

Special Town Meeting

WARRANT



Town of Hudson
Monday, November 19, 2012
Finance Committee
Report and Recommendations

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Finance Committee Preamble

To the People of Hudson, Greetings,

The finance committee has reviewed the warrant articles and made our recommendations. We are offering additional comments on the following articles:
Article 3: School budget adjustment: Each year in the fall when funds are identified to support the following year's budget, the General Government and the School Department discuss and agree on the level of funding available to support the schools. These discussions are based on certain assumptions about expected levels of state aid and state assessments in several different categories, but the actual amounts are not available at the time the budget is set. Ordinarily those assumptions are very conservative because it is more prudent to underestimate outside funding than to overestimate those numbers and be forced to make cuts at a later date.

In most years, they then agree on a formula by which they will enhance or reduce this funding based upon the actual receipts and charges from the state. This information usually becomes available in the summer following passage of the town budget in enough time to prepare an appropriate article for the November Town meeting. This year it is article 3. The formula this year called for the school department to assume a 60% share in any increase or decrease in funding beyond the initial assumptions, and this year the town received approximately \$1 million more from the state we originally forecast. This has resulted in the article for \$618,196.

Article 7: Community preservation ...

The Apsley Park Community Garden (located across from the site of the Portuguese Club) has completed its first year of operation. Support from individuals and businesses within the community has enabled the garden to quickly become an asset to the community. The funding requested (\$22,650) will be used primarily to install a six foot high fence around the perimeter (280 feet by 90 feet) to keep animals out and hopefully prevent vandalism. In addition to the fencing several items will be necessary to bring the garden up to its full potential, including increasing the number of beds from 32 to 54. The finance committee and the community preservation committee urge you to support this article.

Article 8: Downtown Parking and Traffic Infrastructure Study: Article 8 revises Article 4 of the November 2011 Special Town Meeting. That article provided that the town would match a contribution of \$52,500 from the Hudson Business Association in order to fund the study. The proposed article reduces the amount that the HBA is required to contribute and provides that the town will match the amount of the HBA's contribution up to \$52,500. The need for the parking study has not changed. We are currently undergoing a master plan study covering a wide range of items, which will eventually guide the town's future development plans. This study will help us to achieve a more in-depth analysis of the downtown parking/traffic plan. The finance committee does unanimously recommend that you support this Article.

Respectfully Submitted,

THE FINANCE COMMITTEE:

John Parent, Chairman, Justin Provencher, Vice Chairman, Claudinor Salomão, Stephen Domenicucci, Michael Downey, Manuel A. Chaves, David Provencher, Robert Clark
Barbara Rose

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

To any of the constables of the Town of Hudson in the County of Middlesex, Greetings:

In the name of the Commonwealth of Massachusetts you are hereby directed to notify and warn the inhabitants of the Town of Hudson, qualified to vote in elections and on Town affairs, to assemble in the Hudson High School, Brigham Street, in said Town on

MONDAY, THE NINETEENTH DAY OF

NOVEMBER, 2012

at 7:30 o'clock in the evening. Then and there to act on the following articles to wit:

ARTICLE 1 Chapter 90 Roadway Funds

To see if the Town will vote to take from available funds the sum of Five Hundred Ninety Eight Thousand Eight Hundred Ninety Four Dollars (\$598,894) for construction, reconstruction and improvements of Town roads as requested by the Board of Selectmen to be reimbursed by the Commonwealth of Massachusetts pursuant to the Town of Hudson's Chapter 90 apportionment for Fiscal 2013; Or take any action relative thereto.

Director of Public Works
Board of Selectmen

Article 1: The Finance Committee unanimously recommends the adoption of the subject matter of this article and further that the sum of \$598,894 be taken from available funds.

ARTICLE 2 Stabilization Fund

To see if the Town will vote to raise and appropriate the sum of One Hundred Fifty Thousand Dollars (\$150,000.00), said sum to be transferred to the Stabilization Fund; Or take any action relative thereto.

Executive Assistant
Board of Selectmen

Article 2: The Finance Committee unanimously recommends the adoption of the subject matter of this article and that the sum of \$150,000 be raised and appropriated.

