Budget</i>	<i>Allocated Town Costs</i>	<i>Town Costs Schedule 1</i>	<i>Basis for Allocation</i>
<u>Town Administrator</u>				
salary	157,000	4,710		3.00%
benefits/health	17,820	535		3.00%
expenses	5,942	178		3.00%
other/benefits	30,670	920		3.00%
			6,343	
<u>Town Accountant</u>				
salary	83,272	27,755		33.33%
benefits/health	4,865	1,622		33.33%
expenses	7,683	2,561		33.33%
other/benefits	16,269	5,422		33.33%
			37,359	
<u>Accountant/Clerical</u>				
salaries	48,820	7,323		15.00%
benefits/health	4,839	726		15.00%
expenses	42,452	6,368		15.00%
other/benefits	9,738	1,461		15.00%
			15,877	
<u>Treasurer/Collector</u>				
salaries	116,186	38,725		33.33%
benefits/health	3,208	1,069		33.33%
expenses	34,088	11,362		33.33%
other/benefits	19,508	6,502		33.33%
			57,658	
<u>Unemployment</u>				
expenses	23,161	16,116	16,116	actual
<u>Data Processing</u>				
expenses	91,783	30,591	30,591	33.33%
<u>Town Audit</u>				
expenses	25,000	8,333	8,333	33.33%
<u>Crossing Guard</u>				
salaries	5,400	5,400	5,400	100.00%
Eligible Salaries	410,678	83,912		
Eligible Benefits	106,917	18,256		
Eligible Expenses	230,109	75,508		
TOTAL	747,704	177,677	177,677	

Schedule 1
FY 11 School Portion of
Town's Expenses

ANALYSIS: TOWN COSTS/SCHEDULE 1

Actual FY11

Town Expenses

	<i>Town Budget</i>	<i>Allocated Town Costs</i>	<i>Basis for Allocation</i>	<i>Town Costs Schedule 1</i>
Administrative				
payrolls	410,678	83,912	see	83,912
benefits	106,917	18,256	attached	18,256
supplies/expenses	230,109	75,508	schedule	75,508
	<u>747,704</u>	<u>177,677</u>		<u>177,677</u>
Public Works				
payroll	570,773	28,539	5.00%	28,539
benefits/health	51,282	2,564	5.00%	2,564
other/benefits	87,652	4,383	5.00%	4,383
supplies/expenses	502,972	25,149	5.00%	25,149
utilities	1,442,384	14,424	1.00%	14,424
	<u>2,655,063</u>	<u>75,058</u>		<u>75,058</u>
Employee Benefits				
non-teaching retire	446,854	65,040	Actual	65,040
health & life	664,796	154,540	Actual	154,540
taxes/FICA	57,097	19,157	Actual	19,157
	<u>1,168,747</u>	<u>238,737</u>		<u>238,737</u>
Transportation				
MBTA assessment	71,348	0		0
Community Services				
police & fire	1,931,781	0		0
recreation	6,695	0		0
	<u>1,938,476</u>	<u>0</u>		<u>0</u>
Insurance				
workmen's comp	29,281	9,376	Actual	9,376
property/equipment	115,527	16,727	Actual	16,727
school liability	1,879	1,879	Actual	1,879
school accident	2,159	2,159	Actual	2,159
principal's bond	0	0	Actual	0
	<u>148,846</u>	<u>30,141</u>		<u>30,141</u>
Regional Schools				
North Shore Voc/Tech	143,566	0		0
Essex Agj Assessment	0	0		0
School Assessments				
Special Education	240			
Charter School Assessment	78,046			
Assessment School Choice	0			
Reimbursement	(36,777)	41,509		41,509
Total Town Costs		563,122		563,122
Including North Shore Voc				143,566
Principal School Borrowings (Long-Term)				327,000
Interest School Borrowings (Long Term)				201,252
Fixed Assets				0
Per Schedule 1				1,234,940

**Schedule 19
FY 12 Budget**

ADMINISTRATIVE EXPENSES				
Projected FY12				
Town Budget	<i>Town Budget</i>	<i>Allocated Town Costs</i>	<i>Town Costs Schedule 19</i>	<i>Basis for Allocation</i>
<u>Town Administrator</u>				
salary	156,168	4,685		3.00%
benefits/health	14,664	440		3.00%
expenses	8,011	240		3.00%
other/benefits	29,672	890		3.00%
			6,255	
<u>Town Accountant</u>				
salary	94,213	31,401		33.33%
benefits/health	5,500	1,833		33.33%
expenses	9,870	3,290		33.33%
other/benefits	17,900	5,966		33.33%
			42,490	
<u>Accountant/Clerical</u>				
salaries	53,941	8,091		15.00%
benefits/health	5,474	821		15.00%
expenses	43,000	6,450		15.00%
other/benefits	10,249	1,537		15.00%
			16,900	
<u>Treasurer/Collector</u>				
salaries	120,384	40,124		33.33%
benefits/health	5,500	1,833		33.33%
expenses	34,465	11,487		33.33%
other/benefits	22,873	7,624		33.33%
			61,068	
<u>Unemployment</u>				
expenses	75,968	37,984	37,984	50.00%
<u>Data Processing</u>				
expenses	105,300	35,096	35,096	33.33%
<u>Town Audit</u>				
expenses	25,000	8,333	8,333	33.33%
<u>Crossing Guard</u>				
salaries	5,562	5,562	5,562	100.00%
Eligible Salaries	430,268	89,863		
Eligible Benefits	111,832	20,945		
Eligible Expenses	301,614	102,880		
TOTAL	843,714	213,688	213,688	

**Schedule 19
FY 12 Budget**

ANALYSIS: TOWN COSTS/SCHEDULE 19

Projected FY12

Town Budget

	<i>Town Budget</i>	<i>Allocated Town Costs</i>	<i>Basis for Allocation</i>	<i>Town Costs Schedule 19</i>
Administrative				
payrolls	430,268	89,863	<i>see</i>	89,863
benefits	111,832	20,945	<i>attached</i>	20,945
supplies/expenses	301,614	102,880	<i>schedule</i>	102,880
	<u>843,714</u>	<u>213,688</u>		<u>213,688</u>
Public Works				
payroll	619,682	30,984	5.00%	30,984
benefits/health	56,822	2,841	5.00%	2,841
other/benefits	92,952	4,648	5.00%	4,648
supplies/expenses	557,791	27,890	5.00%	27,890
utilities	1,471,615	14,716	1.00%	14,716
	<u>2,798,862</u>	<u>81,078</u>		<u>81,078</u>
Employee Benefits				
non-teaching retire	510,778	76,617	estimated	76,617
health & life	776,575	148,277	estimated	148,277
taxes/FICA	63,654	21,642	estimated	21,642
	<u>1,351,007</u>	<u>246,536</u>		<u>246,536</u>
Transportation				
MBTA assessment	72,905	0		0
Community Services				
police & fire	2,023,693	0		0
recreation	6,695	0		0
	<u>2,030,388</u>	<u>0</u>		<u>0</u>
Insurance				
workmen's comp	22,409	7,878	estimated	7,878
property/equipment	122,844	17,645	estimated	17,645
school liability	1,999	1,999	estimated	1,999
school accident	2,700	2,700	estimated	2,700
principal's bond	0	0	estimated	0
	<u>149,952</u>	<u>30,222</u>		<u>30,222</u>
Regional Schools				
North Shore Voc/Tech	91,152	0	Schedule 19	0
Essex Agi Assessment	698	0	Schedule 19	0
School Assessments				
Special Education	242			
Charter School Assessment	35,328		Schedule 19	
Assessment School Choice	0			
Reimbursement	(3,572)	31,998		31,998
Total Town Costs		603,523		603,523
Including North Shore Voc and Essex Agi Assessments				91,850
Principal School Borrowings (Long-Term)				327,000
Interest School Borrowings (Long Term)				188,341
Fixed Assets				0
Per Schedule 19				1,210,714

APPENDIX 6

Additional School Budget Information:

- Grant Sources and Uses – *Note that funding from grants is generally restricted to a particular use; i.e. money received through grants cannot be used for other purposes at the School's discretion.*
- Preschool Budget

**Nahant Public Schools
Grant Funds FY12-FY13**

	FY 2012		FY 2013	
SPED 94-142	\$79,596		\$79,596	
2100-Sped Director				
2300-Sped Team Chairperson				
2300-Sped Teacher (50%)				
2300-Sped Teaching Asst. (50%)				
SPED Program Improvement	\$4,421		\$4,421	
2300-Prof. Development				
2300-Teaching Supplies				
Kindergarten Grant	\$11,600		\$11,600	
2300-Teaching Asst. (75%)				
Title I	\$18,980		\$18,980	
2300-Teaching Asst. (75%)				
2300-Prof. Development				
Sped Early Childhood Grant	\$3,424		\$3,424	
2300-Teaching Supplies				
2300-Prof. Development				
Education Jobs Grant	\$24,021		\$0	
2300-Teacher Salaries				
STARS Grant	\$5,000		\$0	
After School Music Program				

Nahant Public Schools
290 Castle Road
Nahant, MA 01908

Pre-School Budget Outline

2011-2012

Projected Revenue (estimated):

Five Day Program	\$55,200.
Three Day Program	\$46,000.
Total	<u>\$101,200</u>

Staffing Costs:

.6 Teacher 1 (M-F)	\$ 36,819.
.36 Teacher 2 (M-W-F))	\$ 15,304.
.Aide 1(12 hours/wk)	\$ 7,260.
.Aide 2(12 hours/wk)	\$ 7,260.
Total	<u>\$66,373.</u>

Additional Costs for the Pre-School Program (estimated):

Payroll taxes	1500
Instructional Supplies	2000
Custodial Supplies	500
Utilities	12000
Professional Development	0
Course Reimbursement	0
SPED services	4300
FY13 start-up	5000
Contingency	3000
Uncollected tuitions	<u>2000</u>
Total	\$30,300.
Staff and Non-staff Costs combined	\$96,675.

APPENDIX 7

Debt Service Schedule

This schedule was prepared by the Town Accountant at the request of the Finance Committee. We believe this information is useful to the Townspeople and helpful in planning. The Town Administrator, the Selectmen, and the Finance Committee have set debt reduction as a long-term goal.

DEBT SERVICE

FY 13 Budget

Description	Reference	Borrowings	Issue Date	Interest Rate	Terms Years	Maturity Date	Balance 6/30/2011	FY12		FY13	
								Principal	Interest	Principal	Interest
Sewer Project (Nov. 1982)	#23-80	1,300,000	11/15/1982	5.00%	40	11/15/2022	390,000	\$32,500.00	\$18,687.50	\$32,500.00	\$17,062.50
Sewer Project - Phase II	#8-81	290,100	6/28/1985	5.00%	40	11/18/2025	97,700	\$7,400.00	\$4,885.00	\$7,400.00	\$4,515.00
Sewer Project - Phase III	#8-81	376,400	2/7/1986	5.00%	40	2/7/2026	141,150	\$9,410.00	\$7,057.50	\$9,410.00	\$6,587.00
Secondary Sewer - Phase 1&2	#24-89	124,800	4/15/1991	6.79%	20	4/15/2011	0	\$0.00	\$0.00	\$0.00	\$0.00
Secondary Sewer - Phase 1&2	#05-91	63,050	4/15/1991	6.79%	20	4/15/2011	0	\$0.00	\$0.00	\$0.00	\$0.00
Sewer System Rehab	#06-95	120,000	2/1/1995	5.67%	13	6/15/2008	0	\$0.00	\$0.00	\$0.00	\$0.00
Pump Stations and Lining	#8-01	475,000	9/1/2006	4.00%	10	9/1/2016	90,000	\$15,000.00	\$3,600.00	\$15,000.00	\$3,018.75
Sewer Pump Stations (Maolis)	#32-05	60,000	9/1/2006	4.00%	3	9/1/2009	0	\$0.00	\$0.00	\$0.00	\$0.00
Dump Truck (1/3- \$50,000)	#28-05	16,667	9/1/2006	4.00%	3	9/1/2009	0	\$0.00	\$0.00	\$0.00	\$0.00
Pump Stations and Lining	#8-06	300,000	9/1/2006	4.00%	10	9/1/2016	180,000	\$30,000.00	\$7,200.00	\$30,000.00	\$6,037.50
Pump Stations and Lining	#11-07	75,000	11/1/2008	3.86%	10	2/15/2018	57,000	\$9,000.00	\$1,991.88	\$8,000.00	\$1,700.00
Pump Stations and Lining	#17-08	75,000	11/1/2008	3.86%	10	2/15/2018	60,000	\$7,500.00	\$2,170.32	\$7,500.00	\$1,912.51
Issuance Cost											
Interest & Principal									\$156,402.20		\$150,643.26
Total Sewer Projects							1,015,850	\$110,810.00	\$45,592.20	\$109,810.00	\$40,833.26
Causeway 1st Reline	#21-88	441,500	4/15/1991	6.79%	20	4/15/2011	0	\$0.00	\$0.00	\$0.00	\$0.00
Causeway 2nd Reline	#01-91	200,000	4/15/1991	6.79%	20	4/15/2011	0	\$0.00	\$0.00	\$0.00	\$0.00
Nahant Rd Water Main	#10-92-95	770,000	2/1/1995	5.67%	13	6/15/2008	0	\$0.00	\$0.00	\$0.00	\$0.00
CDM Priority #2 Water	#5-95	186,000	2/1/1995	5.67%	13	6/15/2008	0	\$0.00	\$0.00	\$0.00	\$0.00
Water Mains	#6-96	85,000	4/15/1999	4.50%	9	9/15/2007	0	\$0.00	\$0.00	\$0.00	\$0.00
Water Mains	#7-97	445,000	4/15/1999	4.50%	10	9/15/2008	0	\$0.00	\$0.00	\$0.00	\$0.00
MWRA Pipeline Asst Loan 0% Inte	#14-00	133,121	8/15/2000	0.00%	10	8/15/2010	0	\$0.00	\$0.00	\$0.00	\$0.00
MWRA Pipeline Asst Loan 0% Inte	#9-01	133,121	11/15/2001	0.00%	10	11/15/2011	13,312	\$13,312.10	\$0.00	\$0.00	\$0.00
MWRA Pipeline Asst Loan 0% Inte	#8-02	134,000	2/15/2003	0.00%	10	2/15/2013	26,800	\$13,400.00	\$0.00	\$13,400.00	\$0.00
MWRA Pipeline Asst Loan 0% Inte	#7-03	134,000	5/15/2004	0.00%	10	5/15/2014	40,200	\$13,400.00	\$0.00	\$13,400.00	\$0.00
MWRA Pipeline Asst Loan 0% Inte	#7-04	134,000	5/15/2006	0.00%	10	5/15/2016	67,000	\$13,400.00	\$0.00	\$13,400.00	\$0.00
MWRA Pipeline Asst Loan 0% Inte	#26-05	134,000	5/15/2006	0.00%	10	5/15/2016	67,000	\$13,400.00	\$0.00	\$13,400.00	\$0.00
MWRA Pipeline Asst Loan 0% Inte	#15-08	134,000	5/22/2008	0.00%	10	5/22/2018	93,800	\$13,400.00	\$0.00	\$13,400.00	\$0.00
MWRA Pipeline Asst Loan 0% Inte	#9-11	134,000	5/26/2011	0.00%	10	2/15/2021	134,000	\$13,400.00	\$0.00	\$13,400.00	\$0.00
Dump Truck (1/3- \$50,000)	#28-05	16,667	9/1/2006	4.00%	3	9/1/2009	0	\$0.00	\$0.00	\$0.00	\$0.00
Backhoe	#16-08	100,000	11/1/2008	3.86%	5	11/1/2013	45,000	\$15,000.00	\$1,303.13	\$15,000.00	\$787.50
Water Meters	#16-12	750,000	8/26/2011	0.00%	10	2/15/2021	0	\$75,000.00	\$0.00	\$75,000.00	\$0.00
Issuance Cost											
Interest & Principal									\$185,015.23		\$171,187.50
Total Water Projects							487,112	\$183,712.10	\$1,303.13	\$170,400.00	\$787.50
Dump Truck (1/3- \$50,000)	#28-05	16,667	9/1/2006	4.00%	3	9/1/2009	0	\$0.00	\$0.00	\$0.00	\$0.00
Street Sweeper	#29-05	125,000	9/1/2006	4.00%	3	9/1/2009	0	\$0.00	\$0.00	\$0.00	\$0.00
Dump Truck	#12-07	\$35,000	11/1/2008	3.86%	5	11/1/2011	9,000	\$9,000.00	\$151.88	\$0.00	\$0.00
Issuance Cost											
Interest & Principal									\$9,151.88		\$0.00
Total Other DPW							9,000	\$9,000.00	\$151.88	\$0.00	\$0.00

