



# Longmeadow, Massachusetts

## 2010 Annual Town Meeting Warrant

Please bring this booklet to the Annual Town Meeting

Tuesday – May 11, 2010 – 7:00 p.m. – Longmeadow High School

Note: If special accommodations are needed to attend, please call 565-4110.

### FISCAL YEAR 2011 BUDGET MESSAGE OF THE TOWN MANAGER APRIL 2010

#### **BACKGROUND**

Budget planning for FY 2011 began late summer 2009. Municipal budgeting is a revenue-based process – expenditures cannot exceed revenues. The challenge is making a well-informed estimate of what the financial resources will be at the close of the fiscal year for which a budget is being developed. In other words, what do we expect our revenues to be at the end of June 2011 so that we do not have a deficit for that fiscal year? This generally means that the town is forecasting revenues 18 months in advance of receiving those revenues.

Budget planning is complicated by the uncertainty of both local revenue and state aid. In December, the Select Board established budget targets for overall the school budget and overall non-school budgets, based upon then-estimated decline in state aid of 15%, as well as declines in local revenues, particularly in motor vehicle excise. The Town Manager issued FY2011 budget instructions in mid-December. These instructions included the following provisions:

All departments were charged with looking at fees and charges to ensure that fee-based services were consistent with the market cost of providing those services and that fees covered costs of these services; to look at departmental efficiencies and whether positions can be combined or whether there is a more efficient way to deliver services; to determine whether there are services which are non-essential and possibly obsolete; and to look at out-sourcing services for lesser costs or whether services could combined with another department or community; and to look at options for increasing revenues. In addition, budget targets were established for school and non-school operations funded from the general fund.

In March, state aid reductions were modified to 4%, based on information released by the state. With this modification, the Select Board adjusted the budget targets upward, restoring \$824,000 and 18.95 positions to the schools and \$346,000 and 7.62 positions to non-school operations.

#### **REVENUES**

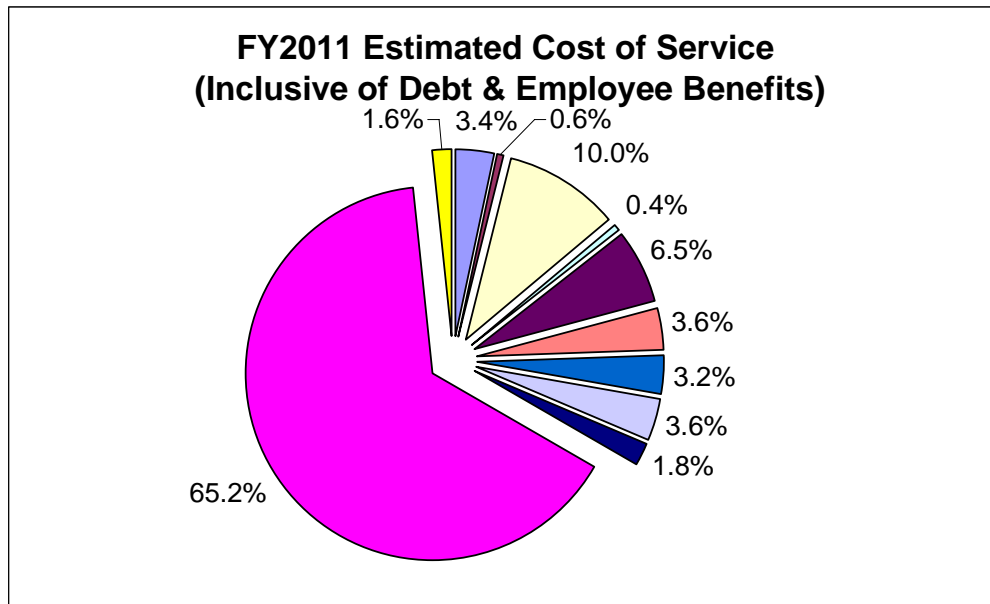
Longmeadow's budgetary revenues are generally comprised of the following: real estate and personal property taxes; state aid; local receipts such as license and permit fees, motor vehicle excise, interest income; and offsets – fees from measured services such as water, sewer, solid waste and recycling, ambulance and childcare programs – which support direct and indirect costs of these fee-based programs.

**Property Tax:** Revenues available for general appropriation will increase by 2½%, or \$1,076,760. The three year plan for funding town services, achieved through an operating override in the fall of 2007, carried the town through FY10 as planned. However, there is no proposal on the table for a similar plan for FY11 and beyond.

**State Aid:** State aid is expected to decrease by 4%: from \$5,635,668 to \$5,410, 240, or a loss of \$225,428.

**Local Revenue:** Revenues from local fees and charges are projected to decrease by \$39,000 based upon FY10 performance. This is principally due to reductions in Motor Vehicle Excise and Interest Revenue.

The combination of loss in local receipts and loss in state aid have made this a particularly challenging year for budgeting.



GENERAL GOV'T -	1,793,196.00	3.4%
LIABILITY INS -	315,000.00	0.6%
PUBLIC SAFETY -	5,233,336.00	10.0%
PLANNING & COMM DEV -	202,661.00	0.4%
PUBLIC WORKS -	3,425,832.00	6.5%
COMMUNITY SERVICES -	1,892,674.00	3.6%
WATER FUND -	1,663,881.00	3.2%
SEWER FUND -	1,908,422.00	3.6%
SOLID WASTE & RECYCLING -	969,138.00	1.8%
SCHOOL G / F -	34,168,724.00	65.2%
CAPITAL & REVALUATION	848,500.00	1.6%
<b>TOTALS</b>	<b>52,421,364.00</b>	<b>100.0%</b>

**FUND BALANCES**

As of this publication, reserve fund balances are as follows:

Free Cash – presently certified	\$ 0
Operating Stabilization	\$ 1,900,003
Capital Stabilization	\$ 108,650
Overlay Reserve	\$ 124,274
Parks and Recreation Stabilization	\$ 16,232
Water Reserve	\$ 436,318
Sewer Reserve	\$ 670,251
Solid Waste	\$ 0
Ambulance Reserve	\$ 243,421
CPA Undesignated	\$ 666,216
CPA Open Space	\$ 145,623
CPA Historic	\$ 82,044
CPA Housing	\$ 141,223
School Choice Reserve	\$ 250,000
Estimated Free Cash (after June 30)	\$ 862,000

**FY 2011 BUDGET**

The Town Charter requires that the Town Manager develop and deliver a balanced budget. The budget proposed by the Town Manager and the final budget adopted by the Select Board is a balanced budget.

The Select Board established budget targets for both the school and non-school operations, using projected available revenues. Because meeting these targets within projected revenues necessitates a reduction in staff, \$200,000 is proposed to be appropriated from the Operating Stabilization Fund to offset consequent increased unemployment costs. This amount may be modified at town meeting, depending on action by the School Committee on a proposal put forward by the Select Board. (Net savings for a reduction in one position is only 60% of that salary, once unemployment costs and benefit reductions are factored in.)

The proposed FY11 Budget assures the preservation of high priority services, such as mandated or regulated services (state and federal regulatory compliance in special education, finance, personnel, environment and other); protection of life, property, and health; essential services in education, public safety and public works; and in quality of life services enjoyed by all residents – library services, services to the adult community and recreational services for all ages.

#### **NOTABLE CHANGES IN THE FY2011 BUDGET:**

##### **COLAs and Step Increases**

No COLAs are provided for in the FY11 budget. School unions and the Police Supervisors have settled contracts for FY10 and FY11 with 0% COLAs. Collective bargaining is still underway with the Fire Fighters, Patrol Officers, DPW and Clerical units under the town. As of this publication, no step increases are provided to non-union town staff. It is unknown whether the School Committee will implement such a measure for non-union school staff.

##### **General Government**

Large reductions in the legal expense fund and the reserve fund, due to reduced reliance on these funds. Minor reductions in training and other line items. Step Increases for staff eliminated.

##### **Public Safety**

No reductions in personnel, minor reductions in some line accounts. Police patrol officers reduced in FY09 (1) and FY10 (1). Further reductions would impair delivery of safety services. Salary line items reduced to reflect attrition due to retirements and elimination of Step Increases for staff.

##### **Public Works**

Reduction of 1 equipment operator. Outsourcing town building custodial services to reduce salary and benefit costs. Elimination of stump grinding, except for hazard stumps. Reduction of temporary seasonal workers resulting in reduced maintenance of some areas, including tree belts. Reductions in various accounts including equipment, maintenance and supplies, which may affect operations and services to a degree. Reductions in some accounts based on historical expenditures, after assuring that essential requirements are met. Step Increase for staff eliminated.

##### **Community and Cultural Services**

**Parks and Recreation:** The salary of the Assistant Director will be partially offset by fees for programs this position supervises, to reduce reliance on general fund revenues. Temporary seasonal workers have been reduced and consolidated under the DPW Grounds Division. Minor reductions in various accounts. Elimination of Step Increases for staff.

**Library Services:** Reductions in some staffing, funding preserved to maintain library hours at 50 to qualify for state grants. Minor reductions/increases in other accounts to reflect actual costs. Elimination of Step Increases for staff.

**Council on Aging/Adult Center:** Maintenance of existing staff to maintain hours of operations and services. Program Coordinator salary and benefits to be funded through FOLOCA through program fees. Elimination of Step Increases for staff.

**Health Department:** Reduction of Town Nurse from 30 hours/week to 27.5 hours per week, reducing unscheduled access to nurse for health services. Elimination of Step Increases for staff.

Total staff reductions for all non-school services = 6.5 FTEs.

##### **School Department**

Details of the school budget are available at the school website, which can be accessed through <http://www.longmeadow.k12.ma.us>. As proposed, the FY11 budget maintains essential education services, including restoring 18.95 high priority positions originally identified for elimination. The Select Board also proposed an increase of \$135,000 from Operating Stabilization funds to restore 5.4 positions, if the School Committee would allocate \$112,583 in matching funds from the school operating budget or other school funds. This would reduce the proposed appropriation of \$200,000 for additional unemployment costs in FY11. As of this writing, no action has been taken by the School Committee on this

proposal. Also reduced in some areas: clerical and non-prioritized staff, supplies, and some teaching positions where reduced enrollment justified reductions (total proposed staff reductions = 8.0 FTEs). Step Increases for staff are included in the proposed school budget.

Total proposed staff reductions for School budget = 8.0 FTEs, assuming matching funds for 5.4 FTEs are identified by School Committee.