ARTICLE 3 School Budget Adjustment

To see if the Town will vote to add to the amount appropriated at the Town Meeting held on May 7, 2012 under Line 59, Hudson Schools Expenses, by the sum of Six Hundred Eighteen Thousand One Hundred Ninety-Six Dollars (\$618,196) said amount representing sixty percent (60%) of the increase in state aid approved by the legislature from that used in preparing the budget; or take any action relative thereto.

Executive Assistant
Board of Selectmen

Article 3: The Finance Committee unanimously recommends the adoption of the subject matter of this article and that the sum of \$618,196 be raised and appropriated.

ARTICLE 4 AFSCME Clerical Cost of Living

To see if the Town will vote to raise and appropriate the sum of \$10,349 (Ten Thousand Three Hundred Forty-Nine dollars), said sum representing the cost of a 1.0% cost of living adjustment to the pay of Local 3625 AFSCME Clerical Union employees for the current fiscal year; said amount to be added to the following line items as approved at the Town meeting held on May 7, 2012:

Department	Line Item	Amount
Finance	13	\$2,594
Police	33	\$ 929
Fire	35	\$ 496
Inspections	37	\$ 496
Public Works	41	\$2,288
Council on Aging	45	\$1,371
Library	49	\$2,175

Executive Assistant
Board of Selectmen

Article 4: The Finance Committee unanimously recommends the adoption of the subject matter of this article and that the sum of \$10,349 be raised and appropriated.

ARTICLE 5 NEPBA Patrolmen's Union Contract

To see if the Town will vote to raise and appropriate the sum of \$67,504 (Sixty-Seven Thousand Five Hundred Four dollars), said sum representing the cost of Educational Incentive (Quinn Bill) payments to members of the Police Patrolmen's Union for the current fiscal year; said amount to be added to line item 33, Police Personnel as approved at the Town meeting held on May 7, 2012:

Executive Assistant
Board of Selectmen

Article 5: The Finance Committee unanimously recommends the adoption of the subject matter of this article and that the sum of \$67,504 be raised and appropriated.

ARTICLE 6 Non-Union Cost of Living

To see if the Town will vote to raise and appropriate the sum of \$33,613 (thirty-three thousand six hundred thirteen dollars), said sum representing the cost of a 1.5% cost of living adjustment to the pay of non-union employees for the current fiscal year; said amount to be added to the following line items as approved at the Town meeting held on May 7, 2012:

Department	Line Item	Amount
Executive Assistant	3	\$2,572
Community Development	7	\$1,672
Building Maintenance	10	\$ 745
Finance	13	\$4,491
Clerk	15	\$1,784
Police	33	\$1,453
Fire	35	\$3,191
Inspections	37	\$1,537
Public Works	41	\$8,381
Health	43	\$1,404
Conservation	23	\$ 536
Council on Aging	45	\$1,032
Veterans	47	\$ 869
Library	49	\$2,062
Recreation	51	\$1,884

Executive Assistant
Board of Selectmen

Article 6: The Finance Committee recommends the adoption of the subject matter of this article and that the sum of \$33,613 be raised and appropriated. Vote 7-0-1

ARTICLE 7 Community Preservation Appropriations

To see if the Town will vote to appropriate from the **Community Preservation** annual revenues in the amounts recommended by the Community Preservation Committee for community preservation projects in fiscal year 2013, with each item to be considered a separate appropriation:

\$22,650.00 From the Budgeted Reserve for materials to aid in the creation of the Apsley Park Community Garden.

Or take any action relative thereto.

Community Preservation Committee
Board of Selectmen

Article 7: The Finance Committee unanimously recommends the adoption of the subject matter of this article and that the sum of \$22,650 be appropriated from the Community preservation annual revenue.