DEBT SERVICE

FY 13 Budget

Description	Reference	Borrowings	Issue Date	Interest Rate	Terms Years	Maturity Date	Balance 6/30/2011	FY12		FY13	
								Principal	Interest	Principal	Interest
Interest & Principal							0				
Total Public Safety							0	\$0.00	\$0.00	\$0.00	\$0.00
School Road Construction	#12-08	\$125,000	11/1/2008	3.86%	10	2/15/2019	100,000	\$12,500.00	\$3,617.19	\$12,500.00	\$3,187.51
School Roof	#15-07	\$175,000	11/1/2008	3.86%	20	2/15/2028	139,000	\$14,500.00	\$5,123.44	\$14,500.00	\$4,625.01
School Telephone System	#8-04	25,000	9/1/2006	4.00%	1	9/1/2007	0	\$0.00	\$0.00	\$0.00	\$0.00
School Renovations	#2-06 STM&2-05	5,693,580	9/1/2006	4.00%	19	9/1/2025	4,490,000	\$300,000.00	\$179,600.00	\$300,000.00	\$167,975.00
6,300,000 2-05 ATM & 1,200,000 2-06 STM											
Interest & Principal	Less \$2,256,420								\$515,340.63		\$502,787.52
Total School Projects							4,729,000	\$327,000.00	\$188,340.63	\$327,000.00	\$175,787.52
Kelley Greens Golf Course	#01-89	1,250,000	2/15/1990	10.25%	20	2/15/2010	0	\$0.00	\$0.00	\$0.00	\$0.00
Library Renovations	#15-97	125,300	4/15/1999	4.50%	10	9/15/2008	0	\$0.00	\$0.00	\$0.00	\$0.00
Ambulance	#8-03	125,000	9/1/2006	4.00%	1	9/1/2007	0				
Road Construction	#5-04	100,000	9/1/2006	4.00%	2	9/1/2008	0				
Coast Guard Houses	#1-04 STM	\$2,100,000	1/1/2005	6.00%	10	10/13/2014	1,866,000		\$18,660.00		\$27,913.00
Computer Software Town Hall	#31-05	75,000	9/1/2006	4.00%	3	9/1/2009	0	\$0.00	\$0.00	\$0.00	\$0.00
Golf Course Building Repairs	#33-05	75,000	9/1/2006	4.00%	3	9/1/2009	0	\$0.00	\$0.00	\$0.00	\$0.00
Fire Service Truck	#13-07	\$40,000	11/1/2008	3.86%	5	11/1/2011	10,000	\$10,000.00	\$168.75	\$0.00	\$0.00
Police, Fire & DPW Bldgs.	#13-08	\$100,000	11/1/2008	3.86%	10	11/1/2018	80,000	\$10,000.00	\$2,893.75	\$10,000.00	\$2,550.00
Fire Air Pacs/Radios	#10-11	\$60,000	8/26/2010	6.00%	5	2/15/2015	60,000	\$12,000.00	\$898.00	\$12,000.00	\$622.00
Paving	#8-11	\$100,000	8/26/2010	6.00%	10	2/15/2020	100,000	\$10,000.00	\$1,496.00	\$10,000.00	\$1,094.00
Fire Truck (Town Share)	#9-12	\$140,000	8/26/2011	6.00%	15	2/15/2016		\$9,333.33	\$8,120.00	\$0.00	\$0.00
Paving	#8-12	\$100,000	8/26/2011	6.00%	10	2/15/2021		\$10,000.00	\$5,700.00	\$10,000.00	\$1,244.00
Bear Pond	#10-12	\$250,000	8/26/2011	6.00%	10	2/15/2021		\$25,000.00	\$14,250.00	\$25,000.00	\$3,108.00
Paving		\$100,000	8/26/2012	6.00%	10	2/15/2022				\$10,000.00	\$5,700.00
Fire Truck (Town's Share)		\$60,000	8/26/2012	6.00%	15	2/15/2017				\$4,000.00	\$3,480.00
Issuance Cost									\$138,519.83		\$126,711.00
Interest & Principal									\$52,186.50	\$81,000.00	\$45,711.00
Total General Projects		\$18,335,973					2,116,000	\$86,333.33	\$52,186.50	\$81,000.00	\$45,711.00
Short Term Interest									\$30,000.00		\$30,000.00
Totals			As of 6/11				8,356,962	\$716,855.43	\$317,574.34	\$688,210.00	\$293,119.28
General Fund		CPA Fund	Total								
Long Term Debt	6,330,962	500,000	6,830,962				6,330,962	575,522	238,450	542,210	219,958
Short Term Military Houses	1,866,000	0	1,866,000				1,866,000	0	18,660	0	27,913
Short Term	160,000	0	160,000				160,000	22,000	2,394	132,000	6,068
Proposed	900,000						0	119,333	28,070	14,000	9,180
RANNS							0	0	30,000	0	30,000
Totals	9,256,962	500,000	8,856,962				8,356,962	716,855	317,574	688,210	293,119
Proposed											
CPA Debt											
CPA Borrowings NLSS	#9-06	450,000	11/21/2006	4.70%	5	5/15/2011	0	\$0.00	\$0.00	\$0.00	\$0.00
Forty Steps Stair/Decking	#74-07	150,000	8/26/2007	6.00%	3	2/15/2011	0	\$0.00	\$0.00	\$0.00	\$0.00
CPA Town Wharf	#11F-08	700,000	11/1/2008	3.86%	10	11/1/2018	500,000	\$62,500.00	\$18,085.94	\$62,500.00	\$15,937.51
Interest & Principal							500,000	\$62,500.00	\$18,085.94	\$62,500.00	\$15,937.51
Total CPA Debt							500,000	\$62,500.00	\$18,085.94	\$62,500.00	\$15,937.51

DEBT SERVICE

FY 13 Budget

Description	Reference	Borrowings	Issue Date	Interest		FY14		FY15		FY16
				Rate	Years	Principal	Interest	Principal	Interest	
Sewer Project (Nov. 1982)	#23-80	1,300,000	11/15/1982	5.00%	40	\$32,500.00	\$15,437.50	\$32,500.00	\$13,812.50	\$32,500.00
Sewer Project - Phase II	#8-81	290,100	6/28/1985	5.00%	40	\$7,400.00	\$4,145.00	\$7,400.00	\$3,775.00	\$7,400.00
Sewer Project - Phase III	#8-81	376,400	2/7/1986	5.00%	40	\$9,410.00	\$6,116.50	\$9,410.00	\$5,646.00	\$9,410.00
Secondary Sewer - Phase 1&2	#24-89	124,800	4/15/1991	6.79%	20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Secondary Sewer - Phase 1&2	#05-91	63,050	4/15/1991	6.79%	20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sewer System Rehab	#06-95	120,000	2/1/1995	5.67%	13	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Pump Stations and Lining	#8-01	475,000	9/1/2006	4.00%	10	\$15,000.00	\$2,456.25	\$15,000.00	\$1,800.00	\$15,000.00
Sewer Pump Stations (Maolis)	#32-05	60,000	9/1/2006	4.00%	3	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Dump Truck (1/3- \$50,000)	#28-05	16,667	9/1/2006	4.00%	3	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Pump Stations and Lining	#8-06	300,000	9/1/2006	4.00%	10	\$30,000.00	\$4,912.50	\$30,000.00	\$3,600.00	\$30,000.00
Pump Stations and Lining	#11-07	75,000	11/1/2008	3.86%	10	\$8,000.00	\$1,420.00	\$8,000.00	\$1,130.00	\$8,000.00
Pump Stations and Lining	#17-08	75,000	11/1/2008	3.86%	10	\$7,500.00	\$1,650.01	\$7,500.00	\$1,378.13	\$7,500.00
Issuance Cost										
Interest & Principal							\$145,947.76		\$140,951.63	
Total Sewer Projects						\$109,810.00	\$36,137.76	\$109,810.00	\$31,141.63	\$109,810.00
Causeway 1st Reline	#21-88	441,500	4/15/1991	6.79%	20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Causeway 2nd Reline	#01-91	200,000	4/15/1991	6.79%	20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Nahant Rd Water Main	#10-92-95	770,000	2/1/1995	5.67%	13	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
CDM Priority #2 Water	#5-95	186,000	2/1/1995	5.67%	13	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Water Mains	#6-96	85,000	4/15/1999	4.50%	9	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Water Mains	#7-97	445,000	4/15/1999	4.50%	10	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
MWRA Pipeline Asst Loan 0% Inte	#14-00	133,121	8/15/2000	0.00%	10	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
MWRA Pipeline Asst Loan 0% Inte	#9-01	133,121	11/15/2001	0.00%	10	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
MWRA Pipeline Asst Loan 0% Inte	#8-02	134,000	2/15/2003	0.00%	10	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
MWRA Pipeline Asst Loan 0% Inte	#7-03	134,000	5/15/2004	0.00%	10	\$13,400.00	\$0.00	\$0.00	\$0.00	\$0.00
MWRA Pipeline Asst Loan 0% Inte	#7-04	134,000	5/15/2006	0.00%	10	\$13,400.00	\$0.00	\$0.00	\$0.00	\$0.00
MWRA Pipeline Asst Loan 0% Inte	#26-05	134,000	5/15/2006	0.00%	10	\$13,400.00	\$0.00	\$0.00	\$0.00	\$0.00
MWRA Pipeline Asst Loan 0% Inte	#15-08	134,000	5/22/2008	0.00%	10	\$13,400.00	\$0.00	\$0.00	\$0.00	\$0.00
MWRA Pipeline Asst Loan 0% Inte	#9-11	134,000	5/26/2011	0.00%	10	\$13,400.00	\$0.00	\$0.00	\$0.00	\$0.00
Dump Truck (1/3- \$50,000)	#28-05	16,667	9/1/2006	4.00%	3	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Backhoe	#16-08	100,000	11/1/2008	3.86%	5	\$15,000.00	\$2,625.00	\$15,000.00	\$0.00	\$0.00
Water Meters	#16-12	750,000	8/26/2011	0.00%	10	\$75,000.00	\$0.00	\$75,000.00	\$0.00	\$75,000.00
Issuance Cost										
Interest & Principal							\$157,262.50		\$128,600.00	
Total Water Projects						\$157,000.00	\$262.50	\$128,600.00	\$0.00	\$128,600.00
Dump Truck (1/3- \$50,000)	#28-05	16,667	9/1/2006	4.00%	3	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Street Sweeper	#29-05	125,000	9/1/2006	4.00%	3	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Dump Truck	#12-07	\$35,000	11/1/2008	3.86%	5	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Issuance Cost										
Interest & Principal							\$0.00		\$0.00	
Total Other DPW						\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

