

**DEDHAM
FINANCE COMMITTEE**



**REPORT AND RECOMMENDATIONS
FOR THE
ANNUAL TOWN MEETING**

**MONDAY, MAY 21, 2012
TOWN MEETING - 7:00 P.M.**

DEDHAM HIGH SCHOOL AUDITORIUM

FISCAL YEAR 2012 DEDHAM FINANCE COMMITTEE

DAVID N. MARTIN, CHAIRMAN (5) (2012)

WILLIAM A. PODOLSKI, VICE-CHAIRMAN (4) (2013)

SUSAN CARNEY (7) (2012)

MAUREEN HANLON (4, AT LARGE) (2013)

JOHN HEFFERNAN (6) (2014)

WILLIAM MCKINNEY (1) (2012)

DEREK MOULTON (3) (2014)

RUSSELL STAMM (2) (2013)

LAURA TIMMINS (1, AT LARGE) (2014)

DANIEL J. DRISCOLL, MODERATOR (1993-PRESENT)

PAST MODERATOR

H. HOLTON WOOD (1964-1993)

PAST FINANCE COMMITTEE CHAIRMEN

2007-PRESENT	DAVID N. MARTIN
2006-2007	MARK DRISCOLL
2002-2006	CHRISTOPHER E. MELLEN
2001-2002	WILLIAM A. PODOLSKI
2000-2001	VALERIE T. IRVING
1998-2000	CONSTANTINE P. CALLIONTZIS
1996-1998	PAUL G. JOYCE
1995-1996	FRANCIS T. KEALLY
1993-1995	RICHARD C. BREMER
1992-1993	DAVID E. KRUSZ
1991-1992	KEVIN E. YOUNG
1990-1991	JAMES A. MACDONALD
1989-1990	SANDRA A. LYNCH
1988-1989	JAMES V. HERRIGAN
1987-1988	STEPHEN P. RAHAVY
1986-1987	MARGOT C. PYLE
1985-1986	JAMES S. MCDONALD
1984-1985	FRANCIS J. SALLY
1983-1984	DAVID THIBODEAU
1981-1983	JOHN I. STANTON, JR.
1980-1981	ANTHONY THACHER
1979-1980	JOHN W. PUTNEY
1978-1979	GEORGE R. HOELL
1977-1978	ROBERT F. ASHMAN
1976-1977	JONATHAN A. NOONAN
1975-1976	FRANCIS E. MANNING
1974-1975	EDWARD J. HUGHES
1973-1974	HARRISON K. CANER
1972-1973	JOHN J. CARROLL

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Finance Committee
Town of Dedham



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To the Town Meeting Representatives and the Citizens of Dedham

Presented herein for your consideration and vote is the budget and warrant recommendations of your Finance Committee. After hearing from the various proponents, departments, committees and citizens we believe our recommendations represent the best interest of the town of Dedham.

As this budget and warrant cycle comes to a close, I would like to thank all of those who have served the town in developing this budget and warrant, as well as the elected officials and volunteers on the various boards and committees who have given their time solely for the common good of Dedham. I would particularly like to thank my fellow Finance Committee members for their attention and their diligence during this process.

I urge all town meeting members and residents alike to closely examine this document. An informed citizenry is crucial if we are to collaborate on our shared goals and objectives. If you have any questions, please feel free to contact me at (781) 329-6207 or via e-mail at david@chickmontanagroup.com.

Respectfully submitted,

David N. Martin
Chairman, Dedham Finance Committee

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Dear Friends,

Spring brings, among other good things, the Annual Town Meeting, one of the purest forms of democracy. This year we redistricted our voting precincts, an exercise we are required to do every ten years after the U.S. Census. Redistricting is done to insure that the districts contain approximately the same number of residents. Since each district has the same number of Town Meeting Representatives, it is the fair and equitable thing to do.

For many of us, the redistricting brought that which we generally do not welcome...*change*. People become attached to their voting district and polling place. I have voted at the old Capen School, Dedham Town Hall and for the last 30 or so years at the Oakdale School. I am now voting at the Greenlodge School, after many years as an Oakdale voter.

The other consequence of these changes is that we have lots of newly elected Town Meeting Representatives. I want to quickly review a few of the procedures and common questions that come up.

First, only elected Town Meeting Representatives may vote. This year our Town Clerk, Paul Munchbach, will be requiring *all* Representatives to sit up front, in the designated part of the auditorium. This makes it easier for the tellers to count votes and helps insure that only elected members participate in voice votes.

Second, if you want to ask a question or make a statement, *don't wait too long*. Any Representative is entitled, at any time, to ask that debate be ended and a vote taken. Notice I said "ask". It takes an affirmative vote by two thirds of the Representatives to end debate but if the Meeting decides to do that, then discussion is over.

Third, if you want to be recognized to speak go to a microphone or stand up to request recognition. The lighting, done to accommodate Dedham Cable TV, can make it difficult to see the back of the auditorium. The Town Clerk and the Deputy Moderator both scan the audience to identify those wanting to speak, as do I, but it works better if you are vocal and visible.

I hope to see you at the Annual Town Meeting. As always, please feel free to call me with any questions at 781-326-9409 or email me at ddriscoll@hhsi.us.

Dan Driscoll
Moderator

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SOURCES AND USES OF FUNDS

	Fiscal Year 2009	Fiscal Year 2010	Fiscal Year 2011	Fiscal Year 2012	Fiscal Year 2013	Dollar Change	Per Cent Change
Property Taxes	61,517,718	66,086,641	71,352,385	74,510,856	76,576,926	2,066,070	2.8%
Local Receipts							
Motor Vehicle Excise	2,839,750	2,454,140	2,714,442	2,000,000	2,350,000	350,000	17.5%
Other Departmental Revenue - Inspections	905,899	1,179,251	722,643	425,000	77,500	-347,500	-81.8%
Non-Recurring Revenue/PILOT	1,949,451	267,111	287,121	220,000	255,000	35,000	15.9%
Other Taxes/Excise	570,616	504,062	630,656	400,000	511,500	111,500	27.9%
Other Departmental Revenue	631,992	973,882	1,142,891	275,500	497,500	222,000	80.6%
Investment Income	451,569	240,703	446,630	200,000	296,000	96,000	48.0%
All Other	657,647	817,222	738,814	766,189	1,810,000	1,043,811	136.2%
Total Local Receipts	8,006,924	6,436,371	6,683,197	4,286,689	5,797,500	1,510,811	35.2%
State Aid							
Education Aid	3,984,427	3,936,362	3,693,376	3,701,136	3,676,910	-24,226	-0.7%
General Municipal Aid	1,550,298	2,881,188	2,765,940	2,565,951	2,565,951	0	0.0%
Lottery Aid	2,519,651	0	0	0	0	0	
Other General Government Assistance	524,934	264,742	253,037	207,498	229,381	21,883	10.5%
Total State Aid	8,579,310	7,082,292	6,712,353	6,474,585	6,472,242	-2,343	0.0%
Other Sources							
Sewer Enterprise Fund	6,250,000	5,750,000	7,145,920	7,333,925	7,619,071	285,146	3.9%
Free Cash	911,669	2,055,000	1,614,000	1,375,000	2,115,295	740,295	53.8%
Other Receipts	243,600	258,500	338,500	379,272	283,760	-95,512	-25.2%
Local Option Taxes	0	0	0	614,389	581,451	-32,938	
Mitigation Stabilization/Lottery	0	0	775,000	722,802	334,454	-388,348	-53.7%
Sewer Receipts Reserved	797,400	415,500	540,796	0	0	0	
Total Other Sources	8,202,669	8,479,000	10,414,216	10,425,388	10,934,031	508,643	4.9%
Total Revenue	86,306,621	88,084,303	95,162,151	95,697,518	99,780,699	4,083,181	4.3%
Operating Budget Expenses							
Admin. Services	4,263,559	4,490,719	5,217,014	4,302,282	4,568,652	266,370	6.2%
Community Services	2,738,029	2,646,073	2,764,307	2,792,785	2,742,787	-49,998	-1.8%
Debt Service	5,948,627	7,113,690	7,797,643	8,767,500	9,058,000	290,500	3.3%
Education	32,073,493	30,886,727	33,317,500	34,405,320	35,673,748	1,268,428	3.7%
Facilities Operations & Maintenance				873,678	1,242,342	368,664	42.2%
Fringe Benefits	11,651,734	12,146,726	13,084,915	13,817,625	14,664,500	846,875	6.1%
Pub. Safety Services	10,898,831	10,648,383	11,054,473	11,463,690	11,250,507	-213,183	-1.9%
Public Works Serv.	5,832,269	5,785,646	5,578,250	5,692,440	5,859,625	167,185	2.9%
Total Operating Budget Expenses	73,406,541	73,717,965	78,814,102	82,115,320	85,060,161	2,944,841	3.6%
Local Assessments (Non-Discretionary)							
MWRA Assessment	5,100,000	5,100,000	4,800,000	4,800,000	4,918,346	118,346	2.5%
Non-Bonded Capital	2,249,840	3,115,000	3,540,796	2,756,000	4,026,495	1,270,495	46.1%
Overlay Reserve	1,403,400	1,850,167	2,800,787	2,805,000	2,300,000	-505,000	-18.0%
Snow & Ice Deficit (Unfunded at Town Meeting)	0	0	275,378	0	0	0	
Special Articles/Overlay/Interest/Other Deficits	467,298	212,512	125,000	250,000	484,454	234,454	93.8%
Transfer to Stabilization Funds	75,000	250,000	1,389,389	614,389	581,451	-32,938	-5.4%
Total Local Assessments (Non-Discretionary)	9,295,538	10,527,679	12,931,350	11,225,389	12,310,746	1,085,357	9.7%
State Assessments (Non-Discretionary)							
Charges Against Receipts	3,806	10,050	2,051	2,152	1,654	-498	-23.1%
County Assessment	173,767	181,709	186,263	191,997	196,797	4,800	2.5%
MBTA/Transit Assessment	475,933	494,056	502,371	498,691	522,543	23,852	4.8%
Other State Assessments	97,584	85,317	94,305	104,414	113,784	9,370	9.0%
Retired Teachers Health Insurance	1,462,002	1,662,689	1,464,276	1,357,280	1,380,182	22,902	1.7%
Tuition Assessments	103,579	146,419	164,933	202,275	194,832	-7,443	-3.7%
Total State Assessments (Non-Discretionary)	2,316,671	2,580,240	2,414,199	2,356,809	2,409,792	52,983	2.2%
Total Expenses	85,018,750	86,825,884	94,159,651	95,697,518	99,780,699	4,083,181	4.3%

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1. ELECTION OF TOWN OFFICIALS

ARTICLE ONE: To choose all necessary Town Officers. Saturday, April 14, 2012.

Except where noted, all recommendations of the Finance Committee are by unanimous vote.

2. PERSONNEL BY-LAW CHANGES AND BARGAINING AGREEMENTS

ARTICLE TWO: *By the Board of Selectmen:* To see if the Town will vote to adopt changes in Schedule A (Classification Schedule), or Schedule B (Compensation Schedule), or Schedule C (Fringe Benefits) of the Personnel Wage and Salary Administration Plan; to act upon the recommendations of the Town Administrator as to actions he deems advisable and necessary in order to maintain a fair and equitable pay level and compensation policy; to implement collective bargaining agreements for the following:

1. AFSCME, Local #362 (Library Staff Unit)
2. Dedham Police Patrolmen's Association
3. Dedham Police Association (Lieutenants & Sergeants)
4. Dedham Firefighter's Association
5. AFSCME, Local #362 (DPW)
6. AFSCME, Local #362 (Town Hall)
7. AFSCME, Local #362 (Parks)
8. AFSCME, Local #362 (Civilian Dispatchers)

or take any other action relative thereto. *Referred to Finance Committee for study and report.*

RECOMMENDATION OF THE FINANCE COMMITTEE: *That the arbitration award in regard to the Dedham Police Association (Lieutenants & Sergeants) be ratified and funded in part by the \$24,000 line item transfer from the Reserve for Salary Increase in Article 8 and in part by the existing appropriation for the Police Department Personnel Services; and further, that Schedule C (Fringe Benefits) of the Personnel Wage and Salary Administration Plan be amended in Part VI (Amendments to the Plan) by deleting the text of Section 2 (Procedure for Amendment) and inserting in place thereof the following: Schedules A, B and C may be amended at any Town Meeting.*

The recommended action for Article 2 approves and funds changes to the Superior Police Officers' collective bargaining agreements for the fiscal years 2009, 2010, 2011 and 2012 in accordance with the arbitration award (see Appendix A for Memorandums of Agreement), and allows the schedule of fringe benefits for non-contractual employees to be changed at any Town Meeting (instead of exclusively at an Annual Town Meeting).

3. TOWN OPERATING BUDGET

ARTICLE THREE: To see what sum of money the Town will raise and appropriate, or transfer from available funds to defray departmental and incidental expenses of the

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Town for the fiscal year commencing July 1, 2012, not otherwise provided for, or take any other action relative thereto. *Referred to Finance Committee for study and report.*

RECOMMENDATION OF THE FINANCE COMMITTEE: Voted 6-3. That the following sums of money be raised and appropriated or transferred from available funds, as designated, for the specific purposes hereinafter designated, to be expended only for those purposes under the direction of the respective boards, committees, or officers of the Town. And that for budgetary purposes, all weekly/bi-weekly salaries are based upon a 52.2 week year.

Article 3 is the Town's operating budget. This budget provides for the salaries and benefits of all town employees and necessary expenditures to provide Town services.

DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 BUDGET	FY2013 REQUEST	FY2013 FIN COMM
SELECTMEN/TOWN ADMINISTRATOR					
1 Regular Personnel Services	342,017	350,520	358,500	361,000	361,000
2 Purchase of Services	44,585	25,492	32,100	27,100	27,100
3 Supplies	2,141	2,646	2,500	3,100	600
4 Other Charges/Expenditures	22,577	25,307	23,800	23,800	23,800
5 Bus Service Contract	55,000	55,000	75,000	75,000	75,000
6 Annual Town Audit	55,000	50,500	60,000	75,000	75,000
7 SNARC	7,300	6,205	5,750	5,750	5,750
8 Liability & Property Insurance	545,557	610,946	625,700	688,200	688,200
TOTAL	1,074,177	1,126,617	1,183,350	1,258,950	1,256,450
FINANCE COMMITTEE					
9 Regular Personnel Services	57,851	60,402	61,750	-	-
10 Purchase of Services	4,050	4,050	4,700	5,500	5,500
11 Supplies	438	440	450	450	150
12 Other Charges/Expenditures	625	618	750	750	750
13 Reserve Fund	-	-	284,965	284,965	411,000
TOTAL	62,964	65,510	352,615	291,665	417,400
DEPARTMENT OF FINANCE - COMBINED					
14 Regular Personnel Services	859,658	940,969	992,000	1,055,000	1,055,000
15 Purchase of Services	343,550	345,089	355,750	407,900	411,900
16 Supplies	46,105	43,230	42,500	30,000	30,000
17 Other Charges/Expenditures	2,646	3,277	3,650	13,000	13,000
TOTAL	1,251,959	1,332,566	1,393,900	1,505,900	1,509,900
CENTRAL PURCHASING					
18 Central Postage	88,056	92,085	100,000	105,000	105,000
19 Central Overtime & Sick Leave	64,525	47,729	75,000	75,000	74,500
20 Non-Capital Equipment	59,124	65,258	90,000	17,300	79,652
21 Supplies - consolidated FY13	-	-	-	26,000	26,000
TOTAL	211,705	205,072	265,000	223,300	285,152

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DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 BUDGET	FY2013 REQUEST	FY2013 FIN COMM
ASSESSORS					
22 Regular Personnel Services	266,907	258,090	308,425	306,400	306,400
23 Substitutes	19,000	10,682	19,000	19,000	15,000
24 Purchase of Services	907	862	2,575	2,575	2,575
25 Supplies	1,858	1,727	2,175	2,175	300
26 Other Charges/Expenditures	2,984	3,450	6,450	12,150	10,625
TOTAL	291,656	274,811	338,625	342,300	334,900
LEGAL SERVICES					
27 Purchase of Services	181,212	146,750	190,000	190,000	190,000
28 Litigation/Damages	50,847	12,094	30,000	30,000	30,000
TOTAL	232,059	158,844	220,000	220,000	220,000
TOWN CLERK/ELECTIONS/REGISTRARS					
29 Regular Personnel Services	232,101	238,552	245,950	232,500	232,500
30 Purchase of Services	57,455	59,984	50,100	62,750	62,750
31 Supplies	3,927	2,337	2,000	500	500
32 Other Charges/Expenditures	1,666	1,281	1,700	1,600	1,600
TOTAL	295,149	302,154	299,750	297,350	297,350
ECONOMIC DEVELOPMENT					
33 Regular Personnel Services	67,261	70,273	74,270	77,000	77,000
34 Other Charges/Expenditures	9,207	8,148	8,700	8,700	8,700
TOTAL	76,468	78,421	82,970	85,700	85,700
PLANNING BOARD					
35 Regular Personnel Services	105,674	104,291	117,390	121,500	121,500
36 Purchase of Services	26,360	10,620	11,000	11,000	10,500
37 Supplies	798	1,200	1,400	1,400	
38 Other Charges/Expenditures	1,049	110	1,150	1,150	950
TOTAL	133,881	116,221	130,940	135,050	132,950
CENTRAL ADMINISTRATION BUILDING					
39 Purchase of Services	43,668	19,861	14,611	8,348	18,350
40 Supplies	12,432	10,690	11,280	11,278	500
TOTAL	56,100	30,551	25,891	19,626	18,850
BUILDING PLANNING & CONSTRUCTION COM.					
41 Purchase of Services	3,857	-	9,250	10,000	10,000
TOTAL	3,857	-	9,250	10,000	10,000
ADMIN. SERVICES TOTAL	3,689,975	3,690,765	4,302,291	4,389,841	4,568,652
FACILITIES MAINTENANCE & OPERATIONS					
42 Regular Personnel Services	337,758	247,242	280,879	284,161	247,242
43 Centralized Electric & Heating	600,301	594,087	625,000	650,000	650,000
44 Central Telephone	94,786	111,617	120,000	120,000	120,000
45 Purchase of Services	3,927	245,479	242,509	160,829	187,000
46 Supplies		37,350	38,780	39,600	38,100
TOTAL	1,036,772	1,235,775	1,307,168	1,392,916	1,242,342
FACILITIES MAINT. & OPS. TOTAL	1,480,204	1,235,775	1,307,168	1,392,916	1,242,342

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DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 BUDGET	FY2013 REQUEST	FY2013 FIN COMM
POLICE DEPARTMENT					
47 Regular Personnel Services (\$40,000 to be transferred from Parking Meter Receipts Reserved)	4,274,007	4,342,774	4,665,674	4,626,500	4,552,000
48 Overtime	464,003	503,838	492,300	492,000	492,000
49 Purchase of Services	73,040	88,524	88,511	77,718	72,000
50 Supplies	199,547	206,063	220,000	222,300	217,500
51 Other Charges/Expenditures	25,406	26,932	27,200	27,620	27,620
TOTAL	5,036,003	5,168,132	5,493,685	5,446,138	5,361,120
FIRE DEPARTMENT					
52 Regular Personnel Services	3,946,368	3,939,608	4,178,100	4,353,600	4,134,600
53 Overtime	433,700	505,703	457,500	457,500	457,500
54 Purchase of Services	27,331	34,602	62,800	32,982	25,820
55 Supplies	125,846	119,573	107,300	112,100	107,450
56 Other Charges/Expenditures	6,614	6,977	5,200	5,200	5,200
TOTAL	4,539,859	4,606,463	4,810,900	4,961,382	4,730,570
CENTRAL DISPATCH CENTER					
57 Regular Personnel Services	441,097	451,385	467,050	462,500	462,500
58 Overtime & Substitutes	62,270	68,144	69,000	69,000	69,000
59 Purchase of Services	6,935	6,125	6,125	6,125	6,125
60 Supplies	4,993	5,011	5,150	5,150	5,150
61 Other Charges/Expenditures	75	-	75	-	-
TOTAL	515,370	530,665	547,400	542,775	542,775
BUILDING DEPARTMENT					
62 Regular Personnel Services	341,149	349,926	363,040	369,500	369,500
63 Overtime & Substitutes	3,175	2,775	3,020	3,100	3,100
64 Supplies	1,220	1,541	1,100	2,210	1,000
65 Other Charges/Expenditures	23,847	24,088	24,220	24,425	24,425
TOTAL	369,391	378,330	391,380	399,235	398,025
SEALER OF WEIGHTS & MEASURES					
66 Regular Personnel Services	7,000	-	-	-	5,000
67 Purchase of Services	-	12,315	14,000	14,000	-
68 Supplies	-	460	-	-	-
69 Other Charges/Expenditures	275	1,225	-	-	-
TOTAL	7,275	14,000	14,000	14,000	5,000
CIVIL PREPAREDNESS AGENCY					
70 Purchase of Services	1,516	1,361	1,465	1,465	1,465
71 Supplies	3,097	2,228	2,900	2,900	2,802
72 Other Charges/Expenditures	-	-	225	225	225
TOTAL	4,613	3,590	4,590	4,590	4,492
CANINE CONTROL					
73 Regular Personnel Services	41,653	43,567	46,020	46,000	46,000
74 Overtime & Substitutes	1,557	2,500	-	5,000	5,000
75 Purchase of Services	5,000	6,368	6,250	6,250	6,250
76 Supplies	2,978	3,233	2,560	2,560	1,960
77 Other Charges/Expenditures	50	85	50	50	50
TOTAL	51,238	55,754	54,880	59,860	59,260

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DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 BUDGET	FY2013 REQUEST	FY2013 FIN COMM
CONSERVATION COMMISSION					
78 Regular Personnel Services	31,544	33,175	41,485	41,265	41,265
79 Purchase of Services	25,079	26,000	26,000	28,910	28,910
80 Supplies	357	533	750	750	
81 Other Charges/Expenditures	1,496	766	3,125	1,185	1,185
TOTAL	58,476	60,474	71,360	72,110	71,360
ENVIRONMENTAL					
82 Regular Personnel Services	62,557	67,934	71,790	74,300	74,300
83 Purchase of Services	473	876	835	1,655	1,655
84 Supplies	851	591	555	535	350
85 Other Charges/Expenditures	2,277	894	2,315	1,600	1,600
TOTAL	66,158	70,295	75,495	78,090	77,905
PUB. SAFETY SERVICES					
TOTAL	10,648,383	10,887,702	11,463,690	11,578,180	11,250,507
DPW - OPERATIONS COMBINED					
86 Regular Personnel Services	1,341,252	1,384,806	1,425,000	1,422,400	1,422,225
87 Overtime & Meals	169,947	109,829	169,000	169,000	169,000
88 Purchase of Services	621,866	489,236	479,100	473,800	503,800
89 Supplies	237,462	251,810	207,000	259,000	253,600
90 Other Charges/Expenditures	2,651	2,695	1,500	3,500	3,500
TOTAL	2,373,178	2,238,376	2,281,600	2,327,700	2,352,125
DPW - SNOW & ICE CONTROL					
91 Snow & Ice Removal	593,965	1,284,194	500,000	550,000	550,000
TOTAL	593,965	1,284,194	500,000	550,000	550,000
INFRASTRUCTURE ENGINEERING					
92 Regular Personnel Services	375,448	392,155	424,840	421,500	421,500
93 Purchase of Services	55,899	69,200	70,000	70,000	70,000
94 Supplies	14,953	20,232	25,000	25,000	25,000
95 Other Charges/Expenditures	3,025	2,670	3,500	3,500	3,500
TOTAL	449,325	484,257	523,340	520,000	520,000
RUBBISH & RECYCLING					
96 Overtime & Meals	18,850	-	5,000	5,000	5,000
97 Rubbish & Recycling Contract	2,079,961	2,059,506	2,100,000	2,150,000	2,150,000
98 Supplies	5,000	2,765	5,000	5,000	5,000
TOTAL	2,103,811	2,062,271	2,110,000	2,160,000	2,160,000
STREET LIGHTING					
99 Street & Parking Lights	265,367	280,008	277,500	290,000	277,500
TOTAL	265,367	280,008	277,500	290,000	277,500
PUBLIC WORKS SERV.TOTAL	5,785,646	6,349,106	5,692,440	5,847,700	5,859,625

Dedham Annual Town Meeting 2012

DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 BUDGET	FY2013 REQUEST	FY2013 FIN COMM
DEDHAM PUBLIC SCHOOLS					
<u>Salaries</u>					
Admin. - Sup't/ Central Office	365,747	380,806	393,701	401,575	
Asst Supt - SPED / Pupil Service	100,470	103,000	108,151	110,313	
Principals	637,673	652,748	671,604	685,036	
Unit B - Directors	722,155	735,687	761,942	773,347	
Teachers	16,732,763	17,086,574	18,066,085	19,128,464	
Degree Change	59,609	80,275	103,525	105,078	
Mentor Stipends	27,432	26,015	32,728	33,220	
Aides - Instructional	1,502,556	1,705,123	1,746,515	1,804,440	
Substitutes	279,172	306,845	231,300	234,769	
Specialists	181,943	184,405	186,845	190,582	
Admin. Assts	314,439	315,776	334,085	334,929	
Secr. & Clerks	564,871	584,701	600,633	615,900	
Nurses	479,397	507,206	503,566	512,135	
Coaches	286,067	289,093	291,868	297,730	
Faculty Manager	5,999	6,059	6,211	6,336	
Director of Maintenance	85,915	91,056	110,000	122,200	
Custodians	949,731	979,232	1,011,617	1,060,981	
Cust/Maint. Overtime	16,560	16,589	20,100	20,402	
Maintenance Personnel	162,145	144,791	238,506	306,946	
Summer Maintenance	7,833	6,584	5,244	10,244	
USP Overtime	11,836	11,941	14,391	14,607	
Traffic Directors	88,273	90,428	88,668	90,518	
Lunch Aides	15,024	15,643	19,064	19,584	
Extracurricular Activities	74,975	74,698	81,688	83,731	
SPED Summer Program	51,500	53,153	52,787	53,579	
Sick Leave Buy Back	26,213	31,438	16,000	16,240	
Retirement Incentive - Unit A	12,000	1,000			
General Reserve		-	5,000		
Subtotal:	23,762,298	24,480,866	25,701,824	27,032,886	-
<u>Other Expenses</u>					
Regular Instruction	693,463	847,927	789,232	794,382	
Special Instruction	4,634,559	4,281,185	4,169,254	4,335,032	
Instructional Support Services	237,604	276,747	240,630	253,130	
Operations Services	1,981,371	2,052,490	2,028,090	2,170,450	
Policy-Administrative Services	488,488	652,287	608,640	617,640	
School Operations	31,797,783	32,591,502	33,537,670	35,203,520	34,842,100
Facilities Maintenance & Operations		-	-	-	-
Transportation Subsidy	25,000	25,000	25,000	25,000	25,000
100 TOTAL	31,822,783	32,616,502	33,562,670	35,228,520	34,867,100
BLUE HILLS REGIONAL SCHOOLS					
101 Blue Hills Regional Schools &	676,900	700,877	842,650	994,000	806,648
102 Norfolk County Agricultural HS				50,000	-
TOTAL	676,900	700,877	842,650	1,044,000	806,648
	32,499,683	33,317,379	34,405,320	36,272,520	35,673,748

