

**2018 Special Town Meeting Warrant
Town of Shutesbury
Commonwealth of Massachusetts**

To one of the Constables of the Town of Shutesbury in the County of Franklin, Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby directed to notify and warn the inhabitants of said town, qualified to vote in elections and town affairs, to meet at **7:00 p.m.** on Tuesday the **thirty-first** day of July, at the Shutesbury Elementary School at 23 West Pelham Road in said Shutesbury, in the year Two Thousand and Eighteen, then and there to act on the following articles:

Article 1. To see if the Town of Shutesbury will vote to transfer from available funds to meet the salary of \$65,000 for Shutesbury Fire Chief/Emergency Management Director/EMT Director/E-911 Coordinator/Forest Warden/Cemetery Commissioner, Walter Tibbetts, for the fiscal year beginning July 1, 2018.

(Sponsor: petition)

Requires 2/3rds vote if amended source is stabilization funds

Requires a majority vote if amended source is appropriated

Article 2. DEPARTMENTAL REVOLVING FUNDS

1. Purpose. This by-law establishes and authorizes revolving funds for use by town departments, boards, committees, agencies or officers in connection with the operation of programs or activities that generate fees, charges or other receipts to support all or some of the expenses of those programs or activities. These revolving funds are established under and governed by General Laws Chapter 44 § 53E1/2.

2. Expenditure Limitations. A department or agency head, board, committee or officer may incur liabilities against and spend monies from a revolving fund established and authorized by this by-law without appropriation subject to the following limitations:

- A. Fringe benefits of full-time employees whose salaries or wages are paid from the fund shall also be paid from the fund (except for those employed as school bus drivers.)
- B. No liability shall be incurred in excess of the available balance of the fund.
- C. The total amount spent during a fiscal year shall not exceed the amount authorized by town meeting on or before July 1 of that fiscal year, or any increased amount of that authorization that is later approved during that fiscal year by the Select Board and finance committee.

3. Interest. Interest earned on monies credited to a revolving fund established by this by-law shall be credited to the general fund.

4. Procedures and reports. Except as provided in General Laws Chapter 44 §53E1/2 and this by-law, the laws, by-laws, rules, regulations, policies or procedures that govern the receipt and custody of town monies and the expenditure and payment of town funds shall apply to the use of a revolving fund established and authorized by this by-

law. The town accountant shall include a statement on the collections credited to each fund, the encumbrances and expenditures charged to the fund and the balance available for expenditure in the regular report the town accountant provides the department, board, committee, agency or officer on appropriations made for its use.

5. Authorized Revolving Funds. The Table establishes:

- A. Each revolving fund authorized for use by a town department, board, committee, agency or officer.
- B. The department or agency head, board, committee or officer authorized to spend from each fund.
- C. The fees, charges and other monies charged and received by the department, board, committee, agency or officer in connection with the program or activity for which the fund is established that shall be credited to each fund by the Town Accountant.
- D. The expenses of the program or activity for which each fund may be used.
- E. Any restrictions or conditions on expenditures from each fund.
- F. Any reporting or other requirements that apply to each fund, and
- G. The fiscal years each fund shall operate under this by-law.

Revolving fund	Authorized to spend	Revenue source	Use of fund	FY2018 spending limit	Surplus column cap
Dog license and control	Town Clerk and Dog Officer	Licenses, fines and donations	Supplies and animal care	\$1,000	\$1,000
Recycling	Recycling Coordinator and Town Administrator	MIRF, grants, bulky waste, garbage bags, recycling containers	Expenses, stipend and equipment	\$25,000	\$5,000
Fire Inspections	Selectboard	Fire inspection fees	Pay Fire Inspector or assistant	\$3,000	\$1,000
Electrical Inspections	Selectboard	Electrical Inspection fees	Pay Electrical Inspector or assistant	\$4,000	\$1,000
Plumbing Inspection	Selectboard	Plumbing Inspection fees	Pay Plumbing Inspector	\$5,000	\$1,000
Swimming Exercise	Selectboard	Swimming Exercise fees	Pay instructor	\$3,000	\$1,000
Library	Library Board of Trustees	Grants, fines, sales, dog Licenses, bequests	Materials & Expenses	\$10,000	\$7,500
Conservation	Commissioners	Local Wetland Protection Permit Fees	Education, outreach, and maintenance of property	\$3,000	\$3,000
Flu Vaccine	Board of Health	Reimbursements for Flu shots & grants	Flu Clinic Expenses	\$1,500	\$1,500
SRECS Solar Renewable Energy Certificates	Selectboard	Contract payments for Solar PV Production	Renewable & Conservation Energy Projects	\$30,000	\$40,000

Total Spending				\$85,500	\$60,000

Requires majority vote

Hereof fail not, and make due return of this warrant, with your doings thereon, at the time and place of the meeting. Given under our hands this 16th day of July two thousand and eighteen.

Shutesbury Selectboard

Melissa Makepeace-O'Neil
Melissa Makepeace-O'Neil, Chairman

Elaine Puleo
Elaine Puleo

April Stein
April Stein

I, the undersigned Constable for the Town of Shutesbury, certify that I posted attested copies of the Warrant for the above mentioned meeting at the Locks Pond Bulletin Board, the Shutesbury Post Office, and the Town Hall in said town seven (7) days at least before the time of holding said meeting.

Constable *Marilyn E. Tibbetts*

Date *July 17 2018*

(TOWN SEAL)