DEBT SERVICE

FY 13 Budget

Description	Reference	Borrowings	Issue Date	Interest Rate	Terms Years	FY14		FY15		FY16
						Principal	Interest	Principal	Interest	
Interest & Principal										
Total Public Safety						\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
School Road Construction	#12-08	\$125,000	11/1/2008	3.86%	10	\$12,500.00	\$2,750.01	\$12,500.00	\$2,296.88	\$12,500.00
School Roof	#15-07	\$175,000	11/1/2008	3.86%	20	\$14,500.00	\$4,117.51	\$19,500.00	\$3,498.13	\$19,500.00
School Telephone System	#8-04	25,000	9/1/2006	4.00%	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
School Renovations	#2-06 STM&2-05	5,693,580	9/1/2006	4.00%	19	\$300,000.00	\$156,725.00	\$300,000.00	\$143,600.00	\$300,000.00
<i>School Includes: \$450,000 from #24-02 for Architect</i>										
Interest & Principal	<i>Less \$2,256,420</i>					\$327,000.00	\$163,592.52	\$332,000.00	\$149,395.01	\$332,000.00
Total School Projects										
Kelley Greens Golf Course	#01-89	1,250,000	2/15/1990	10.25%	20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Library Renovations	#15-97	125,300	4/15/1999	4.50%	10	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Ambulance	#8-03	125,000	9/1/2006	4.00%	1					
Road Construction	#5-04	100,000	9/1/2006	4.00%	2					
<i>Coast Guard Houses</i>	<i>#1-04 STM</i>	<i>\$2,100,000</i>	<i>1/1/2005</i>	<i>6.00%</i>	<i>10</i>		<i>\$30,000.00</i>		<i>\$30,000.00</i>	
Computer Software Town Hall	#31-05	75,000	9/1/2006	4.00%	3	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Golf Course Building Repairs	#33-05	75,000	9/1/2006	4.00%	3	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fire Service Truck	#13-07	\$40,000	11/1/2008	3.86%	5	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Police, Fire & DPW Bldgs.	#13-08	\$100,000	11/1/2008	3.86%	10	\$10,000.00	\$2,200.00	\$10,000.00	\$1,837.50	\$10,000.00
<i>Fire Air Pacs/Radios</i>	<i>#10-11</i>	<i>\$60,000</i>	<i>8/26/2010</i>	<i>6.00%</i>	<i>5</i>	<i>\$12,000.00</i>	<i>\$2,520.00</i>	<i>\$12,000.00</i>	<i>\$1,800.00</i>	<i>\$12,000.00</i>
<i>Paving</i>	<i>#8-11</i>	<i>\$100,000</i>	<i>8/26/2010</i>	<i>6.00%</i>	<i>10</i>	<i>\$10,000.00</i>	<i>\$5,100.00</i>	<i>\$10,000.00</i>	<i>\$4,500.00</i>	<i>\$10,000.00</i>
<i>Fire Truck (Town Share)</i>	<i>#9-12</i>	<i>\$140,000</i>	<i>8/26/2011</i>	<i>6.00%</i>	<i>15</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>
<i>Paving</i>	<i>#8-12</i>	<i>\$100,000</i>	<i>8/26/2011</i>	<i>6.00%</i>	<i>10</i>	<i>\$10,000.00</i>	<i>\$4,500.00</i>	<i>\$10,000.00</i>	<i>\$3,900.00</i>	<i>\$10,000.00</i>
<i>Bear Pond</i>	<i>#10-12</i>	<i>\$250,000</i>	<i>8/26/2011</i>	<i>6.00%</i>	<i>10</i>	<i>\$25,000.00</i>	<i>\$11,250.00</i>	<i>\$25,000.00</i>	<i>\$9,750.00</i>	<i>\$25,000.00</i>
<i>Paving</i>		<i>\$100,000</i>	<i>8/26/2012</i>	<i>6.00%</i>	<i>10</i>	<i>\$10,000.00</i>	<i>\$5,100.00</i>	<i>\$10,000.00</i>	<i>\$4,500.00</i>	<i>\$10,000.00</i>
<i>Fire Truck (Town's Share)</i>		<i>\$60,000</i>	<i>8/26/2012</i>	<i>6.00%</i>	<i>15</i>	<i>\$4,000.00</i>	<i>\$3,240.00</i>	<i>\$4,000.00</i>	<i>\$3,000.00</i>	<i>\$4,000.00</i>
<i>Issuance Cost</i>							<i>\$144,910.00</i>		<i>\$140,287.50</i>	
Interest & Principal						\$81,000.00	\$63,910.00	\$81,000.00	\$59,287.50	\$81,000.00
Total General Projects		\$18,335,973					\$30,000.00		\$30,000.00	
Short Term Interest										
Totals			As of 6/11			\$674,810.00	\$293,902.78	\$651,410.00	\$269,824.14	\$651,410.00
Long Term Debt	General Fund	CPA Fund	Total							
	6,330,962	500,000	6,830,962			528,810	202,193	505,410	182,374	505,410
Short Term Military Houses	1,866,000		1,866,000			0	30,000	0	30,000	0
Short Term	160,000	0	160,000			132,000	23,370	132,000	19,950	132,000
Proposed	900,000		900,000			14,000	8,340	14,000	7,500	14,000
RANNS						0	30,000	0	30,000	0
Totals	9,256,962	500,000	8,856,962			674,810	293,903	651,410	269,824	651,410
Proposed										
CPA Debt										
CPA Borrowings NLSS	#9-06	450,000	11/21/2006	4.70%	5	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Forty Steps Stair/Decking	#7A-07	150,000	8/26/2007	6.00%	3	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
CPA Town Wharf	#11F-08	700,000	11/1/2008	3.86%	10	\$62,500.00	\$13,750.01	\$62,500.00	\$11,484.38	\$62,500.00
Interest & Principal							<i>\$76,250.01</i>		<i>\$73,984.38</i>	
Total CPA Debt						\$62,500.00	\$13,750.01	\$62,500.00	\$11,484.38	\$62,500.00

DEBT SERVICE

FY 13 Budget

Description	Reference	Borrowings	Issue Date	Interest		Terms		FY17		FY Thereafter	
				Rate	Years	Principal	Interest	Principal	Interest		
Sewer Project (Nov. 1982)	#23-80	1,300,000	11/15/1982	5.00%	40	\$12,187.50		\$32,500.00	\$10,562.50	\$195,000.00	\$29,250.00
Sewer Project - Phase II	#8-81	290,100	6/28/1985	5.00%	40	\$3,405.00		\$7,400.00	\$3,035.00	\$53,300.00	\$10,960.00
Sewer Project - Phase III	#8-81	376,400	2/7/1986	5.00%	40	\$5,175.50		\$9,410.00	\$4,705.00	\$84,690.00	\$21,172.50
Secondary Sewer - Phase 1&2	#24-89	124,800	4/15/1991	6.79%	20	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00
Secondary Sewer - Phase 1&2	#05-91	63,050	4/15/1991	6.79%	20	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00
Sewer System Rehab	#06-95	120,000	2/1/1995	5.67%	13	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00
Pump Stations and Lining	#8-01	475,000	9/1/2006	4.00%	10	\$1,087.50		\$15,000.00	\$375.00	\$0.00	\$0.00
Sewer Pump Stations (Madis)	#32-05	60,000	9/1/2006	4.00%	3	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00
Dump Truck (1/3- \$50,000)	#28-05	16,667	9/1/2006	4.00%	3	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00
Pump Stations and Lining	#8-06	300,000	9/1/2006	4.00%	10	\$2,175.00		\$30,000.00	\$750.00	\$0.00	\$0.00
Pump Stations and Lining	#11-07	75,000	11/1/2008	3.86%	10	\$820.00		\$8,000.00	\$500.00	\$8,000.00	\$170.00
Pump Stations and Lining	#17-08	75,000	11/1/2008	3.86%	10	\$1,087.50		\$7,500.00	\$787.50	\$15,000.00	\$637.51
Issuance Cost											
Interest & Principal						\$135,748.00			\$130,525.00		\$418,180.01
Total Sewer Projects						\$25,938.00		\$109,810.00	\$20,715.00	\$355,990.00	\$62,190.01
Causeway 1st Reline	#21-88	441,500	4/15/1991	6.79%	20	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00
Causeway 2nd Reline	#01-91	200,000	4/15/1991	6.79%	20	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00
Nahant Rd Water Main	#10-92-95	770,000	2/1/1995	5.67%	13	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00
CDM Priority #2 Water	#5-95	186,000	2/1/1995	5.67%	13	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00
Water Mains	#6-96	85,000	4/15/1999	4.50%	9	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00
Water Mains	#7-97	445,000	4/15/1999	4.50%	10	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00
MWRA Pipeline Asst Loan 0% Intel	#14-00	133,121	8/15/2000	0.00%	10	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00
MWRA Pipeline Asst Loan 0% Intel	#9-01	133,121	11/15/2001	0.00%	10	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00
MWRA Pipeline Asst Loan 0% Intel	#8-02	134,000	2/15/2003	0.00%	10	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00
MWRA Pipeline Asst Loan 0% Intel	#7-03	134,000	5/15/2004	0.00%	10	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00
MWRA Pipeline Asst Loan 0% Intel	#7-04	134,000	5/15/2006	0.00%	10	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00
MWRA Pipeline Asst Loan 0% Intel	#26-05	134,000	5/15/2006	0.00%	10	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00
MWRA Pipeline Asst Loan 0% Intel	#15-08	134,000	5/22/2008	0.00%	10	\$0.00		\$13,400.00	\$0.00	\$13,400.00	\$0.00
MWRA Pipeline Asst Loan 0% Intel	#9-11	134,000	5/26/2011	0.00%	10	\$0.00		\$13,400.00	\$0.00	\$53,600.00	\$0.00
Dump Truck (1/3- \$50,000)	#28-05	16,667	9/1/2006	4.00%	3	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00
Backhoe	#16-08	100,000	11/1/2008	3.86%	5	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00
Water Meters	#16-12	750,000	8/26/2011	0.00%	10	\$0.00		\$75,000.00	\$0.00	\$300,000.00	\$0.00
Issuance Cost											
Interest & Principal						\$128,600.00			\$101,800.00		\$367,000.00
Total Water Projects						\$0.00		\$101,800.00	\$0.00	\$367,000.00	\$0.00
Dump Truck (1/3- \$50,000)	#28-05	16,667	9/1/2006	4.00%	3	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00
Street Sweeper	#29-05	125,000	9/1/2006	4.00%	3	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00
Dump Truck	#12-07	\$35,000	11/1/2008	3.86%	5	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00
Issuance Cost											
Interest & Principal						\$0.00		\$0.00	\$0.00	\$0.00	\$0.00
Total Other DPW						\$0.00		\$0.00	\$0.00	\$0.00	\$0.00

DEBT SERVICE

FY 13 Budget

Description	Reference	Borrowings	Issue Date	Interest Rate	Terms Years	FY17		FY Thereafter	
						Interest	Principal	Interest	Principal
Interest & Principal						\$0.00	\$0.00	\$0.00	\$0.00
Total Public Safety						\$0.00	\$0.00	\$0.00	\$0.00
School Road Construction	#12-08	\$125,000	11/1/2008	3.86%	10	\$1,812.50	\$12,500.00	\$1,312.50	\$25,000.00
School Roof	#15-07	\$175,000	11/1/2008	3.86%	20	\$2,742.50	\$19,500.00	\$1,962.50	\$37,000.00
School Telephone System	#8-04	25,000	9/1/2006	4.00%	1	\$0.00	\$0.00	\$0.00	\$0.00
School Renovations	#2-06 STM&2-05	5,693,580	9/1/2006	4.00%	19	\$129,350.00	\$300,000.00	\$115,100.00	\$2,690,000.00
6,300,000 2-05 ATM & 1,200,000 2-06 STM									
Interest & Principal	Less \$2,256,420					\$465,905.00		\$450,375.00	
Total School Projects						\$133,905.00	\$332,000.00	\$118,375.00	\$2,752,000.00
Kelley Greens Golf Course	#01-89	1,250,000	2/15/1990	10.25%	20	\$0.00	\$0.00	\$0.00	\$0.00
Library Renovations	#15-97	125,300	4/15/1999	4.50%	10	\$0.00	\$0.00	\$0.00	\$0.00
Ambulance	#8-03	125,000	9/1/2006	4.00%	1				
Road Construction	#5-04	100,000	9/1/2006	4.00%	2				
Coast Guard Houses	#1-04 STM	\$2,100,000	1/1/2005	6.00%	10	\$0.00	\$0.00	\$0.00	\$0.00
Computer Software Town Hall	#31-05	75,000	9/1/2006	4.00%	3	\$0.00	\$0.00	\$0.00	\$0.00
Golf Course Building Repairs	#33-05	75,000	9/1/2006	4.00%	3	\$0.00	\$0.00	\$0.00	\$0.00
Fire Service Truck	#13-07	\$40,000	11/1/2008	3.86%	5	\$0.00	\$0.00	\$0.00	\$0.00
Police, Fire & DPW Bldgs.	#13-08	\$100,000	11/1/2008	3.86%	10	\$1,450.00	\$10,000.00	\$1,050.00	\$20,000.00
Fire Air Pacs/Radios	#10-11	\$60,000	8/26/2010	6.00%	5	\$1,080.00	\$0.00	\$0.00	\$0.00
Paving	#8-11	\$100,000	8/26/2010	6.00%	10	\$3,900.00	\$10,000.00	\$3,300.00	\$40,000.00
Fire Truck (Town Share)	#9-12	\$140,000	8/26/2011	6.00%	15	\$0.00	\$0.00	\$0.00	\$0.00
Paving	#8-12	\$100,000	8/26/2011	6.00%	10	\$3,300.00	\$10,000.00	\$2,700.00	\$40,000.00
Bear Pond	#10-12	\$250,000	8/26/2011	6.00%	10	\$8,250.00	\$25,000.00	\$6,750.00	\$100,000.00
Paving		\$100,000	8/26/2012	6.00%	10	\$3,900.00	\$10,000.00	\$3,300.00	\$50,000.00
Fire Truck (Town's Share)		\$60,000	8/26/2012	6.00%	15	\$2,760.00	\$4,000.00	\$2,520.00	\$40,000.00
Issuance Cost									
Interest & Principal						\$105,640.00		\$88,620.00	\$334,350.00
Total General Projects		\$18,335,973				\$24,640.00	\$69,000.00	\$19,620.00	\$290,000.00
Short Term Interest						\$30,000.00		\$30,000.00	
Totals			As of 6/11			\$214,483.00	\$612,610.00	\$188,710.00	\$3,764,990.00
Long Term Debt	General Fund	CPA Fund	Total						
Short Term Military Houses	6,330,962	500,000	6,830,962			161,293	478,610	140,140	3,194,990
Short Term	1,866,000	0	1,866,000			0	0	0	0
Proposed	160,000	0	160,000			16,530	120,000	12,750	480,000
RANNS	900,000					6,660	14,000	5,820	90,000
Totals	9,256,962	500,000	8,856,962			30,000	612,610	188,710	3,764,990
Proposed									
CPA Debt									
CPA Borrowings NLSS	#9-06	450,000	11/21/2006	4.70%	5	\$0.00	\$0.00	\$0.00	\$0.00
Forty Steps Stair/Decking	#7A-07	150,000	8/26/2007	6.00%	3	\$0.00	\$0.00	\$0.00	\$0.00
CPA Town Wharf	#11F-08	700,000	11/1/2008	3.86%	10	\$9,062.50	\$62,500.00	\$6,562.50	\$125,000.00
Interest & Principal						\$71,562.50		\$69,062.50	\$130,312.51
Total CPA Debt						\$9,062.50	\$62,500.00	\$6,562.50	\$125,000.00
									\$5,312.51

APPENDIX 8

Reserve Fund Transfers

This shows the transfers made from the Advisory and Finance Committee's Reserve Fund in FY12 as of the publication of this report.