Dedham Annual Town Meeting 2012

DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 BUDGET	FY2013 REQUEST	FY2013 FIN COMM
PUBLIC HEALTH BOARD					
103 Regular Personnel Services	202,550	201,989	211,825	215,500	215,500
104 Purchase of Services	908	770	1,400	1,600	1,600
105 Supplies	909	1,424	1,560	1,560	1,060
106 Other Charges/Expenditures	10,642	10,131	11,500	13,500	13,500
107 Hazardous Waste Collection	14,158	12,311	13,000	9,000	9,000
TOTAL	229,167	226,625	239,285	241,160	240,660
COUNCIL ON AGING					
108 Regular Personnel Services	150,959	152,876	204,465	208,700	206,200
109 Overtime & Substitutes	1,439	-	80	-	-
110 Purchase of Services	984	7,514	1,150	1,150	1,150
111 Supplies	3,897	6,079	7,995	7,875	6,255
112 Other Charges/Expenditures	383	715	1,305	1,305	1,305
TOTAL	157,662	167,184	214,995	219,030	214,910
YOUTH COMMISSION					
113 Regular Personnel Services	223,246	242,352	240,735	235,500	235,500
114 Purchase of Services	1,000	351	2,200	2,200	2,200
115 Supplies	1,153	1,556	1,900	1,900	1,900
116 Other Charges/Expenditures	6,379	6,602	7,500	7,500	7,500
TOTAL	231,778	250,862	252,335	247,100	247,100
VETERANS SERVICES					
117 Regular Personnel Services	111,356	104,469	95,000	95,000	95,000
118 Memorial Day Program	5,370	5,002	5,500	5,500	5,500
119 Purchase of Services	2,455	2,297	4,000	4,000	4,000
120 Supplies	2,102	1,210	1,150	1,150	300
121 Other Charges/Expenditures	990	205	1,000	3,000	3,000
122 Veterans Benefits	63,781	64,280	68,000	80,000	80,000
TOTAL	186,054	177,463	174,650	188,650	187,800
PUBLIC LIBRARIES					
123 Regular Personnel Services	760,618	753,947	758,760	815,500	771,750
124 Overtime & Substitutes	10,163	6,999	10,100	7,571	11,000
125 Books, Periodicals, & Bindings	92,500	92,500	134,500	154,274	154,274
126 Purchase of Services	51,690	57,245	55,500	60,826	66,568
127 Supplies	12,000	12,000	12,000	13,000	13,800
128 Other Charges/Expenditures	8,403	9,389	10,800	6,600	11,100
TOTAL	935,374	932,080	981,660	1,057,771	1,028,492
PARKS & RECREATION					
(Combined Parks & Playgrounds with Recreation Department)					
129 Regular Personnel Services	539,884	510,154	517,290	549,600	523,100
130 Overtime & Substitutes	7,585	5,360	9,500	9,500	9,500
131 Purchase of Services	42,945	45,433	50,400	38,900	38,900
132 Supplies	68,221	85,934	94,500	96,100	96,100
133 Other Charges/Expenditures	4,575	3,055	4,650	4,650	4,650
TOTAL	663,210	649,936	676,340	698,750	672,250

Dedham Annual Town Meeting 2012

DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 BUDGET	FY2013 REQUEST	FY2013 FIN COMM
ENDICOTT ESTATE COMMISSION					
134 Regular Personnel Services (\$127,300 to be transferred from Endicott Estate Receipts Reserved)	157,202	161,097	179,645	176,600	127,300
135 Overtime & Substitutes (\$5,000 to be transferred from Endicott Estate Receipts Reserved)	4,986	5,145	5,000	5,000	5,000
136 Purchase of Services (\$2,700 to be transferred from Endicott Estate Receipts Reserved)	48,242	40,472	38,900	38,900	6,900
137 Supplies	18,046	13,343	18,450	18,450	850
138 Other Charges/Expenditures	352	377	500	500	500
TOTAL	228,828	220,434	242,495	239,450	140,550
CIVIC PRIDE					
139 Other Charges/Expenditures	6,000	5,100	4,725	4,725	4,725
TOTAL	6,000	5,100	4,725	4,725	4,725
CULTURAL COUNCIL					
Community Grants Revolving					
140 Fund	8,000	-	6,300	6,300	6,300
TOTAL	8,000	-	6,300	6,300	6,300
COMMUNITY SERVICES					
TOTAL	1,982,863	2,629,684	2,792,785	2,902,936	2,742,787
PENSIONS - CONTRIBUTORY					
141 Contributory Pension Fund	3,313,779	3,334,415	3,351,200	3,459,643	3,460,000
TOTAL	3,313,779	3,334,415	3,351,200	3,459,643	3,460,000
PENSIONS - NON-CONTRIBUTORY					
142 Department of Public Works	12,131	12,682	12,750	12,750	13,000
143 School Department	18,838	19,018	18,250	-	-
TOTAL	30,969	31,700	31,000	12,750	13,000
UNEMPLOYMENT PAYMENTS					
144 Unemployment Payments	22,142	47,417	75,000	75,000	75,000
TOTAL	22,142	47,417	75,000	75,000	75,000
INSURANCE & HOSPITALIZATION					
145 Employee Group Insur. & Hosp.	8,253,459	9,103,109	9,760,425	9,942,500	9,992,500
146 Medicare Tax	526,377	556,307	600,000	600,000	624,000
TOTAL	8,779,836	9,659,416	10,360,425	10,542,500	10,616,500
RESERVE FOR SALARY INCREASES					
147 Collective Bargaining Reserve		202,115	-	500,000	500,000
TOTAL	0	202,115	-	500,000	500,000
FRINGE BENEFITS TOTAL					
	12,146,726	13,275,062	13,817,625	14,589,893	14,664,500
DEBT SERVICE					
148 Principal & Interest (\$42,500 to be transferred from Sale of Lots and Graves Receipts Reserved) (\$7,500 to be transferred from Title V Receipts Reserved)	7,113,690	7,514,745	8,767,500	9,058,000	9,058,000
TOTAL	7,113,690	7,514,745	8,767,500	9,058,000	9,058,000
DEBT SERVICE TOTAL					
	7,113,690	7,514,745	8,767,500	9,058,000	9,058,000
TOTAL					
	75,347,170	78,900,218	82,548,819	86,031,986	85,060,161

Dedham Annual Town Meeting 2012

4. CAPITAL IMPROVEMENTS BUDGET

ARTICLE FOUR: To see what sum of money the Town will vote to raise and appropriate, transfer from available funds or borrow to implement capital improvements and capital projects, or take any other action relative thereto. *Referred to Finance Committee for study and report.*

Item	Department/Project	Requested	Recommendation			
			Sewer Enterprise	Borrow	FreeCash	Transfer
Public Works						
A	Brookdale Cemetery	25,000				
B	Cedar St Sidewalk	47,500				
C	Misc Repairs (Drainage Fences Patching etc)	750,000			250,000	
D	Road Improvements	1,500,000		1,500,000		
E	Rustcraft Road Sidewalk (Legacy Place)	750,000				
F	Sewer Repairs and Improvements	600,000	600,000			
G	Sidewalk Repairs	1,000,000		500,000		
H	Village Cemetery	50,000				
I	DPW Dump Truck (Replace Sander)	125,000				125,000
J	DPW Dump Truck (Replacement)	75,000				
K	DPW F-150 Pickup Truck (Replacement)	45,000			10,000	35,000
Public Works Total		4,967,500	600,000	2,000,000	260,000	160,000
Infrastructure Engineering						
L	GIS Aerial Photo Update	150,000				
M	Inflow and Infiltration	1,000,000	1,000,000			
N	Pavement Management Program Resurvey	21,000				
Infrastructure Engineering Total		1,171,000	1,000,000			
Facilities						
O	Emergency Generator (Main Fire Station)	33,195			33,195	
P	Pool Roof	82,000		82,000		
Q	Paint Exterior (Oakdale, Greenlodge, Dexter) Repair Gym Ceilings (Greenlodge, Oakdale, Riverdale)	80,000				
Q	Replace Gutters & Soffits - Oakdale School Windows - Scrape, Sand, Paint (Main Library)	48,700				
Q	Replace Gutters & Soffits - Oakdale School Windows - Scrape, Sand, Paint (Main Library)	315,000				
Q	Library	42,500			250,000	
AJ	HVAC High School Generator	80,000			80,000	
AL	Roof Replacement - Riverdale (Phase 2)	106,000		106,000		
AM	Maintenance Van (Replace 1996 Caravan)	20,500			50,000	
Facilities Total		807,895		188,000	413,195	
Technology Division						
R	10GB Outside Locations	15,000				
S	Cloud Implementation	40,836				

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Item	Department/Project	Requested	Recommendation			
			Sewer Enterprise	Borrow	FreeCash	Transfer
T	Podcasting & Kiosk	16,000				
U	Rewire Town Hall	15,000				
V	Technology Program	150,000			120,000	
W	Financial Management Software - Phase 2	202,949			175,000	
Technology Division Total		439,785			295,000	
Parks & Recreation						
X	Condon Park Restrooms	135,000				
Y	Dog Park Fencing	25,000				
Z	Handicap Access to Gonzalez Field/Upper Memorial	40,000			35,000	
AA	Parks F-350 Pickup Truck (Replacement)	40,000			35,000	
Parks & Recreation Total		240,000			70,000	
Police						
AB	Cruiser Laptop Computers (2)	10,635				10,700
AC	Police Vehicles (4)	130,000				130,000
Police Total		140,635				140,700
Fire						
AD	Fire - Portable Radios (15) & Truck Radios (3)	36,600			36,600	
AE	Fire Chief's Vehicle (Replace 2004 Impala)	32,000				
AF	Fire Dept Bedding	11,000			3,500	
AG	Replace Protective Clothing for Engine #4	32,000			32,000	
Fire Total		111,600			72,100	
Schools						
AH	Education Technology Program	282,500			250,000	
AI	Furniture (High School)	15,000			15,000	
AK	Middle/High School Library Books	51,500				
Schools Total		319,000			265,000	
Town Administration						
AN	Furniture & Office Equipment (Endicott Estate)	25,000			25,000	
AO	New Telephone System	240,000			215,000	
AP	Police Buidling Preliminary Design	300,000			300,000	
AQ	Striar Park Access	200,000			200,000	
Town Administration Total		765,000			740,000	
Town Clerk						
AR	Clerk's Licensing System	10,500				10,500
Town Clerk Total		10,500				10,500
Grand Total		9,002,915	1,600,000	2,188,000	2,115,295	311,200
Total Article						6,214,495

Dedham Annual Town Meeting 2012

RECOMMENDATION OF THE FINANCE COMMITTEE:

That \$1,600,000 be raised through Sewer Revenue to fund projects F and M;

That \$2,115,295 be transferred from Free Cash to fund projects C, O, Q, AJ, AM, V, W, Z, AA, AD, AF, AG, AH, AI, AN, AO, AP, AQ and to partially fund Project K;

That \$311,200 be transferred from existing appropriations or available funds as follows: \$125,000 from Snow and Ice Removal to fund Project I (DPW Dump Truck) and \$35,000 from Snow and Ice Removal to partially fund Project K (DPW Pickup Truck); \$140,700 from Police Regular Personnel Services to fund Projects AB (Cruiser Laptop Computers) and AC (Police Vehicles); \$10,500 from Town Clerk Regular Personnel Services to fund Project AR (Clerk's Licensing System); and

That \$2,188,000 be raised by borrowing to fund projects D, G, P, and AL, as follows:

Motion for Projects D and G

That the Town vote to appropriate \$2,000,000 to fund projects D (\$1,500,000 Road Improvements) and G (\$500,000 Sidewalk Repair and Improvements), including costs incidental or related thereto, and further to meet such appropriation, the Treasurer, with the approval of the Board of Selectmen, be authorized to borrow TWO MILLION DOLLARS (\$2,000,000) in accordance with Sections 7(5) and 7(6) of Chapter 44 of the General Laws or any other enabling authority, and to authorize the Town to apply for any grants or loans available for the project, and the Board of Selectmen be authorized to take any other action necessary or convenient to carry out these projects.

Motion for Projects P and AL

That the Town vote to appropriate \$188,000 to fund projects P (\$82,000 Pool Roof) and AL (\$106,000 Roof Replacement – Riverdale phase 2), including costs incidental or related thereto, and further to meet such appropriation, the Treasurer, with the approval of the Board of Selectmen, be authorized to borrow ONE HUNDRED EIGHTY-EIGHT THOUSAND DOLLARS (\$188,000) in accordance with Sections 7(3A) of Chapter 44 of the General Laws or any other enabling authority, and to authorize the Town to apply for any grants or loans available for the project, and the Board of Selectmen be authorized to take any other action necessary or convenient to carry out these projects.

Article 4 approves capital expenditures totaling \$6,214,495 to be funded by \$2,000,000 in borrowing, \$2,115,295 in free cash, \$1,600,000 in sewer receipts, and \$311,200 to be funded from prior appropriations and transfers. The actual amounts borrowed will be reduced by any grants received.

Dedham Annual Town Meeting 2012

5. ELECTED OFFICIALS SALARIES

ARTICLE FIVE: To see if the Town, in accordance with the provisions of the General Laws, Chapter 41, §108, will vote to fix the salary and compensation of all elected officials of the Town, or take any other action relative thereto. *Referred to Finance Committee for study and report.*

RECOMMENDATION OF THE FINANCE COMMITTEE: *That the salaries of elected officials be fixed as follows for Fiscal Year 2013:*

<i>Selectmen Chairperson</i>	<i>\$818</i>
<i>Selectmen, Each Member</i>	<i>\$518</i>
<i>Town Clerk</i>	<i>\$85,089</i>
<i>Includes Certification Stipend and Longevity</i>	
<i>Board of Assessors, Each Member</i>	<i>\$2,300</i>
<i>Board of Health, Each Member</i>	<i>\$350</i>

Article 5 sets the salaries of elected officials, as all elected officials must have their compensation approved annually by the Town Meeting in accordance with Massachusetts General Laws Chapter 41, section 10B.

6. TRANSFER FROM PRIOR YEARS' SPECIAL ARTICLES

ARTICLE SIX: *By the Finance Committee:* To see if the Town will vote to transfer unexpended balances from line items of special articles of prior years to fund expenses for Fiscal Year 2013, or take any other action relative thereto. *Referred to Finance Committee for study and report.*

RECOMMENDATION OF THE FINANCE COMMITTEE: *That it be indefinitely postponed.*

Article 6 – No transfers from prior years' special articles are proposed.

7. APPROPRIATION FOR PRIOR YEARS' BILLS

ARTICLE SEVEN: *By the Town Administrator at the request of the Director of Finance:* To see what sum of money the Town will vote to raise, appropriate, or transfer from available funds for payment of outstanding bills of prior years, or take any other action relative thereto. *Referred to Finance Committee for study and report.*

RECOMMENDATION OF THE FINANCE COMMITTEE: *That it be indefinitely postponed.*

Article 7 – No prior years' bills have been presented for payment.

Dedham Annual Town Meeting 2012

8. LINE ITEM TRANSFERS FOR CURRENT FISCAL YEAR

ARTICLE EIGHT: *By the Finance Committee:* To see what sum of money the Town will vote to raise and appropriate, or transfer from available funds to meet additional expenses of the current fiscal year not adequately funded under Article Three of the 2011 Annual Town Meeting (FY'12) or any other article thereof; or to take any other action relative thereto. *Referred to Finance Committee for study and report.*

RECOMMENDATION OF THE FINANCE COMMITTEE: *That the following sums of money, totaling \$215,945 be transferred from current appropriations, as scheduled on the next page, to meet additional expenses for the current fiscal year.*

Fiscal 2012 Line Item Transfers

FROM:				TO:			
Department	Line Item	Description	Amount	Department	Line Item	Description	Amount
Assessors	5200	Purchase of Services	175	Assessors	5700	Other Charges & Expenditures	175
Assessors	5200	Purchase of Services	500	Assessors	5400	Supplies	500
Finance Committee	5100	Personnel Services	5,200	Finance	5100	Personnel Services	5,200
Finance Committee	5100	Personnel Services	350	Building	5100	Personnel Services	350
Town Clerk	5700	Other Charges & Expenditures	400	Town Clerk	5400	Supplies	400
PY Salary Reserve	6699	Reserve for Salary Increase	24,000	Police	5100	Personnel Services	24,000
Police	5100	Personnel Services	35,000	Police	5120	Overtime	35,000
Police	5100	Personnel Services	23,300	Police	5200	Purchase of Services	23,300
Police	5100	Personnel Services	18,400	Police	5400	Supplies	18,400
Police	5100	Personnel Services	1,400	Canine Control	5400	Supplies	1,400
Fire	5100	Personnel Services	60,000	Fire	5120	Overtime	60,000
Fire	5100	Personnel Services	6,000	Fire	5400	Supplies	6,000
Fire	5100	Personnel Services	1,000	Fire	5700	Other Charges & Expenditures	1,000
Engineering	5100	Personnel Services	18,000	DPW	5100	Seasonal Workers	18,000
Health	5700	Hazardous Waste	1,000	Health	5700	Other Charges & Expenditures	1,000
Library	5120	Overtime & Substitutes	6,000	Library	5400	Books & Supplies	6,000
Parks	5100	Personnel Services	13,220	Recreation	6630	Seasonal Workers	13,220
Legal	5200	Purchase of Services	2,000	Endicott Estate	5200	Purchase of Services	2,000
		Total	215,945			Total	215,945

Article 8 transfers money from one municipal account to another for the payment of additional expenses in the current fiscal year ending June 30, 2012.

Dedham Annual Town Meeting 2012

9. APPROPRIATION TO STABILIZATION FUND

ARTICLE NINE: *By the Finance Committee:* To see what sum of money the Town will vote to raise and appropriate, or transfer from available funds for deposit in the Stabilization Fund, or to take any other action relative thereto.

Referred to Finance Committee for study and report.

RECOMMENDATION OF THE FINANCE COMMITTEE: That it be indefinitely postponed.

Article 9 – No additional funds are proposed for deposit into the General Stabilization Fund.

10. SPECIAL PURPOSE STABILIZATION FUNDS - CREATE

ARTICLE TEN: *By the Town Administrator at the request of the Director of Finance.* To see if the Town will vote to create one or more special purpose stabilization funds and to specify the purpose or purposes thereof, or take any other action relative thereto.

Referred to Finance Committee for study and report.

RECOMMENDATION OF THE FINANCE COMMITTEE: That it be indefinitely postponed.

Article 10 – No new special purpose stabilization funds are proposed.

11. SPECIAL PURPOSE STABILIZATION FUNDS – DEPOSIT FUNDS

ARTICLE ELEVEN: *By the Town Administrator at the request of the Director of Finance.* To see if the Town will vote to raise and appropriate or transfer from available funds a sum or sums to one or more special purpose stabilization funds, or take any other action relative thereto. *Referred to Finance Committee for study and report.*

RECOMMENDATION OF THE FINANCE COMMITTEE: That \$403,044.62 from the local meals excise receipts reserved and \$178,405.99 from the room occupancy tax receipts reserved be deposited into the Major Capital Facilities Stabilization Fund.

Approval of Article 11 authorizes receipts from the local meals excise and the room occupancy tax, held in reserve since the last town meeting, to be deposited into the Major Capital Facilities Stabilization Fund.

Dedham Annual Town Meeting 2012

12. SPECIAL PURPOSE STABILIZATION FUNDS - APPROPRIATE

ARTICLE TWELVE: *By the Town Administrator at the request of the Director of Finance. To see if the Town will vote to appropriate money from one or more special purpose stabilization funds to one or more of the stated purposes for such funds to be expended at the direction of a specified officer or multiple member body of the Town, or take any other action relative thereto. Referred to Finance Committee for study and report.*

RECOMMENDATION OF THE FINANCE COMMITTEE: *Voted 7-2. That \$334,454 be appropriated from the Mitigation Stabilization Fund to finance items scheduled in the table following, to be expended at the direction of the board, committee or officer designated.*

<u>Department</u>	<u>Project</u>	<u>Amount</u>
Economic Development	Washington Gateway II	\$25,000
Economic Development	Dedham Sq Open for Business	\$14,100
Economic Development	Strategic Messaging/Promotion	\$9,500
Economic Development	E Dedham Community Development	\$20,000
Economic Development	Dedham Sq Arts & Cultural	\$12,500
Environmental	Conservation Commission Signage	\$5,000
Environmental	Dedham Green Business Prog	\$1,600
Fire	Rescue Jacks	\$12,308
Fire	Rescue Air Bags	\$14,927
Parks & Recreation	Safety & Security Initiative	\$28,546
Police	Interactive Range Simulator	\$27,090
Police	300mm Photo Lens	\$7,200
Police	Transmitter	\$1,990
Police	Tactical Vests & Ballistics Helmets	\$15,568
Public Works	Pick-up Truck	\$26,000
Public Works	Asphalt Patch Box	\$30,000
Schools	Project Diploma	\$29,000
Schools	Achieve 3000	\$9,470
Sustainability		
Advisory/Environmental	Garden Program	\$11,655
Town Administrator	Emergency Operations Center	\$30,000
Youth Commission	RISE Program	\$3,000
		\$334,454

Approval of Article 12 would authorize the expenditure of the Mitigation Stabilization Fund for the purposes designated in the table above.

Dedham Annual Town Meeting 2012

13. LEASE/PURCHASE AGREEMENTS

ARTICLE THIRTEEN: *By the Finance Committee:* To see whether the Town will vote to authorize one or more lease/purchase agreements for certain described municipal equipment by certain Town departments as budgeted by them, and to be set forth in a recommendation of the Finance Committee for such term of time and upon such terms as the board authorized to enter into such contract shall deem appropriate, provided that such lease/purchase(s) be made in accordance with the provisions of applicable Town By-laws, and provided further, that each such lease/purchase be subject to annual appropriation, or to take any other action relative thereto. *Referred to Finance Committee for study and report.*

RECOMMENDATION OF THE FINANCE COMMITTEE: *That it be indefinitely postponed.*

Article 13 – No lease/purchase agreements are under consideration at this time.

14. REPORTS OF TOWN COMMITTEES

ARTICLE FOURTEEN: *By Town Meeting Vote:* To hear and act upon the reports of the various Town Committees, as required by vote of prior Town Meetings; to see what sum of money the Town will vote to raise and appropriate, transfer from available funds, or borrow to carry out the recommendations of said committees; or to take any other action relative thereto. *Referred to Finance Committee for study and report.*

RECOMMENDATION OF THE FINANCE COMMITTEE: *That it be indefinitely postponed.*

Article 14 – No reports from Town Committees are anticipated.

15. DEPARTMENTAL REVOLVING FUNDS

ARTICLE FIFTEEN: To see if the Town will vote to authorize the use of the following revolving funds pursuant to G.L. c.44 Section 53E ½ for the fiscal year beginning July 1, 2012 to be credited with receipts from the following revenue sources, to be expended under the authority and direction of the following agencies or officials, for the following stated purposes, not to exceed the following spending limits, respectively:

FUND	REVENUE SOURCE	AUTHORITY TO SPEND FUNDS	USE OF FUND	SPENDING LIMIT	RESTRICTIONS COMMENTS
Pool Fund	Pool User Fees	Parks & Recreation Director	Operation and Maintenance of the Dedham Pool	\$225,000	None
Firearms Fee Fund	Firearms Permits	Police Chief	Pay share of State fees/Balance to be expended for needs	\$5,000	None

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			of Police Department		
Police Cruiser Fee Fund	Fees for police cruisers used at private details	Police Chief	Police cruiser maintenance, repairs and fuel	\$20,000	None
Surplus Vehicle and Equipment Fund	Receipts from sale of surplus vehicles and equipment	Town Administrator	Paying costs and expenses of surplus sales and replacement vehicles and equipment	\$75,000	None
Board of Health Programs	Various Health Clinics & Tobacco Related Fines	Health Director	Paying costs and expenses associated with health clinics, educational programs, and Tobacco enforcement	\$10,000	None
Dedham Recycling Program	Recycling User Fees	Town Administrator	Paying costs and expenses associated with Recycling Program not otherwise provided for	\$8,000	None
Council on Aging Programs	Fees from Various Council on Aging Programs	Council on Aging Director	Paying costs and expenses related to said Programs	\$8,000	None
Recreation	Receipts from recreational programs, including dog park	Parks and Recreation Director	Paying costs and expenses related to said Programs	\$175,000	None
Sustainability Fund	Donations and Fees	Town Administrator	Paying costs and expenses associated with educational and outreach events	\$2,500	None
Veterans' Fund	Receipts from all Veterans Programs	Veterans' Agent	Paying costs and expenses related to said Programs	\$5,000	None

or to take any other action relative thereto. *Referred to Finance Committee for study and report.*

RECOMMENDATION OF THE FINANCE COMMITTEE: That the Town authorize the use of revolving funds pursuant to G.L. Chapter 44 section 53E 1/2 for the fiscal year beginning July 1, 2012 to be credited with receipts from the designated revenue sources; to be expended under the authority and direction of the designated agencies or officials, for the stated purposes, not to exceed the spending limits, respectively, as presented in the chart above.

Article 15 provides the annual authorization for the use of departmental revolving funds. Departmental receipts from the defined revenue sources are credited to the funds and are expended up to the stated limits, without further appropriation, by the designated agencies or officials for the purposes shown. The revolving funds added for Fiscal Year 2013 are the Surplus Vehicle and Equipment Fund and the Veterans' Fund.

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16. CERTIFICATION OF ALL REAL & PERSONAL PROPERTY VALUES

ARTICLE SIXTEEN: *By the Board of Assessors.* To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow a sum of money to provide for the triennial certification of all Real and Personal Property located within the Town of Dedham, as required by the Massachusetts General Laws, AND to allow for specialized services and support documenting the basis of the values, if required, or take any other action relative thereto. *Referred to Finance Committee for study and report.*

RECOMMENDATION OF THE FINANCE COMMITTEE: *That the sum of \$125,000 be raised and appropriated for the Board of Assessors certification of all Real and Personal Property values located within the Town of Dedham, as required by Massachusetts General Laws.*

Article 16 is the annual appropriation to provide for the mandatory certification of property valuation, required for property taxation.
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17. APPROPRIATION FOR SEWER ENTERPRISE FUND

ARTICLE SEVENTEEN: *By the Town Administrator at the request of the Finance Director.* To see whether the town will adopt a budget relative to the Sewer Enterprise Fund, or take any other action relative thereto. *Referred to Finance Committee for study and report.*

RECOMMENDATION OF THE FINANCE COMMITTEE: *That the following sums be appropriated to operate the Sewer Enterprise:*

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18. ACCEPTANCE OF STATUTE: \$500 MINIMUM RETIREE-SURVIVOR BENEFIT

ARTICLE EIGHTEEN: *By the Dedham Retirement Board.* To see if the Town will vote to accept the provisions of Section 30 of Chapter 176 of the Acts of 2011, which would provide, beginning April 2, 2012, that the normal monthly member-survivor allowance provided for under Option (d) of Section 12 of Chapter 32 of the General Laws to a spouse of a deceased member of the retirement system shall not be less than \$500, or take any other action relative thereto. *Referred to Finance Committee for study and report.*

RECOMMENDATION OF THE FINANCE COMMITTEE: *Voted 5-4. That it be indefinitely postponed.*

Article 18 would increase the minimum allowance for a spouse of a deceased retiree from \$250 to \$500 per month.