ARTICLE 8 Downtown Parking & Traffic Infrastructure Study

To see if the Town will vote to amend Article 4 of the November 2011 Special Town Meeting by deleting the words ***“said sum to be matched by an equal amount of funds, provided by the Hudson Business Association or otherwise donated, to allow the Town to***

complete a Downtown Parking and Traffic Infrastructure study,” and inserting after the words “Fifty-Two Thousand Five Hundred Dollars (\$52,500)” the following sentence: “*Said Funds can only be expended upon a match of funds provided by the Hudson Business Association or otherwise donated, up to the appropriated amount to allow the Town to complete a Downtown Parking and Traffic Infrastructure study;*”

Or take any other action relative thereto.

Executive Assistant
Director of Community Development
Board of Selectmen

Article 8: The Finance Committee unanimously recommends the adoption of the subject matter of this article.

ARTICLE 9 Acceptance of Deed of Land

To see if the Town will vote to accept by gift a certain parcel of land containing 6.5 acres, more or less, designated on Assessor’s Map 34, as Parcel 15 and being the same premises referred to in a Deed dated January 3, 1983, and recorded in the Middlesex South Registry of Deeds at Book 15439, Page 79. A copy of said Assessor’s Map being on file in the Office of the Board of Selectmen. Or take any action relative thereto.

Executive Assistant
Board of Selectmen

Article 9: The Finance Committee recommends the adoption of the subject matter of this article. Vote 7-0-1

And you are directed to serve this warrant by posting up copies attested by you in the following places: one at the Post Office, one at the Town House, one at the Office of the Town Clerk, and in six other public places in said Town, Fourteen days at least before the time of holding said meeting and by publication in a newspaper published in said Town.

Hereof fail not and make due return of this warrant with your doings thereon to the Town Clerk on or before time of holding said meeting.

Given under our hands this 24th day of September signed by the Selectmen in the year Two Thousand and Twelve.

James D. Vereault, Chairman

Christopher P. Yates, Vice Chairman

Fred P. Lucy, Clerk

Joseph J. Durant

Charles P. McGourty

INTRODUCTION TO TOWN MEETING

The Town Meeting is a deliberative assembly, charged with considering a number of questions of varying complexity in a reasonable period of time, and with full regard to the rights of the majority.

AUTHORITY

The three elements of authority at Town Meeting are a quorum of 150 registered voters or more, the Moderator and the Town Clerk. The Moderator presides at and regulates the proceedings, decides all questions of order, and makes declarations of all votes. No one may speak on an issue without being recognized by the Moderator. It is his responsibility to approve the distribution of materials, and persons wishing to do so must seek his permission. The Moderator appoints Tellers and alternates for the purpose of counting votes of the meeting.

THE WARRANT: All matters to be considered at Town Meeting must be published in the Town Meeting Warrant, which is the responsibility of the Board of Selectmen. The Finance Committee reviews the warrant, making recommendations on items of business to be presented. In accordance with the By-Laws, all articles in the Warrant are considered in the order in which they appear in the Warrant, unless the Town Meeting votes otherwise, after reasons have been stated. The Moderator has full discretion to decide whether or not the motion to change the order of articles will be entertained.

PARTICIPATION: All remarks should be limited to the subject then under discussion. It is improper to indulge in references to personalities. The Moderator may request any person to keep silent. If after warning from the Moderator, a person refuses to be silent or persists in other disorderly behavior, the Moderator may order a person to withdraw and if he fails to withdraw, may order a police officer to remove such person from the Meeting. Each individual who speaks to the Meeting should make an effort to be as brief as possible out of consideration for others attending the Meeting and the need to give adequate time to all matters coming before it.

CLASSIFIED MOTIONS: Pursuant to section 8 of article II of the By-Laws of the Town of Hudson, when a question comes before Town Meeting certain motions shall be received and have precedence in the following order:

PRIVILEGED MOTIONS: These are motions that have no connection with the main motion before the Town Meeting, but are motions of such importance that they are entitled to immediate consideration. These motions have the privilege of temporarily setting aside the main business before the Town Meeting.

TO ADJOURN (decided without debate); **TO FIX THE TIME FOR ADJOURNMENT**; **SUBSIDIARY MOTIONS:** These are motions that are used to modify or dispose of the main motion being considered. Their existence as motions depend on the main motion to which they are subordinate; **TO LAY ON THE TABLE** (decided without debate); **FOR THE PREVIOUS QUESTION** (decided without debate); **TO COMMIT**; **TO AMEND**; **TO POSTPONE INDEFINITELY**

All motions may be withdrawn by the maker if no objection is made.