**Debt Service/Employee Benefits**

Unemployment funding increased by \$200,000 in anticipation of staff reductions in FY11. This appropriation will be made by a separate article; amount may be reduced if there is action on the proposal to restore 5.4 positions in the schools, detailed above.

**Enterprise Funds**

These encompass services that are supported by user fees, such as water, sewer and solid waste/recycling. Fees are set to capture direct and indirect costs of providing these services. Curbside waste collection and the transfer station/recycling center costs are offset by fees generated from disposal and recycling.

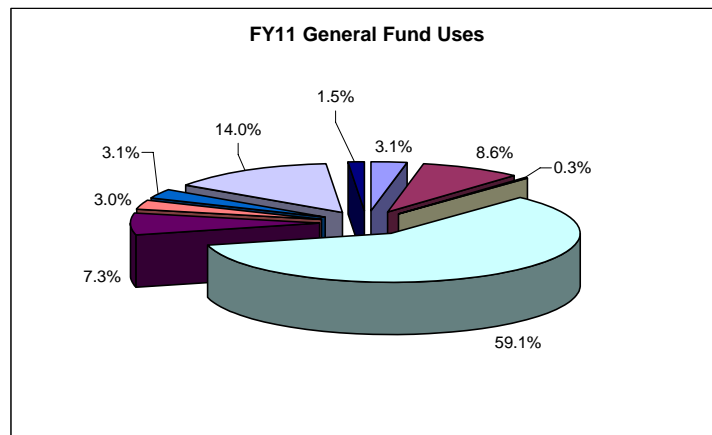
**Capital Budget**

The proposed Capital Budget allocates \$650,000 in general fund revenues and \$108,000 in Capital Stabilization revenues left from prior years projects, and is incorporated in a five-year capital plan. Use of Community Preservation Act funds are proposed this year to support capital projects which restore historic structures, such as the Community House, Center School, Town Hall and Storrs Library. The capital budget is presented and funded in articles 11 through 19 in the town meeting warrant.

**Summary**

The FY2011 budget is based on the best available knowledge at the time of preparation. It is a revenue-based balanced budget, relying on realistic revenue projections and minimal use of the Operational Stabilization fund. It includes service and personnel reductions, cost-savings and efficiencies in order to offset reductions in state aid, local revenues and grants that support operations.

<b><u>Category:</u></b>	<b><u>1-year Trend (10-11)</u></b>	<b><u>2 year Trend (09-11)</u></b>
Municipal	-3.49 %	-3.54 %
Education	-1.14 %	1.79 %
Employee Benefits/Liability	0.94 %	4.04 %
Curbside Waste Collection	-10.22 %	-4.50 %



<b>General Government</b>	<b>1,488,196</b>	<b>3.1%</b>
<b>Public Safety</b>	<b>4,172,475</b>	<b>8.6%</b>
<b>Planning &amp; Comm Dev.</b>	<b>160,161</b>	<b>0.3%</b>
<b>Education</b>	<b>28,624,202</b>	<b>59.1%</b>
<b>Public Works</b>	<b>3,526,372</b>	<b>7.3%</b>
<b>Community Services</b>	<b>1,450,674</b>	<b>3.0%</b>
<b>Debt &amp; Interest</b>	<b>1,519,853</b>	<b>3.1%</b>
<b>Employee Benefits</b>	<b>6,773,230</b>	<b>14.0%</b>
<b>Capital &amp; Revaluation</b>	<b>740,000</b>	<b>1.5%</b>
<b>Totals</b>	<b>48,455,163</b>	<b>100.0%</b>

**REPORT OF THE FINANCE COMMITTEE  
MARCH 30, 2010**

1. **Our Mission:** The mission of the Finance Committee under the Charter is to act as an advisory committee to Town Meeting on the Budget as approved by the Select Board. In addition, the Finance Committee is charged with long term financial planning. This year, the Finance Committee has implemented a budgetary report by department that includes the total full time employees (FTE'S), salaries, health benefits, retirement benefits and revenues specific to each department starting in fiscal year 2008 through the fiscal year 2011 proposed budget to easily view the growth of total costs versus revenues per each department. The Town Manager's budget for Fiscal Year 2011 (commencing July 1, 2010) was amended and approved by the Select Board and then sent to the Finance Committee for final review and recommendations. The Warrant Articles were received from the Town Manager on March 26, 2010. With this report due for publication by April 2, 2010 and with the amount of the budget not included in the Warrant Article 7, the Committee is unable to vote on a recommendation of the budget. The Committee will give its recommendation on the town floor. This report discusses the recommendations of the Committee of the anticipated budget as well as its long term fiscal goals for the town.

2. **Our Goal:** The basic goal of the Finance Committee is to balance the interests of those families who live in Town who do not have children in the school system and the families that do. To do so requires fiscal discipline in order to avoid rapidly rising property taxes. We believe that rapid and large increases in property taxes could cause retirees and empty nesters to move out of town, leaving families with school age children in their wake. The result could start a vicious cycle where the first exodus would increase the school population, thereby raising taxes, in turn causing a second exodus and so on. Given the heavy reliance on property taxes forced on towns by the Commonwealth, we believe such a scenario could occur and we are pledged to avoid it. Short of radical re-zoning, allowing for expansion of our business and commercial zones and similarly greater density in our residential zones, we are faced with the prospect of financing first rate school and town services within the approximately annual revenue growth rate we have experienced over the last few years, with an occasional Proposition 2½ override to finance occasional unavoidable shortfalls. The town was promised during the last Proposition 2½ override discussion that this override would be sufficient for the Town to meet its financial obligations through FY 2010. Longmeadow was successful in staving off any dire financial crisis. With no economic rebound in sight, it is expected that the Commonwealth of Massachusetts will further decrease revenues to cities and towns by an additional 4% and thus increase the challenge to the Select Board and the School Committee to find a financial course that will maintain the quality of services in the Town.

3. **Our General Recommendations:** Excepting water, sewer and ambulance fees, about 81% of the total revenue received by the Town this year is generated from property taxes. The balance comes from state aid and local receipts (mostly motor vehicle excise taxes). When all sources of revenue are accounted for, the town has generally increased its revenue by about 3% per year; however this year's projected revenues are near equal to last year. The Committee understands that it is difficult to run a Town with the level of services expected by the residents of Longmeadow without occasional Proposition 2½ overrides. The Committee also expects, however, that if costs are contained within the general rate of inflation, this 1.7% growth rate is not adequate to fund the increased cost of services without depending upon a large return of free cash every year or with an infrequent and well-planned override to deal with extraordinary cost increases. The School Committee was successful in negotiating a short term contract with its unions resulting in step increases but no cost of living increases. The Select Board is currently attempting to negotiate satisfactory contracts with the unions not already finalized. We expect that the leaders and membership of these unions will recognize the difficult financial conditions that the Town is experiencing in fashioning their demands for future compensation. The town employs over 800 people and our greatest cost of operation is salaries and employee benefits. Consequently, the impact of overly generous labor contracts has a dire effect on the level of services the Town provides.

4. **Budget Highlights – General Government:** The budget, as approved by the Select Board, includes the elimination of six positions with the tasks of four of these positions (custodial) out sourced to provide the function at a lower cost. Additionally, at the urging of the Finance Committee, the Select Board eliminated any salary increases to all non union employees totaling \$25,000.00. The Committee feels that the Select Board makes an overly optimistic assumption of only a 4% decrease in State Aid. The Committee believes that a further decrease in State Revenues applicable to the general government will occur in the mid-year after the elections. The Committee expects that should a further decrease in revenues occur during fiscal 2011 that equal cuts in expenditures will be made in a timely manner. The Committee will not favor Reserve Fund, Free Cash or Operation Stabilization Fund requests to allow for deficit spending. The Budget calls for a general fund increase of approximately 1.7% over last year's budget.

5. **Budget Highlights – Schools:**

A. **Current Fiscal Year (2010)** Special Education costs again amount to almost 33% of the school budget and continue to adversely affect the Town's ability to meet current expenditures. At the time of writing this report, the department has requested an additional \$207,000.00 appropriation to cover unanticipated Special Education costs incurred this fiscal year. The Finance Committee approves this appropriation and is of the opinion that in the future the School Department obtains these funds from its own reserves.

B. **Next Fiscal Year (2011)** The School Department's labor contract has concluded with a short term contract with step increases without cost of living increases. The School Committee has crafted a budget that includes the reduction of 14.9 positions. The School Department's revenues for FY 2011 are expected to decrease by approximately \$216,000.00 as the result of cancellation of existing grant fund money. Included in this budget is \$20,000.00 of non union salary increases. Just as the Select Board deemed it necessary to curtail non union salary increases, the Finance Committee expects the School Committee to follow the same course of action.

The most volatile cost of the School Department is Special Education. The School Department's budget for 2011 is claimed to be as accurate a projection of Special Education costs as can be forecast at this time. It is expected that as the 2011 fiscal year progresses, this projection will be found to have been accurate and that a repetition of this year's request for additional Special Education funding will be avoided. The Committee urges the School Committee to explore and implement other strategies to reduce these costs.

6. **Other Post Employment Benefits (OPEB):** In addition to the overwhelming capital needs to the infrastructure of the town looms an unfunded liability totaling almost \$46,000,000.00 for Other Post Employment Benefits. According to an in-hand actuarial study, the Town should be making a \$600,000.00 contribution to this fund in fiscal year 2010. In past years and in this current year, we have met only our current obligations for these benefits through expenditures in the employee benefits line of the budget. We know of no municipality that is currently funding their obligation but the Committee believes that the future financial well being of the Town is contingent upon meeting this obligation and that any contribution to the fund is better than doing nothing. An OPEB fund was created at last year's town meeting, but not funded. There will be a warrant article this year for \$150,000.00 to start the funding and the Committee urge that it be passed. The Committee also believes that a line item expenditure should be added to the budget every year for funding of this obligation.

7. **Capital Needs:** The Town's long term established policy has been to appropriate 2% of the Town's estimated general fund operating revenues to the Capital Reserve Fund for capital projects. The FY 2011 budget reduces the 2% appropriation to 1.3%. Accepting the assumption of a large reduction in revenues, the funding available for Capital projects has been reduced from the 2% figure with the approval of the Committee to approximately \$624,000.00.

While the Capital Planning Committee is currently reaping the benefit of turn back dollars from completed projects, the Committee has established a capital stabilization reserve appropriation fund (currently \$25,000.00) to eliminate the need to ask the Town to cover any overage costs that arise due to the time lag between the approval of the project and the time needed to successfully approve a bid for the project. Any further turn back dollars from future projects will be held by the Capital Planning Committee in this fund but will be included as part of the next fiscal year's funding and may reduce the amount that will come from the then current Town's overall budget.