19. BPCC TO PRODUCE LONG-TERM FACILITIES CONSTRUCTION AND MAINTENANCE PLAN

ARTICLE NINETEEN: *By Precinct One Town Meeting Member Brian M. B. Keaney.* To see if the Town will vote to instruct the Building, Planning and Construction Committee to produce a comprehensive long-term facilities construction and maintenance plan for all town departments, and to report the same to the Town Meeting no later than the 2014 Annual Town Meeting, and to see what sum of money the Town will vote to raise and appropriate, transfer from available funds or borrow for the purpose of preparing said report; or take any other action relative thereto. *Referred to Finance Committee for study and report.*

RECOMMENDATION OF THE FINANCE COMMITTEE: *Voted 8-1. That it be indefinitely postponed.*

Article 19 would require the Building, Planning and Construction Committee to create a long-term plan for all town facilities within the next two years.
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20. ZONING BY-LAW: DOMESTIC STORAGE SHEDS

ARTICLE TWENTY: *By the Town Administrator at the request of Building Commissioner Kenneth Cimeno.* To see if the Town will vote to amend the Dedham Zoning By-Laws, Section 3 Use Regulations, Accessory Use Table, Part I. Accessory Use Table- Residential, by adding the following text as footnote 30 to "YES" as it appears in the columns for the SRA/SBA and GR Districts for use Item 3, "Private greenhouses, stable, tool shed, playhouse, tennis court, boat house, or other similar building for domestic storage or use":

"Provided that any building not required by the State Building Code to obtain a building permit shall obtain a prior written determination from the Building

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Commissioner, on a Town form created for this purpose, specifying that the proposed location conforms to all dimensional requirements of this Bylaw, and subject to post-construction inspection and verification by the Building Commissioner that said structure is located in conformity with the information on which the determination of the Building Commissioner was based.”

Referred to Planning Board and Finance Committee for study and report.

RECOMMENDATION OF THE FINANCE COMMITTEE: That it be indefinitely postponed.

Article 20 would require a determination by the Building Commissioner that the dimensional requirements for a new structure are in conformity with the zoning by-laws, notwithstanding the erection of the structure does not need a building permit.

21. ZONING BY-LAW: ZONING MAP

ARTICLE TWENTY-ONE: *By the Planning Board.* To see if the Town will vote to amend the Town of Dedham Zoning Bylaws Section 2.1.3 Location of Districts by deleting the following strikethrough language and adding the following new language in bold print.

2.1.3 Location of Districts.

Said districts herein before referred to are located as shown on a map of the Town of Dedham Mass., 1997, ~~Scale 1" = 800'~~, **Geographic Information System Map** prepared for the Dedham Planning Board, signed by the Planning Board by the **Town of Dedham Engineering Department Geographic Information System Division at a scale of 1 inch = 750 feet dated January 26, 2012** and filed in the office of the Town Clerk which map, together with detailed sketches, Appendix A, and all notations thereon, is hereby incorporated in and made a part of this By-Law. A vote of the Town adding or deleting zoning districts or changing their boundaries made in the form of a verbal description shall be incorporated in this By-Law in graphic form by addition to or alteration of the Zoning Map, but any delay or error in the revision of the Zoning Map shall not postpone or otherwise affect the effectiveness of an amendment. The Planning Board may from time to time add new streets and other geographical features to the Zoning Map to keep it reasonably current and to facilitate orientation, but no changes shall be made of the zoning districts, except pursuant to a vote of the Town; or take any action relative thereto. *Referred to Planning Board and Finance Committee for study and report.*

RECOMMENDATION OF THE FINANCE COMMITTEE: That it be so voted.

Article 21 defines the official zoning map of the town.

22. ZONING BY-LAW: AQUIFER PROTECTION OVERLAY DISTRICTS MAPS

ARTICLE TWENTY-TWO: By the Planning Board. To see if the Town will vote to amend the Town of Dedham Zoning Bylaws Section 8.2.3 Location adding the following new language in bold print.

8.2.3 Location.

The locations of the Aquifer Protection Overlay Districts shall be as shown on the maps entitled Bridge Street Wellfield, Aquifer Protection District/Zone II Boundary, Dedham Massachusetts, and Fowl Meadow Aquifer, Aquifer Protection District/Zone II Boundary, Dedham, Massachusetts, both prepared by Weston and Sampson Engineers, Inc., which maps shall be deemed to be part of the Zoning Map of the Town of Dedham. **The boundaries of the Aquifer Protection Overlay Districts is shown on a Geographic Information System Map prepared for the Dedham Planning Board, signed by the Planning Board by the Town of Dedham Engineering Department Geographic Information System Division at a scale of 1 inch = 750 feet dated January 26, 2012;** or take any action relative thereto. *Referred to Planning Board and Finance Committee for study and report.*

RECOMMENDATION OF THE FINANCE COMMITTEE: *That it be so voted.*

Article 22 defines the official map of the Aquifer Protection Overlay Districts.
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23. ZONING BY-LAW: OFF-STREET PARKING REQUIREMENTS

ARTICLE TWENTY-THREE: *By the Planning Board.* To see if the Town will vote to amend the Dedham Zoning Bylaws by deleting existing Section 5.1 through 5.1.15 and replacing it with Section 5.1 through 5.1.13.9, the Dedham Parking Table – TABLE 3 is not changed and hereby included in new Section 5.1, respectively.

SECTION 5.0 GENERAL REGULATIONS

5.1 OFF-STREET PARKING REQUIREMENTS

5.1.1 Purpose. It is the intention of this By-Law that all structures be provided with sufficient off-street parking:

1. to meet the needs of persons employed at or making use of such structures;
2. to ensure that any use of land involving the arrival, departure, or storage of motor vehicles on such land be so designed as to minimize hazards to pedestrians and abutters caused by the noise, fumes, and headlight glare of automobiles parking off the street;

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3. to reduce congestion in the streets and contribute to traffic safety by assuring adequate space for parking of motor vehicles off the street; and

4. to provide off-street loading space for all structures requiring the delivery of goods.

5.1.2 Applicability. These standards shall apply to all parking for multifamily dwellings with three or more dwelling units and all nonresidential uses. Any new parking area for a multifamily dwelling with three or more dwelling units or any nonresidential structure or use with five or more parking spaces, or change to any existing such parking area with five or more parking spaces, shall be subject to site plan approval from the Planning Board pursuant to Section 9.5.

1. **Modification of Existing Lots.** Any modification to an existing parking lot, whether subject to an existing parking plan or not, shall be subject to the requirements of this Section 5.1. When such modification is requested, the applicant shall, to the extent feasible, eliminate all prior existing parking nonconformities, unless the Planning Board makes a written finding that site conditions render literal compliance with the provisions of this Section 5.1 impracticable or infeasible for some or all existing non-conforming parking areas.

2. The approval by the Board of Appeals of a Special Permit, or the finding that the proposed change in a non-conforming use is not substantially more detrimental, shall not relieve the owner and/or lessee of the requirement Section 9.5 Site Plan Review.

5.1.3 Exceptions. The following uses and activities shall be exempt from the requirements of this Section 5.1:

1. One and two family dwellings.

2. Maintenance work which does not alter or change the existing layout.

5.1.4 Required Parking Spaces. The number of parking spaces to be provided shall be based on the net floor area of a building or on its rated capacity as set forth in Table 3; for uses not listed in Table 3 the Planning Board shall utilize the requirements for the use most similar in terms of activity and parking demand; where it is not certain which of several possible uses will be the ultimate use, the higher of several requirements shall be used. Fractional numbers of parking spaces shall be rounded up to the next higher whole number. Where several separate uses share the same parking lot, the number of parking spaces provided shall be not less than the total number of spaces required in the maximum use period, allowing for a reasonable number of extra spaces for the cars arriving before the preceding users leave. A Board of Appeals variance shall apply to specific dimensional requirements of parking only to the extent expressly stated in the variance. Use variances for parking or for other purposes are not permitted.

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5.1.5 Shared Parking. For purposes of this By-Law, “shared parking” shall be defined as parking spaces that can be commonly shared or used to serve two or more individual land uses without conflict or encroachment and may include properties in the same or different ownership. Notwithstanding any other provisions of this By-law, shared parking may be permitted by the Planning Board, subject to site plan approval, provided that:

1. The Applicant submits a shared parking analysis by a competent traffic engineer or other parking professional demonstrating the availability of parking space supply to satisfy the peak parking space demand of the various uses during all or part of the day. The Applicant may use off-site parking for shared parking provided the off-site parking is located within four hundred (400) feet of the premises.
2. In the event that shared parking involves properties in different ownership, or the same ownership that is off-site a proposed contract, agreement, or suitable legal instrument acceptable to the Planning Board, specifying the location of all spaces to be jointly used, the number of such spaces, the hours during the day that such parking shall be available, and the duration or limit, if any on such parking, shall be recorded with the Norfolk Registry of Deeds with a copy thereof filed with the Planning Board.
3. Any reduction in area required for parking because of these joint use provisions may be required as reserved landscaped open space.
4. Nothing in this Section 5.1.5 shall relieve the owner from providing parking facilities in accordance with this By-law if subsequently the joint use of parking facilities shall terminate.

5.1.6 Required Parking Spaces; CB District. In the Central Business (CB) zoning district, off-street parking existing on January 1, 1995 shall be deemed to satisfy the requirements of Table 3. However, any revision of the parking layout, building renovation or alteration changing the footprint or the floor area of a building, or change of use to one with different parking requirements that increases the amount of required parking beyond the cumulative required parking shall require approval by the Planning Board. Any addition, alteration and new building construction shall require Site Plan Review in accordance with Section 9.5; however, the Planning Board may waive literal compliance based on written findings that compliance is impractical or unfeasible and that approval of the site plan is in the public interest and not inconsistent with the intent of this Section 5.1.

5.1.7 Parking Lot Design Standards.

1. **Parking Spaces and Aisles:** For parking at right angles to a building, lot line or aisle, the width of a parking space shall be not less than 9 feet, the length shall

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be 19 feet, of which 2 feet may overhang a curb or barrier, but shall not extend across a street or lot line, provided that for parking lots used for long term (four hours or longer) parking by the same group of drivers, such as all-day employee parking, parking space width may be reduced to not less than 8.5 feet and parking space depth may be reduced to not less than 16 feet. For parking at other angles, the depth shall be such as to accommodate a 9 ft. by 19 ft. parking space with 1.5 ft. maximum overhang.

2. **Parking Angle.** The following requirements are applicable:

<u>Aisle</u>	<u>Width</u>
Parallel	12.0
30	12.0
45	14.0
60	18.0
70	19.0
80	24.0
90	24.0

These requirements are for aisles providing access to parking stalls for one-way use only. For two-way use the minimum shall be 20 feet or the aisle width required above, whichever is greater.

3. **Parallel Parking.** Parking parallel to curb or building shall require 22 feet long parking spaces, 9 feet wide. Parking spaces for persons with disabilities shall conform to the applicable federal and state standards as to number and dimensions, and shall be located near building entrances and wheelchair ramps. No parking space shall obstruct the exit path from any other space or be located so as to require backing out into or from a street. For driveway curves the smaller radius shall be not less than 12 feet, and the width of a driveway, where the driveway it is not used for maneuvering in or out of parking spaces, shall be not less than 10 and not more than 15 ft. for one-way and not less than 20 and not more than 30 ft. for two-way traffic, except that for parking lots with a capacity of 10 or fewer parking spaces and for garages, driveway entrances and exits may be reduced with Planning Board approval to not less than 12 feet for two-way traffic. Lots for 200 or more parking spaces shall have more than one two-way access, located so as to serve different parts of the parking lot. Parking lots designed to include parking for trucks, buses, or other large vehicles shall have designated parking spaces, driveways, and access ways large enough to accommodate such vehicles. In order to screen parking to the greatest extent, wherever and whenever possible, parking shall be located to the rear and sides of buildings.
4. The number of parking spaces with reduced stall dimensions shall not exceed

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25% of the total number of spaces in the parking lot.

5.1.8 Construction Standards.

1. All areas to be used for parking, driveways, aisles or access ways to streets open to public travel, pedestrian walkways, and safety islands shall have a pavement surface, designed and maintained, to provide a firm surface, safe traction, and clean walking conditions in wet, freezing, or other inclement weather.
2. Except for lots designed to serve five (5) or fewer cars, an alternative surface may be used for parking, driveways, aisles, or access ways which is firm, provides safe traction.
3. For pedestrian walks an alternative surface may be used provided it provides a clean walking surface in wet, freezing, or other inclement weather conditions.
4. Pavement shall consist of bituminous concrete which is 3.5 inches thick after compaction. An equivalent surface such as cement, concrete brick, masonry, or other permanent surface which provides the design strength of bituminous concrete which is 3.5 inches thick after compacted is permissible.
5. Paved areas shall be graded so as to avoid ponding and to channel surface water to catch basins or to landscaped unpaved areas and to avoid excessive surface drainage to the streets.
6. Parking and maneuvering spaces shall have grades between 1 and 4 per cent whenever possible.
7. Parking spaces and driveways shall be marked by white striping, and pedestrian paths, fire lanes, and safety zones shall be marked by yellow striping, 4 inches wide, and/or by curbing, barriers, and retaining walls.
8. Large parking lots designed for 200 cars or more or for customer, employee, and fleet vehicles parking shall be laid out in several areas separated by landscaping, fencing, or space buffers.
9. Pavement markings and directional signs shall be used for circulation guidance and safety. Whenever a new site plan approval or a revision to an existing site plan approval depicts an increase in the total impervious surface on the lot, the same shall be submitted to the Conservation Commission for review, and the provisions for drainage on said site plan approval shall be in accordance with a duly issued Order of Conditions or Stormwater Management Permit, whichever is applicable.

10. All artificial lighting shall be arranged and shielded so as to prevent direct glare from the light source onto any public way or other property. Artificial lighting standards and design requirements are within Site Plan Approval Design Manual as most recently amended.

5.1.9 Zoning District Requirements; Residential.

1. **Parking Decks.** Parking decks shall be prohibited above or below ground in residential districts unless allowed by Special Permit from the Zoning Board of Appeals.

5.1.10 Zoning District Requirements; RDO Districts.

1. **Access.** Driveways serving uses located in the RDO district shall be located as follows, unless an alternative egress configuration is authorized by the Planning Board in performing Site Plan Approval under Section 9.5, upon the Boards determination that the alternative more effectively reduces traffic hazard and disturbance to residential environs.

2. **Shared Drives.** Where feasible, driveways shall be shared with adjacent uses so as to reduce the number of points of entry onto streets.

3. **Street.** Driveway access shall be only onto a street zoned non-residentially. If that is not feasible, then access shall be onto that abutting street (if two or more exist) where traffic will disturb the smaller number of dwellings.

4. **Buffer Area.** In the RDO district, no portion of any parking lot of twenty (20) or more spaces serving a use not allowed in an abutting Single or General Residence District shall be located within forty (40) feet of the boundary of such district, except that on lots established by plan or deed prior to the effective date of this By-Law (April 8, 1996), that buffer space may be reduced by the Planning Board acting through Site Plan Approval which is sufficient to achieve visual separation and amenity equivalent to that under the basic separation and landscaping requirements.

5.1.11 Construction Delay. If, in the sole and exclusive discretion of the Planning Board, the construction or paving of the entire parking lot shown on the approved site plan shall not be needed initially, the Planning Board may grant an authorization for a specified delay of up to two years in paving portions of the parking lot, not exceeding 40 per cent thereof, which shall be identified on the plan and shall remain vacant, landscaped, and available for parking. The authorization for such a stay may be extended by the Planning Board for additional periods not to exceed twelve months each upon an express finding by the Planning Board that such further extension is in the public interest and consistent with the intent of this subsection. Nothing herein shall be construed to allow any reduction in the horizontal area for parking required by this

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section or its use for any other purpose.

5.1.12 Waiver. The Planning Board may grant a waiver from any provision of this Section 5.1, provided that such waiver shall not cause substantial detriment to public safety. In granting such waivers, the Planning Board may require as a condition of approval the use of mitigating measures such as carpools, shuttles from an off-site lot, assigned employee parking spaces with reduced stall dimensions, or the designation of compact car parking spaces with reduced dimensions.

5.1.13 Loading Requirements.

5.1.13.1 General. Adequate off-street loading spaces or loading areas shall be provided and maintained by the owner of the property for each nonresidential building or use which is erected, enlarged or altered after the effective date of this By-law, according to the following regulations.

5.1.13.2 Required Loading Space. Where off-street parking is required by this Section, loading berths or bays shall be provided for the loading and unloading of stock and other materials as set forth in Table 3.

5.1.13.3 Same Lot. All loading spaces or loading areas required by this By-law shall be on the same lot as the building or use which they are intended to serve, and in no case shall any required loading area be part of an area used to satisfy the off-street parking requirements of this By-law.

5.1.13.4 No Queues or Backing onto Street. No loading facility shall be designed to require trucks to queue on a public way while awaiting off-loading. No loading facility shall be designed to require vehicles to back onto a public way; all turning maneuvers shall be accommodated on the premises.

5.1.13.5 Shared Loading. No part of an off-street loading area required by this By-law for any nonresidential building or use shall be included as part of an off-street loading area similarly required for another building or use, unless the type of buildings or uses indicates that the usage of such loading area would not occur simultaneously, as determined by the Planning Board.

5.1.13.6 Screening. Loading areas shall be screened in accordance with Section 5.3.

5.1.13.7 Size. Loading bays shall not be less than twelve (12) feet in width, fifty five (55) feet in length, and fourteen (14) feet in height, exclusive of driveway and maneuvering space.

5.1.13.8 Location. No loading dock or bay shall be located within twenty (20) feet of the boundary of any residential district.

5.1.13.9 Waiver. Any loading requirement set forth herein may be reduced by the grant of a waiver by the Planning Board if the Board finds that the reduction is not inconsistent with public health and safety, or that the reduction promotes a public benefit. or take any other action relative thereto. *Referred to Planning Board and Finance Committee for study and report.*

RECOMMENDATION OF THE FINANCE COMMITTEE: *That the Town of Dedham Zoning By-Laws be amended by deleting the existing Section 5.1 through 5.1.15 and inserting in place thereof the following Section 5.1 through 5.1.13.9, provided, however, that the existing “Dedham Parking Table – TABLE 3” is not deleted and is hereby included in new Section 5.1:*

SECTION 5.0 GENERAL REGULATIONS

5.1 OFF-STREET PARKING REQUIREMENTS

5.1.1 Purpose. It is the intention of this By-Law that all structures be provided with sufficient off-street parking:

1. to meet the needs of persons employed at or making use of such structures;
2. to ensure that any use of land involving the arrival, departure, or storage of motor vehicles on such land be so designed as to minimize hazards to pedestrians and abutters caused by the noise, fumes, and headlight glare of automobiles parking off the street;
3. to reduce congestion in the streets and contribute to traffic safety by assuring adequate space for parking of motor vehicles off the street; and
4. to provide off-street loading space for all structures requiring the delivery of goods.

5.1.2 Applicability. These standards shall apply to all parking for multifamily dwellings with three or more dwelling units and all nonresidential uses. Any new parking area for a multifamily dwelling with three or more dwelling units or any nonresidential structure or use with five or more parking spaces, or change to any existing such parking area with five or more parking spaces, shall be subject to site plan approval from the Planning Board pursuant to Section 9.5.

1. **Modification of Existing Lots.** Any modification to an existing parking lot, whether subject to an existing parking plan or not, shall be subject to the requirements of this Section 5.1. When such modification is requested, the applicant shall, to the extent feasible, eliminate all prior existing parking nonconformities, unless the Planning Board makes a written finding that site conditions render literal compliance with the provisions of this Section 5.1 impracticable or infeasible for some or all existing non-conforming parking areas.
2. The approval by the Board of Appeals of a Special Permit, or the finding that the proposed change in a non-conforming use is not substantially more detrimental, shall not relieve the owner and/or lessee of the requirement Section 9.5 Site Plan Review.

5.1.3 Exceptions. The following uses and activities shall be exempt from the requirements of this Section 5.1:

1. One and two family dwellings.
2. Maintenance work which does not alter or change the existing layout.

5.1.4 Required Parking Spaces. The number of parking spaces to be provided shall be based on the net floor area of a building or on its rated capacity as set forth in Table 3; for uses not listed in Table 3 the Planning Board shall utilize the requirements for the use most similar in terms of activity and parking demand; where it is not certain which of several possible uses will be the ultimate use, the higher of several requirements shall be used. Fractional numbers of parking spaces shall be rounded up to the next higher whole number. Where several separate uses share the same parking lot, the number of parking spaces provided shall be not less than the total number of spaces required in the maximum use period, allowing for a reasonable number of extra spaces for the cars arriving before the preceding users leave. A Board of Appeals variance shall apply to specific dimensional requirements of parking only to the extent expressly stated in the variance. Use variances for parking or for other purposes are not permitted.

5.1.5 Shared Parking. For purposes of this By-Law, “shared parking” shall be defined as parking spaces that can be commonly shared or used to serve two or more individual land uses without conflict or encroachment and may include properties in the same or different ownership. Notwithstanding any other provisions of this By-law, shared parking may be permitted by the Planning Board, subject to site plan approval, provided that:

1. The Applicant submits a shared parking analysis by a competent traffic engineer or other parking professional demonstrating the availability of parking space supply to satisfy the peak parking space demand of the various uses during all or part of the day. The Applicant may use off-site parking for shared parking provided the off-site parking is located within four hundred (400) feet of the premises.
2. In the event that shared parking involves properties in different ownership, or the same ownership that is off-site a proposed contract, agreement, or suitable legal instrument acceptable to the Planning Board, specifying the location of all spaces to be jointly used, the number of such spaces, the hours during the day that such parking shall be available, and the duration or limit, if any on such parking, shall be recorded with the Norfolk Registry of Deeds with a copy thereof filed with the Planning Board.
3. Any reduction in area required for parking because of these joint use provisions may be required as reserved landscaped open space.
4. Nothing in this Section 5.1.5 shall relieve the owner from providing parking facilities in accordance with this By-law if subsequently the joint use of parking facilities

shall terminate.

5.1.6 Required Parking Spaces; CB District. In the Central Business (CB) zoning district, off-street parking existing on January 1, 1995 shall be deemed to satisfy the requirements of Table 3. However, any revision of the parking layout, building renovation or alteration changing the footprint or the floor area of a building, or change of use to one with different parking requirements that increases the amount of required parking beyond the cumulative required parking shall require approval by the Planning Board. Any addition, alteration and new building construction shall require Site Plan Review in accordance with Section 9.5; however, the Planning Board may waive literal compliance based on written findings that compliance is impractical or unfeasible and that approval of the site plan is in the public interest and not inconsistent with the intent of this Section 5.1.

5.1.7 Parking Lot Design Standards.

1. **Parking Spaces and Aisles:** For parking at right angles to a building, lot line or aisle, the width of a parking space shall be not less than 9 feet, the length shall be 19 feet, of which 2 feet may overhang a curb or barrier, but shall not extend across a street or lot line, provided that for parking lots used for long term (four hours or longer) parking by the same group of drivers, such as all-day employee parking, parking space width may be reduced to not less than 8.5 feet and parking space depth may be reduced to not less than 16 feet. For parking at other angles, the depth shall be such as to accommodate a 9 ft. by 19 ft. parking space with 1.5 ft. maximum overhang.

2. **Parking Angle.** The following requirements are applicable:

<u>Aisle</u>	<u>Width</u>
Parallel	12.0
30	12.0
45	14.0
60	18.0
70	19.0
80	24.0
90	24.0

These requirements are for aisles providing access to parking stalls for one-way use only. For two-way use the minimum shall be 20 feet or the aisle width required above, whichever is greater.

3. **Parallel Parking.** Parking parallel to curb or building shall require 22 feet long parking spaces, 9 feet wide. Parking spaces for persons with disabilities shall conform to the applicable federal and state standards as to number and dimensions, and shall be located near building entrances and wheelchair ramps. No parking space shall obstruct the exit path from any other space or be located so as to require backing out

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into or from a street. For driveway curves the smaller radius shall be not less than 12 feet, and the width of a driveway, where the driveway it is not used for maneuvering in or out of parking spaces, shall be not less than 10 and not more than 15 ft. for one-way and not less than 20 and not more than 30 ft. for two-way traffic, except that for parking lots with a capacity of 10 or fewer parking spaces and for garages, driveway entrances and exits may be reduced with Planning Board approval to not less than 12 feet for two-way traffic. Lots for 200 or more parking spaces shall have more than one two-way access, located so as to serve different parts of the parking lot. Parking lots designed to include parking for trucks, buses, or other large vehicles shall have designated parking spaces, driveways, and access ways large enough to accommodate such vehicles. In order to screen parking to the greatest extent, wherever and whenever possible, parking shall be located to the rear and sides of buildings.

4. The number of parking spaces with reduced stall dimensions shall not exceed 25% of the total number of spaces in the parking lot.

5.1.8 Construction Standards.

1. All areas to be used for parking, driveways, aisles or access ways to streets open to public travel, pedestrian walkways, and safety islands shall have a pavement surface, designed and maintained, to provide a firm surface, safe traction, and clean walking conditions in wet, freezing, or other inclement weather.
2. Except for lots designed to serve five (5) or fewer cars, an alternative surface may be used for parking, driveways, aisles, or access ways which is firm, provides safe traction.
3. For pedestrian walks an alternative surface may be used provided it provides a clean walking surface in wet, freezing, or other inclement weather conditions.
4. Pavement shall consist of bituminous concrete which is 3.5 inches thick after compaction. An equivalent surface such as cement, concrete brick, masonry, or other permanent surface which provides the design strength of bituminous concrete which is 3.5 inches thick after compacted is permissible.
5. Paved areas shall be graded so as to avoid ponding and to channel surface water to catch basins or to landscaped unpaved areas and to avoid excessive surface drainage to the streets.
6. Parking and maneuvering spaces shall have grades between 1 and 4 per cent whenever possible.
7. Parking spaces and driveways shall be marked by white striping, and pedestrian paths, fire lanes, and safety zones shall be marked by yellow striping,

4 inches wide, and/or by curbing, barriers, and retaining walls.

8. Large parking lots designed for 200 cars or more or for customer, employee, and fleet vehicles parking shall be laid out in several areas separated by landscaping, fencing, or space buffers.

9. Pavement markings and directional signs shall be used for circulation guidance and safety. Whenever a new site plan approval or a revision to an existing site plan approval depicts an increase in the total impervious surface on the lot, the same shall be submitted to the Conservation Commission for review, and the provisions for drainage on said site plan approval shall be in accordance with a duly issued Order of Conditions or Stormwater Management Permit, whichever is applicable.