APPENDIX 9
Fire Equipment Request

Nahant Fire Department
67 Flash Rd.
Nahant, MA. 01908

Study to establish the need for a new piece of fire apparatus to replace Ladder-31

Ladder 31 (L-31) is a Pierce-Maxim 100' aerial. Ladder-31 was manufactured in 1978 and delivered to the town of Nahant in 1979. Ladder-31 was purchased with emergency funds that were awarded to the town of Nahant in the aftermath of the blizzard of 1978.

Ladder-31 has served the Nahant Fire Department as a first line piece of apparatus for 32 years. When it returns from repairs it will remain a frontline piece of apparatus for the Nahant Fire Department.

The Nahant Fire Department hired its first career firefighter in 1908. This firefighter acted as a "steward" who was responsible for the upkeep of the firehouse, the apparatus, and the equipment. In the event of a call for service this career firefighter was responsible for getting the apparatus to the scene where he would be met by the paid per call firefighters. This system has not changed very much in the one hundred years since this first career firefighter was hired.

The Nahant Fire Department is a combination department consisting of seven career firefighters supported by eighteen paid per call firefighters. The career personnel staff the station in twenty-four hour shifts, with two personnel on duty at a time. If there is a call for service that requires additional manpower, the balance of career personnel and the paid per call firefighters are alerted through a system of pagers. Responding personnel report to the station to staff apparatus needed for the incident, with the on duty crew acting as driver/operators of the apparatus.

The department averages 470 calls annually. While the annual calls for service are far lower than the neighboring communities, if you consider the calls per land area in the departments first due response area, the number of calls is commensurate with that of the surrounding communities.

Fire Response:

NFPA 1710

Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments, 2010 Edition

Chapter 5 Fire Department Services

5.2.4.1 Initial Arriving Company.

5.2.4.1.1 The fire department's fire suppression resources shall be deployed to provide for the arrival of an engine company within a 240-second travel time to 90 percent of the incidents as established in Chapter 4.

5.2.4.1.2 Personnel assigned to the initial arriving company shall have the capability to implement an initial rapid intervention crew (IRIC).

5.2.4.2 Initial Full Alarm Assignment Capability.

5.2.4.2.1 The fire department shall have the capability to deploy an initial full alarm assignment within a 480-second travel time to 90 percent of the incidents as established in Chapter 4.

5.2.4.2.2 The initial full alarm assignment to a structure fire in a typical 2000 ft² (186 m²), two-story single-family dwelling without basement and with no exposures shall provide for the following:

- 1. Establishment of incident command outside of the hazard area for the overall coordination and direction of the initial full alarm assignment with a minimum of one individual dedicated to this task**
- 2. Establishment of an uninterrupted water supply of a minimum of 400 gpm (1520 L/min) for 30 minutes with supply line(s) maintained by an operator**
- 3. Establishment of an effective water flow application rate of 300 gpm (1140 L/min) from two hand lines, each of which has a minimum flow rate of 100 gpm (380 L/min) with each hand line operated by a minimum of two individuals to effectively and safely maintain the line**
- 4. Provision of one support person for each attack and backup line deployed to provide hydrant hookup and to assist in laying of hose lines, utility control, and forcible entry**
- 5. Provision of at least one victim search and rescue team with each such team consisting of a minimum of two individuals**
- 6. Provision of at least one team, consisting of a minimum of two individuals, to raise ground ladders and perform ventilation**
- 7. If an aerial device is used in operations, one person to function as an aerial operator and maintain primary control of the aerial device at all times**
- 8. Establishment of an IRIC consisting of a minimum of two properly equipped and trained individuals**

What this National Fire Protection Association (NFPA) standard is stating is that for any fire related emergency call, a fire suppression apparatus with a minimum staffing of 4 personnel (1 driver/operator, one officer, 2 firefighters) must be deployed within 2 minutes of the receipt of alarm. Additionally, if a structure fire is in progress, the first alarm response must have a response time of 4 minutes. This first alarm response, in order to manage all initial required fire ground tasks must have a minimum of 15 firefighters. This requires a minimum of 2 pump engines and an aerial.

The way that Nahant Fire Department responds to a fire emergency is as follows:

- Engine 31 (E-31) and Ladder 31 (L-31) are dispatched for the call, the remainder of the department is “toned out” by the pager system.
- One on duty member dresses and drives E-31. The other on duty member dresses and drives L-31.
- If additional members arrive to the station within the first two minutes after the call has been received they man either E-31 or L-31, if not the two pieces of apparatus drive to the scene with one member on board each piece.
- Additional members arriving to the station staff Engine 32 (E-32) and, if fully staffed, it may proceed to the scene.

Worst-case scenario for the Nahant Fire Department is both on duty members arrive on scene of a structure fire with E-31 and L-31 only staffed with one fire department member per piece of apparatus.

Best-case scenario is a first alarm assignment consisting of two engines and an aerial with 10-15 members is on scene within 6 minutes.

The Nahant Fire Department’s initial fire response would be far more efficient with a Quint. Both on duty members could immediately respond in the Quint having all of the tools required at a fire scene at their disposal from one piece of apparatus. Other responding members would staff the other engine(s) and respond once fully staffed.

Definition of Quint fire apparatus

A **quintuple combination pumper** or **quint** is a fire service apparatus that serves the dual purpose of an engine and a ladder truck. The name *Quint* is derived from the Latin prefix *quinque-*, meaning five, and refers to the five functions that a Quint provides: pump, water tank, fire hose, aerial device, and ground ladders.

The NFPA has outlined the requirements for a piece of apparatus to function as a Quint. The specifications come from the NFPA standard 1901, *The Standard for Automotive Fire Apparatus*. Quint requirements are detailed in Chapter 9 of the standard, and are summarized below.

Fire pump

A pump with a minimum capacity of 1000 gallons per minute

Aerial device

An aerial ladder or elevating platform with a permanently installed waterway

Water tank

A tank with a minimum capacity of 300 gallons

Equipment storage

A minimum of 40 cubic feet of enclosed compartment space

Hose storage

A minimum of 30 cubic feet of storage area for 2.5 inch or larger fire hose
Two areas, each with a minimum of 3.5 cubic feet for 1.5 inch or pre-connected fire hose lines.

Ground ladders

A minimum of 85 feet of ground ladders, including at least:

Two extension ladders

One roof ladder

One attic ladder

Suction hose

A minimum of 15 feet of soft suction hose or 20 feet of hard suction hose for drafting

What does the NFPA say about apparatus safety features and operating capabilities?

NFPA 1901**Annex D****Guidelines for First Line and Reserve Apparatus**

D.1 Brief summary: In order to maximize fire-fighter capabilities and minimize their risk of injuries, it is most important that fire apparatus be equipped with the latest safety features and operating capabilities. In the last 10-15 years, much progress has been made in upgrading functional capabilities and improving the safety features of fire apparatus. Apparatus built prior to 1991 might have a few of the safety upgrades required by the 1991 and subsequent editions of the NFPA fire department apparatus standard or the equivalent Underwriters' Laboratories of Canada (ULC) standards. Because the changes, upgrades and fine tuning to NFPA1901 since 1991 have been truly significant, especially in the area of safety, fire departments should seriously consider the value (or risk) to firefighters by keeping pre-1991 fire apparatus in first line service. The 1991 edition of the NFPA fire department apparatus standards included among many other things, requirements for fully enclosed riding areas, stronger aerial ladders, auxiliary braking systems, reflective striping, improved warning lights and no roof mounted audible warning devices. This edition has been recognized as the current "benchmark" from which the new, improved apparatus have evolved. It is recommended that only apparatus that meets the 1991 or later editions of NFPA apparatus standards or that is refurbished in accordance with NFPA1912, be permitted to operate in first line service to ensure that the latest improvements and upgrades are available for the firefighters. It is recommended that apparatus built to meet the 1979 or 1985 editions of NFPA1901 (or equivalent ULC Standards) be placed in reserve status and upgraded to incorporate as many features of the post 1991 fire apparatus as possible (see Section D.3 of this Annex). Apparatus not built to NFPA apparatus standards or manufactured prior to 1979 (over 24 years old) should be considered for upgrading or replacement.

NFPA 1901**D.3 Upgrading or Refurbishing Fire Apparatus:**

Any apparatus, whether in first line or reserve service, should be upgraded as necessary to ensure the following features are included as a minimum:

- 1. Fully enclosed seating is provided for all members riding on the fire apparatus**
- 2. Warning lights meet the current standard**
- 3. Reflective striping meets the current standard**
- 4. Slip resistance of walking surfaces and handrails meets the current standard**
- 5. Allow voltage electrical system load manager is installed if the total continuous load exceeds the alternator output**
- 6. Where the GVWR is 36,000 pounds or more, an auxiliary braking system is installed and operating correctly**
- 7. Ground and step lights meet the current standard**
- 8. Noise levels in the driving and crew compartment(s) meet the current standard (See NFPA1500)**
- 9. Engine belts, fuel lines, and filters have been replaced in accordance with the manufacturers maintenance schedule(s)**
- 10. Brakes, brake lines and wheel seals have been replaced or serviced in accordance with the manufacturers' maintenance schedule**
- 11. Tires and suspension are in serviceable condition**
- 12. All horns and sirens are relocated from the roof to a position as low and far forward as possible**
- 13. Seat belts are available for every seat and are new or in serviceable condition**
- 14. Sign plates are present stating no riding on open areas**
- 15. A complete weight analysis shows the fire apparatus is not over individual axle or total GVW ratings**
- 16. The fire pump meets or exceeds its original pump rating**
- 17. Alternator output meets its rating**
- 18. Water tank and baffles are not corroded or distorted**
- 19. A transmission shift pump interlock is present and working properly on vehicles equipped with an automatic transmission**
- 20. All loose equipment in the driving and crew areas is securely mounted to prevent its movement in case of an accident**
- 21. The radiator has been serviced in accordance with the manufacturers' maintenance schedule and all cooling system hoses are new or in serviceable condition**
- 22. If so equipped, the generator and line voltage accessories have been tested and meet the current standard**
- 23. If equipped with an aerial device, a complete test to original specifications has been conducted and certified by a certified testing laboratory Fire department administrators and fire chiefs should exercise special care when evaluating the cost of refurbishing or updating an apparatus verses the cost of a new fire apparatus. A thorough cost/benefit**

analysis of the "value" of upgrading or refurbishing a fire apparatus should be conducted. In many instances it will be found that refurbishing costs will greatly exceed the current value of similar apparatus.

Nahant's L-31 received minimal repairs in March 2011 that will keep it in service until funding for a new piece of fire apparatus can be established. However, these repairs do not address the major problems with L-31. The following is a list of some of the major deficiencies with L-31:

- Open cab configuration, fire personnel are forced to ride in open areas on the apparatus, which does not meet current standards.
- Seatbelts do not meet current standards. They are waist restraints only.
- Warning lights, reflective striping, slip resistive surfaces, handrails do not meet current standards.
- Onboard electrical generator and scene lighting are obsolete.
- Noise levels in drivers and crew compartment do not meet current standards.
- Water tank is corroded.
- Aerial device is of light weight construction and is not adequate for the needs of the Nahant Fire Department.
- Aerial device does not have a pre-piped waterway.
- Apparatus does not have a pump capable of pumping water to its master stream.
- Due to the apparatus age there is severe body corrosion. Expensive firefighting equipment stored in the apparatus compartments is subjected to road debris and salt due to this corrosion.

The Nahant Fire Department has conducted an exhaustive search of used fire apparatus. We concluded that there is not a used piece of apparatus that will meet the needs of the department and fit in the current fire station. The fire station is constructed in such a way that there is a maximum bay door opening of eleven (11) feet. All used aerial apparatus with pre-piped waterway exceeds eleven (11) feet in height. After contacting eight (8) different apparatus manufacturers there are only two (2) that can construct a Quint that will meet the needs of the Nahant Fire Department and fit in the current fire station. Purchasing a used Quint would require major renovations to the current fire station.