8. **Conclusion:** The Select Board has changed the assumptions for reduced state revenues from 10% to 4% resulting in increased aid to the town. The Committee is concerned that this increase in revenues may not come to fruition. As are other municipalities in the Commonwealth, Longmeadow is experiencing a reduction in state funding, the elimination of grant funding, an increase in payroll costs and an increase in the costs of employee benefits. The town's elected officials are faced with the daunting task of providing an acceptable level of services while being squeezed on both sides of the equation. The Committee is of the opinion that given the current level of revenues that fiscal year 2012 will again require reducing costs or raising revenues. Our future is not bleak but given this impending situation the budget process must start by August of 2010 and consideration should be given to a future operational override to eliminate deepening cuts in services. The Boards must also enter into a serious discussion on reducing fixed costs through additional outsourcing and consolidation of services while providing an acceptable level of services in both General Government and Schools. The provided services must be equitable for all that reside in the Town.

Respectfully submitted,

Mark Barowsky, Chair Person, Peter Greenberg, Vice Chair Person, Roger Wojcik, Clerk, James Law, Richard Liasse, Kevin Ryczek, Edward (Ned) Steiger

**GENERAL GOVERNMENT**

	FY08 Actual Expended	FY09 Actual Expended	FY10 Appropriations as Modified	FY11 Budget Request	FY11 Budget Recommended
Select Board / Town Manager	\$ 187,426.65	191,890.74	190,514.00	190,805.00	190,805.00
Moderator	\$ 100.00	0.00	100.00	100.00	100.00
Law Department	\$ 84,590.64	70,316.99	95,600.00	85,600.00	85,600.00
Department of Administration & Finance	\$				
Accounting	\$ 287,822.55	302,498.93	298,484.00	299,145.00	297,115.00
Independent Audit	\$ 28,000.00	28,500.00	29,000.00	25,000.00	25,000.00
Human Resources	\$ 109,019.15	114,659.32	123,326.00	117,448.00	130,331.00
Assessors	\$ 120,362.83	114,568.94	116,658.00	116,753.00	115,234.00
Treasurer/Collector	\$ 252,701.31	252,775.04	252,965.00	238,469.00	238,563.00
Information Technology Administration	\$ 141,263.71	134,604.55	188,466.00	186,466.00	186,466.00
Town Clerk	\$ 97,474.60	102,113.36	107,186.00	107,433.00	106,832.00
Elections & Registration	\$ 44,438.08	39,981.12	26,300.00	41,900.00	41,900.00
Finance Committee Expense	\$ 225.00	226.00	250.00	250.00	250.00
Reserve Fund (transfers)	\$ 0.00	0.00	93,000.00	50,000.00	70,000.00
<b>TOTAL APPROPRIATION</b>	<b>\$ 1,353,424.52</b>	<b>1,352,134.99</b>	<b>1,521,849.00</b>	<b>1,459,369.00</b>	<b>1,488,196.00</b>

**OTHER SERVICE COSTS**

-					
Employee Benefits (estimated)	\$ 264,777.44	284,105.31	285,227.25	286,000.00	286,000.00
Retiree Benefits (estimated)	\$ 17,687.16	17,687.26	17,687.30	18,000.00	18,000.00
Debt Service	\$ 300.00	0.00	1,000.00	1,000.00	1,000.00
<b>TOTAL COST OF SERVICE</b>	<b>\$ 1,636,189.12</b>	<b>1,653,927.56</b>	<b>1,825,763.55</b>	<b>1,764,369.00</b>	<b>1,793,196.00</b>

Total Full Time Equivalents	19.13	19.13	18.17	18.17	18.17
Non-Budget Expenditures					
Election & Registration	\$ 0.00	2,292.07	0.00	0.00	0.00

**BUDGETED REVENUES**

	FY08 Actual Revenue	FY09 Actual Revenue	FY10 Estimated Revenue	FY11 Estimated Revenue
Property Taxes (inc Tax Lien receipts)	\$ 35,881,648.27	36,998,622.53	37,975,719.38	39,055,813.00
Motor Vehicle Excise	\$ 2,169,725.90	2,057,586.30	2,000,000.00	1,930,000.00
Penalties / Interest on Taxes	\$ 160,686.93	106,716.03	100,000.00	120,000.00
Interest Income	\$ 547,071.90	223,204.64	223,000.00	193,000.00
Select Board	\$ 220,217.58	226,318.68	232,500.00	246,600.00
Treasurer / Collector	\$ 36,504.63	43,567.59	44,638.00	44,700.00
Town Clerk	\$ 32,361.30	32,981.05	32,400.00	35,000.00
State Receipts	\$ 6,510,826.28	6,490,639.93	5,635,668.00	5,410,240.00
All Other	\$ 27,830.02	10,874.24	0.00	0.00
<b>TOTAL BUDGETED REVENUES</b>	<b>\$ 45,586,872.81</b>	<b>46,190,510.99</b>	<b>46,243,925.38</b>	<b>47,035,353.00</b>

General government services provide policy and management direction to town departments, and support function to all operations. Services include management and fiscal oversight, legal counsel, accounts payable, accounts receivable, collections, property valuation, investment and fund management, recruitment, payroll and benefit administration, information technology and systems management support, voter registration and elections, and vital records management.

In the Department of Finance and Administration, Human Resources is responsible for payroll and employee benefits for more than 1000 current employees, benefits for more than 300 retirees, and an annual payroll in excess of \$32 Million. The Assessors office assesses more than 5,400 parcels of land, with a combined valuation of \$2.1 Billion. The Treasurer/Collectors office issues 54,000 bills annually and annually manages \$120 Million in transactions. The Town's Purchasing Coordinator has enhanced bidding competition through the creation of a purchasing web page. Postage costs were reduced when the Accounting Department established a bi-weekly Accounts Payable System and a reorganization of the Finance Department staff saved the Town on employee benefit costs. The Treasurer/Collector continued with aggressive lien procedures and in FY10 sold a foreclosed property for \$137,000.

The triennial real estate and personal property revaluation will be undertaken in FY11. Funding has been reduced for legal expenses and the reserve fund in order to meet budget targets. Other line items such as training and the annual audit have been reduced to reflect actual expenditures. Election costs are up due to state elections in the fall.

**PUBLIC SAFETY**

	FY08 Actual Expended	FY09 Actual Expended	FY10 Appropriations as Modified	FY11 Budget Request	FY11 Budget Recommended
Police Department	\$ 2,354,609.10	2,357,405.91	2,337,845.00	2,304,201.00	2,305,974.00
Fire & Emergency Medical Services	\$ 1,749,724.36	1,786,230.55	1,870,626.00	1,827,551.00	1,866,501.00
<b>TOTAL APPROPRIATION</b>	<b>\$ 4,104,333.46</b>	<b>4,143,636.46</b>	<b>4,208,471.00</b>	<b>4,131,752.00</b>	<b>4,172,475.00</b>

**OTHER SERVICE COSTS**

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Employee Benefits (estimated)	\$ 974,156.43	936,591.00	936,860.25	936,861.00	936,861.00
Retiree Benefits (estimated)	\$ 122,980.00	123,567.75	123,567.75	124,000.00	124,000.00
Debt Service	\$ 0.00	0.00	0.00	0.00	0.00
<b>TOTAL COST OF SERVICE</b>	<b>\$ 5,201,469.89</b>	<b>5,203,795.21</b>	<b>5,268,899.00</b>	<b>5,192,613.00</b>	<b>5,233,336.00</b>
Total Full Time Equivalents	55.44	54.44	53.44	53.44	53.44
Non-Budget Expenditures					
Police	\$ 21,046.55	38,718.29	43,400.00	0.00	0.00
Fire / EMS	\$ 7,800.00	13,845.19	1,500.00	1,500.00	1,500.00

**BUDGETED REVENUES**

	FY08 Actual Revenue	FY09 Actual Revenue	FY10 Estimated Revenue	FY11 Estimated Revenue
Police Department	\$ 94,220.02	94,815.09	90,900.00	80,900.00
Fire Department	\$ 13,613.33	13,602.58	12,000.00	14,000.00
Ambulance	\$ 496,625.68	501,416.83	467,657.00	485,000.00
Other	\$ 478.00	330.00	0.00	0.00
<b>TOTAL BUDGETED REVENUES</b>	<b>\$ 604,937.03</b>	<b>610,164.50</b>	<b>570,557.00</b>	<b>579,900.00</b>

Public safety services include police, fire, emergency medical services, emergency planning and response, animal control, and school crossing guards. Federal and state agencies are compelling communities to place increasing emphasis on emergency planning, so more staff time and resources are being directed are emergency planning. These departments have been active in school security planning and exercises, continuing work on the Comprehensive Emergency Management Plan, and on-going public safety programs during the past budget year.

The Police Department responded to 13,486 calls for service, issued 1,144 warnings, 283 civil complaints, took 126 persons into custody. They conducted advanced regional active shooter training at Glenbrook Middle School and sent three supervisors to Command Training at Roger Williams University. The Fire Department responded to 2,022 calls for service, including 1,367 EMS/Rescue calls, 16 structure fires and 6 vehicle fires. 383 emergency notification calls went out, reaching 65,788 people in town. The Fire Department completed installation and implementation of an interoperable emergency communication system, allowing all departments to communicate in an emergency.

No staff changes are being proposed, in order to maintain existing basic service levels. Some salary lines are reduced in the police department due to retirements of long-time employees. Some moderate reductions were made to expense and supply accounts to reflect actual costs.

**DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT**

	FY08 Actual Expended	FY09 Actual Expended	FY10 Appropriations as Modified	FY11 Budget Request	FY11 Budget Recommended
Planning Board	\$ 3,108.03	3,245.95	7,345.00	4,345.00	4,345.00
Zoning Board of Appeals	\$ 5,107.00	2,490.00	5,000.00	5,000.00	5,000.00
Department of Inspection & Zoning Enforcement	\$ 134,244.35	136,887.58	141,257.00	141,382.00	141,382.00
Conservation Commission	\$ 6,970.46	7,683.81	9,334.00	9,334.00	9,334.00
Historic Commission	\$ 0.00	0.00	50.00	50.00	50.00
Historic District Commission	\$ 35.00	50.00	50.00	50.00	50.00

<b>TOTAL APPROPRIATION</b>	\$	<b>149,464.84</b>	<b>150,357.34</b>	<b>163,036.00</b>	<b>160,161.00</b>	<b>160,161.00</b>
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<b>OTHER SERVICE COSTS</b>						
-						
Employee Benefits (estimated)	\$	38,694.11	38,103.51	40,000.08	41,000.00	41,000.00
Retiree Benefits (estimated)	\$	1,304.00	1,328.95	1,410.28	1,500.00	1,500.00
Debt Service	\$	0.00	0.00	0.00	0.00	0.00
<b>TOTAL COST OF SERVICE</b>	\$	<b>189,462.95</b>	<b>189,789.80</b>	<b>204,446.36</b>	<b>202,661.00</b>	<b>202,661.00</b>
Total Full Time Equivalents		1.94	1.94	1.94	1.94	1.94
Non-Budget Expenditures						
Conservation Comm.	\$	0.00	1,161.00	0.00	0.00	0.00

<b>BUDGETED REVENUES</b>						
		FY08	FY09	FY10		FY11
		Actual	Actual	Estimated		Estimated
		Revenue	Revenue	Revenue		Revenue
Conservation Commission & Historic Planning Board	\$	7,270.46	25.00	0.00		100.00
Zoning Board of Appeals	\$	3,108.03	0.00	1,500.00		500.00
Building Department	\$	5,107.00	5,650.00	5,000.00		6,000.00
Weights & Measures	\$	130,303.43	139,913.00	122,500.00		126,000.00
	\$	3,975.92	4,729.00	4,500.00		6,000.00
<b>TOTAL BUDGETED REVENUES</b>	\$	<b>149,764.84</b>	<b>150,317.00</b>	<b>133,500.00</b>		<b>138,600.00</b>

The Department of Planning and Community Development includes the functions of planning, zoning enforcement and appeal, building and code enforcement, historical resources activities, and conservation activities. All land use permit applications are processed through this office, and it is often the first stop for contractors, builders and for developers. The department is comprised of volunteer boards and commissions and has a total staff of 1.94, including the Commissioner of Buildings and two part-time clerical positions. No changes in service levels are being proposed due to minimal staffing. The Town Manager has served as the Director since charter implementation.

**DEPARTMENT OF PUBLIC WORKS**

		FY08	FY09	FY10	FY11	FY11
		Actual	Actual	Appropriations	Budget	Budget
		Expended	Expended	as Modified	Request	Recommended
Administration & Streets	\$	1,124,764.33	1,172,414.74	1,201,764.00	1,074,268.00	1,146,943.00
Snow & Ice Removal	\$	154,708.85	241,618.32	100,000.00	100,000.00	100,000.00
Grounds Maintenance	\$	380,187.14	491,903.40	490,406.00	416,882.00	448,656.00
Building Maintenance	\$	1,049,601.50	1,239,081.99	1,227,875.00	1,092,867.00	1,147,033.00
<b>TOTAL APPROPRIATION</b>	\$	<b>2,709,261.82</b>	<b>3,145,018.45</b>	<b>3,020,045.00</b>	<b>2,684,017.00</b>	<b>2,842,632.00</b>

<b>OTHER SERVICE COSTS</b>						
Employee Benefits (estimated)	\$	387,970.30	397,303.16	419,039.12	460,000.00	460,000.00
Retiree Benefits (estimated)	\$	31,099.00	31,221.14	31,230.00	37,600.00	37,600.00
Debt Service	\$	0.00	0.00	88,400.00	85,600.00	85,600.00
<b>TOTAL COST OF SERVICE</b>	\$	<b>3,128,331.12</b>	<b>3,573,542.75</b>	<b>3,558,714.12</b>	<b>3,267,217.00</b>	<b>3,425,832.00</b>
Total Full Time Equivalents		28.10	28.10	28.10	28.10	23.40
Non-Budget Expenditures						
Administration & Streets	\$	3,000.00	0.00	5,000.00	5,000.00	5,000.00

<b>BUDGETED REVENUES</b>						
		FY08	FY09	FY10		FY11
		Actual	Actual	Estimated		Estimated
		Revenue	Revenue	Revenue		Revenue

Permits & Fees	\$	20,600.00	20,895.00	15,500.00	15,000.00
<b>TOTAL BUDGETED REVENUE</b>	<b>\$</b>	<b>20,600.00</b>	<b>20,895.00</b>	<b>15,500.00</b>	<b>15,000.00</b>

The Department of Public Works is responsible for maintenance and repair of town infrastructure, including buildings, roads, drainage, parks, fields, grounds, transfer station and water and sewer systems, including related environmental compliance and safety. This department also administers the town's Environmental Management System. Under the general fund, department maintains and prepares 65 athletic fields based on sport seasons; mows 111 acres, in season; maintains/repairs 96 miles of streets; maintains/repairs 13 buildings totaling 767,000 s.f

The DPW oversaw improvements to athletic fields at LHS and Russell fields, exterior painting and repairs to the Police and Fire buildings, completed window replacements at Glenbrook MS, repairs to Greenwood Pool facilities and Greenwood Center roof, improvements to storm water management through catch basin cleaning, sewer line inspections and repairs, water and sewer line replacements on Maple Road, and the resurfacing of Williams Street. The proposed FY11 DPW budget eliminates one laborer position; outsources town building custodial services; reduces seasonal laborers; eliminates tree stump grinding except for hazard stumps; reduces supplies, services and expenses, which is expected to adversely affect some services.

**COMMUNITY AND CULTURAL SERVICES**

		FY08 Actual Expended	FY09 Actual Expended	FY10 Appropriations as Modified	FY11 Budget Request	FY11 Budget Recommended
Parks & Recreation	\$	525,295.43	539,336.69	555,917.00	494,808.00	545,377.00
Storrs Library	\$	631,859.21	662,790.89	676,502.00	594,236.00	657,702.00
Adult Center & Council on Aging	\$	163,741.28	172,018.52	136,579.00	121,753.00	125,201.00
Veterans	\$	5,285.75	5,224.67	5,738.00	5,738.00	5,738.00
Health	\$	59,930.50	64,663.87	115,324.00	115,856.00	115,856.00
Cultural Council	\$	1,600.00	800.00	800.00	800.00	800.00
<b>TOTAL APPROPRIATION</b>	<b>\$</b>	<b>1,387,712.17</b>	<b>1,444,834.64</b>	<b>1,490,860.00</b>	<b>1,333,191.00</b>	<b>1,450,674.00</b>

**OTHER SERVICE COSTS**

Employee Benefits (estimated)	\$	421,373.46	398,744.18	403,615.88	405,000.00	405,000.00
Retiree Benefits (estimated)	\$	33,966.00	39,103.34	36,000.30	37,000.00	37,000.00
Debt Service	\$	0.00	0.00	0.00	0.00	0.00
<b>TOTAL COST OF SERVICE</b>	<b>\$</b>	<b>1,843,051.63</b>	<b>1,882,682.16</b>	<b>1,930,476.18</b>	<b>1,775,191.00</b>	<b>1,892,674.00</b>
Total Full Time Equivalent		32.76	32.76	32.65	32.65	30.95
Non-Budget Expenditures						
Parks and Recreation	\$	1,271,944.43	1,290,016.09	1,350,000.00	1,350,000.00	1,350,000.00
Storrs Library	\$	13,976.21	9,760.14	15,000.00	15,000.00	15,000.00
Adult Center & COA	\$	22,840.95	22,841.05	20,000.00	20,000.00	20,000.00
Health	\$	43,377.97	99,044.15	45,000.00	25,000.00	25,000.00
Cultural Council	\$	2,583.14	3,403.00	2,000.00	2,000.00	2,000.00

**BUDGETED REVENUES**

		FY08 Actual Revenue	FY09 Actual Revenue	FY10 Estimated Revenue	FY11 Estimated Revenue
Health Permits & Fees	\$	44,910.61	39,967.31	38,000.00	45,000.00
Recreation/Day Care Reimbursement	\$	324,252.86	343,777.93	343,000.00	377,336.00
Facility Rentals	\$	9,908.92	15,050.62	15,000.00	10,000.00
<b>TOTAL REVENUE</b>	<b>\$</b>	<b>379,072.39</b>	<b>398,795.86</b>	<b>396,000.00</b>	<b>432,336.00</b>

Community Services includes those services that enhance the quality of community and cultural life, beyond core services. Storrs Library maintains a collection of more than 90,000 items, with a circulation of more than 201,000 in 2009. Library use increased in recent years. The library supports school summer reading requirements: last summer the circulation of summer reading among school-age patrons was 26,000. State library aid supports technology improvements, and various funds administered by the Board of Trustees support book purchase standards required by the state, and special programs. The proposed FY11 Budget maintains library hours at 50 hours/week, with cost-effective modifications to the staffing levels.

Parks and Recreation administers rental of town facilities, including the Community House, and promotes Longmeadow's system of parks, athletic fields and recreation areas. Programming and operations are largely offset by fees. In order to reduce cost to the general fund, in FY11 the Assistant Director's salary will be partially offset by program fees, benchmarked to area communities.

The COA/Adult Center will maintain existing hours. In order to reduce cost to the general fund, salary and benefits for the Program Coordinator will be offset by FOLOCA funds through program fees.

The Public Health Department's charge is to preserve, protect and promote the public health, safety and well-being of town residents. Some of the Health Director's duties include health emergency planning and preparedness; enforcement of state sanitation codes regarding food service establishments, summer camps, and septic systems; coordination and administration of the town's seasonal and H1N1 flu clinics; and investigation and reporting of communicable diseases. In FY11, the Community Nurse position is reduced from 30 hr/week to 27.5 hr/week.