INFORMATION ON MOTIONS: A motion is the means of bringing a proposal or question before the Meeting for consideration. When put forward it is a motion; after is seconded and acknowledged by the Moderator, it becomes the question or proposal; and if it is approved by the Meeting, it becomes a resolution. Generally, no motion shall be entertained unless the subject is contained within a warrant article. The Moderator shall determine whether a motion is within the "scope of the article," that is, whether the warrant gives adequate notice that the action proposed by the motion might be taken at the Meeting. Articles only give notice and do not initiate action; motions do. Motions may be withdrawn; articles may not be.

Some motions avoid a final determination by the Meeting. A motion to commit or refer sends the matter to an existing board or committee or one to be established. The motion to postpone indefinitely disposes of the question without bringing it to a direct vote. The motion to postpone indefinitely should not be confused with the motion to lay on the table which only temporarily delays a vote.

Pursuant to article II, section 3 of the Town of Hudson By-Laws, no vote of Town Meeting shall be reconsidered except upon notice by an individual who voted with the majority thereon given within one hour of such vote at the same or succeeding session. If the individual who gives notice does not immediately

make such motion, then a motion to reconsider may be made by another individual voter who voted with the majority.

Pursuant to section 4 of article II, no article in the Warrant shall be again taken into consideration after disposed of unless ordered by a vote of two-thirds of the voters present and voting. Pursuant to section 5 of article II, no voter shall speak more than twice upon any question without obtaining leave of Town Meeting except to correct an error or explain a point, nor until all other individuals who have not spoken and so desire have been given the opportunity to speak. Pursuant to section 6 of article II, all motions must be reduced to writing before being submitted to the Town Meeting if required by the Moderator.

Pursuant to section 9 of article II, a motion to receive the report of a committee shall put the report before Town Meeting but not discharge the committee. A vote to accept or adopt such report with or without amendment shall discharge the committee.

Pursuant to section 10 of article II, a 150-voter quorum is required to conduct business at Town Meeting. However, no quorum is needed for a motion to adjourn.

Pursuant to section 11 of article II, articles in a warrant shall be considered in order, except that the Moderator upon request and for reasons stated, may entertain a motion to consider an article out of regular order.

Pursuant to section 12 of article II and in addition to the authority already specified above, the Moderator may administer the oath of office to a town officer chosen at Town Meeting. If a vote declared by the Moderator is immediately questioned by seven or more voters, then the Moderator must verify the vote by polling voters or dividing the Town Meeting. If a two-thirds vote of Town Meeting is required by State Statute, the count shall be taken and the vote recorded by the Town Clerk. However, if the vote is declared to be unanimous, a count is not needed and the Town Clerk shall record the vote as unanimous unless immediately questioned by seven or more voters.

TOWN FINANCE TERMINOLOGY

The following terms are used from time to time in the Annual Report and Town Meeting. In order to provide everyone with a better understanding of the meaning, the following definitions are offered:

SURPLUS REVENUE: (Sometimes referred to as Excess and Deficiency Account). This fund is the amount by which the Cash, Accounts Receivable, and other assets exceed the liabilities and reserves.

AVAILABLE FUNDS: (Often called "Free Cash") This fund represents the amount of money remaining after deducting from the Surplus Revenue all uncollected taxes for prior years, taxes in litigation and court judgments. This fund is certified annually by the State Bureau of Accounts and may be used to defray town costs by a vote of the Town Meeting.

OVERLAY: The overlay is the amount raised by the Assessors in excess of appropriations and other charges for the purpose of creating a fund to cover tax abatements and exemptions granted and to avoid fractions in the tax rate.

RESERVE FUND: This is a fund established by the voters at the annual town meeting and may consist of direct appropriations or transfers. Transfers from the Reserve Fund are initiated by the Executive Assistant and require the approval of the Finance Committee. The use of the Reserve Fund is restricted to "extraordinary or unforeseen expenditures".