The Nahant Fire Department has applied for a Federal Assistance to Firefighters Vehicle Acquisition Grant. If awarded this grant would cover the majority of the \$750,000 needed to purchase a custom built Quint. Our application scored very well, mainly because L-31 meets all of the high priority criteria for replacement. However, funding to the grant program had been drastically reduced and money allotted for the 2010 grant program has almost run out. The Nahant Fire Department will resubmit an updated 2011 grant application.

The money currently being requested must be available in the event that the Nahant Fire Department is awarded a vehicle acquisition grant. If the grant is won, the Town is responsible for matching a percentage of the cost of the vehicle being purchased.

Thank you for your continued support.

APPENDIX 10

Community Preservation Act Overview and Tax Impact Analysis

2012 ANNUAL TOWN MEETING
Overview of the Community Preservation Act

Introduction:

The Community Preservation Act (CPA) allows cities and towns in Massachusetts to raise local property taxes (via a property tax surcharge of up to 3%) to acquire and protect open space, preserve historic buildings and landscapes, create and maintain affordable housing, and develop land for certain recreational uses. The CPA also provides for state matching funds to participating communities. Participating cities and towns may modify the surcharge amount on an annual basis or can opt out of CPA altogether after five years.

The CPA went into effect in December of 2000. At a Special Town Election in April, 2004, the voters of Nahant accepted the statute with a 3% surcharge. To date, 148 communities across the state have adopted the CPA.

Determining how CPA Funds Are Spent:

Under the provisions of the CPA, Nahant is required to establish a Community Preservation Committee (CPC). The CPC currently consists of nine (9) members, with representation from the Conservation Committee, Historical Commission, Planning Board, Recreation Committee, Housing Authority, Open Space Committee and three at-large members. All committee members are appointed by the Board of Selectmen. The Committee is responsible for soliciting input from the community and for holding open meetings regarding possible uses of CPC funds for the coming year.

The CPC then makes annual recommendations to Town Meeting on how the funds raised through the surtax and the state matching funds should be spent, within certain restrictions as defined below. Town Meeting approval is required in order to appropriate funds based on these recommendations. Town Meeting can also reject or reduce the amounts recommended by the CPC.

Under the provisions of the Community Preservation Act, towns must allocate a minimum of 10% of funds raised (including state matching funds) to each of the following three purposes: open space; historic resources; and community housing. Beyond this requirement, it is left to each town to decide how they would like to allocate the remaining funds among each of the act's four designated purposes (open space, historic resources, community housing, and recreation). The Town is not required to spend the funds in any particular year. Any monies raised by the Town and any matching funds may be invested until such time as they are needed.

Exemptions from the CPA Surcharge:

That portion of real property taxes for which a taxpayer may presently claim an exemption is also exempt from the CPA surcharge. Furthermore, the bylaws by which Nahant voters accepted the CPA contain two additional exemptions of property subject to the surcharge:

- The first \$100,000 of taxable value of residential real estate.

- Property owned and occupied by a person who would qualify for low income housing or moderate income senior housing. (Please contact the assessor’s office for further information).

Projected Cost to the Average Nahant Resident:

The chart below shows what the CPA would cost the average homeowner in Nahant in 2012-2013 based on an average estimated home value of \$525,200 and assuming the same exemptions included in the ballot question. To calculate the approximate impact for individual taxpayers, simply substitute their assessed home values for that used in the example:

Home Value	\$525,200
Minus \$100,000 Exemption Equals	\$425,200
Divided by 1,000 Equals	\$425.20
Multiply by \$10.55 (Estimated FY '13 Tax Rate per thousand dollars of valuation)	\$4,485.86
Multiply by .03 (3%)-Proposed Surcharge Amount	\$134.58

The Amount Nahant Would Raise Under the CPA

Based on the current total taxable value of property in Nahant, the proposed \$100,000 exemption per property and the number of properties currently meeting the low income and moderate income senior criteria, in FY 13 Nahant will raise approximately \$170,500 through the surcharge. As described below, some portion of this amount will be matched by the State, increasing the total dollars available for CPA projects.

The State Match:

The State Match is funded through the CPA Trust Fund, which has as a dedicated revenue source a portion of the recording fees collected at the state’s registries of deeds. As a result of decreasing collections of fees at the registries and the increased number of communities participating in the program, the level of the State Match in October of 2012 is difficult to gauge. The Department of Revenue has advised CPC communities to budget at a 22% first round match (subject, of course, to change if registry collections decline further or increase between now and September). Nahant, as a 3% Community, is eligible for second and third round matches, and as such, for purposes of establishing appropriation levels for FY 13 the CPC has estimated that Nahant will receive a match of no less than 50% in October of 2012.

APPENDIX 11

**Town of Nahant
Report of the Community Preservation Committee
Spring 2012**

I

INTRODUCTION

AN INTRODUCTION TO THE COMMUNITY PRESERVATION ACT IN NAHANT

The Community Preservation Act (the “CPA”, M.G.L. 44B) allows any city or Town in The Commonwealth of Massachusetts to adopt a property tax surcharge with revenues from this surcharge (and state matching funds) devoted to open space, historic preservation, affordable housing, and certain specific recreational uses. Nahant was the sixty-second (62nd) community to accept the CPA at a Special Town Election in April 2004. The Act passed by a vote of 374 - 270. This action added a 3% surcharge to Town property taxes, with an exemption for the first \$100,000 of assessed value and with a further exemption for property owners who would qualify for low-income housing or low or moderate-income senior housing. The surcharge went into effect at the beginning of Fiscal Year 2005 (i.e. July 1, 2004-June 30, 2005).

Consistent with the terms of the CPA and with a bylaw adopted at Nahant’s 2004 Annual Town Meeting, a Community Preservation Committee (“CPC”) was formed to study and recommend how Nahant’s CPA revenues should be spent.

The CPC, appointed by the Selectmen, currently consists of three at-large members (Jeffrey Musman, Paul Spirn, and Brendan Ward) and representatives of the Town’s Conservation Commission (Tom Famulari), Historic Commission (Lynne Spencer), Housing Authority (Kathryn Kougias Hosker), Planning Board (Carl Easton), Open Space Committee (John Benson) and Recreation Commission (Jennifer McCarthy). Jeff Musman was elected Chair, Paul Spirn serves as Vice Chair and Financial Liaison to the Town, and Carl Easton serves as Administrative Secretary to the Committee.

One of the CPC’s first acts was to develop a Mission Statement. The Mission Statement follows as Attachment I.

In preparation for the 2012 Annual Town Meeting, the CPC held numerous meetings, first to review and analyze the Town's resources as well as to identify the needs and possibilities for community preservation activities to enhance open space, affordable housing, historic preservation and recreation in the Town (described in Section III) and then to develop its recommendations for projects to be funded. These recommendations are listed in Section VI of this report. The Committee’s recommendations will be presented to the Annual Town Meeting on April 28, 2012, for approval.

This document, the Community Preservation Report, Spring 2012 is a summary of the CPC’s work during the twelve month period following the 2011 Annual Town Meeting. It contains an update on previously funded projects (described in Section II and summarized on Attachment II-A), the assessment of future needs (described in Section III), the process by which projects are evaluated (Sections IV and V) and the recommendations of the CPC (described in Section VI).

Attachment I

**TOWN OF NAHANT
COMMUNITY PRESERVATION COMMITTEE**

Mission Statement

OVERVIEW: On April 24, 2004, Nahant adopted the Community Preservation Act (CPA), MGL c. 44B. This action added a 3% surcharge to Town property taxes above the first \$100,000 of assessed value.

Consistent with the CPA legislation, revenues from the surcharge and matching state funds must be devoted to open space, historic preservation, affordable housing and certain recreational uses. The first three of these areas must receive an allocation of at least 10% of each year's revenues.

MISSION: The primary mission of the Community Preservation Committee is to protect and enhance Nahant's unique character as a coastal residential community by facilitating efforts to preserve historic places and structures, to retain and protect open spaces, to increase and/or develop lands available for recreational use and to seek creative solutions to the problem of affordable housing in Nahant.

PROCESS: Consistent with the terms of the CPA, the Nahant Community Preservation Committee (CPC) was formed to study and recommend to Town Meeting plans and proposals regarding the expenditure of Nahant's CPA revenues. The CPC will serve as a reliable, predictable and flexible clearing house for community preservation ideas, plans and activities recognizing its responsibility to represent the common interests and greater good of the Town. In line with this, the CPC views itself as facilitator, advisor and agent for funding recommendations. Town departments, civic organizations and property owners will be solicited for funding proposals. The committee, in turn, will provide plans and recommendations to the Town Meeting incorporating ideas and proposals that appear to best serve Nahant's community preservation needs.

II

STATUS OF CPA FUNDING AND PROJECTS

We currently are in the Eighth (8th) Fiscal Year since the acceptance of the Community Preservation Act by the Town of Nahant in 2004. At this spring's Annual Town Meeting we will be making recommendations to appropriate the anticipated Fiscal Year 2013 CPA funds [our Ninth (9th) Fiscal Year of CPA]. Since adoption and through the current Fiscal Year, . FY '12, The Town will have raised through its CPA surtax the sum of \$1,253,969.46 In October, 2011 the Town of Nahant received an approximately 60% match from the State CPA Fund. In October 2012 we have estimated that the Town of Nahant will receive \$85,260.50 as a state match against FY '12 CPA surcharge revenues, an approximately fifty percent (50%) match. Through October of 2012 Nahant will have received \$984,722.00 in State matching funds, or approximately a 79% match since the Town's acceptance of the Community Preservation Act . A sheet showing the Source of Community Preservation Funds estimated through Fiscal Year 2013 is set forth on Attachment II-A.

As shown on Attachment II-A, exclusive of Borrowings, the Town through the next Fiscal Year 2013 will have had \$2,472,070.57 of funds made available to it to use for Community Preservation Act purposes.

Since the Town adopted the Community Preservation Act in 2004, \$2,250,240 of CPA funds (including the \$625,000 raised by borrowing for the Town Wharf Project approved at the 2008 Annual Town Meeting) have been appropriated for 34 projects. Attachment II-B is a chart listing the projects approved in each of the prior Fiscal Years, the applicant, the category or categories under CPA that the grant was made, a brief description of the project, the original amount of the grant, the amount of the grant expended to date and a brief description of the status of the project.

Since adoption, CPA funding has stimulated projects costing \$3,326,240, of which CPA funding represents but a fraction of the total project cost (\$2,250,240), and the Town's share, i.e., the Town's surtax, is less yet (\$1,221,443).

In addition to receiving the state match for each of the years since the Town accepted the Community Preservation Act, the Town has leveraged additional multiples of private and public monies with CPA funds. Much of this money would not have been spent if the CPA were not there to fill funding gaps and to stimulate qualifying projects. Since adoption of the CPA, of the 34 projects approved, six had conditions for matching funds. One, the American Legion Porch Repair Grant, was not accepted. One, the Little League Study was not completed and the money re-appropriated. Of the project cost for the thirty-two (32) remaining approved projects \$3,326,240, the Town's share (raised by the surtax) of the awards for those projects, \$1,221,423 represents approximately 36.7% of the total cost of the approved projects. In other words, the Town has been able to achieve something close to a 3:1 leverage from its CPA funds. (See attachment II-C).

**Attachment II-A
Community Preservation Act
Source of Funds**

	<u>Nahant Surtax</u>	<u>State Match</u>	<u>Interest</u>	<u>Initial principal Amt of Outstanding Borrowings</u>	<u>Total Funds</u>
FY 05	\$128,654.25		\$880.92		<u>\$129,535.17</u>
FY 06	\$135,637.19	\$129,606.00	\$4,577.99		<u>\$269,821.18</u>
FY 07	\$142,738.27 ¹	\$137,073.00	\$21,348.54		<u>\$301,159.81</u> ¹
FY 08	\$169,723.82 ²	\$142,839.00	\$22,820.51		<u>\$335,383.33</u> ²
FY 09	\$169,296.31 ³	\$171,436.00	\$8,461.80	\$625,000.00	<u>\$974,194.11</u> ³
FY 10	\$166,415.35 ⁴	\$130,283.00	\$1,488.04 ⁴		<u>\$298,186.39</u> ⁴
FY 11	\$168,141.27 ⁵	\$101,543.00	\$1,280.31 ⁵		<u>\$270,964.58</u> ⁵
FY 12	\$173,363 ⁶	\$86,681.50 ⁶	\$1,000.00 ⁶		<u>\$261,044.50</u> ⁶
FY 13	\$170,521 ⁶	\$85,260.50 ⁶	\$1,000.00 ⁶		<u>\$256,781.50</u> ⁶
TOTALS	<u>\$1,424,490.46</u> ¹⁻⁷	<u>\$984,722.00</u> ⁷	<u>\$62,858.11</u> ⁷	<u>\$625,000.00</u>	<u>\$3,097,070.57</u> ¹⁻⁷

¹ Includes surtax lien recovery of \$324.34.

² Includes surtax lien recovery of \$631.07.

³ Includes surtax lien recovery of \$598.54.