10. All artificial lighting shall be arranged and shielded so as to prevent direct glare from the light source onto any public way or other property. Artificial lighting standards and design requirements are within Site Plan Approval Design Manual as most recently amended.

5.1.9 Zoning District Requirements; Residential.

1. **Parking Decks.** Parking decks shall be prohibited above or below ground in residential districts unless allowed by Special Permit from the Zoning Board of Appeals.

5.1.10 Zoning District Requirements; RDO Districts.

1. **Access.** Driveways serving uses located in the RDO district shall be located as follows, unless an alternative egress configuration is authorized by the Planning Board in performing Site Plan Approval under Section 9.5, upon the Boards determination that the alternative more effectively reduces traffic hazard and disturbance to residential environs.

2. **Shared Drives.** Where feasible, driveways shall be shared with adjacent uses so as to reduce the number of points of entry onto streets.

3. **Street.** Driveway access shall be only onto a street zoned non-residentially. If that is not feasible, then access shall be onto that abutting street (if two or more exist) where traffic will disturb the smaller number of dwellings.

4. **Buffer Area.** In the RDO district, no portion of any parking lot of twenty (20) or more spaces serving a use not allowed in an abutting Single or General Residence District shall be located within forty (40) feet of the boundary of such district, except that on lots established by plan or deed prior to the effective date of this By-Law (April 8, 1996), that buffer space may be reduced by the Planning

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Board acting through Site Plan Approval which is sufficient to achieve visual separation and amenity equivalent to that under the basic separation and landscaping requirements.

5.1.11 Construction Delay. If, in the sole and exclusive discretion of the Planning Board, the construction or paving of the entire parking lot shown on the approved site plan shall not be needed initially, the Planning Board may grant an authorization for a specified delay of up to two years in paving portions of the parking lot, not exceeding 40 per cent thereof, which shall be identified on the plan and shall remain vacant, landscaped, and available for parking. The authorization for such a stay may be extended by the Planning Board for additional periods not to exceed twelve months each upon an express finding by the Planning Board that such further extension is in the public interest and consistent with the intent of this subsection. Nothing herein shall be construed to allow any reduction in the horizontal area for parking required by this section or its use for any other purpose.

5.1.12 Waiver. The Planning Board may grant a waiver from any provision of this Section 5.1, provided that such waiver shall not cause substantial detriment to public safety. In granting such waivers, the Planning Board may require as a condition of approval the use of mitigating measures such as carpools, shuttles from an off-site lot, assigned employee parking spaces with reduced stall dimensions, or the designation of compact car parking spaces with reduced dimensions. In these instances the Planning Board shall make detailed written findings of 1) those specific conditions that render literal compliance with the terms of this subsection 5.1 impracticable or infeasible, 2) the specific nature of alternative means of complying with the terms of this subsection 5.1 and 3) why and how such action is in the public interest and not inconsistent with the intent and purposes of this subsection 5.1.

5.1.13 Loading Requirements.

5.1.13.1 General. Adequate off-street loading spaces or loading areas shall be provided and maintained by the owner of the property for each nonresidential building or use which is erected, enlarged or altered after the effective date of this By-law, according to the following regulations.

5.1.13.2 Required Loading Space. Where off-street parking is required by this Section, loading berths or bays shall be provided for the loading and unloading of stock and other materials as set forth in Table 3.

5.1.13.3 Same Lot. All loading spaces or loading areas required by this By-law shall be on the same lot as the building or use which they are intended to serve, and in no case shall any required loading area be part of an area used to satisfy the off-street parking requirements of this By-law.

5.1.13.4 No Queues or Backing onto Street. No loading facility shall be designed to require trucks to queue on a public way while awaiting off-loading. No loading facility shall be designed to require vehicles to back onto a public way; all turning maneuvers shall be accommodated on the premises.

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5.1.13.5 Shared Loading. No part of an off-street loading area required by this By-law for any nonresidential building or use shall be included as part of an off-street loading area similarly required for another building or use, unless the type of buildings or uses indicates that the usage of such loading area would not occur simultaneously, as determined by the Planning Board.

5.1.13.6 Screening. Loading areas shall be screened in accordance with Section 5.3.

5.1.13.7 Size. Loading bays shall not be less than twelve (12) feet in width, fifty five (55) feet in length, and fourteen (14) feet in height, exclusive of driveway and maneuvering space.

5.1.13.8 Location. No loading dock or bay shall be located within twenty (20) feet of the boundary of any residential district.

5.1.13.9 Waiver. Any loading requirement set forth herein may be reduced by the grant of a waiver by the Planning Board if the Board finds that the reduction is not inconsistent with public health and safety, or that the reduction promotes a public benefit. In these instances the Planning Board shall make detailed written findings of 1) those specific conditions that render literal compliance with the terms of this subsection impracticable or infeasible, 2) the specific nature of alternative means of complying with the terms of this subsection and 3) why and how such action is in the public interest and not inconsistent with the intent and purposes of this subsection.

Article 23 is a general update to the parking requirements, adding subsections regarding shared parking and loading. The recommended motion differs from the printed article only by the addition of the last sentence of subsection 5.1.12 (Waiver) and subsection 5.1.13.9 (Waiver).
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24. ZONING BY-LAW: PARKING LOT LANDSCAPING

ARTICLE TWENTY-FOUR: *By Planning Board.* To see if the Town will vote to amend the Town of Dedham Zoning Bylaws Section 5.2 "LANDSCAPING AND SCREENING, by deleting the language shown in ~~strike through~~ and adding the language shown in **bold** and moving 5.2.3 Waiver of Spaces for Landscaping to new number 5.2.6 Waiver of Landscaping and Planting Requirements old 5.2.3 Waiver of Spaces for Landscaping becomes new 5.2.3, Landscaped Areas, old 5.2.5 Planting Requirements becomes new 5.2.4 Planting Requirements, old 5.2.6 Seasonal Planting Waiver becomes new 5.2.5 Seasonal Planting Waiver, as follows:

5.2 LANDSCAPING AND SCREENING

5.2.2 Applicability. The requirements of this subsection shall apply to any proposed outdoor parking lot for 10 or more parking spaces and to any alteration of an existing parking lot which will contain 10 or more spaces. However, a lot of any size abutting a parcel used for residential purposes shall provide a minimum of a five (5) foot landscaped buffer strip, or other type of screening as determined by the Board, along

all property lines of such parking lot abutting a residential parcel use. **The Planning Board acting through Site Plan Approval may require additional buffer.** The specific requirements and standards for landscaping is within Site Plan Approval Design Manual as most recently amended.

~~1. Parking plans~~ **Site plan review** for lots requiring nine or fewer spaces shall be submitted to the Planning Director for review and report to the Planning Board. Existing parking lots covered by Section 5.1 may proportionally reduce the requirements of this subsection to the ratio of the existing unbuilt-upon space to the space needed to meet the requirements of this Section.

5.2.3 Landscaped Areas.

1. Frontage Strip: Only landscaping shall be allowed in the landscaped buffer zone which extends across the entire frontage of the lot on a street or highway and for a depth of **twenty (20)** feet in the Highway Business and Research Development and Office districts and five (5) feet in the Local Business, General Business and Limited Manufacturing districts or of the required minimum front yard, whichever is less. Any commercial, industrial, institutional or other non-residential use located in a residential district shall provide a landscaped buffer zone of twenty (20) feet in Single Residence A districts; **ten (10)** feet in Single Residence B districts; and five (5) feet in General Residence districts. Existing healthy trees and shrubs shall be preserved within this landscaped buffer zone and ~~new trees five (5) in from either side of the landscaped buffer zone with an interval between trees of approximately 25 feet, except at driveway entrances.~~ **and planted to supplement and not prevent existing vegetation from surviving.** Shrubs shall be planted between each two trees. **The specific requirements and standards for landscaping are within Site Plan Approval Design Manual as most recently amended.**

3. Lot Interior: Trees and shrubs shall also be preserved or planted in the interior of the parking area (defined as the space enclosing the parking spaces, maneuvering areas, and aisles) so that such landscaped space shall comprise not less than **fifteen (15)** percent of the paved parking area. This interior landscaped area shall not include the landscaping provided in the frontage strip. Trees and shrubs shall be planted near the middle of rows of parking spaces extending more than **one hundred and eighty (180)** feet and to separate parts of the parking lot, and shrubs shall be planted in the landscaped rounding between the end of a row of parking and the curved wedge-shaped spaces or narrow strips not large enough for a tree. The interval between trees shall not be more than **twenty five (25)** feet and the distance from a tree to the paved area shall be at least **five (5)** feet. The distance from a shrub or other vegetation to a paved area shall be at least **two (2)** feet. Landscaping that is less than **two (2)** feet from the paved area shall not block the line of sight. Other unpaved areas on the lot shall be suitably landscaped with trees grass, hedges, occasional trees,

and flower beds or benches and ornamental structures. The specific requirements and standards for landscaping are within Site Plan Approval Design Manual as most recently amended.

4. Perimeter: Parking areas, except those associated with single and two-family residences, shall be set back at least five (5) feet from the side and rear lot lines. This required setback shall consist entirely of landscaped open space. **The Planning Board acting through Site Plan Approval may increase the perimeter landscaping where the Planning Board deems it necessary to protect the single and two-family residences adjacent to the site.**

5.2.4 Planting Requirements. Screening by trees, especially evergreens, and shrubs shall be provided between parking lots and residential areas, highways or streets, and buildings on abutting lots, as specified herein. Trees to be planted shall have a minimum height of **twelve (12)** feet and a minimum diameter of three (3) inches at four (4) ft. height at the time of planting, and shall be planted in one cubic yard of loam, wrapped and guyed to facilitate survival. They shall be of species characterized by rapid growth, hardiness, and suitable for New England climate. Shrubs to be planted shall be of at least five (**5**) gallon size, and suitable for the purpose of visual screening.

5.2.5 Seasonal Planting Waiver. Landscaping may be delayed due to seasonal changes with the approval of the zoning enforcement officer for up to six (**6**) months from the date of issuance of a building permit. A temporary occupancy permit may be issued if the record owner of the property upon which the landscaping is to be completed posts a bond or other acceptable security with the Town Treasurer, such bond to be in the amount of one-and-a-half times the estimated cost of such delayed landscaping construction, as indicated on the approved parking or site plan. Upon completion of all landscaping, substantially in accordance with the approved plan, the zoning enforcement officer shall authorize in writing the release of said security and shall issue a permanent occupancy permit. The owner shall be responsible for the continued vitality of landscaped areas.

5.2.6 Waiver of Landscaping and Planting Requirements. Where soil conditions, lot shape, topography, architectural or structural conditions make literal compliance with the terms of this ~~subsection~~ **Section 5.2** impracticable or infeasible, the Planning Board may approve a site plan showing alternative means of complying with the objectives of this ~~subsection~~ **Section 5.2** and may allow the use of ground cover and ornamental screening or buffers, as long as such action is in the public interest and not inconsistent with the intent and purpose of this ~~subsection~~ **Section 5.2**. In these instances the Planning Board shall make detailed written findings of 1) those specific conditions that render literal compliance with the terms of this ~~subsection~~ **Section 5.2** impracticable or infeasible, 2) the specific nature of alternative means of complying with the terms of this **Section 5.2** and 3) why and how such action is in the public interest and not inconsistent with the intent and purposes of this ~~subsection~~ **Section 5.2**; or take any action relative thereto. *Referred to Planning Board and Finance Committee for study and report.*

RECOMMENDATION OF THE FINANCE COMMITTEE: That the Town of Dedham Zoning By-Laws be amended in Section 5 by deleting subsection 5.2 (Landscaping and Screening) and inserting in place thereof the following:

5.2 LANDSCAPING

5.2.1 Applicability. The requirements of this subsection shall apply to any proposed outdoor parking lot for 10 or more parking spaces and to any alteration of an existing parking lot which will contain 10 or more spaces. However, a lot of any size abutting a parcel used for residential purposes shall provide a minimum of a five (5) foot landscaped buffer strip, or other type of screening as determined by the Board, along all property lines of such parking lot abutting a residential use. The Planning Board acting through Site Plan Approval may require additional buffer. The specific requirements and standards for landscaping is within Site Plan Approval Design Manual as most recently amended.

1. Site plan review for lots requiring nine or fewer spaces shall be submitted to the Planning Director for review and report to the Planning Board. Existing parking lots covered by Section 5.1 may proportionally reduce the requirements of this subsection to the ratio of the existing unbuilt-upon space to the space needed to meet the requirements of this Section.

5.2.2 Landscaped Areas.

1. Frontage Strip: Only landscaping shall be allowed in the landscaped buffer zone which extends across the entire frontage of the lot on a street or highway and for a depth of twenty (20) feet in the Highway Business and Research Development and Office districts and five (5) feet in the Local Business, General Business and Limited Manufacturing districts or of the required minimum front yard, whichever is less. Any commercial, industrial, institutional or other non-residential use located in a residential district shall provide a landscaped buffer zone of twenty (20) feet in Single Residence A districts; ten (10) feet in Single Residence B districts; and five (5) feet in General Residence districts. Existing healthy trees and shrubs shall be preserved within this landscaped buffer zone and planted to supplement and not prevent existing vegetation from surviving. Shrubs shall be planted between each two trees. The specific requirements and standards for landscaping are within Site Plan Approval Design Manual as most recently amended.

2 Lot Interior: Trees and shrubs shall also be preserved or planted in the interior of the parking area (defined as the space enclosing the parking spaces, maneuvering areas, and aisles) so that such landscaped space shall comprise not less than fifteen (15) percent of the paved parking area. This interior landscaped area shall not include the landscaping provided in the frontage strip.

Trees and shrubs shall be planted near the middle of rows of parking spaces extending more than one hundred and eighty (180) feet and to separate parts of the parking lot, and shrubs shall be planted in the landscaped rounding between the end of a row of parking and the curved wedge-shaped spaces or narrow strips not large enough for a tree. The interval between trees shall not be more than twenty five (25) feet and the distance from a tree to the paved area shall be at least five (5) feet. The distance from a shrub or other vegetation to a paved area shall be at least two (2) feet. Landscaping that is less than two (2) feet from the paved area shall not block the line of sight. Other unpaved areas on the lot shall be suitably landscaped with trees, grass, hedges, occasional trees, and flower beds or benches and ornamental structures. The specific requirements and standards for landscaping are within Site Plan Approval Design Manual as most recently amended.

3 Perimeter: Parking areas, except those associated with single and two-family residences, shall be set back at least five (5) feet from the side and rear lot lines. This required setback shall consist entirely of landscaped open space. The Planning Board acting through Site Plan Approval may increase the perimeter landscaping where the Planning Board deems it necessary to protect the single and two-family residences adjacent to the site.

5.2.3 Planting Requirements. Screening by trees, especially evergreens, and shrubs shall be provided between parking lots and residential areas, highways or streets, and buildings on abutting lots, as specified herein. Trees to be planted shall have a minimum height of twelve (12) feet and a minimum diameter of three (3) inches at four (4) ft. height at the time of planting, and shall be planted in one cubic yard of loam, wrapped and guyed to facilitate survival. They shall be of species characterized by rapid growth, hardiness, and suitable for New England climate. Shrubs to be planted shall be of at least five (5) gallon size, and suitable for the purpose of visual screening.

5.2.4 Seasonal Planting Waiver. Landscaping may be delayed due to seasonal changes with the approval of the zoning enforcement officer for up to six (6) months from the date of issuance of a building permit. A temporary occupancy permit may be issued if the record owner of the property upon which the landscaping is to be completed posts a bond or other acceptable security with the Town Treasurer, such bond to be in the amount of one-and-a-half times the estimated cost of such delayed landscaping construction, as indicated on the approved parking or site plan. Upon completion of all landscaping, substantially in accordance with the approved plan, the zoning enforcement officer shall authorize in writing the release of said security and shall issue a permanent occupancy permit. The owner shall be responsible for the continued vitality of landscaped areas.

5.2.5 Waiver of Landscaping and Planting Requirements. Where soil conditions, lot shape, topography, architectural or structural conditions make literal compliance with the terms of this Section 5.2 impracticable or infeasible, the Planning Board may approve a site plan showing alternative means of complying with the objectives of this

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Section 5.2 and may allow the use of ground cover and ornamental screening or buffers, as long as such action is in the public interest and not inconsistent with the intent and purpose of this Section 5.2. In these instances the Planning Board shall make detailed written findings of 1) those specific conditions that render literal compliance with the terms of this Section 5.2 impracticable or infeasible, 2) the specific nature of alternative means of complying with the terms of this Section 5.2 and 3) why and how such action is in the public interest and not inconsistent with the intent and purposes of this Section 5.2.

Article 24 is a general update to the landscaping requirements. The recommended motion differs from the printed article only by the renumbering of subsections.

25. ZONING BY-LAW: SITE PLAN REVIEW

ARTICLE TWENTY-FIVE: *By the Planning Board.* To see if the Town will vote to amend the Dedham Zoning Bylaws by deleting existing Section 9.5 Site Plan Review in its entirety and substituting the following therefor, respectively.

9.5 SITE PLAN REVIEW

9.5.1 Purpose. The purpose of this Section is to protect the health, safety, convenience and general welfare of the inhabitants of the Town by providing for a review of plans for uses and structures which may have significant impacts on traffic, municipal and public services and utilities, environmental quality, community economics, and community values in the Town. The site plan review process provides for a comprehensive review of proposed projects within an expedited time frame.

9.5.2 Applicability. Site plan review and approval by the Planning Board shall be required before a building or occupancy permit can be issued. Site Plan Review has two (2) levels MINOR site plan review and MAJOR site plan review:

Threshold for MINOR site plan review:

1. for any construction or additions to any structure which increase its usable floor space or parking requirements;
2. for any change to a use which increases parking requirements;
3. for increases or changes in outdoor uses subject to parking requirements, such as outdoor sales or spectator sports;
4. for the construction, alteration, or expansion of a parking lot or parking structure, including changes to parking spaces, circulation aisles, driveway access, location of landscaped areas, or any other feature comprising a part of the parking plan.

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5. for any modification not shown on a parking or site plan previously approved by the Planning Board.

Threshold for MAJOR site plan review:

1. any new construction, addition, or alteration of a building so as to create or result in more than 5,000 square feet gross floor area, even where a part of the building is being demolished.
2. any new parking area for a multifamily dwelling with three or more dwelling units.
3. any nonresidential use with five or more parking spaces, or change to any existing such parking area with five or more parking spaces.

9.5.3 Exemptions. The following are exempt from Section 9.5:

1. One or two family dwellings;
2. Farms on parcels of more than five acres or two qualified acres as set forth in G.L. c. 40A, s. 3;
3. Buildings devoted to a religious use or educational use and owned by or leased to an agency or political subdivision of the Commonwealth of Massachusetts, a religious denomination, or a nonprofit educational corporation, or a child care center; provided, however, that such entities shall be subject to minor site plan review limited to the imposition of reasonable conditions as set forth in G.L. c. 40A, s. 3; and
4. Premises subject to Section 9.4.

9.5.4 Application. The applicant, who shall be the owner of the building, a prospective purchaser under a binding purchase-and-sale agreement, or a lessee having the authority to make the modifications and to comply with the conditions which may be imposed by the Planning Board, shall submit a completed application, processing and review fees, a plan or plans, all as set forth in the rules and regulations of the Planning Board. The plan shall show the following information:

1. Legal boundaries of the parcel with dimensions, bearings, and radii, including any easements on the property and its area and showing boundaries of zoning districts, including flood plain;
2. Abutting owners and streets;

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3. Material or planting species where applicable;
4. Existing or proposed: buildings and structures;
5. Parking spaces and aisles or driveways;
6. Pavement and curbs;
7. Landscaping and vegetation;
8. Topography existing and proposed with two (2) foot contours (grading);
9. Water and sewer lines;
10. Drainage in detail;
11. Wetlands;
12. Traffic signs, easements and rights of way;
13. Access and curb-cuts;
14. Safety provisions;
15. Loading berths;
16. Dumpster and snow storage areas;
17. Utilities and electrical service;
18. Pedestrian ways;
19. Polar diagram showing the direction and intensity of outdoor lighting;
20. Zoning district boundaries;
21. Elevations and floor plans of existing and proposed buildings; location and design of all signs and exterior lighting;
22. A tabulation of floor areas (and outdoor areas, where this is applicable) devoted to various principal uses, the applicable parking requirements, the estimated cost of construction and of landscaping meeting the requirement for parking plans;
23. Title block, showing address, scale, north arrow, seal and signature of the

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registered architect, engineer, land surveyor, or landscape architect responsible for a particular component of the site plan, and a locus plan at 1" = 200' scale showing abutting lots;

24. The location, showing distances from property lines, dimensions, and use of existing and proposed buildings, structures, additions, and demolitions, also fences, streams, and wetlands;

25. The location and size of underground utilities, including water, sewer, and drain piping, the inverts of manholes and drain catch basins, underground or overhead electric and other conduits;

26. The location and size of existing and proposed vegetation;

27. The location and size of any proposed signage on the site;

28. Information required to determine compliance with parking requirements shall be shown on the plan in a tabular form, including lot area, floor area ratio (FAR), and the existing and the proposed total floor area and floor areas dedicated to various uses, the parking spaces required for each principal use, the numbers of existing and proposed parking spaces, and the maximum legal occupancy, where required; and

29. Other information needed or helpful for verifying compliance with the applicable parking requirements, and any waivers requested shall be noted on the parking plan.

9.5.5 Major Site Plan: Additional Information

1. A separate traffic and access report may be required by the Planning Board shall be submitted, citing and substantiating the number of cars and trucks expected to enter and leave the premises in a 24 hour period and during the morning and afternoon peak hours; traffic volumes, pavement width, and Level of Service on each road abutting or serving the site; signalization and turning movements for any intersection abutting or within 500 feet of the site; any special conditions affecting it; and mitigating measures proposed.

2. The applicant may also submit other explanatory or relevant exhibits and materials to assist the Planning Board in evaluating the site plan and its effect on the neighborhood.

9.5.6 Procedures. Upon receipt of all required items, the Planning Board shall distribute copies thereof to the Conservation Commission, Chief of Police, Chief of Fire Department, Public Works Commissioner, Building Commissioner, Board of Selectmen, and other boards or officials believed by the Planning Board to be affected, with the

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request for a review and comment within 35 days, and failure to so comment shall be deemed to indicate no objection. The Planning Board shall hold no advertised public hearing on site plan review, but shall, within 45 days of receipt of the complete plans, application, and fees invite the applicant and his representatives to a meeting, the posted agenda of which shall list the review of the site plan as an item, shall send a written notice to property owners abutting the site and shall within 90 days of said meeting approve, with or without conditions and modifications, or disapprove the site plan. In the event of disapproval, the Planning Board shall state in writing where the site plan fails to conform, to the letter or intent of this By-Law or of other laws or regulations, or to the applicable professional standards.

9.5.7 Approval. Site Plan approval shall be granted upon determination by the Board that the plan meets the following objectives. The Board may impose reasonable conditions at the expense of the applicant, including performance guarantees, to promote these objectives. Any new building construction or other site alteration shall provide adequate access to each structure for fire and service equipment and adequate provision for utilities and stormwater drainage consistent with the functional requirements of the Planning Board's Subdivision Rules and Regulations. New building construction or other site alteration shall be designed to address the qualities of the specific location, the proposed land use, the design of building form, grading, egress points, and other aspects of the development, in order to:

1. Minimize the volume of cut and fill, the number of removed trees 6" caliper or larger, the length of removed stone walls, the area of wetland vegetation displaced, the extent of stormwater flow increase from the site, soil erosion, and threat of air and water pollution;
2. Maximize pedestrian and vehicular safety, both on the site and accessing and exiting the site;
3. Minimize obstruction of scenic views from publicly accessible locations;
4. Minimize visual intrusion by controlling the visibility of parking, storage, or other outdoor service areas viewed from public ways or premises residentially used or zoned;
5. Minimize glare from headlights, minimize light glare into the night sky, and minimize overspill into adjacent properties; and installation of lighting to minimize glare into the night sky and spill into adjacent properties.
6. Minimize unreasonable departure from the character, materials, and scale of buildings in the vicinity, as viewed from public ways and places.
7. Minimize contamination of groundwater from on-site waste-water disposal systems or operations on the premises involving the use, storage, handling, or

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containment of hazardous substances;

8. Ensure compliance with the provisions of this Zoning Bylaw, including parking and landscaping.

9.5.8 Regulations. The Planning Board shall adopt and may from time to time revise by vote at a duly posted meeting its regulations for site plan reviews and the processing and consultant review fees for site plan reviews. The cost of consultant review and inspections shall be borne by the applicant, who shall be billed for costs in excess of the initial review fee and shall be refunded any part of the fee not used, together with any interest accrued thereon. The schedule of Planning Board fees shall be available at the offices of the Town Clerk and the Planning Board.

9.5.9 Lapse. Any approval of a site plan which has been granted pursuant to this By-law shall lapse, if a substantial use thereof has not sooner commenced, except for good cause, within two (2) years from the grant thereof or in the case of a permit for construction, if construction has not begun, except for good cause, within such two (2) year period.

9.5.10 Appeal. The decision of the Planning Board shall be filed with the Town Clerk. Any appeal shall be filed in accordance with G.L. c. 40A, s. 17 to a court of competent jurisdiction. If 20 days elapse without the Town Clerk being notified that an appeal has been filed, the Planning Board shall endorse its approval and any required conditions or modifications on the plans and distribute copies thereof to the applicant and to the Building Commissioner, or take any other action relative thereto. *Referred to Planning Board and Finance Committee for study and report.*

RECOMMENDATION OF THE FINANCE COMMITTEE: That the Town of Dedham Zoning By-laws be amended by deleting existing Section 9.5 (Site Plan Review) in its entirety and inserting in place thereof the following:

9.5 SITE PLAN REVIEW

9.5.1 Purpose. The purpose of this Section is to protect the health, safety, convenience and general welfare of the inhabitants of the Town by providing for a review of plans for uses and structures which may have significant impacts on traffic, municipal and public services and utilities, environmental quality, community economics, and community values in the Town. The site plan review process provides for a comprehensive review of proposed projects within an expedited time frame.

9.5.2 Applicability. Site plan review and approval by the Planning Board shall be required before a building or occupancy permit can be issued. Site Plan Review has two (2) levels MINOR site plan review and MAJOR site plan review:

Threshold for MINOR site plan review:

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1. for any construction or additions to any structure which increase its usable floor space or parking requirements;
2. for any change to a use which increases parking requirements;
3. for increases or changes in outdoor uses subject to parking requirements, such as outdoor sales or spectator sports;
4. for the construction, alteration, or expansion of a parking lot or parking structure, including changes to parking spaces, circulation aisles, driveway access, location of landscaped areas, or any other feature comprising a part of the parking plan.
5. for any modification not shown on a parking or site plan previously approved by the Planning Board.

Threshold for MAJOR site plan review:

1. any new construction, addition, or alteration of a building so as to create or result in more than 5,000 square feet gross floor area, even where a part of the building is being demolished.
2. any new parking area for a multifamily dwelling with three or more dwelling units.