**SCHOOLS**

	FY08 Actual Expended	FY09 Actual Expended	FY10 Appropriations as Modified	FY11 Budget Request	FY11 Budget Recommended
<b>TOTAL SCHOOL DEPT BUDGET (all funds)</b>	<b>\$ 29,799,727.45</b>	<b>27,766,231.92</b>	<b>31,643,812.00</b>	<b>30,272,932.00</b>	<b>31,097,297.00</b>
<b>Non-General Fund Sources</b>	<b>2,719,737.00</b>	<b>3,175,858.40</b>	<b>2,688,975.00</b>	<b>2,473,095.00</b>	<b>2,473,095.00</b>
<b>TOTAL APPROPRIATION (Gen Fund only)</b>	<b>27,079,990.45</b>	<b>27,766,231.92</b>	<b>28,954,837.00</b>	<b>27,799,837.00</b>	<b>28,624,202.00</b>

**OTHER SERVICE COSTS**

Employee Benefits (estimated)	\$ 3,170,847.61	3,216,735.05	3,231,649.00	3,296,272.00	3,296,272.00
Retiree Benefits (estimated)	\$ 760,568.18	763,551.73	807,000.00	815,000.00	815,000.00
Debt Service	\$ 1,599,265.00	1,595,622.00	1,457,178.00	1,433,253.00	1,433,250.00
<b>TOTAL COST OF SERVICE</b>	<b>\$ 35,330,408.24</b>	<b>33,342,140.70</b>	<b>37,139,639.00</b>	<b>35,817,457.00</b>	<b>36,641,819.00</b>
Total Full Time Equivalents (excl. Food Service)	420.69	446.01	435.36	402.68	421.60
Total Full Time Equivalents (Food Service - fee based)	25.81	24.77	24.77	0.00	0.00
Non-Budget Expenditures	\$ 1,840,907.14	1,952,794.98	2,100,000.00	2,100,000.00	2,100,000.00

**BUDGETED REVENUES**

	FY08 Actual Revenue	FY09 Actual Revenue	FY10 Estimated Revenue	FY11 Estimated Revenue
School (Federal Medicare Reimbursement)	\$ 74,029.00	76,236.09	76,000.00	76,000.00
<b>TOTAL REVENUE</b>	<b>\$ 74,029.00</b>	<b>76,236.09</b>	<b>76,000.00</b>	<b>76,000.00</b>

The Longmeadow School Department provides educational services to 3,100 students in pre-k to grade 12, and continues to ensure that all students excel in learning, succeed in life and enrich our community. The district maintains outstanding results at both the local and state levels on MCAS performance. Other outstanding measures include: Attendance: 95.8% ; Drop-out rate: 0.4% ; Retention rate: 0.4% ; Graduation rate: 98.8%; College attendance plans for 2009 LHS graduates: 95%; other post secondary plans: 5%. With over 91% of their students participating in the tests, LHS SAT results exceed both state and national averages. Regarding district expenditures, LPS continues to spend less per pupil than the state average and than most area school districts. In the last few years, the district has achieved significant cost efficiencies through use of technological solutions as well as through restructuring and reallocation of resources. See the LPS website for a complete summary of the FY11 budget and an updated Review of the Strategic Plan: <http://www.longmeadow.k12.ma.us>.

The FY11 budget as proposed includes restoration of 18.95 FTE positions originally identified for elimination; an option for restoring another 5.4 FTE positions (4.4 teaching staff, 1.0 clerical) for a final 8.0 FTE overall reduction from FY10 (primarily in clerical, services and teaching positions where enrollment declined).

**DEBT SERVICE / EMPLOYEE BENEFITS / LIABILITY INSURANCE**

	FY08 Actual Expended	FY09 Actual Expended	FY10 Appropriations as Modified	FY11 Budget Request	FY11 Budget Recommended
Debt Service	\$ 1,603,086.86	1,597,852.88	1,546,578.00	1,519,853.00	1,519,853.00
Liability Insurance	317,652.70	273,081.62	300,000.00	315,000.00	315,000.00

Employee Benefits	\$ 5,788,263.88	5,824,118.75	6,409,850.00	6,424,850.00	6,458,230.00
<b>TOTAL DEBT / EMP BEN/ LIAB INS APPROPRIATION</b>	<b>\$ 7,709,003.44</b>	<b>7,695,053.25</b>	<b>8,256,428.00</b>	<b>8,259,703.00</b>	<b>8,293,083.00</b>

The Town has \$15.216 Million in outstanding bonds & notes: \$9.73 Million for school projects; \$4.38 Million for Sewer and \$866,000 for water line replacement plus 240,000 for Greenwood Roof.

Of 572 eligible employees, 331 are enrolled in town health insurance; 226 school employees and 105 municipal. Health Insurance cost increases has moderated somewhat during the past few years.

**ENTERPRISE FUNDS**

	FY08 Actual Expended	FY09 Actual Expended	FY10 Appropriations as Modified	FY11 Budget Request	FY11 Budget Recommended
Solid Waste / Recycling	\$ 1,011,927.49	1,027,378.12	1,046,993.00	999,138.00	969,138.00
Water	\$ 1,653,391.85	1,061,632.54	1,768,198.00	1,664,722.00	1,663,881.00
Sewer	\$ 1,536,494.68	1,548,310.69	1,905,400.00	1,909,263.00	1,908,422.00
<b>TOTAL APPROPRIATION</b>	<b>\$ 4,201,814.02</b>	<b>3,637,321.35</b>	<b>4,720,591.00</b>	<b>4,573,123.00</b>	<b>4,541,441.00</b>

**OTHER SERVICE COSTS**

**Solid Waste / Recycling**

Employee Benefits (estimated numbers included above)	\$ 9,010.17	8,940.74	9,507.13	9,600.00	9,600.00
Retiree Benefits (estimated)	\$ 5,270.40	5,270.40	5,669.51	6,000.00	6,000.00
Debt Service (Numbers included above)	\$ 0.00	0.00	0.00	0.00	0.00
<b>TOTAL COST OF SERVICE</b>	<b>\$ 1,026,208.06</b>	<b>1,041,589.26</b>	<b>1,062,169.64</b>	<b>1,014,738.00</b>	<b>984,738.00</b>

Total Full Time Equivalents 0.70 0.70 0.70 0.70 0.70

**Water**

Employee Benefits (estimated numbers included above)	\$ 114,267.99	92,486.09	121,910.00	103,000.00	103,000.00
Retiree Benefits (estimated)	\$ 4,743.00	4,774.84	4,775.00	5,000.00	5,000.00
Debt Service (Numbers included above)	\$ 130,942.70	123,054.83	131,931.00	138,445.00	138,445.00
<b>TOTAL COST OF SERVICE</b>	<b>\$ 1,658,134.85</b>	<b>1,066,407.38</b>	<b>1,772,973.00</b>	<b>1,669,722.00</b>	<b>1,668,881.00</b>

Total Full Time Equivalents 6.90 6.24 6.24 6.24 6.19

**Sewer**

Employee Benefits (estimated numbers included above)	\$ 76,743.44	77,094.55	75,876.00	100,500.00	100,500.00
Retiree Benefits (estimated)	\$ 7,563.00	7,623.88	7,624.00	8,000.00	8,000.00
Debt Service (Numbers included above)	\$ 260,483.54	295,369.59	414,245.00	400,117.00	400,117.00
<b>TOTAL COST OF SERVICE</b>	<b>\$ 1,544,057.68</b>	<b>1,555,934.57</b>	<b>1,913,024.00</b>	<b>1,917,263.00</b>	<b>1,916,422.00</b>

Total Full Time Equivalents 4.90 7.30 6.24 6.24 6.19

**BUDGETED REVENUES**

	FY08 Actual Revenue	FY09 Actual Revenue	FY10 Estimated Revenue	FY11 Estimated Revenue
Leaf Bags	\$ 12,200.59	11,085.00	11,000.00	11,000.00
Refuse Bags	\$ 78,533.44	46,738.11	78,540.00	75,000.00
Recycling Permits	\$ 86,830.00	98,255.00	100,750.00	100,000.00
Other Recycling	\$ 159,591.07	143,001.13	95,108.00	99,398.00
Tax Levy	\$ 0.00	715,989.00	761,595.00	683,740.00
<b>Total Solid Waste &amp; Recycling Revenue</b>	<b>337,155.10</b>	<b>1,015,068.24</b>	<b>1,046,993.00</b>	<b>969,138.00</b>

**Water**

User Fees (incl Tax Liens)	\$ 1,627,697.11	1,378,946.69	1,824,184.00	1,798,967.00
Admin Fee	\$ 65,842.00	59,067.28	66,514.00	66,514.00

Interest	\$ 9,495.37	33,520.75	20,000.00	10,000.00
Other Misc	\$ 800.00	5,124.51	0.00	8,000.00
<b>Total Water Revenue</b>	<b>1,703,834.48</b>	<b>1,476,659.23</b>	<b>1,910,698.00</b>	<b>1,883,481.00</b>
<b>Sewer</b>				
User Fees (incl Tax Liens)	\$ 1,594,309.95	1,734,968.02	1,818,886.00	1,831,908.00
Admin Fee	\$ 65,842.00	59,067.28	66,514.00	66,514.00
Interest	\$ 5,695.48	31,319.21	20,000.00	10,000.00
Other Misc	\$ 4,900.00	16,650.06	0.00	0.00
<b>Total Sewer Revenue</b>	<b>1,670,747.43</b>	<b>1,842,004.57</b>	<b>1,905,400.00</b>	<b>1,908,422.00</b>
<b>TOTAL BUDGETED REVENUE</b>	<b>\$ 3,711,737.01</b>	<b>4,333,732.04</b>	<b>4,863,091.00</b>	<b>4,863,091.00</b>

Solid waste/recycling budget is down due to reduced waste generation and associated tipping fee, and a new solid waste collection/disposal contract. The general fund supports most of the costs associated with curbside collection. Water enterprise funds support maintenance and operation of 99 miles of water lines, a water pumping station, water storage tower and purchase of water from the Springfield Waste and Sewer Commission (SWSC). If approved by town meeting, the town will undertake replacement of deteriorated water lines on Longview, Barclay and Birch; exterior renovation and painting of the water tower and implement an electronic meter reading system, replacing meters that are in some cases are 30 years old.

Sewer enterprise funds support maintenance and operation of 80 miles of sewer lines, 2 sewer pumping stations and treatment services purchased from SWSC. If approved by town meeting, an aged pump will be replaced in the Emerson Road Pumping station and a sewer line across Willow Brook will be replaced.