⁴ Includes surtax lien recovery of \$145.29

⁵ Includes surtax lien recovery of \$718.97

⁶ Estimated

⁷ Includes estimates for FY '12 and '13

**Attachment II-B
Nahant Community Preservation Committee: Funded Projects Status Report**

<u>FY 2006</u>					
<u>Project Name</u>	<u>Applicant</u>	<u>CPA Category and Description of Project</u>	<u>Appropriation Amount</u>	<u>Expended</u>	<u>Status and Comments</u>
Nahant Life-Saving Station	Town of Nahant Life-Saving Station Committee	Historic Exterior renovations to station building	\$135,000.00	(\$135,000.00)	Completed
Bailey's Hill Gazebo	Women's Club	Historic Construction of historic gazebo at Bailey's Hill	\$10,000.00	(\$10,000.00)	Completed
Building Study	American Legion	Historic Existing conditions study of Legion building	\$1,500.00	(\$1,482.00)	Completed \$18 returned to CPA General Reserve
Legion Porch Repair	American Legion	Historic Porch replacement and structural repairs Legion building	\$7,500.00	\$0.00	Not accepted \$7,500 returned to CPA General Reserve
Master Plan	Planning Board	Housing Master Plan-community housing aspects	\$5,000.00	(\$3,404.20)	Unexpended balance \$1595.80 transferred for Public Ways Study
Master Plan	Planning Board	Open Space Master Plan-open space elements	\$5,000.00	(\$5,000.00)	Expended entirely
Administrative	CPC	Annual administrative costs of the committee	\$5,000.00	(\$1,810.13)	\$3,189.87 not used and returned to CPA Reserve

FY 2007

<u>Project</u>	<u>Applicant</u>	<u>CPA Category and Description of Project</u>	<u>Appropriation Amount</u>	<u>Expended</u>	<u>Comments</u>
Nahant Life-Saving Station	Town of Nahant Life-Saving Station Committee	Historic Renovations to station and garage building and grounds; construction of community bathrooms and showers	\$450,000.00 by Borrowing	(\$450,000.00)	Funds expended
Housing Generator	Housing Authority	Housing Emergency generator	\$19,000.00	(\$19,000.00)	Completed
Master Plan	Planning Board	Housing and Open Space Master Plan	\$15,000.00	(\$1,734.00)	\$8,266 transferred to Public Ways Study in FY11; \$5000 recommended to be transferred to Public Ways Study in FY12
Greenlawn Cemetery	Town of Nahant	Historic Improvements to Greenlawn Cemetery	\$15,000.00	(\$15,000.00)	Completed
Playgrounds	Swing With Me	Recreation Construction of two new playground areas	\$20,000.00	(\$20,000.00)	Completed
Dory Club Building	Dory Club	Historic Exterior renovations to Dory Club clubhouse building	\$40,000.00	(\$40,000.00)	Completed
Village Church	Village Church	Historic Roof and window restoration	\$50,000.00	(\$50,000.00)	Completed
Administrative	CPC	Annual administrative costs	\$5,000.00	(\$3,449.65)	1550.35 not used and returned to CPC General Reserve

<u>FY 2008</u>					
<u>Project</u>	<u>Applicant</u>	<u>CPA Category and Description of Project</u>	<u>Appropriation Amount</u>	<u>Expended</u>	<u>Comments</u>
Forty Steps Beach Stairs	Town of Nahant	Open Space Provide stairway access to beach	\$150,000.00 by Borrowing	(\$150,000.00)	Completed
Military Housing Study	Town of Nahant Military Housing Committee	Housing Study of military housing property utilization	\$17,500.00	(\$17,500.00)	Completed
Nahant Little League Study	Nahant Little League	Recreation Study of Facilities	\$2,000.00	\$0.00	\$2,000 transferred to Community Preservation Act General Reserves
Heritage Trails	Nahant Open Space Committee	Open Space Improvements to Heritage Trail	\$23,500.00	(\$23,500.00)	Phase I completed
Administrative	CPC	Annual Administrative Costs	\$5,000.00	(\$3,414.40)	\$1,585.60 not used and returned to CPC General Reserve

FY 2009

<u>Project</u>	<u>Applicant</u>	<u>CPA Category and Description of Project</u>	<u>Appropriation Amount</u>	<u>Expended</u>	<u>Comments</u>
Chairlift Improvement	Nahant Housing Authority	Housing Chairlift and other housing improvements	\$24,000.00	(\$23,145.13)	Work completed; \$854.87 transferred to Roof Replacement
Town Hall, Library, Chapel	Town of Nahant	Historic	\$200,000.00	(\$200,000.00)	Completed
Heritage Trails	Nahant Open Space Committee	Open Space Improvements to Heritage Trail	\$20,000.00	(\$15,923.48)	Phase III is to be completed by FY '13
Town Wharf Debt	Town of Nahant	Recreation, Open Space Historic Preservation Wharf Preservation	\$700,000.00 \$625,000.00 by Borrowing	(\$700,000.00)	\$625,000.00 borrowed. Work completed
Administrative	CPC	Annual Administrative Costs	\$5,000.00	(\$2,854.47)	\$2,145.53 not used and returned to CPC General Reserve

FY 2010

<u>Project</u>	<u>Applicant</u>	<u>CPA Category and Description of Project</u>	<u>Appropriation Amount</u>	<u>Expended</u>	<u>Comments</u>
Windows/Doors	Nahant Housing Authority	Housing Replace Windows and Doors	\$60,000.00	(\$60,000.00)	Work completed
Community Garden	Town of Nahant	Open Space	\$10,000.00	(\$10,000.00)	Work completed
Public Way Study	Nahant Planning Board Committee	Open Space	\$12,500.00	(\$12,500.00)	Fully expended Study continuing
Administrative	CPC	Annual Administrative Costs	\$5,000.00	(\$2,701.78)	Unused portion of \$2,298.22 to be returned to CPC General Reserve

FY 2011

<u>Project</u>	<u>Applicant</u>	<u>CPA Category and Description of Project</u>	<u>Appropriation Amount</u>	<u>Expended</u>	<u>Comments</u>
Roof Replacement	Nahant Housing Authority	Housing Replace Roof	\$40,000.00	(\$20,338.40)	Work continuing
Dune Restoration	Town of Nahant	Open Space	\$5,000.00	(\$5,000.00)	Work completed
Public Way Study	Nahant Planning Board Committee	Open Space	\$9,861.80	(\$5,578.07)	Study continuing
Town Wharf	Town of Nahant	Recreation, Open Space, Historic Preservation Wharf Preservation	\$40,000.00	(\$40,000.00)	Work completed
Library Renovations	Nahant Library	Historic Preservation	\$45,000.00	(\$5,000.00)	Study continuing
Administrative	CPC	Annual Administrative Costs	\$5,000.00	(\$5,000.00)	Expended

FY 2012

<u>Project</u>	<u>Applicant</u>	<u>CPA Category and Description of Project</u>	<u>Appropriation Amount</u>	<u>Expended</u>	<u>Comments</u>
Public Way Study	Nahant Planning Board	Open Space	\$11,240.00	(\$400.00)	Study continuing
Community Garden	Town of Nahant	Open Space	\$15,000.00	(\$8,416.33)	Work continuing
Ellingwood Chapel Repairs	Town of Nahant	Historic Preservation	\$5,000.00	0	Work to be completed
Community Gates	Cemetary Committee	Historic Preservation	\$4,000.00	0	Work to be completed
Short Beach Master Plan and Nahant Life Saving Station Site Improvements	Town of Nahant Nahant Preservation Trust	Historic Preservation	\$190,000.00	(\$64,257.78)	Work continuing

Attachment II-C
Nahant Community Preservation Committee: Leverage Report

FY 2006

<u>Project</u>	<u>Total Project Cost</u>	<u>Grant</u>	<u>Town share of Grant</u>	<u>Required Grant Match</u>	<u>Additional Investment</u>	<u>% of Total cost</u>
Life-Saving Station	\$135,000	\$135,000	\$62,500	None \$300,000 spent previously	\$	50%
Bailey's Hill Gazebo	\$18,000	\$10,000	\$5,000	\$8,000	\$1,000	28%
Building Study	\$1,500	\$1,500	\$750	None		50%
Master Plan Phase 1(both grants)	\$20,000	\$10,000	\$5,000	None	\$10,000	25%
Totals FY 06	<u>\$174,500</u>	<u>\$156,500</u>	<u>\$73,250</u>	<u>\$8,000</u>	<u>\$11,000</u>	<u>42.0%</u>

FY 2007

<u>Project</u>	<u>Total Project Cost</u>	<u>Grant</u>	<u>Town share of Grant</u>	<u>Required Grant Match</u>	<u>Additional Investment</u>	<u>% of Total cost</u>
Live-Saving Station	\$1,085,000	\$450,000	\$225,000	\$450,000	\$185,000	21%
Generator	\$19,000	\$19,000	\$9,500	None	\$	50%
Master Plan Phase 2	\$30,000	\$15,000	\$7,500	None	\$15,000	25%
Cemetery	\$30,000	\$15,000	\$7,500	None	\$15,000	25%
Playgrounds	\$44,000	\$20,000	\$10,000	\$20,000	\$4,000	23%
Dory Club Phase 1	\$130,000	\$40,000	\$20,000	\$40,000	\$50,000	15%
Village Church	\$138,000	\$50,000	\$25,000	\$50,000	\$38,000	18%
Totals FY 07	<u>\$1,476,000</u>	<u>\$609,000</u>	<u>\$304,500</u>	<u>\$560,000</u>	<u>\$307,000</u>	<u>21%</u>
Totals 2 Years	<u>\$1, 651,500</u>	<u>\$765,500</u>	<u>\$376,750</u>	<u>\$568,000</u>	<u>\$318,000</u>	<u>22.9%</u>

FY 2008

<u>Project</u>	<u>Total Project Cost</u>	<u>Grant</u>	<u>Town share of Grant</u>	<u>Required Grant Match</u>	<u>Additional Investment</u>	<u>% of Total cost</u>
Forty Steps Beach	\$150,000	\$150,000	\$75,000	None	\$	50%
Military Housing Study	\$17,500	\$17,500	\$8,750	None	\$	50%
Nahant LL Study	\$2,000	\$2,000	\$1,000	None	\$	50%
Heritage Trails	\$53,500	\$23,500	\$11,750	None	\$30,000	22%
Totals FY 08	\$223,000	\$193,000	\$96,500	\$	\$30,000	43%
Totals 3 Years	<u>\$1,874,500</u>	<u>\$958,500</u>	<u>\$474,250</u>	<u>\$568,000</u>	<u>\$348,000</u>	<u>25.3%</u>

FY 2009

<u>Project</u>	<u>Total Project Cost</u>	<u>Grant</u>	<u>Town share of Grant</u>	<u>Required Grant Match</u>	<u>Additional Investment</u>	<u>% of Total cost</u>
Chairlift and Housing Improvements	\$24,0000	\$24,0000	\$12,0000	None	\$	50%
Library, Chapel and Town Hall	\$200,000	\$200,000	\$100,000	None	\$	50%
Heritage Trails	\$40,0000	\$20,0000	\$10,0000	None	\$20,000	25%
Town Wharf	\$700,000	\$700,000	\$350,000	None		50%
Total FY '09	\$964,000	\$944,000	<u>\$472,000</u>	\$	\$20,0000	49%
Total 4 Years	<u>\$2,838,500</u>	<u>\$1,902,500</u>	<u>\$946,250</u>	<u>\$568,000</u>	<u>\$368,000</u>	<u>33.3%</u>

FY 2010

<u>Project</u>	<u>Total Project Cost</u>	<u>Grant</u>	<u>Town share of Grant</u>	<u>Required Grant Match</u>	<u>Additional Investment</u>	<u>% of Total cost</u>
Housing Authority Window and Storm Doors	\$100,000	\$60,000	\$33,708	None	\$40,000	35%
Community Garden	\$10,000	\$10,000	\$5,618	None	\$	56%
Public Way Study	\$12,500	\$12,500	\$7,022	None	\$	56%
Total FY '10	\$122,500	\$82,500	\$46,348	None	\$40,000	38%
Total 5 Years	<u>\$2,961,000</u>	<u>\$1,985,000</u>	<u>\$992,598</u>	<u>\$568,000</u>	<u>\$408,000</u>	<u>33.5%</u>

FY 2011

<u>Project</u>	<u>Total Project Cost</u>	<u>Grant</u>	<u>Town share of Grant</u>	<u>Required Grant Match</u>	<u>Additional Investment</u>	<u>% of Total cost</u>
Roof Replacement	\$40,000	\$40,000	\$25,157	None	None	63%
Library	\$45,000	\$45,000	\$28,302	None	None	63%
Dune Restoration	\$5,000	\$5,000	\$3,145	None	None	63%
Town Wharf	\$40,000	\$40,000	\$25,157	None	None	63%
Public Way Study	\$10,000	\$10,000	\$6,289	None	None	63%
Total FY '11	\$140,000	\$140,000	\$88,050	None	None	63%
Total 6 Years	<u>\$3,101,000</u>	<u>\$2,025,000</u>	<u>\$1,080,648</u>	<u>\$568,000.0</u>	<u>\$408,000.0</u>	<u>34.8%</u>

FY 2012

<u>Project</u>	<u>Total Project Cost</u>	<u>Grant</u>	<u>Town share of Grant</u>	<u>Required Grant Match</u>	<u>Additional Investment</u>	<u>% of Total cost</u>
Public Way Study	\$11,240	\$11,240	\$ 7,025	None	None	60%
Community Garden	\$15,000	\$15,000	\$ 9,375	None	None	60%
Ellingwood Chapel	\$5,000	\$5,000	\$ 3,145	None	None	60%
Cemetery	\$4,000	\$4,000	\$ 2,500	None	None	60%
Master Plan and NLSS	\$190,000	\$190,000	\$118,750	None	\$50,000	60%
Total FY '12	\$225,240	\$225,240	\$140,795	None	\$50,000	60%
Total 7 Years	<u>\$3,326,240</u>	<u>\$2,250,240</u>	<u>\$1,221,443</u>	<u>\$568,000</u>	<u>\$458,000</u>	<u>36.7%</u>

III

COMMUNITY PRESERVATION NEEDS

ASSESSMENT PROCESS

Funds collected under the Community Preservation Act can only be spent for four community preservation areas: open space, historic preservation, affordable housing, and certain specific recreational uses. At least 10% of the funds received in any fiscal year must be spent or set aside for each of the first three of those areas (open space, historic preservation, affordable housing). The remaining 70% of each year's funds can be spent in any of the four areas, as determined by the needs of the community. Funding may include acquisitions of ownership interests in real estate, acquisitions of easements and rights of way, acquisitions of land use restrictions (affordable housing, historic preservation and conservation), leases, studies (architectural, engineering, environmental, legal and other technical assistance). Funds also may be appropriated for the creation or support of affordable housing or for preservation or restoration purposes. However, CPA funds cannot be spent on maintenance, i.e. non-capital expenditures for ongoing upkeep of building or landscapes. Up to 5% of annual Community Preservation revenues can be spent on administrative and operating expenses of the Community Preservation Committee.