9.5.3 Exemptions. The following are exempt from Section 9.5:

1. One or two family dwellings;
2. Farms on parcels of more than five acres or two qualified acres as set forth in G.L. c. 40A, s. 3;
3. Buildings devoted to a religious use or educational use and owned by or leased to an agency or political subdivision of the Commonwealth of Massachusetts, a religious denomination, or a nonprofit educational corporation, or a child care center; provided, however, that such entities shall be subject to minor site plan review limited to the imposition of reasonable conditions as set forth in G.L. c. 40A, s. 3; and
4. Premises subject to Section 9.4.

9.5.4 Application. The applicant, who shall be the owner of the building, a prospective purchaser under a binding purchase-and-sale agreement, or a lessee having the authority to make the modifications and to comply with the conditions which may be

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imposed by the Planning Board, shall submit a completed application, processing and review fees, a plan or plans, all as set forth in the rules and regulations of the Planning Board. The plan shall show the following information:

1. Legal boundaries of the parcel with dimensions, bearings, and radii, including any easements on the property and its area and showing boundaries of zoning districts, including flood plain;
2. Abutting owners and streets;
3. Material or planting species where applicable;
4. Existing or proposed: buildings and structures;
5. Parking spaces and aisles or driveways;
6. Pavement and curbs;
7. Landscaping and vegetation;
8. Topography existing and proposed with two (2) foot contours (grading);
9. Water and sewer lines;
10. Drainage in detail;
11. Wetlands;
12. Traffic signs, easements and rights of way;
13. Access and curb-cuts;
14. Safety provisions;
15. Loading berths;
16. Dumpster and snow storage areas;
17. Utilities and electrical service;
18. Pedestrian ways;
19. Polar diagram showing the direction and intensity of outdoor lighting;
20. Zoning district boundaries;

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21. Elevations and floor plans of existing and proposed buildings; location and design of all signs and exterior lighting;
22. A tabulation of floor areas (and outdoor areas, where this is applicable) devoted to various principal uses, the applicable parking requirements, the estimated cost of construction and of landscaping meeting the requirement for parking plans;
23. Title block, showing address, scale, north arrow, seal and signature of the registered architect, engineer, land surveyor, or landscape architect responsible for a particular component of the site plan, and a locus plan at 1" = 200' scale showing abutting lots;
24. The location, showing distances from property lines, dimensions, and use of existing and proposed buildings, structures, additions, and demolitions, also fences, streams, and wetlands;
25. The location and size of underground utilities, including water, sewer, and drain piping, the inverts of manholes and drain catch basins, underground or overhead electric and other conduits;
26. The location and size of existing and proposed vegetation;
27. The location and size of any proposed signage on the site;
28. Information required to determine compliance with parking requirements shall be shown on the plan in a tabular form, including lot area, floor area ratio (FAR), and the existing and the proposed total floor area and floor areas dedicated to various uses, the parking spaces required for each principal use, the numbers of existing and proposed parking spaces, and the maximum legal occupancy, where required; and
29. Other information needed or helpful for verifying compliance with the applicable parking requirements, and any waivers requested shall be noted on the parking plan.

9.5.5 Major Site Plan: Additional Information

1. A separate traffic and access report may be required by the Planning Board shall be submitted, citing and substantiating the number of cars and trucks expected to enter and leave the premises in a 24 hour period and during the morning and afternoon peak hours; traffic volumes, pavement width, and Level of Service on each road abutting or serving the site; signalization and turning movements for any intersection abutting or within 500 feet of the site; any special

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conditions affecting it; and mitigating measures proposed.

2. The applicant may also submit other explanatory or relevant exhibits and materials to assist the Planning Board in evaluating the site plan and its effect on the neighborhood.

9.5.6 Procedures. Upon receipt of all required items, the Planning Board shall distribute copies thereof to the Conservation Commission, Chief of Police, Chief of Fire Department, Public Works Commissioner, Building Commissioner, Board of Selectmen, and other boards or officials believed by the Planning Board to be affected, with the request for a review and comment within 35 days, and failure to so comment shall be deemed to indicate no objection. The Planning Board shall hold no advertised public hearing on site plan review, but shall, within 30 days of receipt of the complete plans, application, and fees invite the applicant and his representatives to a meeting, the posted agenda of which shall list the review of the site plan as an item. Within said 30 days, the Planning Board shall also send written notice to property owners abutting the site. The Planning Board shall in writing within 90 days of said meeting approve, with or without conditions and modifications, or disapprove the site plan. In the event of disapproval, the Planning Board shall state in writing where the site plan fails to conform, to the letter or intent of this By-Law or of other laws or regulations, or to the applicable professional standards.

9.5.7 Approval. Site Plan approval shall be granted upon determination by the Board that the plan meets the following objectives. The Board may impose reasonable conditions at the expense of the applicant, including performance guarantees, to promote these objectives. Any new building construction or other site alteration shall provide adequate access to each structure for fire and service equipment and adequate provision for utilities and stormwater drainage consistent with the functional requirements of the Planning Board's Subdivision Rules and Regulations. New building construction or other site alteration shall be designed to address the qualities of the specific location, the proposed land use, the design of building form, grading, egress points, and other aspects of the development, in order to:

1. Minimize the volume of cut and fill, the number of removed trees 6" caliper or larger, the length of removed stone walls, the area of wetland vegetation displaced, the extent of stormwater flow increase from the site, soil erosion, and threat of air and water pollution;
2. Maximize pedestrian and vehicular safety, both on the site and accessing and exiting the site;
3. Minimize obstruction of scenic views from publicly accessible locations;
4. Minimize visual intrusion by controlling the visibility of parking, storage, or other outdoor service areas viewed from public ways or premises residentially

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used or zoned;

5. Minimize glare from headlights, minimize light glare into the night sky, and minimize overspill into adjacent properties; and installation of lighting to minimize glare into the night sky and spill into adjacent properties.

6. Minimize unreasonable departure from the character, materials, and scale of buildings in the vicinity, as viewed from public ways and places.

7. Minimize contamination of groundwater from on-site waste-water disposal systems or operations on the premises involving the use, storage, handling, or containment of hazardous substances;

8. Ensure compliance with the provisions of this Zoning Bylaw, including parking and landscaping.

9.5.8 Regulations. The Planning Board shall adopt and may from time to time revise by vote at a duly posted meeting its regulations for site plan reviews and the processing and consultant review fees for site plan reviews. The cost of consultant review and inspections shall be borne by the applicant, who shall be billed for costs in excess of the initial review fee and shall be refunded any part of the fee not used, together with any interest accrued thereon. The schedule of Planning Board fees shall be available at the offices of the Town Clerk and the Planning Board.

9.5.9 Lapse. Any approval of a site plan which has been granted pursuant to this By-law shall lapse, if a substantial use thereof has not sooner commenced, except for good cause, within two (2) years from the grant thereof or in the case of a permit for construction, if construction has not begun, except for good cause, within such two (2) year period.

9.5.10 Appeal. The decision of the Planning Board shall be filed with the Town Clerk. Any appeal shall be filed in accordance with G.L. c. 40A, s. 17 to a court of competent jurisdiction. If 20 days elapse without the Town Clerk being notified that an appeal has been filed, the Planning Board shall endorse its approval and any required conditions or modifications on the plans and distribute copies thereof to the applicant and to the Building Commissioner,

Article 25 is a general update of site plan review with new thresholds for Minor and Major Site Plans. The recommended motion differs from the printed article only by the deletion of the third item under "Threshold for Major Site Plan Review" in subsection 9.5.2 (Applicability) and by the rewrite of subsection 9.5.6 (Procedures).

26. ZONING BY-LAW: DESIGN REVIEW ADVISORY BOARD SCOPE

ARTICLE TWENTY-SIX: *By the Planning Board.* To see if the Town will vote to amend the Dedham Zoning By-Laws by deleting the following strikethrough language in Section 9.6 Design Review Advisory Board, as follows:

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9.6 DESIGN REVIEW ADVISORY BOARD

9.6.3 Jurisdiction. The following projects shall be submitted to the Design Review Advisory Board for their review and advisory report:

1. All new construction, additions to and exterior alterations of existing buildings, and all new signage or alterations of existing signs in the Central Business (CB), General Business (GB), Highway Business (HB), Local Business (LB), Limited Manufacturing (LMA), Limited Manufacturing Type B (LMB), and Research, Development, and Office (RDO) districts.
2. All projects subject to ~~parking plan approval~~, site plan review, or Major Nonresidential Project, or requiring a Special Permit or variance from the Board of Appeals, if located in RDO, PR, or LM districts.

9.6.4 Applicability. A copy of preliminary or conceptual architectural plans shall be transmitted to the Board for review and advisory report. The Design Review Advisory Board shall consider the size or scale, bulk, architectural style, material, texture, color, location, orientation, signs, lighting, landscaping, and site layout in relation to the surrounding area and the visual character of the neighborhood and the town, and shall make written recommendations to the applicant or owner, to the approving town agency, and to the Building Commissioner, referring to the applicable design guidelines. Such recommendations shall be advisory and shall be given due weight by the owner and the Planning Board or other approving agency or official. ~~In the event that the Planning Board, or special permit granting authority, does not adopt the substance of such recommendation, it shall state in writing in its decision the reasons therefore, including the lack of authority, where applicable.~~ or take any action relative thereto. *Referred to Planning Board and Finance Committee for study and report.*

RECOMMENDATION OF THE FINANCE COMMITTEE: Voted 8-1. That it be so voted.

Article 26 removes the requirement for the Planning Board to rationalize its decision not to adopt the recommendation of the Design Review Advisory Board.
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27. ZONING BY-LAW: SC DISTRICT PARKING AND SITE PLAN REVIEW

ARTICLE TWENTY-SEVEN: *By the Planning Board.* To see if the Town will vote to amend the Dedham Zoning By-Laws by deleting the following strikethrough language in Section 7.6.7 and 7.6.8, as follows:

7.6.7 Off-Street Parking and Related Requirements.

Within the SC District, development shall comply with the Off-Street Parking Requirements of Section 5.1 and the Landscaping and Screening Requirements of Section 5.2 of the Zoning By-law, subject to the following modifications and

exceptions.

1. **General Regulations**

~~There shall be no separate Parking Plan Review requirement.~~ The adequacy of parking arrangements shall be reviewed by the Planning Board as part of Site Plan Review.

7.6.8 Site Plan Review in SC District

Within the SC District, the following requirements shall supersede any contrary or inconsistent requirements of the Zoning By-law, including, without limitation, the requirements set forth in Sections 5.1.2, ~~5.4.3~~, 9.4, and 9.5; further, a project within the SC District, or any component thereof, shall not be construed as a Major Non-Residential Project under Section 9.4 of the Zoning By-law.

1. **Purpose of Site Plan Review.**

For the purpose of insuring that there shall be no development in the SC District except in conformity with the provisions of this section, in the SC district, no structure shall be constructed, reconstructed, or used, and no improvements to any lot shall be made unless such development is in conformity with a site plan which has been reviewed by the Planning Board in accordance with the provisions hereof. The purpose of this review is to protect the health, safety, convenience, and general welfare of the Town by providing for a review of plans for uses and structures in the SC District which may have impacts on traffic, municipal and public services and utilities, environmental quality, community economics and community values in the Town. One or two family dwellings, farms on parcels of more than five (5) acres, and land or structures used for religious purposes or educational purposes and owned by or leased to the Commonwealth or any of its agencies, subdivisions, or bodies politic, or by a religious sect of denomination, or by a nonprofit educational corporation, or the use of land or structures for the primary, accessory, or incidental purpose of operating a child care facility shall not be subject to the provisions of this Section. ~~The following site plan review includes and incorporates parking plan review; or take any action relative thereto.~~

Referred to Planning Board and Finance Committee for study and report.

RECOMMENDATION OF THE FINANCE COMMITTEE: That it be so voted.

Article 27 modifies the requirements for parking plan review in the Senior Campus Zoning District.
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28. ZONING BY-LAW: APPLICABILITY OF SUBSEQUENT AMENDMENTS TO PRIOR PERMITS

ARTICLE TWENTY-EIGHT: *By the Planning Board.* To see if the Town will vote to amend the Dedham Zoning By-Laws by adding the following as Subsection 3.3.1.1 Nonconforming Uses and Structures, as follows:

1. Construction or operations under a building or special permit shall conform to any subsequent amendment of this By-law unless the use or construction is commenced within a period of not more than six months after the issuance of the permit and in cases involving construction, unless such construction is continued through to completion as continuously and expeditiously as is reasonable.

or take any other action relative thereto. *Referred to Planning Board and Finance Committee for study and report.*

RECOMMENDATION OF THE FINANCE COMMITTEE: That it be so voted.

Article 28 defines the applicability of subsequent by-law changes to already permitted projects.
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29. ZONING BY-LAW: NEW DEFINITIONS

ARTICLE TWENTY-NINE: *By the Planning Board.* To see if the Town will vote to amend the Dedham Zoning By-Laws by adding the following to Section 10- Definitions, as follows:

Qualified acres: A parcel containing 2 acres or more if the sale of products produced from the agriculture, aquaculture, silviculture, horticulture, floriculture or viticulture use on the parcel annually generates at least \$1,000 per acre based on gross sales dollars in an area not zoned for agriculture, aquaculture, silviculture, horticulture, floriculture or viticulture.

- Delete the definition of “child care facility” and substitute the following therefor:

Child care center: A facility for children as defined in G.L. c. 15D, s. 1A.

- Delete the definition of “Family day care” and substitute the following therefor:

Family child care home: A facility for children as defined in G.L. c. 15D, s. 1A.

- Add the following definition of “Large family child care home:”

Large family child care home: A facility for children as defined in G.L. c. 15D, s. 1A;

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or take any action relative thereto. *Referred to Planning Board and Finance Committee for study and report.*

RECOMMENDATION OF THE FINANCE COMMITTEE: That it be indefinitely postponed.

Article 29 would define or redefine several terms appearing in the Zoning By-Laws.

30. ZONING BY-LAW: FLOOD PLAIN OVERLAY DISTRICT

ARTICLE THIRTY: *By the Town Administrator at the request of Building Commissioner Kenneth Cimeno.* To see if the Town will vote to amend the Town of Dedham Zoning Bylaws Section 8.1 "Flood Plain Overlay District", subsections 8.1.2, 8.1.4, 8.1.5, 8.1.9, and 8.1.12, by deleting the language shown in ~~strikethrough~~ and adding the language shown in **bold**, as follows:

8.1.2 Location.

1.——The Flood Plain Overlay District is herein established as an overlay district. The District includes all special flood hazard areas designated in the Dedham Flood Insurance Rate Map (FIRM) issued by the Federal Emergency Management Agency (FEMA) for the administration of the NFIP dated June 12, 2009, as Zone A, AE, AH, AO, AR, A99, V, VE, and X as depicted on map panels 0044E, 0182E, and 0184E, and the FEMA Flood Boundary and Floodway Map dated August 13, 1983, both maps which indicate the 100-year regulatory floodplain, and both which may be amended from time to time. **in the Town of Dedham designated as Zones A and AE on the Norfolk County Flood Insurance Rate Map (FIRM), issued by the Federal Emergency Management Agency (FEMA) for the administration of the National Flood Insurance Program (NFIP). The map panels of the Norfolk County FIRM that are wholly or partially within the Town of Dedham are panel numbers 25021C0038E, 25021C0039E, 25021C0043E, 25021C0044E, 25021C0177E, 25021C0181E, 25021C0182E, 25021C0183E, and 25021C0184E, dated July 17, 2012.** The exact boundaries of the District ~~may be~~ **are** defined by the 100-year base flood elevations shown on the FIRM and further defined by the **Norfolk County Flood Insurance Study booklet report dated July 17, 2012** ~~September 6, 1974.~~ The FIRM Floodway Maps and Flood Insurance Study ~~booklet report~~ **report** are incorporated herein by reference and are on file with the Town Clerk, Planning Board, Building Department, and Conservation Commission.

2.——For the purpose of work regulated under this By-Law the 100-year regulatory floodplain of the Neponset River is hereby set at elevation 47.0 USGS NGVD. This elevation is based on field observations during major rainfall events of 1998 and 1999, and is approximately 2.0 feet higher than the 100-year regulatory floodplain shown on the Dedham Flood Insurance Rate Map herein referenced in section 8.1.2.1. above. This section shall remain in effect until such time that a new floodplain study of the

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~~Neponset River can be completed and accepted by FEMA.~~

8.1.4 Reference to Existing Regulations.

The FPOD is established as an overlay district to all other districts. All development in the district, including structural and non-structural activities, whether permitted by right or by special permit must be in compliance with Chapter 131, Section 40 of the Massachusetts General Laws and with the following:

1. ~~Section of the Massachusetts State Building code, which addresses floodplain and coastal high hazard areas (currently 780 CMR 2101.0, Flood Resistant Construction)~~ **Sections of the Massachusetts State Building Code (780 CMR), as may be currently in effect, that address construction in floodplain areas;**
2. Wetlands Protection Regulations, Department of Environmental Protection (DEP) (currently 310 CMR 10.00);
3. Inland Wetland Restriction, DEP (currently ~~302 CMR 6.00~~ **310 CMR 13.00**);
4. Minimum Requirements for the Subsurface Disposal of Sanitary Sewage, DEP (currently 310 CMR 15, Title 5).

8.1.5 Procedures.

Any work within a FPOD shall require a Special Permit issued by the Board of Appeals. Notice of each such Flood Plain ~~building~~ **special** permit application shall be given to the Town Public Works Department, to the Town Administrator, the Board of Selectmen, the Board of Health, the Planning Board, and the Conservation Commission, as well as all other parties deemed necessary by the Board of Appeals.

1. The Board of Appeals, in hearing such application, shall consider, in addition to any other factors said Board deems pertinent, the following aspects with respect to flooding and FPOD zoning provisions; that any such building or structure shall be designed, placed, and constructed to offer a minimum obstruction of the flow of water; and that it shall be firmly anchored to prevent floating away.
2. If any land in the FPOD is proven to the satisfaction of the Board of Appeals after the question has been referred to the Planning Board, the Conservation Commission, the Board of Health, and the Board of Selectmen, and reported on by all three boards or the lapse of thirty (30) days from the date of referral without a report, as being in fact not subject to flooding or not unsuitable because of drainage conditions for any use which would otherwise be permitted if such land were not, by operation of this section, in the FPOD, and that the use of such land for any such use will not interfere with the general purposes for which FPOD have been established, and will not be detrimental to the public health, safety or welfare, the Board of Appeals may, after a public hearing with

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due notice, issue a permit for any such use.

3. If an applicant feels that he has sufficient evidence to prove that an area identified as floodplain by FEMA is not subject to flooding, there are formal procedures which allow FEMA to review such individual cases and, if appropriate, remove the area in question from the floodplain.

8.1.9 Permitted Uses

The following activities are permitted within the FPOD upon receipt of a building permit, where required:

1. Development for recreational purposes, including but not limited to: walking trails and bicycle paths, athletic fields, parks, beaches, and boat landings.
2. Horticultural and Agricultural purposes, including those associated with commercial farming.
3. Construction of a structure provided that the following criteria are met:
 - a. Structure shall not be utilized for residential purposes.
 - b. The lowest ~~habitable level~~ **floor** of the structure shall be located at least one foot above the 100 year flood elevation for the site as noted on the FEMA map referenced above.
 - c. The structure shall not impede the flow of flood waters.
 - d. Volumetric flood compensation at a ratio of 2:1 for every cubic foot of fill, structure, or other obstructions placed within the Flood Plain District. Calculations prepared by a Professional Engineer licensed by the Commonwealth of Massachusetts shall be submitted to the Board of Appeals as part of the permit application.
 - e. Any structure shall have direct pedestrian access to uplands area located outside of the FPOD. Such access shall be reviewed and approved by the Dedham Fire and Police Departments.
4. Any public works projects, including but not limited to: drainage, sewerage, or flood control project, including any associated structures.

8.1.12 Federal Flood Insurance Program.

1. The Federal Flood Insurance Rate Map (FIRM) shall be, for purposes of administration of and conformity with the requirements of the Federal Flood Insurance

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Program, placed on file with the Town Clerk and Building Inspector, and shall be considered an appendix to this By-Law.

2. Until such time as a regulatory floodway is designated, no new construction, substantial improvements, or other development (including fill) shall be permitted within Zones A and 4-30 **AE** on the FIRM unless it is demonstrated that the cumulative effect of the proposed development, when combined with all other existing and anticipated development, will not increase the water surface elevation of the base flood at any point within the community or along the regulated section of the waterway.

3. Where a specific area or parcel of land appears on the FIRM as being within the 100 year flood elevation and an applicant, having satisfied the intent of Section 8.1.12.2 above, wishes to seek relief from the placement of the area or parcel within a flood hazard zone, or a release from the mandatory purchase of flood insurance, said applicant shall follow the procedures contained in a Letter of Map Amendment, ~~Part 1920, National Flood Insurance Program Regulations~~, **as outlined in Title 44 of the Code of Federal Regulations (CFR), Part 70.**

or take any other action relative thereto. *Referred to Planning Board and Finance Committee for study and report.*

RECOMMENDATION OF THE FINANCE COMMITTEE: That it be so voted.

Article 30 redefines the Flood Plain Overlay District with reference to the Norfolk County Flood Insurance Rate Map of 2012.
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31. ZONING BY-LAW: MULTI-FAMILY RESIDENTIAL COMPLEX

ARTICLE THIRTY-ONE: *By Attorney and Precinct Seven Town Meeting Member Peter A. Zahka, II on behalf of Kelly Clerkin, Trustee of Wilson Mountain Realty Trust.* To see if the Town will vote to amend the Section 7.3 (Multi-Family Residential Complex) of the Dedham Zoning By-Law as follows:

1. In Section 7.3.1 (General): Add “Single Residence A (SRA) or” prior to “Single Residence B (SRB)”.
2. In Section 7.3.1.1: Delete “50%” and replace with “10%” and delete “SRB” and replace with “the applicable”.
3. In Section 7.3.1.2: Delete “SRB” and replace with “applicable”.
4. In Section 7.3.1.3: Delete Table 5 and replace with the following:

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Table 5 – Multi-Family Table	
Minimum Lot Area	SRA: 6 acres SRB:100,000 square feet
Minimum Lot Frontage	SRA/SRB: 400 linear feet
Maximum Number of Dwelling Units	SRA: the number of dwelling units which could be located in a subdivision within the boundaries of the Multi-Family Residential Complex in accordance with conventional zoning, or 6 units, which is less SRB: 24 units
Distribution of Dwelling Units	SRA/SRB: 60% of all dwelling units must be located within a single building or structure
Minimum Front, Side, and Rear Yard Requirements	SRA/SRB: None for existing buildings or structures; with respect to abutting lots not included within the Multi-family Residential Complex, additions to existing buildings or structures and any new buildings or structures shall comply with the requirements of the applicable Zoning District
Maximum Height	SRA/SRB: 38 feet for any new buildings or structures; existing buildings or structures and any additions thereto shall not exceed the current height of such buildings or structures
Parking	SRA/SRB: At least 1.5 parking spaces per dwelling unit, which may include parking in enclosed structures

5. In Section 7.3.1.4: Add “if the same are present in the abutting street” after “water and sewer system”.

5. In Section 7.3.1.6: Add “In the SRB Zoning District” at the beginning of the first sentence and add the following new sentence at the end: “In the SRA Zoning District at least 20% of the total land area of the Multi-Residential Complex shall be maintained as natural open space in which existing vegetation and topography shall be persevered to the extent possible”

or take any other action related thereto. *Referred to Planning Board and Finance Committee for study and report.*

RECOMMENDATION OF THE FINANCE COMMITTEE: That it be so voted.

Article 31 allows Multi-Residential Complex in Single Residence A zoning districts and redefines the requirements.

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32. BY-LAW: DISCHARGE OF COLLECTED GROUND OR SURFACE WATER

ARTICLE THIRTY-TWO: *By the Town Administrator at the request of Public Works Director Joseph Flanagan.* To see if the Town will vote to amend the General By-Laws of the Town of Dedham, Chapter Thirteen, Police Regulations, by adding the following Section sequentially numbered:

"Discharge of water. No person shall discharge or divert or cause to be discharged or diverted ground or surface water collected by mechanical pump within a building or any surface water collected on private property, including but not limited to pools, in a manner that would create a hazardous or icy condition or cause damage to a public way or sidewalk. No person shall allow a discharge to continue for more than ten minutes after being notified to cease by the Director of the Department of Public Works or by a police officer of the Town.

Any person who violates this By-Law shall be punished by a fine of not more than \$300.00. Each day or portion thereof during which a violation continues shall constitute a separate offense.

As an alternative to criminal prosecution, the Director of Public Works or any police officer of the Town may elect to enforce this by-law by utilizing the non-criminal disposition procedure set forth in G.L. c. 40, § 21D, as may be amended from time to time. The fine for each noncriminal violation shall be \$300.00 and each day or portion of a day on which a violation exists shall constitute a separate offense."

or take any other action relative thereto. *Referred to By-Law Review Committee and Finance Committee for study and report.*

RECOMMENDATION OF THE FINANCE COMMITTEE: That it be so voted.

Article 32 would establish an offense of the unlawful discharge of water onto a public way and allow a non-criminal disposition by a civil fine of \$300 a day.

33. BY-LAW: STANDING COUNT ON TWO-THIRDS VOTE

ARTICLE THIRTY-THREE: *By Precinct Four Town Meeting Member Thomas R. Polito, Jr.* To see whether the Town will vote to amend the Revised By-Laws of the Town by deleting Section 32 of Chapter Two (Town Meetings) and replacing it with the following:

Section 32. Two-Thirds Vote

When a two-thirds vote of town meeting is required by statute, the vote shall be determined by voice vote and declared by the Moderator in accordance with Section 16 of Chapter Two of this bylaw, provided, however, that unless said vote is unanimous, the Moderator shall immediately call for a standing vote,

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or take any other action relative thereto. *Referred to By-Law Review Committee and Finance Committee for study and report.*

RECOMMENDATION OF THE FINANCE COMMITTEE: Voted 6-3. That it be indefinitely postponed.

Article 33 would amend the by-law regarding the determination of a two-thirds vote of Town Meeting to require a standing count when the voice vote is not unanimous.

34. TRANSFER OF CONTROL OF PORTION OF “STRIAR PROPERTY” – SENIOR CENTER

ARTICLE THIRTY-FOUR: *By the Parks and Recreation Commission.* To see if the Town will vote, pursuant to Massachusetts General Laws, Chapter 40, Section 15A, to transfer from the Board of Selectmen for Senior Center purposes to the Dedham Parks and Recreation Commission for recreational purposes the care, custody, management and control of a portion of the so-called Striar Property, which portion is shown as “Parcel A 122,861 sq. ft. 2.82 acres” on a plan entitled “plan of land showing proposed changes in use/care/custody of a portion of ‘Manor Estates’ Sprague Street, Dedham, MA,” dated September 27, 2004, prepared by the County of Norfolk Engineering Department (on file with the Town Clerk), or take any other action relative thereto. *Referred to Finance Committee for study and report.*

RECOMMENDATION OF THE FINANCE COMMITTEE: Voted 7-2. That it be indefinitely postponed.