**GRAND TOTALS**

	FY08 Actual Expended	FY09 Actual Expended	FY10 Appropriations as Modified	FY11 Budget Request	FY11 Budget Recommended
TOTAL GENERAL GOV'T APPROPRIATION	\$ 1,353,424.52	1,352,134.99	1,521,849.00	1,459,369.00	1,488,196.00
TOTAL PUBLIC SAFETY APPROPRIATION	\$ 4,104,333.46	4,143,636.46	4,208,471.00	4,131,752.00	4,172,475.00
TOTAL PLANNING & COMM DEV APPROPRIATION	\$ 149,464.84	150,357.34	163,036.00	160,161.00	160,161.00
TOTAL PUBLIC WORKS APPROPRIATION	\$ 2,709,261.82	3,145,018.45	3,020,045.00	2,684,017.00	2,842,632.00
TOTAL COMMUNITY SERVICES APPROPRIATION	\$ 1,387,712.17	1,444,834.64	1,490,860.00	1,333,191.00	1,450,674.00
TOTAL SCHOOL G / F APPROPRIATION	\$ 27,079,990.45	27,766,231.92	28,954,837.00	27,799,837.00	28,624,202.00
TOTAL DEBT SERVICE / EMPLOYEE BENEFITS / LIABILITY INS.	\$ 7,709,003.44	7,695,053.25	8,256,428.00	8,259,703.00	8,293,083.00
<b>TOTAL GENERAL FUND</b>	<b>44,493,190.70</b>	<b>45,697,267.05</b>	<b>47,615,526.00</b>	<b>45,828,030.00</b>	<b>47,031,423.00</b>
TOTAL ENTERPRISE FUND	4,201,814.02	3,637,321.35	4,720,591.00	4,573,123.00	4,541,441.00
<b>GRAND TOTAL: APPROPRIATIONS</b>	<b>\$ 48,695,004.72</b>	<b>49,334,588.40</b>	<b>52,336,117.00</b>	<b>50,401,153.00</b>	<b>51,572,864.00</b>

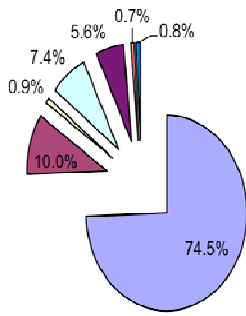
**FY11 Budget - Sources & Uses**

**Estimated Uses**

**Estimated Sources**

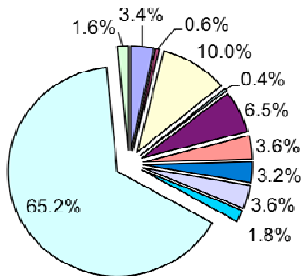
		<u>Raise &amp; Appropriate</u>	<u>Capital Stabilization</u>	<u>SBA Proceeds</u>	<u>Water</u>
FY11 Operating Budget	51,572,864 =	47,386,331		328,832	1,663,881
FY 11 Capital Budget ( Article 11)	758,500 =	650,000	108,500		
Triennial Revaluation (Article 5)	90,000 =	90,000			
Total	52,421,364	48,126,331	108,500	328,832	1,663,881

**FY2011 Estimated Funding Sources  
Operating & Capital Budgets**



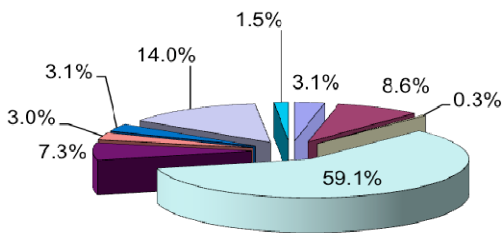
PROPERTY TAXES (net)	39,055,813.00	74.5%
STATE AID (net)	5,259,382.00	10.0%
AMBULANCE	485,000.00	0.9%
SEWER, WATER & SOLID WASTE	3,857,701.00	7.4%
ENTERPRISE	3,857,701.00	7.4%
OTHER LOCAL RECEIPTS	2,948,800.00	5.6%
REC/ DAY CARE REIMBURSEMENT	377,336.00	0.7%
CAPITAL STABILIZATION / SBA PROCEEDS	437,332.00	0.8%
<b>TOTALS</b>	<b>52,421,364.00</b>	<b>100.0%</b>

**FY2011 Estimated Cost of Service  
(Inclusive of Debt & Employee Benefits)**

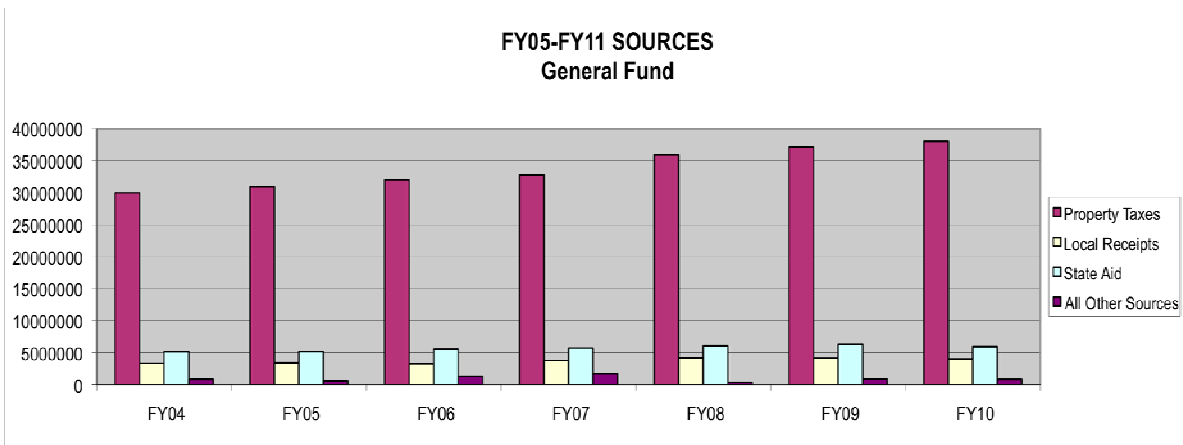


GENERAL GOV'T	1,793,196.00	3.4%
LIABILITY INS	315,000.00	0.6%
PUBLIC SAFETY	5,233,336.00	10.0%
PLANNING & COMM DEV	202,661.00	0.4%
PUBLIC WORKS	3,425,832.00	6.5%
COMMUNITY SERVICES	1,892,674.00	3.6%
WATER FUND	1,663,881.00	3.2%
SEWER FUND	1,908,422.00	3.6%
SOLID WASTE & RECYCLING	969,138.00	1.8%
SCHOOL G / F	34,168,724.00	65.2%
CAPITAL & REVALUATION	848,500.00	1.6%
<b>TOTALS</b>	<b>52,421,364.00</b>	<b>100.0%</b>

**FY11 General Fund Uses**



General Government	1,488,196	3.1%
Public Safety	4,172,475	8.6%
Planning & Comm Dev.	160,161	0.3%
Education	28,624,202	59.1%
Public Works	3,526,372	7.3%
Community Services	1,450,674	3.0%
Debt & Interest	1,519,853	3.1%
Employee Benefits	6,773,230	14.0%
Capital & Revaluation	740,000	1.5%
<b>Totals</b>	<b>48,455,163</b>	<b>100.0%</b>



<b>Funding Source</b>	<b>FY05</b>	<b>FY06</b>	<b>FY07</b>	<b>FY08</b>	<b>FY09</b>	<b>FY10</b>	<b>FY11</b>
<b>General Fund Only</b>							
<b>Property Taxes (net)</b>	31,115,754 77.05%	32,044,418 76.91%	32,655,591 74.43%	35,845,714 77.07%	36,828,168 78.47%	37,975,720 77.80%	39,055,813 80.05%
<b>Local Receipts</b>	3,439,032 8.82%	3,310,000 7.84%	3,805,000 8.67%	4,224,330 8.88%	4,206,375 8.71%	3,850,457 7.82%	3,811,136 7.87%
<b>State Aid (net)</b>	5,174,823 12.81%	5,565,441 13.18%	5,580,804 12.62%	6,034,842 12.87%	6,216,475 12.87%	5,481,288 11.19%	5,258,382 10.82%
<b>All Other Sources</b>	656,100 1.62%	1,282,255 3.08%	1,731,007 3.89%	408,325 0.88%	938,320 1.94%	1,748,166 3.58%	328,832 0.68%
	<b>40,385,509 100.00%</b>	<b>42,212,114 100.00%</b>	<b>43,872,202 100.00%</b>	<b>46,513,311 100.00%</b>	<b>48,289,356 100.00%</b>	<b>49,065,811 100.00%</b>	<b>48,455,163 100.00%</b>

TOWN OF LONGMEADOW  
ANNUAL TOWN MEETING  
TUESDAY – MAY 11, 2010 – 7:00 P.M.

WARRANT

**COMMONWEALTH OF MASSACHUSETTS, HAMPDEN, ss**

To Town Clerk Katherine Ingram, or any of the Constables of the Town of Longmeadow, in said County:

**GREETINGS:**

In the name of the Commonwealth of Massachusetts, you are directed to notify and warn the Inhabitants of the Town of Longmeadow, qualified to vote in elections and Town affairs, to meet in the GYMNASIUM of the LONGMEADOW HIGH SCHOOL in said Town on TUESDAY, the ELEVENTH day of MAY, 2010 at seven o'clock in the evening and if the GYMNASIUM of the LONGMEADOW HIGH SCHOOL, shall not, in the opinion of the Moderator, be adequate to contain such Inhabitants who shall meet, then to meet also in the AUDITORIUM and such other locations in the LONGMEADOW HIGH SCHOOL as the Moderator deems appropriate, at such time and place then and there to act on the following articles to wit:

**ARTICLE 1.**

To see if the Town will vote to choose three trustees to administer the William Goldthwait Bequest, or take any other action relative thereto.

*The Goldthwait Bequest is an endowment fund left to the Town of Longmeadow for assistance to “the worthy poor of Longmeadow”. The Board of Trustees administers this fund and makes expenditures, from the accruing interest, for applicants experiencing financial hardship. The trustees are chosen annually by Town Meeting.*

**ARTICLE 2.**

To see if the Town will vote to transfer from the overlay surplus account the sum of \$81,950, or a greater or lesser sum, for the FY10 snow and ice removal deficit, or take any other action relative thereto.

*Recommended by the Finance Committee*

*Towns may overspend snow and ice removal budgets, but must still make provisions to cover these expenses through an appropriation. In this case, the Town is asking the approval of town meeting to cover the cost by amending the FY2010 budget. Snow removal costs for FY2010 are in excess of the appropriation.*

**ARTICLE 3.**

To see if the Town will vote to transfer from the overlay surplus account the sum of \$42,324, and from Operation Stabilization Fund the sum of \$164,676, for a total of \$207,000, or a greater or lesser sum, to pay for unanticipated FY2010 special education costs, or take any other action relative thereto.

*Recommended by the Finance Committee*

*This article addresses shortfalls in the FY2010 school Special Education budget. Use of the Operational Stabilization Fund requires that this article obtain a 2/3 vote for approval.*

**ARTICLE 4.**

To see if the Town will vote to amend Article 12 of the April 28, 2009 town meeting by replacing the word “sewer” with the word “water” so that it will read “and to raise and appropriate the sum of \$29,000 from water receipts to pay principal and interest in FY10”, or take any other action relative thereto.

*Recommended by the Finance Committee*

*Article 12 funded improvements to water lines on Maple Road. The article erroneously included the word “sewer”.*

**ARTICLE 5.**

To see if the Town will vote to raise and appropriate the sum of \$90,000, or a greater or lesser sum, for the Fiscal Year 2012 Department of Revenue mandated triennial update of all properties in Town, or take any other action relative thereto.