In order to determine the Town's community preservation needs and make decisions on which projects should be funded, the Community Preservation Committee gathers information and ideas from Nahant citizens and groups who are knowledgeable about each of the community preservation areas. For instance, members of the CPC, if not the entire committee, regularly consult with members of the Planning Board, the Historic Commission, the Conservation Commission, the Recreation Commission, and the Nahant Housing Authority. As part of this year's process, the CPC held a public meeting on February 2, 2012. The CPC publicized the hearing through an article in the *Lynn Daily Item* plus a direct mailing to town committee and board chairpersons and non-profit organizations in Nahant. It was noted on the Town of Nahant website and the electronic message board at the entrance to Town. This was an informational session to answer questions and to gather information for the assessment of the Town's community preservation needs.

At the public hearing the Chair put forth a history of the CPA, its basic funding mechanism, the appropriations mechanism and the Committee's (CPC) history over the years in Nahant, in particular that we were the 42nd municipality to adopt and that there are now 142 participating municipalities. The Committee pointed out that although the CPC makes recommendations (to both the Finance Committee and Town Meeting), all projects are voted on and approved (or not) by Town Meeting. He spelled out the four purposes of the act: Housing, Historic Preservation, Open Space, and Recreation as eligible projects and that the Act did not provide for maintenance expenditures. He also described the required 10% requirements for Housing, Historic, and Open Space funding.

As facilitator for the session, Lynne Spencer reviewed the types of projects that had been recommended for funding over the years including planning projects such as the Library Study and capital restorations such as the Town Wharf, Forty-Steps, the Village Church, and the Nahant Life Savings Station. Lynne also estimated that about 1.2 million in surcharges had been raised over the life of the program with an additional state match of about \$900,000.

Members of the public inquired about digitizing books at the library and conserving town records. Representatives of the Housing Authority spoke about the need for acquiring a riding mower and a chairlift for handicapped access from the first floor to the basement.

A question was raised if the Town might possibly be supportive of the open space at the Nahant Country Club, and if the tennis program could be qualified under recreation. The Chair noted that CPA money is not eligible for maintenance, operations or programs.

The Chair of the Planning Board spoke about the ongoing project to determine, title, and mark with monument markers and signage those town owned parcels providing access to the water.

A question about the advisability of updating the town-wide Master Plan was discussed with no clear-cut resolution.

A representative of the Open Space Committee mentioned the possible need to redo parts of the Heritage Trail based upon recent dredging impacts in the Lowlands. The desirability of conserving a circa 1890 collection of pressed native flowers was also offered.

A representative of the Conservation Commission talked about the last two years of dune grass and tree plantings at Short Beach.

The needs and funding shortfalls of the Emergency Management function in the Town was also discussed by a representative of that group.

A member of the public at large asked about the decline in state matching and what was the source of the 30% match estimate in the spreadsheet distributed at the Jan 19th Committee meeting. The chair responded that the figure cited likely reflected a state-wide average; but that Nahant actually received approximately 60% last year, and that he did not know the source of that particular reference.

A concern that portions of Marginal Road were subject to obvious erosion was voiced with the inquiry if such restoration could possibly be eligible for CPC support.

The concept of a doggie park was advanced but with no specific thoughts on location or sponsor.

A Recreation Commission member spoke about the desirability of a new soccer field.

The concept on continuing to promote conservation and preservation restrictions as a means of protecting enhancing Nahant's natural and historical resources was suggested.

The preservation and enhancement of Tudor Beach and Bailey's Hill with the gazebo recently restored with CPA funds and funds raised by the Women's Club was discussed. At Tudor Beach concern was raised about the condition of the grass verges and retaining wall and iron railing.

A member of the audience congratulated the Committee "for making possible that which otherwise would have been impossible."

Based on the information gathered, the CPC each year develops an assessment of Nahant's goals and needs in each of the community preservation areas. The results of this assessment process are set forth on the following Attachment III. Some projects are ready for immediate action and are being recommended by the CPC, while others are still being considered and developed. The process itself is a valuable one as it allows the CPC and the Town to balance priorities and plan, not only for current projects and needs, but for years ahead.

Attachment III
Nahant Community Preservation Committee: Needs Assessment

Methodology & Results:

I. Public meeting held on February 2, 2012:

Advertised by articles in *Harbor Review* and *Lynn Daily Item*, and on the Town web site.

Discussion of possible projects by category:

Historic Preservation:

Open Space & Recreation:

- Public way studies
- Heritage Trail
- Soccer field
- Marginal Way shoreline protection
- Bailey's Hill and Tudor Beach protection and enhancement

Affordable Housing:

- Chairlift
-

II. Applications received:

Applicant	Project	Amount	Comments
Planning Board	Public Ways Study	\$12,500	FY '13
Housing Authority	Chairlift	\$12,710	FY '13

III. Conclusion:

Continuing the project of title research, mapping and marking of Town owned rights of way to the water in the Town of Nahant under the aegis of the Planning Board is one of the ways of providing documentation and access to the Town's natural resources. The methodology of this project was developed in the mapping and public notification process for Little Nahant in 2008-10.

The Housing Authority seeks support for making the Spindrift, home for some 30 elderly and handicapped residents, a safe and accessible place for all. While the chairlift is one way of achieving improved ease of use, the CPC has raised the idea of supporting a study to assess the means of making the three floors of the building fully accessible along with analyzing other building code mandates for life safety improvements.

IV

SELECTION CRITERIA

The Community Preservation Committee requires that all proposed projects be eligible for CPA funding according to the requirements described in the CPA legislation. Projects are then evaluated with consideration of the criteria. The Selection Criteria adopted by the Town of Nahant CPC are set forth as Attachment IV.

Attachment IV

Nahant Community Preservation Committee: Selection Criteria

TOWN OF NAHANT COMMUNITY PRESERVATION ACT SELECTION CRITERIA

As the law requires, Town Meeting must approve all Community Preservation Committee funding recommendations.

The Community Preservation Committee requires that all proposed projects be eligible for CPA funding according to the requirements described in the state's CPA statute. In addition, the following questions include the criteria, as applicable, that the Committee will use to assess proposed projects:

- How will the proposed project contribute to the preservation of Nahant's unique character and enhance Nahant's quality of life?
- Is the proposed project consistent with town planning documents that have received wide input and scrutiny?
- What is the feasibility of the proposed project?
- How "time sensitive" is the project? Is it urgent?
- Is the cost of this project proportionate to its objectives?
- In general, will the project serve multiple needs?
- Specifically, will the project serve more than one CPA category (*i.e.* affordable housing, open space, historic preservation or recreation)?
- Does the project have demonstrated community support?
- Will the project preserve currently owned town assets?
- Will the project involve the acquisition and/or protection of threatened resources?
- Will the project involve multiple sources of funding, or will it leverage other public and/or private funding sources or in-kind services?
- If multiple sources of funding are involved, are commitments from other sources documented?
- Will this project stimulate other public/private projects in Nahant?

V

APPLICATION PROCESS

This year's grant application process began in November, 2011. Town organizations and committees and non-profit organizations were notified, with the final date of application being February 28, 2012. The Application Form, together with the Selection Criteria, were made available to prospective applicants on the Town web site. The CPC also utilized the *Harbor Review* and the *Lynn Item* to encourage as broad as participation as possible.

Three applications were received from a variety of Town organizations and individuals. The applicants and the proposed projects are as set forth below:

Nahant Planning Board	Public Ways Study
Town of Nahant Housing Authority	Chairlift
Town of Nahant Housing Authority	Riding Lawn mower

All of the applications were reviewed according to the grant guidelines developed by the Committee and according to the standards set forth in the Community Preservation Act legislation. During the application review period, applicants were invited to meet with the Committee in order to clarify their proposals and answer questions. In certain instances site visits by the CPC were arranged in order to view and better understand the proposed project.

VI

RECOMMENDATIONS

The Community Preservation Committee has approved the following recommendations:

- A. To recommend that the Town appropriate for the payment of debt service of principal and interest due and owing on the \$625,000.00 Town Wharf Bonding authorized by the 2008 Annual Town Meeting (Article 11F), the sum of \$78,437.51 from Fiscal Year 2013 Community Preservation Fund revenues;
- B. To recommend that the Town appropriate \$12,500.00 from Fiscal Year 2013 Community Preservation Fund revenues for the purpose of completing the next phase of title research, mapping and marking of Town owned rights of way to the water in the Town of Nahant, as applied for by the Planning Board of the Town of Nahant, subject to the following conditions: acceptance by the Nahant Planning Board (or its successor) of the Community Preservation Fund Grant; and execution of a Funding Grant Agreement in form and substance acceptable to the Town;
- C. To recommend that in order to further community housing needs of the Town of Nahant that the Town appropriate \$12,710.40 from the Fiscal Year 2013 Community Preservation Fund revenues for the purpose of providing enhanced alternative access to portions of the property at the *Spindrift* housing property at 194 Nahant Road by installing a chairlift, as applied for by the Nahant Housing Authority, subject to the following conditions: acceptance by the Nahant Housing Authority (or its successor) of the Community Preservation Fund Grant; and execution of a Funding Grant Agreement in form and substance acceptable to the Town;
- D. To recommend that the Town appropriate \$5,000.00 from Fiscal Year 2013 Community Preservation Fund revenues for administrative and operating expenses of the Community Preservation Committee;
- E. To recommend that the Town set aside \$12,967.75 from Fiscal Year 2013 Community Preservation Fund revenues to be maintained in the Community Preservation Fund Housing Reserves Account for later appropriation;
- F. To recommend that the Town set aside \$13,178.15 from Fiscal Year 2013 Community Preservation Fund revenues to be maintained in the Community Preservation Fund Open Space Reserves Account for later appropriation; and
- G. To recommend that the Town set aside from Fiscal Year 2013 Community Preservation Fund revenues for later appropriation any other amount not otherwise set aside or appropriated as aforesaid to be maintained in the Community Preservation Fund General Reserves Account for later appropriation.

A matrix showing the proposed appropriations and reserves being recommended by the CPC is set forth as Attachment VI.

ATTACHMENT VI

Fiscal Year 2013 Appropriation Recommendations										
APPLICANT	PROJECT	AMOUNT REQUESTED	HISTORICAL	OPEN SPACE	AFFORDABLE HOUSING	REC	ADMIN	CPA GEN. FUND	TOTAL	NOTES
Town	Wharf Preservation	Previous year Appropriation	78,437.51						78,437.51	\$625,000.00 bonding authorized in 2008. \$78,437.51 principal and interest payment in FY 2013.
Planning Board	Public Way Study	12,500.00		12,500.00					12,500.00	
Housing Authority	Spindrift Chairlift	12,710.00			12,710.40				12,710.40	
Administrative		N/A					5,000.00		5,000.00	
Housing Reserve		N/A			12,967.75				12,967.75	
CPA General Reserve		N/A						121,987.69	121,987.69	
Historic Reserve		N/A							0.00	
Open Space Reserve		N/A		13,178.15					13,178.15	
TOTALS		25,210.00	78,437.51	25,678.15	25,678.15	0.00	5,000.00	121,987.69	256,781.50	

VII

GRANT REQUIREMENTS

All grant recipients are required to accept the Grant and to sign the Grant Contract, the form of which is set forth on Attachment VII-A.

This year the CPC also adopted a requirement that all projects with a cost of \$10,000 or greater will need to comply with certain Procurement Guidelines. The Procurement Guidelines are attached to this report following the Grant Contract.

**Attachment VII-A
Nahant Community Preservation Committee: Grant Contract**

[Town of Nahant Letterhead]

[_____ __, 20__]

[Grant Recipient]

Re: _____ (the "Project")

Dear M_ _____:

Congratulations! It is with great pleasure that we inform you that as a result of Town Meeting action at the 20__ Annual/Special Town Meeting the Town of Nahant ("**Town**") has awarded [Grant Recipient] a grant under the Community Preservation Act ("**CPA**") in the amount of _____ and 00/00 Dollars (\$_____.00) (the "**Grant**").

Please note that the Grant is subject to certain requirements, including the acceptance of the Grant and the execution of this Grant Contract. A copy of the Town Meeting vote awarding the grant and the further requirements are attached to this letter. Please look them over carefully as compliance with the Town Meeting vote and the requirements is a condition of the Grant.. Please note that the Grant period begins on July 1, 20__ ,and that the project and all deliverables must be completed by _____ , 20__[if applicable].

Please confirm your acceptance of this Grant award, and your agreement to comply with any condition referred to above by signing the enclosed acceptance form. Please mail the acceptance form to the Town to the attention of, the Town Administrator by _____ __, 20__. After you have done so, we will mail the contract for you to sign. If you have any questions, please call the office of the Town Administrator at 781.581.9927.

The Town looks forward to the contribution that your project will make to the quality and uniqueness of the Town of Nahant.

Thank you.

Sincerely,

Town of Nahant

CPA Committee

By: _____

[Name]

[Title]

Town of Nahant
Community Preservation Act
Grant Requirements

Project: _____

You must follow certain requirements as you carry out your Grant. If you have any questions, please call the Town Administrator, Mark Cullinan, at 781.581.9927.