Article 34 would transfer the control and management of a portion of the “Striar” property off Sprague Street, formerly designated as the site of a new Senior Center, to the Parks and Recreation Commission as park land.

35. TRANSFER OF CONTROL OF PORTION OF “STRIAR PROPERTY” – DOG PARK

ARTICLE THIRTY-FIVE: *By the Parks and Recreation Commission.* To see if the Town will vote, pursuant to Massachusetts General Laws, Chapter 40, Section 15A, to transfer a portion of the so-called Striar Property from the Dedham Parks and Recreation Commission for recreational purposes to the Dedham Parks and Recreation Commission for a Dog Park, with said Commission holding care, custody, management and control of a one acre, more or less, portion of said property, which portion is shown as Parcel B on a plan entitled “proposed Dog Park/Striar Property,” (which plan is on file with the Town Clerk), or take any other action relative thereto. *Referred to Finance Committee for study and report.*

RECOMMENDATION OF THE FINANCE COMMITTEE: That it be indefinitely postponed.

Article 35 would designate a portion of the “Striar” property off Sprague Street as a dog park, under the control and management of the Parks and Recreation Commission, and remove its designation as park land.

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36. TRANSFER OF CONTROL OF PORTION OF DEXTER SCHOOL PROPERTY

ARTICLE THIRTY-SIX: *By the School Committee.* To see if the Town will vote to transfer the care, custody, management and control of a portion of the property known as the Dexter School property and further described in a Deed dated May 5, 1960 and recorded on May 6, 1960 with the Norfolk County Registry of Deeds in Book 3813, Page 436, consisting of a two acre parcel, more or less, from the Board of Selectmen for the purpose of a Senior Center to the School Committee for school purposes, or take any other action relative thereto. *Referred to Finance Committee for study and report.*

RECOMMENDATION OF THE FINANCE COMMITTEE: *That it be so voted.*

Article 36 would return that portion of the Dexter School property on High Street, formerly designated as the site of a new Senior Center, to the control and management of the School Committee for school purposes.

37. TRANSFER OF CONTROL OF OLD AVERY SCHOOL PROPERTY

ARTICLE THIRTY-SEVEN: *By the Board of Selectmen and the School Committee.* To see if the Town will vote to transfer the care, custody, management and control of the parcel of land with improvements thereon located at 123 High Street, Dedham, formerly known as the Avery School property and further approximately shown on a sketch plan called former Avery School, 123 High Street, on file with the Town Clerk's Office, from the School Committee for school purposes to the Board of Selectmen for general municipal purposes and for the purpose of leasing, and further to authorize the Board of Selectmen to lease the foregoing property or any portion thereof on such terms as the Board of Selectmen deems appropriate, or take any other action relative thereto. *Referred to Finance Committee for study and report.*

RECOMMENDATION OF THE FINANCE COMMITTEE: *That it be so voted.*

Article 37 would "decommission" the old Avery School property, transfer its control and maintenance to the Board of Selectmen and authorize the Board of Selectmen to lease the premises.

38. TRANSFER OF CONTROL OF TOWN PROPERTIES FOR PUBLIC AUCTION

ARTICLE THIRTY-EIGHT: *By the Open Space Committee.* To see if the Town will vote to transfer the care, custody, management and control of the parcels of land identified below from the board or officer currently holding the same and for the purposes for which they are currently held to the Board of Selectmen for the purpose of conveyance, and to authorize the Board of Selectmen to convey such parcels by public auction or otherwise, in compliance with applicable laws, on such terms and conditions and for such consideration as the Selectmen deem appropriate, which parcels are approximately shown on plans entitled "2012 Surplus Land" and on file with the Town Clerk, and described as follows:

Dedham Annual Town Meeting 2012

Address	Assessors Map/Parcel	Approx. Area
32 Ames Street	55-96A	112 sq ft
56 Carrolton Lane	79-164	5000 sq ft
11 Harris Street	93-124	942 sq ft
10 Samoset Road	14-55	240 sq ft
37 Brookside Avenue	39-137	1705 sq ft
5 Violet Avenue	24-248	327 sq ft
6 Violet Avenue	24-251	526 sq ft
80 Lincoln Street	141-156	1529 sq ft
3 Crosstown Avenue	42-8	2603 sq ft
7 Crosstown Avenue	42-7	2388 sq ft
15 Crosstown Avenue	42-6	3421 sq ft
17 Crosstown Avenue	42-5	1191 sq ft

or take any other action relative thereto. *Referred to Finance Committee for study and report.*

RECOMMENDATION OF THE FINANCE COMMITTEE: Voted 8-0, 1 abstention. That it be so voted.

Article 38 would authorize the Board of Selectmen to dispose of the listed properties by means of one of more public auctions.
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39. PUBLIC SERVICE RECOGNITION COMMITTEE

ARTICLE THIRTY-NINE: *By Precinct One Town Meeting Member Brian M.B. Keaney.* To see if the Town will vote to establish a Public Service Recognition Committee. The Committee shall be comprised of one Town Meeting Representative from each precinct, appointed by the moderator. Terms of three years shall be arranged in such a manner that as equal a number as possible will expire each year. At the outset of each Annual Town Meeting, the Committee shall recognize with an appropriate gesture of gratitude one or more residents who have performed outstanding acts of service to the community, or take any other action relative thereto. *Referred to Finance Committee for study and report.*

RECOMMENDATION OF THE FINANCE COMMITTEE: Voted 7-2. That it be so voted.

Article 39 would create a standing committee of town representatives for the purpose of recognizing outstanding community service.
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Dedham Annual Town Meeting 2012

40. DENIAL OF PERMIT FOR NEW UTILITY POLE

ARTICLE FORTY: *By Precinct One Town Meeting Member Brian M.B. Keaney.* To see if the Town will vote to instruct the Selectmen to deny permission to erect a new utility pole to any person or company who owns an existing pole in the Town of Dedham in violation of General Laws Chapter 164, Section 34B, or take any other action relative thereto. *Referred to Finance Committee for study and report.*

RECOMMENDATION OF THE FINANCE COMMITTEE: *That it be indefinitely postponed.*

Article 40 would require the Board of Selectmen, acting as the licensing board, to deny a permit for a utility pole to a public utility which has failed to remove a replaced pole within the statutory time.

41. RESOLUTION: PUBLIC COMMENT AT OPEN MEETINGS

ARTICLE FORTY-ONE: *By Precinct One Town Meeting Member Brian M.B. Keaney.* To see if the Town will vote to enact the following Resolution: Resolved, that as free speech and public engagement are integral parts of the representative democracy that governs the Town of Dedham, citizens should be encouraged to participate at all levels of town government. To that end, all meetings of a multiple member body shall include time set aside for public comment as near to the beginning of the agenda as possible and convenient, and all multiple member bodies shall, subject to appropriate rules of order and procedure, allow comments from the public on all items on their agenda, or take any other action relative thereto. *Referred to Finance Committee for study and report.*

RECOMMENDATION OF THE FINANCE COMMITTEE: *Voted 7-2. That it be so voted.*

Article 41 would declare the sense of the Town Meeting in favor of a scheduled public comment period during each public meeting of any board, committee or commission.

APPENDIX A

MEMORANDUM OF AGREEMENT

between

TOWN OF DEDHAM

and

DEDHAM POLICE ASSOCIATION, LIEUTENANTS AND SERGEANTS

July 1, 2008 through June 30, 2009

APPENDIX A

This Memorandum of Agreement, entered into this _____ day of _____, 2012, between the Dedham Police Association, Lieutenants and Sergeants, and the Dedham Board of Selectmen constitutes acceptance by both parties of a new contract, to consist of all language, terms and conditions of the prior contract **ending June 30, 2008**, except for such changes as are enumerated below (new language appears in **bold**):

ARTICLE XXVIII EFFECT OF AGREEMENT

- (A) This instrument constitutes the entire Agreement of the EMPLOYER and the ASSOCIATION arrived at as a result of collective bargaining negotiations **and interest arbitration before the JLMC.**
- (B) The parties acknowledge that during the negotiations which resulted in this Agreement each had the unlimited right and opportunity to make demands with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understanding and agreement arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the EMPLOYER and the ASSOCIATION for the life of this Agreement each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter referred to, or covered by this Agreement or with respect to any subject or matter not specifically referred to or covered in this Agreement even though such subjects or matters may not have been within the knowledge or contemplation of either or both of the parties at the time that they negotiated or signed this Agreement. The waiver of any breach or condition of this Agreement by either party shall not constitute a precedent with respect to future enforcement of all terms and conditions of this Agreement.
- (C) This Agreement is subject to the necessary funding at the Town Meeting.
- (D) Except as otherwise noted herein, this Agreement shall be in full force and effect from July 1, 2008 to and including June 30, 2009 and shall continue from year to year thereafter unless written notice by registered mail, of desire to cancel or terminate the Agreement is served by either party upon the other at least one hundred twenty (120) days prior to the date of expiration.
- (E) Where there is no such cancellation or termination notice that is served and the parties desire to continue said Agreement but also desire to negotiate changes or revisions to this Agreement, either party may serve upon the other a notice at least one hundred twenty (120) days prior to June 30, 2009 or June 30 of any subsequent contract year, advising that such party desires to revise or change terms or conditions of such agreement. This Agreement shall remain in full force and effect until such changes and revisions have been agreed upon.

APPENDIX A

MEMORANDUM OF AGREEMENT

between

TOWN OF DEDHAM

and

DEDHAM POLICE ASSOCIATION, LIEUTENANTS AND SERGEANTS

July 1, 2009 through June 30, 2012

APPENDIX A

This Memorandum of Agreement, entered into this _____ day of _____, 2012, between the Dedham Police Association, Lieutenants and Sergeants, and the Dedham Board of Selectmen constitutes acceptance by both parties of a new contract, to consist of all language, terms and conditions of the prior contract, except for such changes as are enumerated below (new language appears in **bold**):

ARTICLE VIII
SICK LEAVE

(F) In the event that an employee voluntarily terminates employment for reasons other than retirement or death, there shall be no monetary value attached to accrued sick leave. All full time employees, having accumulated one hundred (100) unused sick days, will paid for unused sick days upon retirement or death as follows, **within each band of days**:

<u>Days</u>	<u>Sergeants</u>	<u>Lieutenants</u>
0-100	no compensation	no compensation
101-200	\$65 per day	\$70 per day
201-300	\$70 per day	\$75 per day
300 & above	\$75 per day	\$80 per day

(These changes are effective upon ratification.)

ARTICLE XII
RATES OF PAY

(B) DEDHAM POLICE SUPERIOR OFFICERS' COMPENSATION PLAN

INSERT NEW TABLES HERE

(D) Private Detail Rates: No such assignment shall be made until the person or organization requesting the same has agreed to pay the following rates.

Effective **two (2) weeks after ratification by the parties, the paid detail rate shall increase to \$42.00 per hour, with a minimum of four (4) hours for all regular details, outdoor road details, details where alcoholic beverages are served, and details involving labor disputes (at time and one half the detail rate for details involving labor disputes.**

Additionally, whenever an Officer works more than four hours on an outdoor

APPENDIX A

road detail, the officer shall be paid for the additional time worked beyond the initial four hours in a four-hour block for a total of eight hours for that detail. After working the initial eight hours of the detail, all additional time worked on that detail shall be compensated in minimum two-hour block(s), and paid at time and one-half the detail rate.

The parties agree that the second four-hour block provision shall not apply to outside road details that are funded by the Town of Dedham. In such instances, any work performed beyond the initial four-hour block would be compensated in minimum two-hour blocks. Any hours worked beyond the initial eight hours, on the same detail in the same day, would be compensated as described above.

- **Effective two (2) weeks after ratification**, in the event there are three or more Patrol Officers working on a detail and a Superior Officer is assigned in a supervisory capacity, the ranking Superior Officer shall be paid three dollars (\$4) more per hour.
- In the event that the employing organization requests that a certain police officer not be assigned to a particular detail, regardless of any other agreements between the parties, such officer shall not be assigned to the detail.
- Extra paid detail compensation shall be calculated from start to finish without deducting time for meals or other causes.
- Officers assigned outside their regular shift to duty at polling places on election days shall be compensated at the rate of time-and-one-half their regular hourly rate.

ARTICLE XX CAREER INCENTIVE PAY

Any full-time employee entitled to receive career incentive pay, in addition to his base salary will continue to receive such career incentive pay to which he is entitled as determined in accordance with the formula set forth in Massachusetts General Laws, Chapter 41, Section 108L.

The provisions of this Article XX, as amended, will apply to members of the unit who were employed by the Town on or before July 1, 2009. These members are eligible for a "Primary Education Incentive."

(a) Primary Education Incentive (PEI) shall entitle members hired prior to July 1, 2009 and who had been receiving "Quinn Bill" benefits to receive the same benefit levels, in the same manner, regardless of whether the

APPENDIX A

Town of Dedham is reimbursed any money from the Commonwealth, and regardless of whether M.G.L. Ch. 41, § 108L, is ever repealed, amended, or insufficiently funded.

(b) Members who attain a higher degree under PEI (e.g. member having an Associate's degree receives a Bachelor's degree), shall be entitled to the higher associated benefit level, as was available to the member under the provisions of M.G.L. Ch. 41, § 108L.

(c) Members employed on or before July 1, 2009 and who have enrolled in a program and registered for at least one course toward a degree in a program listed in Section "h" below on or before September 1, 2011, will remain eligible to receive benefits under PEI.

(d) Employees who transfer from another department where they had been included in an educational incentive program pursuant to M.G.L. Ch. 41, § 108L shall be eligible for benefits under PEI.

(e) Any Member hired prior to July 1, 2009 who does not qualify for PEI as described above shall be eligible for the "Secondary Education Incentive". Any Member hired after July 1, 2009, and is not eligible for PEI benefits in accordance with paragraph (f), shall only qualify for SEI.

(f) The Secondary Education Incentive (SEI) program shall entitle members who possess or attain college degrees during the course of their employment, an annual payment as follows: Associate's degree or 60 credits toward a Baccalaureate degree shall qualify for an annual \$2,500 incentive payment; attainment of a Baccalaureate Degree shall qualify for an annual \$5,000 incentive payment; Attainment of a Master's Degree or a Juris Doctor Degree shall qualify for an annual \$7,500 incentive payment. The Member shall qualify for the pertinent annual incentive payment provided that the qualifying degree is received by the member prior to August 31 of each year. The pertinent annual incentive payment will be provided to the member in the first pay period during the month of October. These incentive payments are paid annually and are not to be calculated with other stipends, overtime payments or other base pay calculations.

Eligible Degrees for SEI- An Associate's, Bachelor's or Master's Degree in the following major concentrations shall be eligible for the secondary education incentive program:

1. Criminal Justice
2. Criminal Justice Administration
3. Criminology
4. Law Enforcement
5. Sociology
6. Psychology

APPENDIX A

7. **Forensic Science**
8. **Public Administration**
9. **Political Science**
10. **Computer Science**

A Juris Doctor degree is also an eligible degree and shall be treated as a Master's Degree for purposes of payment incentive under this Agreement.

Degrees shall have been awarded by a college or university listed in the database of the accredited postsecondary institutions and programs maintained by the US Department of Education.

ARTICLE XXII SPECIALTY STIPENDS

An annual \$5,000 stipend will be paid on a weekly basis to the Executive Officer, an annual \$1,200 stipend will be paid to the Prosecutor and Detective Lieutenant, and a \$500 stipend will be paid to those employees who are department certified in one or more of the following specialties: fingerprinting, photography, identikit. Compensation will be paid to only those employees who seek and receive certification with prior departmental authorization. **Effective on July 1, 2010, a defibrillator stipend in the amount of \$1,300 will be paid to those employees certified in the use of a defibrillator. This stipend shall increase to \$1,500 on June 30, 2012.**

ARTICLE XXVIII EFFECT OF AGREEMENT

- (A) This instrument constitutes the entire Agreement of the EMPLOYER and the ASSOCIATION arrived at as a result of collective bargaining negotiations **and interest arbitration before the JLMC.**
- (B) The parties acknowledge that during the negotiations which resulted in this Agreement each had the unlimited right and opportunity to make demands with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understanding and agreement arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the EMPLOYER and the ASSOCIATION for the life of this Agreement each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter referred to, or covered by this Agreement or with respect to any subject or matter not specifically referred to or covered in this Agreement even though such subjects or matters may not have been within the knowledge or contemplation of either or both of the parties at the time that they

APPENDIX A

- negotiated or signed this Agreement.
- (C) The waiver of any breach or condition of this Agreement by either party shall not constitute a precedent with respect to future enforcement of all terms and conditions of this Agreement.
 - (D) This Agreement is subject to the necessary funding at the Town Meeting.
 - (E) Except as otherwise noted herein, this Agreement shall be in full force and effect from July 1, 2009 to and including June 30, 2012 and shall continue from year to year thereafter unless written notice by registered mail, of desire to cancel or terminate the Agreement is served by either party upon the other at least one hundred twenty (120) days prior to the date of expiration.
 - (F) Where there is no such cancellation or termination notice that is served and the parties desire to continue said Agreement but also desire to negotiate changes or revisions to this Agreement, either party may serve upon the other a notice at least one hundred twenty (120) days prior to June 30, 2012 or June 30 of any subsequent contract year, advising that such party desires to revise or change terms or conditions of such agreement. This Agreement shall remain in full force and effect until such changes and revisions have been agreed upon.

APPENDIX B

STATUTES AND MAPS

- Article 18: Section 30 of Chapter 176 of the Acts of 2011
General Laws, Chapter 32 section 12
General Laws, Chapter 164 section 348
- Article 35: Proposed Dog Park at Striar Property
- Article 36: Proposed Senior Center Location at 1100 High Street
- Article 37: Former Avery School – 123 High Street
- Article 38: Parcel 14-55
Parcel 24-248
Parcel 24-251
Parcel 39-137
Parcel 42-5
Parcel 42-6
Parcel 42-7
Parcel 42-8
Parcel 55-96A
Parcel 79-164
Parcel 93-124
Parcel 141-156

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ARTICLE 18

Chapter 176 of the Acts of 2011

SECTION 30. Option (d) of said section 12 of said chapter 32, as so appearing, is hereby amended by inserting after the tenth paragraph the following paragraph:-

Beginning April 2, 2012, the normal monthly member-survivor allowance provided for under this option to a spouse of a deceased member shall not be less than \$500 for members of the state teachers' and state employees' retirement system. This paragraph shall take effect for the members of a retirement system of any other political subdivision by a majority vote of the board of such system and by the local legislative body. For the purpose of this paragraph, a vote of the legislative body shall take place in the following manner: in a city, by a vote of the city council subject to its charter; in a town, by a vote at a town meeting; in a county, by a vote of the county retirement board advisory council; in a region, by a vote of the regional retirement board advisory council; in a district, by a vote of the district members; and for an authority, by a vote of its governing body. Acceptance shall be deemed to have occurred upon the filing of a certification of such vote with the commission.

General Laws, Chapter 32

Section 12. (1) Election of Option. — Any member who is retired for superannuation under the provisions of section five or who applies for a retirement allowance under the provisions of section ten or subdivision (3) of section twenty-six, may elect to have his allowance paid in accordance with the terms of any one of the three options specified in subdivision (2) of this section. Any member who is retired for disability under section 6, or section 7 or who is retired under subdivision (2) of section 26, may elect to have his allowance paid in accordance with the terms of option (a), option (b) or option (c), provided, however, that, in the event that the surviving eligible beneficiary of a member under said option (c) is eligible for a benefit under section 9, the beneficiary shall elect to receive either a benefit pursuant to said option (c) or a benefit pursuant to said section 9 but in no event shall the beneficiary be eligible for both benefits. Election of an option shall be made by such member in writing on a prescribed form filed with the board, and once made may be changed from time to time by making a new election in a similar manner; provided, that no election of an option shall be valid unless such election is filed with the board on or before the date of receipt by the board of the written application for the retirement of such member or for a retirement allowance under the provisions of section ten, as the case may be, or unless such election is held with the board not more than fifteen days after the date of receipt by the board of the written application for the retirement of such member in case such application is made by the head of his department, or unless such election is filed with the board on or before the date his allowance becomes effective. Upon receipt of such election by the board, the option elected shall take effect as of the date the retirement allowance of such member becomes effective; provided, that if his death occurs before such date such option shall not take effect and his accumulated total deductions, if any, shall be returned as provided for in subdivision (2) of section eleven. If no election of an option is made or if none is in effect as provided for in this section, the retirement allowance of such member shall be paid in accordance with the terms of option (b) of subdivision (2) of this section.

For any member who is married, an election shall not be valid unless it is accompanied by the signature of the member's spouse indicating the member's spouse's knowledge and understanding of the retirement option selected. The retirement board shall provide the member and spouse with detailed information regarding the benefit option selected in order for the member and spouse to make an

APPENDIX B

informed decision regarding said option. If any member who is married files an election which is not so accompanied, the board shall within fifteen days notify the member's spouse by registered mail of the option election and of the spouse's right to sign and return an acknowledgment of receipt and understanding of such information within thirty days after receipt of the acknowledgment. The election shall not take effect until it is accompanied by the signature of the member's spouse; provided, however, that no such signature shall be required if the spouse fails to submit such signed acknowledgment on or before the thirtieth day from receipt of the information from the retirement board. Such election made prior to the spousal notification may be changed in accordance with the spouses understanding of the retirement allowance selected, or at any later time otherwise permitted under this chapter. Nothing in this paragraph shall be deemed to affect the effective date of any retirement allowance. The provisions of this section relative to the retirement of the member's election being accompanied by the member's spouse shall not apply in the case of a member who is divorced and who has previously filed with the retirement board a domestic relations order which has been entered by the probate court and provides for the option to be elected by the member.

(2) Terms of Options. — Any retirement allowance paid in accordance with the terms of any one of the three options specified in this subdivision shall be payable during the lifetime of the member to whom the allowance is granted and shall cease upon his death except as otherwise provided for in the option elected; provided, that the continuance of payments during the lifetime of such member and the amount thereof shall be subject to the provisions of sections eight, fourteen, fifteen and twenty-five.

Option (a), Life Annuity. — A full retirement allowance payable to such member which shall consist of—

(i) A regular life annuity, the yearly amount of which shall be determined so that the value of such annuity on the date such allowance becomes effective shall be the actuarial equivalent of the value of his accumulated regular deductions, if any, on such date;

(ii) A pension, the yearly amount of which shall be equal to the excess of the normal yearly amount of the retirement allowance determined in accordance with the provisions of the section under which such allowance is being granted to such member over the yearly amount of the regular life annuity specified in clause (i) of this option; and

(iii) An additional life annuity, the yearly amount of which shall be determined so that the value of such annuity on the date such allowance becomes effective shall be the actuarial equivalent of the value of his accumulated additional deductions, if any, on such date.

Option (b), Cash Refund Annuity. — A lesser retirement allowance payable to such member which shall consist of—

(i) A cash refund life annuity, the yearly amount of which shall be determined so that the value of such annuity on the date such allowance becomes effective shall be the actuarial equivalent of the value of his accumulated total deductions, if any, on such date. Such cash refund life annuity shall provide that, if such member dies before receiving in annuity payments a total amount equal to such value of such accumulated total deductions, the excess of such value over such total amount shall be paid in one sum in accordance with the provisions of subdivision (2) of section eleven to his surviving beneficiary or beneficiaries entitled thereto; and

(ii) A pension, the yearly amount of which shall be equal to that specified in clause (ii) of option (a) of this subdivision.

APPENDIX B

Option (c), Joint and Last Survivor Allowance. — A lesser retirement allowance which shall be payable to such member during his lifetime, with the provisions that two-thirds of the yearly amount of such lesser retirement allowance shall be continued during the lifetime of and paid to such surviving eligible beneficiary as such member shall have nominated in his written election of this option; provided, however, that such eligible beneficiary shall receive not less than two-thirds of the retirement allowance such member is receiving at the time of his death; and provided, further, that if such eligible beneficiary dies on or after the date such lesser retirement allowance becomes effective and before the death of such member, such member thereafter shall be paid a full retirement allowance and may not choose another option. Such full retirement allowance shall be determined by multiplying the amount of the lesser retirement allowance at the time of the death of such eligible beneficiary by a fraction the numerator of which is the yearly amount of the full retirement allowance which such member would have received at the time his retirement allowance became effective if he had elected that it be paid in accordance with the terms of Option (a), and the denominator of which is the yearly amount of the lesser retirement allowance which such member received at the time his retirement allowance first became effective.

If such beneficiary dies before the date such retirement allowance becomes effective, this option shall not take effect, and in such case such member, upon his written request on a prescribed form filed with the board prior to such effective date, may make a new election of any one of the first three options specified in this subdivision. The yearly amount of such lesser retirement allowance shall be determined so that the actuarial value of the prospective payments to such member, including those for a full retirement allowance made in accordance with the first paragraph of this option, and to such eligible beneficiary shall, on the date such allowance becomes effective, be the actuarial equivalent of the value on such date of the full retirement allowance specified in Option (a). Any such lesser retirement allowance payable under this option shall be divided between annuity and pension in the same proportion as the corresponding full retirement allowance specified in said Option (a) is so divided, and any such full retirement allowance payable under this option shall be divided between annuity and pension in the same proportion as the lesser retirement allowance which it replaces.

No person shall be eligible for nomination as beneficiary under this option unless such person is the spouse former spouse who has not remarried, child, father, mother, sister or brother of such member.

If a spouse receiving an allowance as beneficiary under this option dies leaving any children of the deceased member and of such spouse who are under age eighteen, such amount as would have been paid to such spouse shall be divided into such number of equal shares as there are such children, and each such share shall be paid to a guardian for the benefit of each such child until the child reaches age eighteen.

Option (d), Member Survivor Allowance. — At any time a member, upon his written notice on a prescribed form filed with the board prior to his death, may nominate an eligible beneficiary as set forth under option (c) of this section, who if such member dies before being retired shall receive the yearly amount of the option (c) allowance to which such member would have been entitled had his retirement taken place on the date of his death.

If such member dies before attaining age fifty-five and before being retired, such nominated eligible beneficiary shall receive the option (c) allowance to which such member would have been entitled had he attained age fifty-five at the time of his death and had his retirement taken place on the date of his death.

APPENDIX B

A member may at any time cancel the appointment of a beneficiary nominated under this option by a written notice filed with the board prior to his death.

If a member dies before being retired without an eligible beneficiary other than the spouse of such member nominated under this option, or, notwithstanding the provisions of paragraph (a) of subdivision (2) of section thirteen, if a member in service as described in subparagraph (i) of paragraph (a) of subdivision (1) of section three who has not less than two years of creditable service dies and leaves a spouse to whom such member had been married for not less than one year, or if a member dies within thirty days following the date the retirement of such member became effective without an eligible beneficiary nominated under Option (c) of this section, an election may be made by such spouse to receive the member-survivor allowance under this option; provided, that said spouse and the deceased member were living together at the time of death of such member, or that the board finds that they had been living apart for justifiable cause other than desertion or moral turpitude on the part of the spouse.