*This is a required expenditure. Every three years, the Department of Revenue requires the Town to do a complete analysis of our property data in order to certify that our property assessments are at full and fair cash value.*

*Recommended by the Finance Committee*

**ARTICLE 6.**

To see if the Town will vote to transfer \$50,000 from the FY10 Reserve Fund and \$100,000 from the FY10 Employee Benefits/Health Insurance line items, or greater or lesser sums, to the Other Post Employment Benefits Trust Fund established pursuant to Article 21 of the April 28, 2009 Annual Town Meeting in accordance with MGL Chapter 32B Section 20, or take any other action relative thereto.

*Recommended by the Finance Committee*

*This transfer of funds would begin to address the unfunded liability of the Other Post Employment Benefits (OPEB) granted to retirees and future retirees of the Town. Establishment and funding of the OPEB fund is recommended by the Town's independent auditor, in compliance with Government Accounting Standards Board (GASB) recommendations.*

**ARTICLE 7.**

To see if the Town will vote to raise and appropriate a sum of money for the Fiscal Year 2011 operating budget, and to fix the salary and compensation of the Select Persons at \$2,000 each, and to provide for a reserve fund, or take any other action relative thereto.

*Recommendation of the Finance Committee to be Made on Town Meeting Floor*

*An annual operating budget must be adopted and funded for the fiscal year beginning on July 1, 2010. The budget was approved by the Select Board and reviewed by the Finance Committee, as required under the Charter. The budget as printed is a balanced budget as required under the General Laws and the Town Charter. Detailed line item budgets can be reviewed on the Town and School websites. The Finance committee will present its recommendations to town meeting.*

**ARTICLE 8.**

To see if the Town will vote to transfer from the Operation Stabilization Fund the sum of \$200,000, or a greater or lesser sum, to fund unemployment liability for Fiscal Year 2011, or take any other action relative thereto.

*Recommendation of the Finance Committee to be Made on Town Meeting Floor*

*This article will fund projected FY11 unemployment costs, based upon proposed reductions in staff. A base amount for unemployment costs is covered in the FY11 operating budget, but is not expected to cover the projected costs in FY11. The amount proposed in this article may be modified based upon actions taken in Article 7. A 2/3 vote is required to approve transfer of Operating Stabilization funds.*

**ARTICLE 9.**

To see if the Town will vote to establish a revolving fund for the School Department, pursuant to General Laws Chapter 44, Section 53E½, said fund to receive commissions paid from sales from vending machines located in various locations under the jurisdiction of the School Department, said funds to be deposited with the Town Treasurer and with payments from the fund to be expended by the School Department, up to the amount of \$13,250, to support the school lunch and athletic programs and other school-related activities, or take any other action relative thereto.

*Recommendation of the Finance Committee to be Made on Town Meeting Floor*

*Massachusetts General Laws requires revenues to be deposited in the General Fund in most cases. Adoption of this provision will allow the School Department to keep and expend these funds solely for school purpose without turning them over to general revenue, as was the original intent of the vending agreement. The appropriation can not exceed those funds received in the prior fiscal year, which was \$13,250.*

**ARTICLE 10.**

To see if the Town will vote to appropriate funds to be received from the state for highway improvements under the authority of M.G.L. Chapter 90, or any other applicable laws, and to authorize the Select Board, if necessary, to apply for, accept, and borrow in anticipation of state aid for such projects, expend, or take any other action relative thereto.

*Recommendation of the Finance Committee to be Made on Town Meeting Floor*

*The state annually allocated to the Town a sum of money to be spent on Town roads. This amount must be appropriated by town meeting. The Town spends the money first and is reimbursed by the state upon completion of the project. Amount is unknown at the time of publication.*

**ARTICLE 11.**

To see if the Town will vote to raise and appropriate the sum of \$650,000, or a greater or lesser sum, and transfer from the Capital Stabilization Fund the sum of \$108,500, or greater or lesser sums, for the following capital projects:

<u>Project Description</u>	<u>Funding Amount Recommended</u>
Fire Truck Payment	\$35,000
Greenwood Center Door Replacement	\$22,000
Center School Exterior Restoration	\$150,000
Williams Gym Floor Replacement	\$50,000
Greenwood Heating Replacement	\$135,000
Williams Bleacher Replacement	\$12,000
Reynolds Pool Liner and Anodes	\$10,000
Mower Replacement	\$80,000
Pick-up Truck Replacement	\$31,500
Tractor Replacement	\$28,000
Glenbrook Locker Replacement	\$75,000
Transfer to Capital Stabilization Fund	\$130,000
<b>Total</b>	<b>\$758,500</b>

, and that all unspent funds from these projects are to be returned to the Capital Stabilization Fund, or take any other action relative thereto.

*Recommended by the Finance Committee*

*Articles 11 through 13 – the Capital Planning Committee annually evaluates capital needs of the community and recommends projects for funding. Capital Planning Committee has posted its complete report on their recommendations on the Town website [www.longmeadow.org](http://www.longmeadow.org). The list above has been approved by the Select Board. A 2/3 vote is required to transfer funds in and out of the Capital Stabilization Fund.*

**ARTICLE 12.**

To see if the Town will vote to transfer the sum of \$7,460, or a greater or lesser sum, from the Recreation Stabilization Fund for the replacement of the Reynolds pool liner and anodes, or take any other action relative thereto.

*Recommended by the Finance Committee*

*The estimated total cost of the Reynolds pool liner is \$17,460, all of which was requested from capital stabilization for FY11. The approval of this transfer will reduce the amount funded from the Capital Stabilization Fund and provide funds necessary to complete this project. A 2/3 vote is required to transfer these funds.*

**ARTICLE 13.**

To see if the Town will vote to transfer the sum of \$75,000, or a greater or lesser sum, from the remaining balances available in the following project accounts: \$139.30 from Article 17 of the April 29, 2008 town meeting (Sewer Jet) and \$74,860.70 from Article 12 of the April 29, 2007 town meeting (Wheelmeadow Brook Sewer interceptor), for the replacement of the pump at the Emerson Road sewer pump station, or take any other action relative thereto.

*Recommended by the Finance Committee*

*This project was identified as a priority in the Tighe & Bond sewer system survey. The pump is 20 years old and has exceeded its life: the pump was last replaced in 1973.*

**ARTICLE 14.**

To see if the Town will vote to transfer the sum of \$8,192 from the FY2011 Community Preservation local surcharge and trust fund for administration costs for the Community Preservation Committee, or take any other action relative thereto.

*Not Recommended by the Finance Committee*

*These funds are for any expenses incurred by the Community Preservation Committee. This is the same amount as approved for FY2010. In FY2010 the Committee spent \$1,500. Any funds not used during the year are returned to the Community Preservation Undesignated Fund Balance account.*

**ARTICLE 15.**

To see if the Town will vote to transfer the sum of \$45,000 from the Community Preservation Historic Preservation Reserve for preservation and restoration of the Old Town Hall building, also known as the American Legion Building, or take any other action relative thereto.

*Recommended by the Finance Committee*

*This article would use CPA funds for exterior and interior work at the American Legion Building which dates from the mid-1800s. The work includes replacing the roof and gutters, installing storm windows, and interior and exterior repairs and painting. This project will stabilize and prevent further deterioration of the exterior and interior of the building.*

**ARTICLE 16.**

To see if the Town will vote to transfer the sum of \$48,000 from the Community Preservation Undesignated Fund Balance to restore the doors and masonry at Center School, or take any other action relative thereto.

*Recommended by the Finance Committee*

*This article would use CPA funds to replace the wood doors which are disintegrating at Center School. In addition, exterior masonry will be re-pointed. The doors are to be replaced with a durable, low maintenance product which must be approved by the Historic District Commission prior to installation.*

**ARTICLE 17.**

To see if the Town will vote to transfer the sum of \$12,000 from the Community Preservation Historic Preservation Reserve Account to preserve and restore the ceiling separated due to settling in the Storrs Library, or take any other action relative thereto.

*Recommended by the Finance Committee*

*This article would provide CPA funds to restore the ceiling in Storrs Library where the ceiling and walls are separating due to settling.*

**ARTICLE 18.**

To see if the Town will vote to transfer the sum of \$65,000 from the Community Preservation Undesignated Fund Balance to restore the Community House by replacing approximately one half of the windows in an amount of \$65,000 provided, however, the following conditions are met:

- The Town will explore opportunities for alternative sources of funding or for rebates based on possible energy savings;
- Window frames will be made of durable, low maintenance products;
- Replacement windows must be approved by the Historic District Commission

, or take any other action relative thereto.

*Recommended by the Finance Committee*

*This article would provide CPA funds for the first phase of window replacement at the Community House. Many of the current windows do not work and the storm windows are not effective. This project will preserve the building envelope and conserve energy.*

**ARTICLE 19.**

To see if the Town will vote to transfer the sum of \$226,000 from the Community Preservation Undesignated Fund Balance to restore and preserve Town Hall, including exterior painting, pointing of brick work, window replacement, carpentry repairs, replacement of the rear door, and installation of an ADA (Americans with Disabilities Act) compliant bathroom in the first floor, provided the following conditions are met:

- The Town will explore opportunities for alternative sources of funding or for rebates based on possible energy savings;
- Window frames will be made of durable, low maintenance products;
- All exterior work, windows, and door must be approved by the Historic District Commission

, or take any other action relative thereto.

*Recommended by the Finance Committee*

*This article would provide CPA funds for the exterior restoration of Town Hall. Installation of an ADA compliant bathroom will make the building more accessible for individuals with disabilities.*

**ARTICLE 20.**

To see if the Town will vote to transfer the sum of \$48,800 from the Community Preservation Housing Reserve to establish a Residential Home Modification Fund, provided the following conditions are met:

- Funds will only be provided to Town residents meeting the low and moderate income guidelines outlined in the Community Preservation Act;
- Funds will only be used for items which meet the definition of housing support provided in the Community Preservation Act guidelines;
- The Longmeadow Council on Aging must receive approval from the Longmeadow Housing Authority for the specific guidelines for the program including well-defined financial controls prior to expending any funds; and
- The Longmeadow Council on Aging will provide to the Housing Authority and Community Preservation Committee a progress report on project spending at six and twelve month intervals following approval

, or take any other action relative thereto.