Limitation on the use of Grant funds

- Grant funds may be expended only for project purposes set forth in the proposal as approved or subsequently amended.
- Grant funds are to be disbursed only after required matching funds are expended. Disbursement of Grant funds are to be made as provided in this Grant Contract either in a lump sum after completion of the project and/or upon submission of the Deliverables and Final Report, or as work progresses.
- The Grant Recipient shall promptly refund any unexpended balance of the Grant.

Other Provisions

- Preservation Grant Recipients must comply with the Secretary of Interior Standards for the Treatment of Historic Properties.
- A Preservation Grant restriction will be required for all Preservation Grants.
- The Grant Recipient must request extension of Grant period, budget changes or programmatic changes in writing.

Match

- The Grant Recipient must match their Grant award in the percentage approved by the Town. Matching funds must be in cash unless the Town has approved in-kind match. Cash matches require that actual money change hands and must be documented with copies of invoices and cancelled checks.
- In-kind matches include goods and services donated by individuals or organizations for which a fair market value can be determined. Identify, document, and value the item and/or service.

The following is a recommended format for valuing and documenting in-kind matches:

Contributed Time

Name of Individual

_____ hours X \$__ /hour= \$_____

Contributed Materials. and/or. Services .

Types of Materials and/or Services	Value
_____	\$_____]

Grant Accounting Records

- The Grant Recipient shall maintain adequate and appropriate accounts, records, and other evidence pertaining to all matches.
- The Grant Recipient shall maintain adequate and appropriate accounts, records, and other evidence pertaining to costs incurred under this Grant so that project expenditures can be clearly identified.
- All disbursements by the Grant Recipient shall be supported by copies of invoices, sales slips, cash register receipts, checks, etc.
- Records must be kept on file for a minimum of three years following termination of the Grant period.

Publicity

- The Grant Recipient will acknowledge CPA support in all materials publicizing or resulting from Grant activities. All print and other production materials should include an acknowledgement of CPA Grant support.
- Acknowledgement language should read “This project is funded in part by a grant under the Community Preservation Act”.
- Preservation and Open Space Grant Recipients will prominently display an exterior project sign provided by the Town.

Deliverables and Final Report

- [If Grant funds are to be disbursed as work progresses, the Grant Recipient shall submit such documentation as may be required in this Grant Contract as a condition to such periodic disbursements.]
- Annual and Final Report: At the end of each calendar year and at the end of the project period, the Grant Recipient shall submit a report of activities undertaken and an evaluation of their effectiveness in attaining the goals of the project. The grantee shall also submit final documentation of matching funds expended, and a final budget report.
- [If applicable, All deliverables should be completed by _____, 20__]

Exhibits and Schedules

The following Exhibits and Schedules are attached to this Grant Contract and are incorporated herein and made a part hereof for all purposes:

1. Town Meeting Vote
2. Procurement Guidelines
- 3.

IMPORTANT- PLEASE KEEP THIS DOCUMENT FOR REFERENCE.

Date: _____

The undersigned, having read and understood the Town of Nahant Community Preservation Act Grant award letter dated _____, 20__, agrees to accept the Grant award and comply with all of the requirements related thereto as applicable.

‘[Grant Recipient]

BY:_____

Authorized Signature

Date: _____

The undersigned is not able to accept the Grant Award offered by the Town of Nahant under the Community Preservation Act.

‘[Grant Recipient]

BY:_____

Authorized Signature

Date: _____

PROCUREMENT GUIDELINES FOR CPA GRANT RECIPIENTS

The following procurement requirements are for all non-municipal community preservation grant recipients. These requirements pertain to all contracts, other than real property transactions, that exceed \$10,000.00. All municipal contracts are subject to Chapter 30B and must be approved by the Town's Chief Procurement Officer.

These bidding procedures are intended to award contracts to responsive and responsible bidder who offer the best price. Your objective is to obtain the best value by establishing evaluation criteria that will ensure you obtain the quality from a bidder who will perform, as you require.

STEP 1 Prepare the invitation for bids (IFB)

Your invitation for bids should provide bidders with the information necessary to prepare and submit a responsive bid. An IFB consists of the following major components.

- **Bid Submission Requirements:** This should include information about how, when and where bid forms are filled out and submitted, etc.
- **Description of Services:** This section should provide a complete description of the type of services you are looking for (Planning Contracts), construction specifications (construction contracts) or scope of services (Design Contracts)
- **Evaluation Criteria:** This section should describe such things, as relevant experience, staffing requirements, certifications, etc.
- **Standard Forms:** The following forms should be made part of all contracts
 - Price Proposal Form
 - Tax Compliance Statement
 - Disclosure of Beneficial Interest

STEP 2 Provide Public Notice.

Public notice of an IFB should be published at least once, 2 weeks before bids are due in a newspaper of general circulation, and posted in the Town Hall. You may wish to search/encourage-qualified bidders to bid, or publish in other journals or publications. Your public notice should contain the following information

- Where and when bidders can obtain the IFB.
- A brief description of the service, i.e. planning, design, construction.
- A notice that you reserve the right to reject any and all bids.
- The estimated duration of the contract and estimated cost

STEP 3 Record Keeping

A log must be kept on all vendors who received the IFB package. If you later issue an addendum to the IFB you must send the addendum to all those who have already received the IFB.

STEP 4 Evaluate Bids and Award Contract

You must evaluate bids using only the criteria identified in the IFB. The evaluation should address the responsiveness of the bid and the responsibility of the bidder, and the price. You must award the contract to the qualified bidder who offers you the best price. Both parties should sign all the necessary contract documents.

STEP 5 Retain Records

At a minimum the following records should be retained:

- Copy of the IFB package
- Copy of the Public Notice
- Log of all bidders
- Copy of all bids
- Any notice of bid rejection or cancellation
- Copy of the contract.

STATE TAX COMPLIANCE

I certify under the penalties of perjury that I, to my best knowledge and belief, have filed all state tax returns and paid all state taxes required under law.

* Signature of Individual or
Corporate Name (mandatory)

By: Corporate Officer or Partner
(mandatory, if applicable)

** Social Security or Federal
Identification Number

* Approval of a contract or other agreement will not be granted unless the proposer signs this certification clause.

** Your social security number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Providers who fail to correct their non-filing or delinquency will not have a contract or other agreement issued, renewed, or extended. Improperly stated information shall be grounds to forfeit the proposal deposit in favor of the Town. This request is made under the authority of MGL C.62C §49A.

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or any other organization, entity, or group of individuals.

(Name of person signing proposal)

(Name of business)

(Authorized signature)

(Date)

VIII

SOLICITATION OF PROJECT PROPOSALS

The Community Preservation Committee welcomes new project proposals that may contribute to community preservation in Nahant. Please contact the CPC with any suggestions or questions.

APPENDIX 12

Town Meeting Frequently Asked Questions

"Any registered voter of the Town shall have the right to speak and vote at Town Meeting sessions"
Charter of the Town of Nahant

1. How Do I suggest a change in what the Town is planning to spend?

- The right to submit a proposition belongs to all members (of Town Meeting) alike. There can be no monopoly on motion-making"*
- By tradition in Nahant, as in most towns, the FinCom makes the first motion on each Article, in line with the committee's published recommendations. Where the FinCom is in favor of an Article, the motion will spell out how the committee proposes to adopt the Article. If a citizen disagrees, a motion to amend the FinCom's motion can be made.
- Where the FinCom recommends against adoption of an Article, the motion will usually be to "indefinitely postpone action on this Article." If, after any discussion, a majority vote is taken in favor of that motion, no other motions or actions will be considered in connection with that Article. If a citizen disagrees, the way to overcome the FinCom's proposed indefinite postponement is to convince a majority of the voters to vote against the motion for indefinite postponement. After that motion is defeated, a new motion must be made so that the Town can take the voter's desired action on the Article.
- The Moderator will be giving clear instructions on each Article. He will also respond to any point of information you may raise.
- In general, one can speak to the motion on the floor (**Rules:** one may not speak more than twice or for more than 10 minutes on any one motion. State your name and address in Town, address your remarks to the Moderator, and the speaker is not to indulge in personalities*)
- The form for making an amendment: "I move the pending motion be amended by the following words _____"*
- For the sake of clarity, complicated proposed amendments need to be written out.
- Most spending is contained in the Omnibus Article. Each line will be recited. If you have any question or disagreement with any particular line item, you should yell the word "PASS" when that item is read.
- The Town Meeting will return to discuss all "passed" items for discussion before the vote is taken on the total spending. If you wish to increase spending on any line item, you must identify the source of funds - that is, what items would be reduced in order to pay for your proposed increase.

2. What Motions require a Majority vote in order to pass?

- Most motions require a simple majority vote to pass.
- Motions to indefinitely postpone require a simple majority, as well as motions to amend.
- The Town Moderator will explain the requirements required to approve each motion as it is presented.

3. What Motions require a 2/3 majority?

- Generally, motions which will make substantial changes to citizens' property

rights, e.g., motions to change the zoning bylaws, or motions which will put the Town into debt, require a two thirds vote.

- The Moderator will explain the requirements to approve each motion as it is presented.

4. What motions require a ballot vote?

- Some motions automatically require a ballot vote, most notably a motion which would set salaries of Town employees. Other motions can be by ballot vote if the requisite number of voters want it
- Nahant By-Laws Article II section 9: "the Meeting may order that the vote on any motion shall be taken by a "yes" or "no" ballot furnished by the Town Clerk if, on a motion so made, there shall be 25 or more votes in the affirmative."
- The Town Moderator will explain the requirements required to approve each motion as it is presented.

7. What is Proposition 2 1/2 and what does it mean for Nahant?

- Proposition 2 1/2 is a State law that places a ceiling on the total amount of taxes that a Town can raise; and it also limits the percentage by which a town's tax revenues can increase from year to year. Proposition 2 1/2 has no relevance as far as tax increases on individual properties are concerned; it relates only to the total amount of taxes raised by the Town. Your Town's taxes can rise by more than 2 1/2% through:
 - **Exclusions** of the cost of debt or spending for capital purposes must first be approved by a two-thirds vote of the local legislative body before appearing on the ballot. The idea is that such costs are outside the regular budget for providing local services; a town may need a new school or wish to acquire land that it could not afford within its tax limits. Exclusions are limited to the life of the expenditure.
 - **Overrides** are permanent increases in the tax limit. An override, for a specific amount, must be approved by the municipality's legislative body and placed on the ballot for approval by the voters. No override may increase property taxes above the maximum rate of 2.5 percent of full value**

8. How are Fees established and what are they used for?

- The Board of Selectmen set the fees for the Town. Trash collection is a fee negotiated with the contracted haulers.
- Water and Sewer fees cover assessments levied by MWRA for Water, Lynn Water & Sewer for sewage.

9. How does Education Reform Law affect the way we run our schools?

- The Education Reform Act of 1993 sets certain standards for the components and totals of local spending on the school system and at the same time sets standards for improved student performance.
- No town is permitted to spend less than Net School Spending. The formula for Net School Spending is set by the Governor's office and the Department of Education. You are free to ask at any time whether Nahant is at or above Net School Spending.

11. How can I best participate in Town government?

- Nahant has a long tradition of utilizing the talents and time of its good citizens. They are often called to share in tackling interesting assignments as members of our many committees. Almost all will tell you, as your FinCom members do here, that the experience is a good one.
- The Moderator has set up a talent/job bank and would like to see as many citizens as possible enter their names for consideration.

Sources:

*** Town Meeting Time, A Handbook of Parliamentary Law**

Johnson, Trustman, Wadsworth Third Edition 2001

**** The Issues Book Public Policy Issues in Massachusetts**

Compiled By Richard Manley Senior Fellow John W. McCormack Institute of Public Affairs, University of Massachusetts Boston

Glossary of Terms Used in This Book and at Town Meeting:

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

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

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

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

Cherry Sheet: An annual statement received from the Massachusetts Department of Revenue detailing estimated receipts for the next fiscal year and the estimated state and county government charges payable. These amounts are used by the assessors in setting the tax rate. The actual receipts and charges may vary from the estimates.

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

Compensating Balance Agreement: An alternative to the payment of direct fees for banking services. In this case, a bank specifies a minimum balance that the municipality must maintain in non-interest bearing accounts. The bank can then lend this money (subject to a reserve requirement) and earn interest, which will at least cover the cost of services provided to the municipality. Compensating balance agreements are permitted under MGL [Ch. 44 §53F](#) and must be approved annually by town meeting or the city council.

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

Enterprise Fund: In Governmental Accounting, an Enterprise Fund is a Fund that provides goods or services to the public for a fee that makes the entity self-supporting.

An Enterprise Fund basically follows Generally Accepted Accounting Principles (GAAP) as do the operations of private business entities. The intent of Enterprise Funds is to have the expenses (both direct and indirect) of providing goods or services on a continuing basis financed or recovered primarily through charges to the user.

Fiscal Year: A 12-month period, commencing July 1 and ending June 30, to which the annual budget applies. Fiscal years are often denoted FYXX with the last two numbers representing the calendar year in which it ends, for example FY11 is the fiscal year ended June 30, 2011.

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

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

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

Overlay: The amount set aside to allow for uncollected property taxes. An amount for overlay is added to the appropriations and other charges. The “Overlay Surplus” is the portion of each year’s overlay account no longer required to cover property tax abatements.

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

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

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

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

Terms associated with Proposition 21/2:

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

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

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

Override: An amount, voted by the Town, which is permanently added to the levy limit. A majority vote of the Selectmen allows an override question to be put on the ballot.

Override questions must be presented in dollar terms and must specify the purpose of the override. Overrides require a majority vote of approval by the Town.

Tax Levy Limit: The maximum amount of the tax levy for a period under the restrictions of Proposition 21/2. It is calculated as the prior year limit plus new growth plus 2.5% of the prior year levy limit.

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