If the spouse eligible to elect the member-survivor allowance provided for in this option fails, as provided for in this option, to elect said allowance, the accumulated total deductions of the member shall be paid to the surviving beneficiary or beneficiaries of record, if any, nominated under the provisions of paragraph (c) of subdivision (2) of section eleven, and if there is no such surviving beneficiary or beneficiaries of record said accumulated total deductions shall be paid to such spouse in one sum as a cash refund under subdivision (2) of said section eleven.

Upon the receipt of the notice of death of any member, the board shall notify the spouse or the person who may act for a child or children as to what information must be furnished in order that the board may determine the eligibility of any person to receive benefits provided for the survivors of a deceased member; and, after it has received the necessary information, the board shall notify such spouse or such other person of the right of election, if any, provided by this option and of the approximate amount of the allowance which will be payable and of the payments due on account of a child or children, if any, provided by section 12B; and of the manner of settlement of the account of the member, including the amount of any cash refund that is payable if the spouse or person who may act for a child or children fails to elect to receive the member-survivor allowance provided herein, or the payments for a child or children provided under Section 12B.

No election of the form of settlement permitted under this option shall be valid unless it is made on a prescribed form filed with the board within ninety days following the date that such notice regarding the right of election is mailed to the spouse.

Any eligible beneficiary or spouse having a right under this option may, within ninety days from the date that the board mailed notice regarding the right of election to the spouse or eligible beneficiary, make any make-up payments which at the time of death the member had a right to make for the purpose of obtaining credit for service rendered by the member prior to his last becoming a member.

If any such member as is described in this option dies as a result of a personal injury sustained or hazard undergone while in the performance of the duties of such member, with a resultant death benefit as provided for in section nine or section one hundred of chapter thirty-two, such sections shall govern.

The normal monthly member-survivor allowance provided for under this option to a spouse of a deceased member shall not be less than two hundred and fifty dollars, subject to the provisions of paragraph (e) of section one hundred and two; provided, however that the deceased member was a member in service as described in subparagraph (i) of paragraph (a) of subdivision (1) of section three on the date of death and that the member had not less than two full years of creditable service and had

APPENDIX B

been married to such spouse for not less than one year; and provided, further, that such member and such spouse were living together on the date of death of the member, or that the board finds that they were living apart for justifiable cause other than desertion or moral turpitude on the part of such spouse.

The total annual allowance derived from and payable under the provisions of this option, together with any allowance payable under the provisions of section twelve B, shall at no time be greater than the annual rate of regular compensation, payable to such member on the date of death of such member.

(3) Notification by Board. — In case any member in service is to be retired at the maximum age for his group, the board shall notify the head of his department of such fact in writing not less than thirty days nor more than four months prior to the date such member will attain such maximum age. The board shall also so notify any member whose allowance is to become effective at the maximum age for his group of such fact and at the same time shall furnish him with a brief statement of the options available to him, together with a statement of the conditions under which an option may be elected.

(4) Any person who retired under chapter 32 between July 1, 2004 and December 27, 2004, inclusive, or the surviving spouse of any such person who is deceased, who elected Option (a) or Option (b) of subdivision (2) may change such selection to Option (b) or Option (c) of said subdivision (2). In paying the retirement allowance under the new election, the board may make appropriate adjustments, or arrange for appropriate repayments, upon such terms and condition as the board may prescribe, so as to recover any overpayments resulting from the prior election; provided, however, that any lump sum distribution paid under Option (b) shall be repaid to the retirement system in 1 lump sum on terms and conditions as the board may prescribe. The change of election under this subdivision shall be made on or before July 1, 2006, and shall be retroactive to the date of retirement. The one time election to change retirement options under this subdivision shall be in a manner prescribed by the retirement board; provided, however, that the retirement board shall have 180 days after the submission of an application to change the retirement option filed under this subdivision to implement said change.

APPENDIX B

ARTICLE 18

General Laws Chapter 164

Section 34B. A distribution company or a telephone company engaging in the removal of an existing pole and the installation of a new pole in place thereof shall complete the transfer of wires, all repairs, and the removal of the existing pole from the site within 90 days from the date of installation of the new pole; provided, however, that for any approved commercial or industrial construction project, the completion of which is expected to take longer than one year, said company shall be required to remove such pole within six months from the date of installation of the new pole. The owner of such pole shall notify all other users of the starting date of such removal and installation work at least 48 hours prior to the commencement of such work, and said owner shall require all other users to remove their wiring and other attachments from the poles in a timely manner.

Proposed Dog Park at Striar Property

ATM 2012 - Warrant Article 35



Coordinate System:
NAD 1983 StatePlane Massachusetts Mainland FIPS 2001 Feet

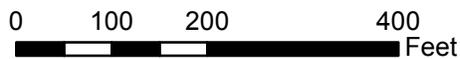
Legend

-  Parcel A
-  Parcel B - Proposed Dog Park
-  Striar Property
-  Tax Parcels



Town of Dedham
Norfolk County
Massachusetts

1 inch = 200 feet



Proposed Senior Center Location at 1100 High Street

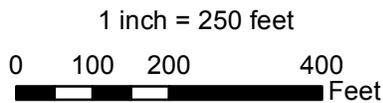
ATM 2012 - Warrant Article 36



Coordinate System:
NAD 1983 StatePlane Massachusetts Mainland FIPS 2001 Feet



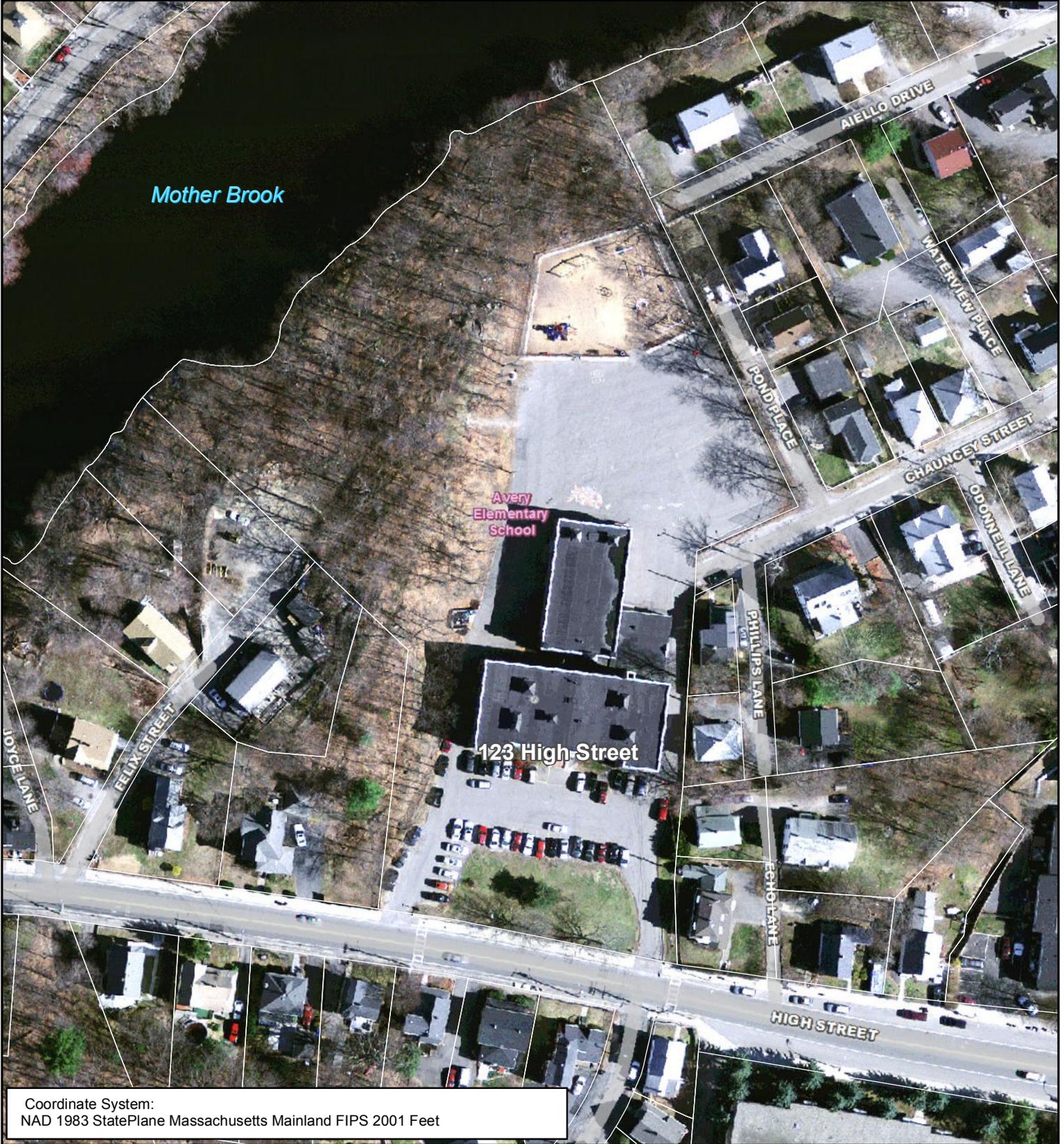
Town of Dedham
Norfolk County
Massachusetts



www.dedham-ma.gov

Former Avery School - 123 High Street

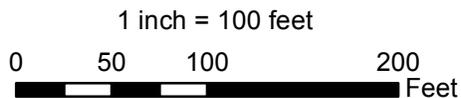
ATM 2012, Article 37



Coordinate System:
NAD 1983 StatePlane Massachusetts Mainland FIPS 2001 Feet



Town of Dedham
Norfolk County
Massachusetts



www.dedham-ma.gov

Parcel #14-55 ATM 2012 - Warrant Article 38

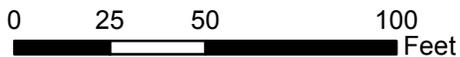


Coordinate System:
NAD 1983 StatePlane Massachusetts Mainland FIPS 2001 Feet



Town of Dedham
Norfolk County
Massachusetts

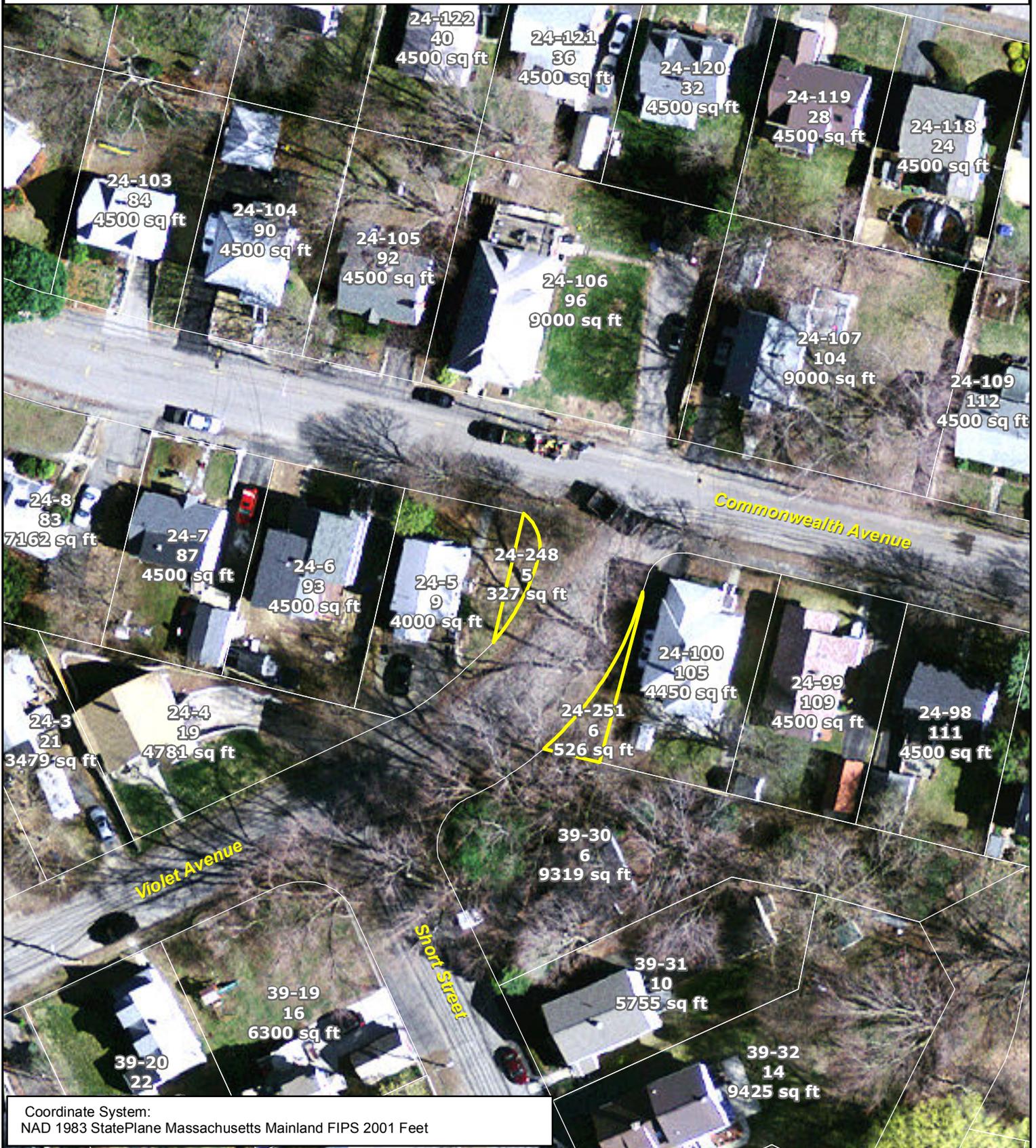
1 inch = 50 feet



www.dedham-ma.gov

Parcel #24-248

ATM 2012 - Warrant Article 38

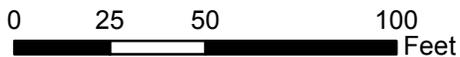


Coordinate System:
NAD 1983 StatePlane Massachusetts Mainland FIPS 2001 Feet



Town of Dedham
Norfolk County
Massachusetts

1 inch = 50 feet



Parcel #24-251 ATM 2012 - Warrant Article 38



Coordinate System:
NAD 1983 StatePlane Massachusetts Mainland FIPS 2001 Feet



Town of Dedham
Norfolk County
Massachusetts

1 inch = 50 feet



www.dedham-ma.gov

Parcel #39-137
ATM 2012 - Warrant Article 38

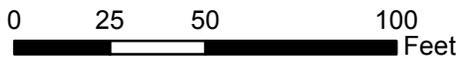


Coordinate System:
NAD 1983 StatePlane Massachusetts Mainland FIPS 2001 Feet



Town of Dedham
Norfolk County
Massachusetts

1 inch = 50 feet



www.dedham-ma.gov

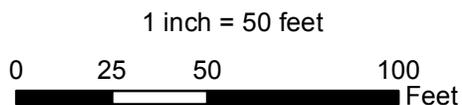
Parcel #42-5
ATM 2012 - Warrant Article 38



Coordinate System:
NAD 1983 StatePlane Massachusetts Mainland FIPS 2001 Feet



Town of Dedham
Norfolk County
Massachusetts



www.dedham-ma.gov

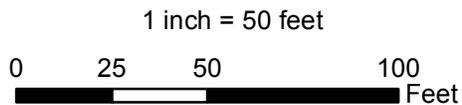
Parcel #42-6
ATM 2012 - Warrant Article 38



Coordinate System:
NAD 1983 StatePlane Massachusetts Mainland FIPS 2001 Feet



Town of Dedham
Norfolk County
Massachusetts



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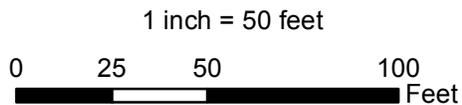
Parcel #42-7
ATM 2012 - Warrant Article 38



Coordinate System:
NAD 1983 StatePlane Massachusetts Mainland FIPS 2001 Feet



Town of Dedham
Norfolk County
Massachusetts



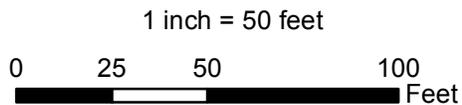
Parcel #42-8 ATM 2012 - Warrant Article 38



Coordinate System:
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Town of Dedham
Norfolk County
Massachusetts



Parcel #55-96A
ATM 2012 - Warrant Article 38

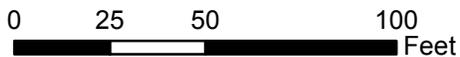


Coordinate System:
 NAD 1983 StatePlane Massachusetts Mainland FIPS 2001 Feet



Town of Dedham
 Norfolk County
 Massachusetts

1 inch = 50 feet



www.dedham-ma.gov

Parcel #79-164
ATM 2012 - Warrant Article 38



Coordinate System:
NAD 1983 StatePlane Massachusetts Mainland FIPS 2001 Feet



Town of Dedham
Norfolk County
Massachusetts

1 inch = 50 feet



www.dedham-ma.gov

Parcel #93-124 ATM 2012 - Warrant Article 38



Coordinate System:
NAD 1983 StatePlane Massachusetts Mainland FIPS 2001 Feet



Town of Dedham
Norfolk County
Massachusetts

1 inch = 50 feet



www.dedham-ma.gov

Parcel #141-156
ATM 2012 - Warrant Article 38

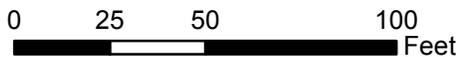


Coordinate System:
NAD 1983 StatePlane Massachusetts Mainland FIPS 2001 Feet



Town of Dedham
Norfolk County
Massachusetts

1 inch = 50 feet



APPENDIX C

**Fiscal 2013 Salaries of Employees
Working Under Employment Agreements**
(Not Listed in Classification & Compensation Schedules)

Town Administrator.....	\$154,730
Police Chief	\$142,800
Fire Chief.....	\$140,684
Director of Finance	\$124,730
Director of the Library	\$82,000

Note: Salaries include base wages, education incentive, hazmat material, deferred compensation, holiday and longevity, where applicable.

APPENDIX D
FY2013 PERSONNEL FULL-TIME EQUIVALENTS

DEPARTMENT	FY09	FY10	FY11	FY12	FY13
SELECTMEN/TOWN ADMINISTRATOR					
Town Administrator	1	1	1	1	1
Assistant Town Administrator	1	1	1	1	1
Assistant to Administration	1	1	1	1	1
Administrative Assistant II	1	1	1	1	1
TOTAL	4	4	4	4	4
FINANCE COMMITTEE					
Finance & Budget Assistant Transferred to Finance Department	1	1	1	1	0
TOTAL	1	1	1	1	0
DEPARTMENT OF FINANCE					
Director of Finance	1	1	1	1	1
Deputy Director of Finance	0	1	1	1	1
Treasurer	1	0	0	0	0
Collector	1	0	0	0	0
Assistant Finance Director	1	1	1	1	1
Director of Technology	1	1	1	1	1
Assistant Director of Technology	1	1	1	1	1
Financial Analyst Transferred from Finance Committee	0	0	0	0	1
Accounting Supervisor	1	1	1	1	1
Assistant Treasurer	1	1	1	1	1
Administrative Finance Clerk	1	1	1	1	1
Benefit Administrator	1	1	1	1	1
Payroll Administrator	1	1	1	1	1
Senior Tax Clerk	3	4	4	4	4
Senior Accounting Clerk	2	2	2	2	2
TOTAL	16	16	16	16	17
BOARD OF ASSESORS					
Director of Assessing	1	1	1	1	1
Assistant Director of Assessing	1	1	1	1	1
Assessing Specialist	3	3	3	3	3
TOTAL	5	5	5	5	5
TOWN CLERK (including Registrars)					
Town Clerk	1	1	1	1	1

APPENDIX D
FY2013 PERSONNEL FULL-TIME EQUIVALENTS

Assistant Town Clerk	1	1	1	1	1
Administrative Assistant II	2	2	2	2	2
TOTAL	4	4	4	4	4
ECONOMIC DEVELOPMENT					
Economic Development Director	1	1	1	1	1
TOTAL	1	1	1	1	1
PLANNING BOARD					
Town Planner	0	1	1	1	1
Board Administrative Assistant	0.97	1	1	1	1
TOTAL	0.97	2	2	2	2
BOARD OF APPEALS					
Board Administrative Assistant	0.36	0	0	0	0
TOTAL	0.36	0	0	0	0
CENTRAL ADMINISTRATION					
Transferred to Central Facilities					
Facilities Manager	0.5	0.5	0.5	0.5	0
Custodian	1	1	1	1	0
Assistant Custodian	0.5	0.5	0.5	0.5	0
TOTAL	2.0	2.0	2.0	2.0	0
CENTRAL FACILITIES MAINTENANCE & OPERATIONS					
Facilities Director	0	0	0	0	1
Custodian	0	0	0	0	3
Assistant Custodian	0	0	0	0	1.0
TOTAL	0	0	0	0	4.5
POLICE DEPARTMENT					
Chief	1	1	1	1	1
Lieutenant	4	4	4	4	4
Sergeant	9	9	9	9	9
Patrolman	46	46	46	46	46
Administrative Assistant II	2	2	2	2	2
Custodian	1	1	1	1	0
Transferred to Central Facilities					
Assistant Custodian	0.5	0.5	0.5	0.5	0
Transferred to Central Facilities					
TOTAL	63.5	63.5	63.5	63.5	62.0

APPENDIX D
FY2013 PERSONNEL FULL-TIME EQUIVALENTS

FIRE DEPARTMENT

Chief	1	1	1	1	1
Deputy Chief	4	4	4	4	4
Lieutenant	9	9	9	9	9
Firefighter / Mechanic	1	1	1	1	1
Firefighter	49	49	49	49	49
Administrative Assistant II	1	1	1	1	1
TOTAL	65	65	65	65	65

CIVILIAN DISPATCHERS

Civilian Supervisor of Dispatchers	1	1	1	1	1
Civilian Dispatcher	8	8	8	8	8
TOTAL	9	9	9	9	9

BUILDING DEPARTMENT

Building Commissioner	1	1	1	1	1
Assistant Building Inspector	1	1	1	1	1
Building Inspector / Code Enforcement	1	1	1	1	1
Electrical Inspector	1	1	1	1	1
Plumbing / Gas Inspector	1	1	1	1	1
Senior Clerk	0	0	0	0	1
Administrative Assistant I	1	1	1	1	0
TOTAL	6	6	6	6	6

CANINE CONTROL

Canine Controller	1	1	1	1	1
TOTAL	1	1	1	1	1

CONSERVATION COMMISSION

Administrative Assistant II	0.76	0.76	0.76	0.76	1
TOTAL	0.76	0.76	0.76	0.76	1

ENVIRONMENTAL

Environmental Coordinator	1	1	1	1	1
TOTAL	1	1	1	1	1

DPW OPERATIONS COMBINED

Director of Public Works	1	1	1	1	1
Highway Superintendent	1	1	1	1	1
Cemetery Superintendent	1	1	1	1	1
Public Works Foreman	4	4	5	5	5

APPENDIX D
FY2013 PERSONNEL FULL-TIME EQUIVALENTS

Special Motor Equipment Operator	13	13	12	12	12
Motor Equipment Repairman	1	1	1	1	1
Administrative Assistant I	1	1	1	1	1
TOTAL	22	22	22	22	22
 INFRASTRUCTURE ENGINEERING					
Director of Infrastructure Engineering	1	1	1	1	1
Infrastructure Engineer	1	1	1	1	1
Field Engineer	1	1	1	1	1
GIS Manager	1	1	1	1	1
Administrative Assistant	1	1	1	1	1
TOTAL	5	5	5	5	5
 PUBLIC HEALTH DEPARTMENT					
Health Director	1	1	1	1	1
Assistant Health Director	1	1	1	1	1
Public Health Nurse	0.6	0.6	0.6	0.6	0.6
Administrative Assistant I	1	1	1	1	1
TOTAL	3.6	3.6	3.6	3.6	3.6
 COUNCIL ON AGING					
COA Director	1	1	1	1	1
Administrative Assistant II	1	1	1	1	1
COA Social Worker	1	1	1	1	1
Van Driver	0.9	0.9	0.9	0.9	0.9
TOTAL	3.9	3.9	3.9	3.9	3.9
 YOUTH COMMISSION					
Youth Commission Director	1	1	1	1	1
Youth Coordinator	2	2	2	2	2
Administrative Assistant II	1	1	1	1	1
TOTAL	4	4	4	4	4
 VETERANS AGENT					
Veteran's Agent / Procurement Officer	1	1	1	1	0
Veteran's Agent	0	0	0	0	1
Administrative Assistant II	1	1	1	1	1
TOTAL	2	2	2	2	2
 LIBRARY					
Library Director	1	1	1	1	1

APPENDIX D
FY2013 PERSONNEL FULL-TIME EQUIVALENTS

Administrative Assistant I	1	1	1	1	1
Custodian	1	1	1	1	1
Assistant Custodian	1	1	1	1	1
Library Page	3.2	3.2	2.0	2.0	2.0
Circulation Librarian	0	0	0	0	0
Circulation Supervisor	1	1	1	1	1
Adult Services Librarian	1	1	1	1	0
Reference Librarian	1	1	1	1	2
Technical Service Librarian	1	1	1	1	1
Children's Librarian	1	1	1	1	1
Librarian (for Sunday)	0.2	0.2	0.2	0.2	0.2
Library Assistants	6.6	6.6	6.1	6.1	6.1
TOTAL	19.0	19.0	17.3	17.3	17.3

PARKS & RECREATION DEPARTMENT

Parks & Recreation Director	1	1	1	1	1
Assistant Recreation Program Director	1	1	1	0.5	1
Administrative Assistant I	1	1	1	1	1
Swimming Pool Director	1	1	1	1	1
Public Works Foreman	1	1	1	1	1
Special Motor Equipment Operator	3	3	3	3	3
TOTAL	8	8	8	7.5	8

ENDICOTT ESTATE COMMISSION

Endicott Estate Manager	1	1	1	1	1
Caretaker Transferred to Central Facilities	1.3	1.3	1	1	0
Security Guard	1.2	1.2	1.2	1.2	1.2
TOTAL	3.5	3.5	3.2	3.2	2.2

GRAND TOTAL	251.7	252.3	250.3	249.8	250.5
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APPENDIX E