*Recommended by the Finance Committee*

*This article would provide CPA funds to create a fund to allow Town residents meeting the income requirements to apply for funds needed to perform housing repairs or modifications to allow them to stay in their homes. The Council on Aging will set up a board to create the program guidelines and review all projects. The project includes \$8,800 for administrative costs and \$40,000 for home modification funds. Applicants will be expected to utilize all other available fund sources before applying for these funds.*

**ARTICLE 21.**

To see if the Town will vote to maintain funding for Article 28 of the April 29, 2008 town meeting in the amount of \$52,000 and extend the deadline for becoming a local historic district to August 31, 2011, for Colony Hills' Streetlights and Street Signs Restoration Project, or take any other action relative thereto.

*Recommended by the Finance Committee*

*This project was approved at the April 2008 Annual Town Meeting with the requirement that the area become a local historic district within 24 months of the meetings. Due to the complexity of becoming a local historic district and steps involved, it has taken longer than expected. This article will restore the funding which expired on April 29, 2010 and extend the deadline for compliance.*

**ARTICLE 22.**

To see if the Town will vote to authorize a revolving fund under Massachusetts General Law Chapter 44, Section 53 E ½ entitled "Council on Aging Home Modification Revolving Fund" to be deposited with the Town Treasurer and with payments from the fund to be expended by the Council on Aging to provide financial support for home modification projects for Longmeadow residents of limited means, said fund to receive and disperse residential matching funds for Community Preservation projects provided for under Article 18, up to the amount of \$4,000, or take any other action relative thereto.

*The proposed project will benefit the Town and address the following Community Preservation Act funding criteria: "The creation, preservation and support of community housing." The proposal addresses many of the CPA funding criteria: meets local housing needs for eligible low and moderate income individuals and families and promotes a socioeconomic environment that encourages a diversity of income and age and ensure long-term affordability. Home modifications can provide adaptations to homes that make it easier and safer to carry out activities such as bathing, cooking and climbing stairs. For very low income people, some assistance is available for such modifications through local, state and federal assistance programs, but in addition to restrictive income guidelines, assistance may be limited to a single item such as a ramp and leave other needs unmet. Such gaps in assistance will be filled by the Home Modification Fund. Funds deposited in this account will come from approved applicants making a 10% match.*

**ARTICLE 23.**

To see if the Town will vote to transfer from the custody of the Treasurer to the Conservation Commission 3 lots, 242, 243, 244, Parcel ID #615/3/28, located at Riverview Court and comprising approximately 5,310 square feet, or take any other action relative thereto.

*This parcel was acquired by Town Meeting vote in October 2009 by deed in lieu of foreclosure. It is not developable, and transfer to the Conservation Commission will protect a wetland area. A 2/3 vote is required to transfer land.*

**ARTICLE 24.**

To see if the Town will vote to transfer the sum of \$50,000, or a greater or lesser amount, from Article 17 of the April 29, 2008 town meeting (Wheel Meadow Brook Sewer Interceptor) for sewer line repairs to a sewer line crossing Willow Brook, or take any other action relative thereto.

*Recommended by the Finance Committee*

*There is a sanitary sewer main that crosses Willow Brook that is running exposed across the bottom brook. It is in danger of failure and discharging sewage to Willow Brook. Any discharge of sewer to the brook will be a violation of environmental regulations and may lead to compliance initiatives from the DEP including fines.*

**ARTICLE 25.**

To see if the Town will vote to authorize the Treasurer to borrow the sum of \$1,325,000, or a greater or lesser sum, to be repaid in the first instance from water receipts, for the purpose of installing a remote read water meter system, and to raise and appropriate the sum of \$75,000 from water receipts to pay in the first instance principal and interest in FY11, or take any other action relative thereto.

*Recommended by the Finance Committee*

*This warrant article will authorize the town to borrow money to upgrade all the water meters in town, either by replacement or retrofit. When completed all water meters will be able to be read remotely. The cost of this upgrade will be spread over 10 years and be paid for as part of water user fees. The Select Board has structured the payments for this bond such that water rates due to this bond will not increase for three years and then will decrease yearly over the balance of the 10 year bond. Once the bond is paid off, Town water rates will be lower than if these meters are not installed. Some residents will have increased water fees as newly calibrated meters replace worn meters, but most residents will see a reduction in fee as they no longer subsidize the mis-calibrated meters of others. Savings accrue due to a reduction in staffing and more accurate billing. A 2/3 vote is required to authorize borrowing*

**ARTICLE 26.**

To see if the Town will vote to authorize the Treasurer to borrow the sum of \$800,000, or a greater or lesser sum, to be repaid in the first instance from water receipts, for the purpose of funding the painting of the exterior of the water tank, and to raise and appropriate the sum of \$108,000 from water receipts to pay in the first instance principal and interest in FY11, or take any other action relative thereto.

*Recommended by the Finance Committee*

*In the Water System Evaluation completed by Tighe & Bond in 2008, recommendations included exterior painting of the water tank to protect this asset and prevent it from further degradation resulting in more expensive repairs or replacement. Typically, water tank exterior painting should occur every 15 to 20 years: the water tank was last painted in 1987. A 2/3 vote is required to authorize borrowing.*

**ARTICLE 27.**

To see if the Town will vote to transfer from Article 19 of the April 26, 2006 town meeting (York and Greenacre water mains) the remaining balance of \$20,520.49 and to transfer from Article 11 of the April 24, 2007 town meeting (Wenonah water mains) the remaining balance of \$37,539.26, and to authorize the Treasurer to borrow the sum of \$365,940, for a total of \$424,000, or a greater or lesser sum, to replace water mains on Longview Road, Barclay Street and Birch Road, and to raise and appropriate the sum of \$36,600 from water receipts to pay in the first instance principal and interest in FY11, or take any other action relative thereto.

*These water mains were among those identified as priorities in the 2008 water system study by Tighe & Bond. Numerous water breaks in these lines during recent years have cost money and time to repair, and resulted in damage to public and personal property.*

**ARTICLE 28.**

To see if the Town will vote to adopt the following General By-law, or take any other action relative thereto:

Public consumption or Use of Marijuana or Tetrahydrocannabinol

No person shall burn, smoke, ingest, use or otherwise consume marijuana or tetrahydrocannabinol (as defined in G.L.c.94C, s.1, as amended) while in or upon any street, sidewalk, public way, footway, passageway, stairs, bridge, park, playground, beach, recreation area, boat landing, public building, schoolhouse, school grounds, cemetery, parking lot, or any area owned by or under control of the Town of Longmeadow; or whether in, or upon any vehicle, motor vehicle, bus, or other passenger conveyance operated by a common carrier; or in or upon any place accessible to the public. This by-law may be enforced through any lawful means in law or in equity including, but not limited to, enforcement by criminal indictment or complaint pursuant to G.L.c.40, s.21, or by noncriminal disposition pursuant to G.L.c.40, s.21D, by the Select Board, the Town Manager, or their duly authorized agents, or any police officer. The fine for violation of this by-law shall be three hundred dollars (\$300) for each offense. Any penalty imposed under this by-law shall be in addition to any civil penalty imposed under G.L.c.94C, s.32L.

*This article makes use of marijuana or tetrahydrocannabinol subject to a fine of \$300.00 under a town by-law. This fine is in addition to any civil penalty imposed by Massachusetts General Laws.*

**ARTICLE 29.**

To see if the Town will vote to adopt a \$10.00 demand fee, pursuant to Chapter 60, Section 15 of the Massachusetts General Laws to be added to and collected as part of the tax to be effective as of July 1, 2010, or take any other action relative thereto.

*Recommended by the Finance Committee*

*Effective July 1, 2008, cities and towns were able to raise demand fees from \$5.00 to up to \$30.00. The demand fee is \$5.00 and has remained unchanged for decades. This increase should generate \$15,000 in additional revenue.*

**ARTICLE 30.**

**By Petition**

To see if the Town will vote to pass the following bylaw: All current and future negotiated contracts shall be announced in our local newspaper(s) no later than two weeks of said settlement. A hard copy of all negotiated contracts shall be deposited in their entirety at Storrs Library, or take any other action relative thereto.

*This petition is being submitted to promote transparency, openness and factual accuracy of negotiated contracts.*

AND you are hereby directed to serve this Warrant by posting attested copies thereof in five (5) public places in said Town seven (7) days, at least, before the time of holding said meeting.

HEREOF fail not and make due return of the Warrant with your doings thereon unto the Town Clerk at or before the time of holding said meeting.

Given UNDER our hands this 5<sup>th</sup> day of April, 2010, A.D.

SELECT BOARD OF LONGMEADOW

*Robert E. Barkett, Chair Person*

*Paul P. Santaniello, Vice Chair Person*

*Mark P. Gold, Clerk*

*Robert H. Aseltine, Jr.*

*William G. Scibelli*

**For Notes:**

**RULES OF PROCEDURE USED AT TOWN MEETING**  
*from Moderator Michael N. Kallock*

Following are rules of procedure used by Moderator Michael Kallock at Annual and Special Town Meetings. These “housekeeping” rules cover ordinary issues that arise at Town Meeting and work in concert with our by-laws. The discretion of the Moderator, as well as the tradition of the Town by prior Moderators, in procedural matters, cover the rest. Wherever possible the Moderator will explain to Town Meeting his rulings, keeping in mind the flow of the debate and eye on the clock.

1. Those speaking at Town Meeting must identify themselves by name and address.
2. All questions and discussions must be directed through the Moderator.
3. All motions or amendments must be in writing.
4. Only those who are Longmeadow residents are allowed to be in the floor of Town Meeting. Visitors and the press must be seated in the designated areas.
5. Town Meeting members must be seated in order to be counted, except where chairs are unavailable. In situations where space prevents being seated or for other reasons, members are requested to notify the counters in order to be counted.
6. No one is to be allowed into the gymnasium once debate is concluded and voting is in progress.
7. Only those members issued a colored card may vote at Town Meeting. Members voting shall raise this card so that it may be seen by both the Moderator and the counters.
8. In the discretion of the Moderator, all questions or doubts on vote results announced by decision of the Moderator shall be resolved in favor of a standing or “hand” count. Such questions or doubts must be made immediately following announcement of the vote by the Moderator.
9. No one may speak more than twice on any given question until others have had an opportunity to speak, except for clarification or explanation. No one may speak more than three times on any given question without leave of Town Meeting.
10. There will be no distribution, dissemination or solicitation of any materials of any kind within Town Meeting without first obtaining permission from the Moderator.

**Note: This publication is for informational purposes only. The Town makes no representation that this is the legal and accurate document, and is subject to printing errors. The legal warrant is posted and is on file with the Town Clerk’s office.**