PERSONNEL INFORMATION FOR POSITIONS

DEPARTMENT	FY 2010 FULL-TIME SALARY RANGE*	FY 2011 FULL-TIME SALARY RANGE*	FY 2012 FULL-TIME SALARY RANGE*	FY 2013 FULL-TIME SALARY RANGE*	FY 2013 EMPLOYEE SALARY**
SELECTMEN/TOWN ADMINISTRATOR					
Town Administrator	\$144,021	\$148,500	\$151,500	\$154,500	\$154,730
Assistant Town Administrator	\$75,903-\$93,056	\$76,662-\$93,986	\$78,196-\$95,866	\$78,196-\$95,866	\$96,625
Assistant to Administration	\$44,332-\$54,249	\$45,669-\$55,341	\$46,137-\$56,472	\$46,137-\$56,472	\$57,079
Administrative Assistant II	\$36,036-\$44,246	\$36,387-\$44,694	\$37,108-\$45,591	\$37,108-\$45,591	\$45,996
FINANCE COMMITTEE					
Finance/Budget Assistant	\$48,481-\$59,348	\$48,966-\$59,941	\$49,945-\$61,141	\$49,945-\$61,141	\$0
DEPT OF FINANCE					
Director of Finance	\$113,674	\$119,400	\$122,000	\$124,500	\$124,730
Deputy Director of Finance	\$78,781-\$96,594	\$85,846-\$105,276	\$87,563-\$107,382	\$87,563-\$107,382	\$108,025
Collector	\$65,826-\$80,672				
Assistant Director of Finance	\$66,485-\$81,478	\$67,150-\$82,293	\$68,493-\$83,939	\$68,493-\$83,939	\$81,451
Director of Technology	\$60,540-\$74,170	\$61,145-\$74,912	\$62,368-\$76,410	\$62,368-\$76,410	\$76,934
Asst. Director of Technology	\$48,481-\$59,348	\$48,966-\$59,941	\$49,945-\$61,141	\$49,945-\$61,141	\$61,523
Financial Analyst			\$49,945-\$61,141	\$49,945-\$61,141	\$51,854
Accounting Supervisor	\$46,995-\$57,779	\$47,463-\$58,364	\$48,419-\$59,534	\$48,419-\$59,534	\$60,312
Assistant Treasurer	\$46,995-\$57,779	\$47,463-\$58,364	\$48,419-\$59,534	\$48,419-\$59,534	\$60,152
Senior Administrative Clerk	\$43,719-\$53,762	\$44,148-\$54,308	\$45,026-\$55,400	\$45,026-\$55,400	\$55,923
Payroll Administrator	\$43,719-\$53,762	\$44,148-\$54,308	\$45,026-\$55,400	\$45,026-\$55,400	\$48,429
Benefits Administrator	\$43,719-\$53,762	\$44,148-\$54,308	\$45,026-\$55,400	\$45,026-\$55,400	\$55,843
Senior Accounting Clerk	\$40,677-\$49,979	\$41,087-\$50,486	\$41,906-\$51,500	\$41,906-\$51,500	\$51,928
Senior Tax Clerk	\$40,677-\$49,979	\$41,087-\$50,486	\$41,906-\$51,500	\$41,906-\$51,500	\$52,088
BOARD OF ASSESSORS					
Director of Assessing	\$66,485-\$81,478	\$67,150-\$82,293	\$68,493-\$83,939	\$68,493-\$83,939	\$78,734
Assistant Director of Assessing	\$46,995-\$57,779	\$47,463-\$58,364	\$48,419-\$59,534	\$48,419-\$59,534	\$59,762
Assessing Specialist	\$43,719-\$53,762	\$44,148-\$54,308	\$45,026-\$55,400	\$45,026-\$55,400	\$55,923
TOWN CLERK					
Town Clerk	\$79,680	\$82,293	\$85,089	\$85,089	\$85,412
Assistant Town Clerk	\$46,995-\$57,779	\$47,463-\$58,364	\$48,419-\$59,534	\$48,419-\$59,534	\$49,636
Administrative Assistant II	\$36,036-\$44,246	\$36,387-\$44,694	\$37,109-\$45,591	\$37,109-\$45,591	\$45,916
ECONOMIC DEVELOPMENT					
Economic Development Director	\$60,540-\$74,170	\$61,145-\$74,912	\$62,368-\$76,410	\$62,368-\$76,410	\$76,854
PLANNING BOARD					
Town Planner	\$66,485-\$81,478	\$67,150-\$82,293	\$68,493-\$83,939	\$68,493-\$83,939	\$76,110
Board Administrative Assistant	\$38,708-\$47,580	\$39,098-\$48,048	\$39,877-\$49,004	\$39,877-\$49,004	\$45,179
CENTRAL ADMINISTRATION					
BUILDING					
Custodian	\$38,708-\$47,580	\$39,098-\$48,048	\$39,877-\$49,004		Move to Central Facilities
Assistant Custodian	\$36,036-\$44,246	\$36,387-\$44,694	\$37,109-\$45,591		Move to Central Facilities
Facilities Manager	\$38,912	\$39,687	\$40,478		Move to Central Facilities
CENTRAL FACILITIES					
Director of Facilities				\$110,000	\$110,000
Custodian	\$38,708-\$47,580	\$39,098-\$48,048	\$39,877-\$49,004	\$39,877-\$49,004	\$49,682
Assistant Custodian	\$36,036-\$44,246	\$36,387-\$44,694	\$37,109-\$45,591	\$37,109-\$45,591	\$24,409
Maintenance Staff (from Endicott)	\$38,708-\$47,580	\$39,098-\$48,048	\$39,098-\$48,048	\$39,098-\$48,048	\$49,422

APPENDIX E

PERSONNEL INFORMATION FOR POSITIONS

DEPARTMENT	FY 2010 FULL-TIME SALARY RANGE*	FY 2011 FULL-TIME SALARY RANGE*	FY 2012 FULL-TIME SALARY RANGE*	FY 2013 FULL-TIME SALARY RANGE*	FY 2013 EMPLOYEE SALARY**
POLICE DEPARTMENT					
Chief	\$140,000	\$140,000	\$142,800	\$142,800	\$142,800
Lieutenant	\$73,929-\$81,964	\$74,665-\$82,784	\$76,158-\$84,440	\$76,158-\$84,440	\$115,670
Sergeant	\$59,141-\$65,438	\$59,732-\$66,092	\$60,927-\$67,414	\$60,927-\$67,414	\$93,592
Patrolman	\$41,724-\$52,042	\$42,141-\$52,562	\$42,994-\$53,622	\$42,994-\$53,622	\$78,092
Administrative Assistant II	\$38,708-\$47,580	\$39,098-\$48,048	\$39,877-\$49,004	\$39,877-\$49,004	\$49,154
Custodian	\$38,708-\$47,580	\$39,098-\$48,048	\$39,877-\$49,004	Move to Central Facilities	
Assistant Custodian	\$36,036-\$44,246	\$36,387-\$44,694	\$37,109-\$45,591	Move to Central Facilities	
FIRE DEPARTMENT					
Chief	\$137,979	\$138,007	\$140,684	\$140,684	\$140,684
Deputy Chief	\$69,991-\$79,807	\$70,691-\$80,605	\$72,105-\$82,217	\$72,105-\$82,217	\$94,498
Lieutenant	\$56,447-\$64,344	\$57,012-\$64,988	\$58,152-\$66,287	\$58,152-\$66,287	\$79,054
Firefighter/Mechanic	\$56,447-\$64,344	\$57,012-\$64,988	\$58,152-\$66,287	\$58,152-\$66,287	\$76,894
Firefighter	\$43,698-\$51,903	\$44,135-\$52,422	\$45,017-\$53,470	\$45,017-\$53,470	\$64,431
Administrative Assistant II	\$38,708-\$47,580	\$39,098-\$48,048	\$39,877-\$49,004	\$39,877-\$49,004	\$49,502
CIVILIAN DISPATCHERS					
Civilian Supervisor of Dispatchers	\$43,909-\$53,976	\$44,345-\$54,517	\$45,240-\$55,598	\$45,240-\$55,598	\$59,264
Civilian Dispatcher	\$36,629-\$45,032	\$37,003-\$45,490	\$37,752-\$46,405	\$37,752-\$46,405	\$52,132
BUILDING DEPARTMENT					
Building Commissioner	\$66,485-\$81,478	\$67,150-\$82,293	\$68,493-\$83,939	\$68,493-\$83,939	\$84,732
Assistant Building Inspector	\$46,995-\$57,779	\$47,463-\$58,364	\$48,419-\$59,534	\$48,419-\$59,534	\$59,912
Building Inspector/Code Enforcement	\$46,995-\$57,779	\$47,463-\$58,364	\$48,419-\$59,534	\$48,419-\$59,534	\$57,857
Electrical Inspector	\$46,995-\$57,779	\$47,463-\$58,364	\$48,419-\$59,534	\$48,419-\$59,534	\$60,152
Plumbing/Gas Inspector	\$46,995-\$57,779	\$47,463-\$58,364	\$48,419-\$59,534	\$48,419-\$59,534	\$54,790
Administrative Assistant II	\$38,708-\$47,580	\$39,098-\$48,048	\$39,877-\$49,004		
Senior Clerk				\$41,906-\$51,500	\$52,008
SEALER OF WEIGHTS & MEASURES					
Sealer of Weights & Measures	\$12,000				
CANINE CONTROL					
Canine Controller	\$36,036-\$44,246	\$36,387-\$44,694	\$37,109-\$45,591	\$37,109-\$45,591	\$45,996
CONSERVATION COMMISSION					
Administrative Assistant II	\$36,036-\$44,246	\$36,387-\$44,694	\$37,109-\$45,591	\$37,109-\$45,591	\$41,264
ENVIRONMENTAL COORDINATOR					
Environmental Coordinator	\$60,540-\$74,170	\$61,145-\$74,912	\$62,368-\$76,410	\$62,368-\$76,410	\$74,298
DPW - OPERATIONS COMBINED					
Director of Public Works	\$78,001-\$95,637	\$79,568-\$97,559	\$81,160-\$99,511	\$81,160-\$99,511	\$100,043
DPW Administrative Assistant I	\$46,738-\$51,064	\$47,195-\$51,563	\$48,152-\$52,603	\$48,152-\$52,603	\$53,541
Highway Superintendent	\$60,258-\$65,874	\$60,861-\$66,539	\$62,088-\$67,870	\$62,088-\$67,870	\$68,956
Cemetery Superintendent	\$60,258-\$65,874	\$60,861-\$66,539	\$62,088-\$67,870	\$62,088-\$67,870	\$68,596
Public Works Foreman	\$55,619-\$60,778	\$56,181-\$61,381	\$57,304-\$62,608	\$57,304-\$62,608	\$63,674
Special Motor Equipment Operator I	\$51,002-\$55,723	\$51,501-\$56,264	\$52,541-\$57,387	\$52,541-\$57,387	\$58,073
Motor Equipment Repairman	\$51,002-\$55,723	\$51,501-\$56,264	\$52,541-\$57,387	\$52,541-\$57,387	\$57,983

APPENDIX E

PERSONNEL INFORMATION FOR POSITIONS

DEPARTMENT	FY 2010 FULL-TIME SALARY RANGE*	FY 2011 FULL-TIME SALARY RANGE*	FY 2012 FULL-TIME SALARY RANGE*	FY 2013 FULL-TIME SALARY RANGE*	FY 2013 EMPLOYEE SALARY**
Heavy Motor Equipment Operator Laborer					
INFRASTRUCTURE ENGINEERING					
Director of Infrastructure Engineering	\$78,781-\$96,594	\$79,568-\$97,559	\$81,160-\$99,511	\$81,160-\$99,511	\$98,750
Infrastructure Engineer	\$73,025-\$89,519	\$73,756-\$90,414	\$75,231-\$92,223	\$68,493-\$83,939	
Project Engineer	\$54,168-\$66,339	\$54,710-\$67,003	\$55,804-\$68,343	\$55,804-\$68,343	\$68,755
GIS Manager	\$60,540-\$74,170	\$61,145-\$74,912	\$62,368-\$76,410	\$62,368-\$76,410	\$76,704
Administrative Assistant	\$46,738-\$51,064	\$47,195-\$51,563	\$48,152-\$52,603	\$48,152-\$52,603	\$53,361
PUBLIC HEALTH DEPARTMENT					
Health Director	\$60,540-\$74,170	\$61,145-\$74,912	\$62,368-\$76,410	\$62,368-\$76,410	\$77,014
Assistant Health Director	\$46,995-\$57,779	\$47,463-\$58,364	\$48,419-\$59,534	\$48,419-\$59,534	\$56,888
Public Health Nurse	\$46,995-\$57,779	\$47,463-\$58,364	\$48,419-\$59,534	\$48,419-\$59,534	\$30,173
Administrative Assistant II	\$38,708-\$47,580	\$39,098-\$48,048	\$39,877-\$49,004	\$39,877-\$49,004	\$49,342
Animal Inspector	\$1,075	\$1,075	\$1,018	\$1,000	\$1,000
COUNCIL ON AGING					
COA Director	\$60,540-\$74,170	\$61,145-\$74,912	\$62,368-\$76,410	\$62,368-\$76,410	\$71,678
Administrative Assistant II	\$36,036-\$44,246	\$36,387-\$44,694	\$37,109-\$45,591	\$37,109-\$45,591	\$49,246
COA Outreach Worker	\$46,995-\$57,779	\$47,463-\$58,364	\$48,419-\$59,534	\$48,419-\$59,534	\$59,912
Van Driver	\$33,482-\$41,204	\$33,813-\$41,613	\$34,496-\$42,452	\$34,496-\$42,452	\$27,821
YOUTH COMMISSION					
Youth Commission Director	\$60,540-\$74,170	\$61,145-\$74,912	\$62,368-\$76,410	\$62,368-\$76,410	\$71,202
Youth Services Counselor	\$46,995-\$57,779	\$47,463-\$58,364	\$48,419-\$59,534	\$48,419-\$59,534	\$48,605
Youth Coordinator	\$43,719-\$53,762	\$44,148-\$54,308	\$45,026-\$55,400	\$45,026-\$55,400	\$55,763
Part time Youth Coordinator	\$6,240	\$4,164	\$4,164	\$4,164	\$4,164
Administrative Assistant II	\$36,036-\$44,246	\$36,387-\$44,694	\$37,109-\$45,591	\$37,109-\$45,591	\$45,996
Seasonal Workers	5 weeks	5 weeks	5 weeks	5 weeks	
VETERANS AGENT / PROCUREMENT					
Veteran's Agent/Procurement Manager	\$54,168-\$66,339	\$54,710-\$67,003	\$55,804-\$68,343		
Veterans Services Officer				\$43,948-\$53,767	\$48,792
Administrative Assistant II	\$36,036-\$44,246	\$36,387-\$44,694	\$37,109-\$45,591	\$37,109-\$45,591	\$46,076
LIBRARY					
Library Director	\$81,479	\$82,760	\$86,070	\$82,000	\$82,000
Administrative Assistant I	\$38,708-\$47,580	\$39,098-\$48,048	\$39,877-\$49,004	\$39,877-\$49,004	\$42,869
Custodian	\$38,708-\$47,580	\$39,098-\$48,048	\$39,877-\$49,004	\$39,877-\$49,004	\$49,742
Assistant Custodian	\$36,036-\$44,246	\$36,387-\$44,694	\$37,109-\$45,591	\$37,109-\$45,591	\$46,076
Library Page	9/hr.	9/hr.	\$9/hr	\$9/hr	
Circulation Supervisor	\$44,675-\$54,893	\$45,123-\$55,439	\$46,020-\$56,550	\$46,020-\$56,550	\$50,847
Adult Services Librarian	\$46,547-\$57,213	\$47,015-\$57,779			
Reference Librarian	\$46,547-\$57,213	\$45,123-\$55,439	\$47,951-\$58,929	\$47,951-\$58,929	\$53,531
Technical Service Librarian	\$46,547-\$57,213	\$45,123-\$55,439	\$47,961-\$58,929	\$47,961-\$58,929	\$59,386
Children's Librarian	\$46,547-\$57,213	\$45,123-\$55,439	\$47,961-\$58,929	\$47,961-\$58,929	\$59,466
Library Assistant	\$33,228-\$40,853	\$33,560-\$41,262	\$34,223-\$42,081	\$34,223-\$42,081	\$42,633
RECREATION DEPARTMENT					

APPENDIX E

PERSONNEL INFORMATION FOR POSITIONS

DEPARTMENT	FY 2010 FULL-TIME SALARY RANGE*	FY 2011 FULL-TIME SALARY RANGE*	FY 2012 FULL-TIME SALARY RANGE*	FY 2013 FULL-TIME SALARY RANGE*	FY 2013 EMPLOYEE SALARY**
Parks & Recreation Director	\$60,540-\$74,170	\$61,145-\$74,912	\$62,368-\$76,410	\$62,368-\$76,410	\$70,605
Assistant Parks & Recreation Director	\$48,481-\$59,348	\$48,966-\$59,941	\$49,945-\$61,141	\$49,945-\$61,141	\$52,944
Administrative Assistant I	\$38,708-\$47,580	\$39,098-\$48,048	\$39,877-\$49,004	\$39,877-\$49,004	\$40,892
Swimming Pool Director	\$25,193	\$25,193	\$40,193	\$40,193	\$40,193
PARK DEPARTMENT					
Parks Working Foreman	\$48,859-\$58,011	\$49,358-\$58,594	\$50,357-\$59,779	\$50,357-\$59,779	\$60,744
Parks Equipment Operator	\$43,493-\$51,646	\$43,930-\$52,166	\$44,824-\$53,227	\$44,824-\$53,227	\$54,077
ENDICOTT ESTATE COMMISSION					
Endicott Estate Manager	\$48,481-\$59,348	\$48,966-\$59,941	\$49,945-\$61,141		
Endicott Estate Director				\$62,368-\$76,410	Vacant
Events/Marketing Coordinator				\$39,877-\$49,004	Vacant
Events Associate				per diem	\$12,220
Caretaker - Endicott	\$38,708-\$47,580	\$39,098-\$48,048	\$39,098-\$48,048	Move to Central Facilities	
Security Guard	\$36,036-\$44,246	\$36,387-\$44,694	\$36,387-\$44,694		

* Salary Ranges represent 52 weeks

** Employee Salary is projected for highest-paid employee at position; includes longevity and all other non-overtime monetary compensation except uniform allowance; salaries below the range minimum indicate part-time. Salaries are based on a 52.2 week year.

APPENDIX F

MUNICIPAL DATA COMPARISON							
Population		Per Capita Income		EQV Per Capita			
					2010	2009	% Chg
Shrewsbury	35,608	Needham	44,549	Needham	267,619	266,227	-0.5%
Natick	33,006	Westwood	41,553	Westwood	263,032	268,318	2.0%
Needham	28,886	Natick	36,358	Natick	215,776	220,233	2.0%
Norwood	28,602	North Andover	34,335	Marshfield	186,175	188,000	1.0%
North Andover	28,352	Walpole	32,117	Dedham	177,988	177,299	-0.4%
Saugus	26,628	Shrewsbury	31,570	Walpole	168,195	172,561	2.5%
Marshfield	25,132	Wakefield	30,369	Norwood	165,444	166,275	0.5%
Wakefield	24,932	Marshfield	28,768	Wakefield	161,580	159,868	-1.1%
Dedham	24,729	Dedham	28,199	North Andover	157,320	160,681	2.1%
Walpole	24,070	Norwood	27,720	Stoneham	153,420	152,545	-0.6%
Stoneham	21,437	Stoneham	27,599	Saugus	150,358	143,267	-4.9%
Westwood	14,618	Saugus	25,524	Shrewsbury	142,223	149,068	4.6%
FY12 Levy		FY12 New Growth		Levy as % of Revenues			
					FY11	FY10	% Chg
Needham	96,246,451	Norwood	1,784,669	Westwood	77.54	76.89	0.8%
Natick	86,455,318	Needham	1,649,930	Dedham	76.00	75.05	1.3%
Dedham	74,481,698	Dedham	1,206,377	Needham	70.40	69.92	0.7%
North Andover	60,626,358	Natick	846,384	North Andover	67.00	65.29	2.6%
Norwood	57,489,721	Wakefield	752,781	Natick	65.98	66.72	-1.1%
Westwood	56,060,374	North Andover	737,583	Wakefield	65.55	65.30	0.4%
Wakefield	53,029,210	Walpole	607,341	Walpole	65.35	65.91	-0.9%
Shrewsbury	53,008,985	Shrewsbury	603,407	Saugus	64.76	64.13	1.0%
Walpole	52,602,379	Saugus	495,976	Stoneham	59.61	60.61	-1.6%
Saugus 5	1,195,431	Marshfield	495,141	Marshfield	58.44	56.50	3.4%
Marshfield 4	9,468,854	Westwood	453,976	Shrewsbury	50.79	51.35	-1.1%
Stoneham	39,842,835	Stoneham	279,658	Norwood	37.23	35.29	5.5%
Most Recent Free Cash		Most Recent Stabilization		Net State Aid			
					FY12	FY11	% Chg
Natick	5,899,906	Needham	4,665,095	Shrewsbury	19,691,506	19,918,207	-1.1%
Shrewsbury	5,845,970	Dedham	4,193,528	Marshfield	15,205,573	15,252,829	-0.3%
Needham	3,380,269	Norwood	4,016,459	Natick	9,434,111	9,439,615	-0.1%
Walpole	2,692,668	Natick	2,730,062	Walpole	8,492,885	8,491,390	0.0%
Dedham	2,127,161	North Andover	2,222,033	Norwood	7,948,496	8,003,305	-0.7%
Wakefield	1,623,667	Marshfield	1,990,645	Needham	7,028,769	7,146,702	-1.7%
Marshfield	1,223,910	Stoneham	1,741,890	Wakefield	6,640,461	6,752,884	-1.7%
Norwood	1,078,711	Walpole	1,349,897	North Andover	6,464,260	6,276,829	3.0%
Westwood	985,616	Wakefield	1,246,525	Stoneham	5,617,782	5,720,891	-1.8%
North Andover	690,952	Westwood	1,216,019	Saugus	5,589,781	5,714,644	-2.2%
Stoneham	241,028	Saugus	521,311	Dedham	4,391,595	4,298,154	2.2%
Saugus	(416,666)	Shrewsbury	182,966	Westwood	4,021,118	4,027,016	-0.1%

APPENDIX G

MUNICIPAL FINANCE TERMINOLOGY

The following terms are frequently used in the Annual Town Report and at Town Meeting. In order to provide everyone with a better understanding of their meaning, the following definitions are provided:

FREE CASH: The amount certified annually by the State Bureau of Accounts by deducting from Surplus Revenue (formally the “Unreserved Fund Balance” or “Excess and Deficiency”) all uncollected taxes of prior years. Surplus Revenue is the amount by which the cash accounts receivable and other assets of the Town exceed the liabilities and reserves. Surplus revenues build up mainly from unexpended balances of general appropriations and from excess receipts from non-tax sources (Local Receipts) over estimated receipts. Free Cash may be appropriated by vote of the Town Meeting.

OTHER AVAILABLE FUNDS: Certain receipts, when received by the Town, must be set aside and reserved for particular appropriation. These include the Endicott Estate Receipts, Sale of Cemetery Lots and Graves, and Parking Meter Receipts. In addition, funds from the Overlay Surplus (the accumulated amount of the overlay for various years not used or required to be held in the overlay account) may be used by a town to offset budget requests for the next year. Also, all unused balances from prior years’ Special Article Appropriations may be transferred to meet a new appropriation.

CHERRY SHEET: Named for the cherry colored paper on which the Massachusetts Department of Revenue traditionally has printed it, listing the amounts of state and county assessments, as well as the estimated state distribution (State Aid).

RESERVE FUND: This fund is established by the Town Meeting and may be composed of (a) an appropriation (not exceeding 5% of last year’s levy), (b) money transferred from existing accounts or funds, or (c) both.

The Reserve Fund amounts to an omnibus appropriation, to be transferred by vote of the Finance Committee for extraordinary or unforeseen expenditures where the Committee decides such expenditures would be approved by Town Meeting.

“Extraordinary” covers items, which are not in the usual line, or are great or exceptional. “Unforeseen” includes items, which were unforeseen at the time of the Town Meeting, when appropriations were voted.

GENERAL STABILIZATION FUND: This fund serves as a general financial reserve for the Town. Money may be appropriated to the Fund up to ten percent of the preceding year’s tax levy, but the Fund may not exceed ten percent of the total tax valuation of the Town. The Fund may be used for any legal purpose by a two-thirds vote of the Town Meeting. Interest earned remains in the Fund.

OVERLAY SURPLUS: The Overlay is the amount from the property tax levy in excess of appropriations and other charges. It is used to cover abatements and exemptions granted locally or on appeal. The Overlay Surplus is the unused portion of previous years’ overlays.

MITIGATION STABILIZATION: These are special purpose reserves created by vote of Town Meeting. Like the General Stabilization Fund, expenditures from these funds require a two-thirds vote of Town Meeting.

MAJOR CAPITAL FACILITIES STABILIZATION: This is another special purpose reserve created by vote of Town Meeting. Expenditures may be made from the fund only on a two-thirds vote of Town Meeting. It is a management policy of the Town that this fund be used for major construction or renovation of buildings estimated to cost \$4 million or more.

APPENDIX G

MUNICIPAL FINANCE TERMINOLOGY

MWRA: The Massachusetts Water Resources Authority was established in 1985 to provide water supply services and sewer collection, treatment and disposal services to the region. To fund its operations and debt the MWRA sets user rates and assesses each town in the area according to the metered flow of water through the sewers. Dedham funds its sewer assessment from billings based upon a metered water use rate set by the Selectmen. The Town is not assessed water use charges.

PROPERTY TAX LEVY: The total revenue a community raises through property taxes. Often just called the "levy," it is the largest source of revenue for most Massachusetts cities and towns. This is different from the tax rate, which is the tax amount charged individual properties per \$1,000 of property valuation. The tax rate is set each year by the town.

LEVY LIMIT: The maximum amount a community may levy in a year. The levy limit can increase only by 2 ½ percent each year, plus adjustment for new growth and the addition of the debt service for previously voted tax overrides, such as debt exclusions.

LEVY CEILING: The maximum amount a community may levy under all conditions. A community's levy ceiling is 2 ½ percent of the aggregated valuation of all taxable properties.

EXCESS LEVY CAPACITY: If a community sets its levy below its levy limit, the difference between them is called excess levy capacity. The levy limit is not affected by excess capacity, however, meaning that in future years a town can tax up to that limit regardless of the previous levy. For example, a one percent levy increase one year allows the town to raise the levy by 4 percent the next year - the normal 2 ½ percent, plus the 1 ½ percent not taxed the year before.

NEW GROWTH: A community can increase its levy limit annually based on new development and other growth in the tax base. Property that has increased in value because of new construction, new subdivision parcels and condominium conversions, and new properties are all considered new growth. An increase in property value assessed during triennial reevaluation (appreciation) is not considered new growth.

GENERAL OVERRIDE: Residents can vote to increase tax levies beyond the levy limit, as long as the community is below the levy ceiling. The increase is included in the levy for that year and added to the base used to calculate future levy limits. An override requires a majority vote of the town at a special town election.

DEBT EXCLUSION: A debt exclusion allows towns to raise funds to pay for debt incurred by the town. The amount of the payment is added to the levy for the life of the debt, and is not included in calculations of the new levy limit for future years. A debt exclusion requires a two-thirds majority vote to borrow at town meeting and requires a majority vote at a special town election.

CAPITAL OUTLAY EXPENDITURE EXCLUSION: A type of tax override that allows towns to raise funds for capital projects. Its rules are similar to those for debt exclusions, except the cost is only added to the levy for the year in which the project is undertaken.

FINANCE COMMITTEE



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