

TOWN OF MEDFIELD

# MEETING NOTICE

POSTED:

TOWN CLERK

RECEIVED  
TOWN OF MEDFIELD, MASS

2017 JAN 27 P 12:22

POSTED IN ACCORDANCE WITH THE PROVISIONS OF M.G.L. CHAPTER 39 SECTION 23A AS AMENDED.

OFFICE OF THE  
TOWN CLERK

Board of Selectmen

Board or Committee

PLACE OF MEETING	DAY, DATE, AND TIME
Town Hall, Chenery Meeting Room 2 <sup>nd</sup> floor	Tuesday January 31, 2017 @ 7:00 PM

## AGENDA (SUBJECT TO CHANGE)

7:00 PM Resident Carol Read

Discussion regarding new marijuana law and what it means for Medfield

### NEW BUSINESS

Discuss moratorium or zoning change for recreational marijuana

Discuss warrant articles

Preliminary cherry sheet

Discussion of beaver problem

Budget tracking sheet from Town Accountant; schedule budget meetings with department heads

Vote to appoint Michael Weintraub to the Transfer Station and Recycling Committee and as

Recommended by Megan Sullivan, Chair

Discussion regarding holding a Medfield Appreciation Day at the flying field located at the hospital site

### PENDING

Discuss proposed water ban bylaw / Town Counsel

Town Administrator evaluation

### INFORMATIONAL

From Registry of Deeds, Chart of CPA Surcharges by Towns for 2016

Received from mass/DOT Philip St/Mine Brook bridge inspection report

Division of Local Services issues memo regarding Departmental Revolving Funds

Other business that may come before the Board of Selectmen

Signature

Date

*E. Clarke*

1-27-17

**TOWN OF MEDFIELD  
FISCAL YEAR 2018  
WARRANT COMMITTEE TRACKING SHEET**

ORG CODE	DEPARTMENT	WARR COMM MEMBER	Appropriated FY2017	DEPT REQUEST FY2018	WARR COMM RECOMMENDATION FY2018	% Incr	\$ incr/decr
01-912	Workers Compensation Ins	Nugent	\$ 262,937	\$ 262,937		0.00%	\$ -
01-914	Life	Nugent	\$ 11,554	\$ 11,275		-2.41%	\$ (279)
01-914	Health	Nugent	\$ 3,984,889	\$ 4,191,016		5.17%	\$ 206,127
01-945	Prop & Liability	Nugent	\$ 170,000	\$ 170,000		0.00%	\$ -
01-945	Fire & EMT Med/Disb	Nugent	\$ 20,000	\$ 22,000		10.00%	\$ 2,000
01-945	Indemnification-Retired Police	Nugent	\$ 8,000	\$ 8,000	\$ -	0.00%	\$ -
	<b>TOTAL INSURANCE</b>		\$ 4,457,380	\$ 4,665,228	\$ -	4.66%	\$ 207,848
01-913	Unemployment Comp		30,000	30,000		0.00%	\$ -
01-916	Medicare/Fed Mandates	Skloff	454,000	476,700		5.00%	\$ 22,700
01-911	County Retirement	Skloff	2,125,479	2,354,129	-	10.76%	\$ 228,650
	<b>SUB-TOTAL TN &amp; SCHL EMPLOYEE BENEFITS</b>		<b>7,066,859</b>	<b>7,526,057</b>	-	6.50%	\$ 459,198
01-710	Town Debt - Principal	Skloff	4,845,833	4,902,352		1.17%	\$ 56,519
01-751	Town Debt - Interest	Skloff	1,946,228	1,761,451	-	-9.49%	\$ (184,777)
	<b>SUB-TOTAL DEBT</b>		<b>\$ 6,792,061</b>	<b>\$ 6,663,803</b>	\$ -	-1.89%	\$ (128,258)
01-122	Selectmen	Gips	11,025	11,025		0.00%	\$ -
01-123	Town Administrator	Festa	947,311	886,091		-6.46%	\$ (61,220)
01-131	Warrant Committee	Gips	300	300		0.00%	\$ -
01-134	Town Accountant	Skloff	151,295	210,051		38.84%	\$ 58,756
01-141	Assessors	Skloff	110,899	114,767		3.49%	\$ 3,868
01-145	Treasurer/Tax Collector	Skloff	176,407	177,162		0.43%	\$ 755
01-151	Town Counsel	Tatro	84,741	111,038		31.03%	\$ 26,297
01-152	Human Resource	Tatro	1,944	1,900		-2.26%	\$ (44)
01-155	Information Technology	Tatro	161,717	164,267		1.58%	\$ 2,550
01-161	Town Clerk/Election Registrn	Marble	100,912	92,738		-8.10%	\$ (8,174)
01-171	Conservation Comm.	Marble	41,672	41,672		0.00%	\$ -
01-175	Planning Board	Tatro	96,126	96,376		0.26%	\$ 250
01-176	Zoning Board of Appeals	Tatro	5,000	5,000		0.00%	\$ -
01-192	Tn Hall/Publ Bldgs+Prop Maint	Wolfe	301,973			-100.00%	\$ (301,973)
01-195	Town Report/Meeting	Gips	9,300	9,300		0.00%	\$ -
01-210-1	Police Admin/Public Safety Bld	Athanasiadis/Wolfe	162,725	184,647		13.47%	\$ 21,922
01-210-2	Police Operations	Athanasiadis/Wolfe	2,458,726	2,561,703		4.19%	\$ 102,977
01-210-4	Traffic Markings/Signs	Athanasiadis	68,000	68,324		0.48%	\$ 324
01-220-6	Fire & Rescue Administration	Athanasiadis/Wolfe	152,962	153,162		0.13%	\$ 200
01-220-7	Fire & Rescue Operations	Athanasiadis/Wolfe	869,487	872,787		0.38%	\$ 3,300
01-241	Inspection Dept	Wolfe	133,640	134,165		0.39%	\$ 525
01-244	Sealer	Marie	2,817	2,832		0.53%	\$ 15
01-292	Animal Control Officer	Athanasiadis	105,466	105,666		0.19%	\$ 200
01-294	Tree Care	Nugent	65,761	66,278		0.79%	\$ 517
01-422	Highway	Nugent	1,297,994	1,297,439		-0.04%	\$ (555)
01-423	Snow & Ice	Nugent	289,036	291,266		0.77%	\$ 2,230
01-424	Street Lights	Wolfe	48,260	48,260		0.00%	\$ -
01-425	Town Garage	Nugent	-	-		#DIV/0!	\$ -
01-426	Equip. Repair/Main.	Nugent	291,789	289,606		-0.75%	\$ (2,183)
01-429	Sidewalks	Nugent	30,000	30,000		0.00%	\$ -
01-430	Public Works/Utilities	Nugent	97,251	101,514		4.38%	\$ 4,263
01-433	Solid Waste Disposal	Nugent	572,946	590,696		3.10%	\$ 17,750
01-491	Cemetery **	Nugent	177,050	181,779		2.67%	\$ 4,729

ORG CODE	DEPARTMENT	WARR COMM MEMBER	Appropriated FY2017	DEPT REQUEST FY2018	WARR COMM		
					RECOMMENDATION FY2018	% Incr	\$ incr/decr
01-512	Board of Health	Marble	\$ 55,321	\$ 55,321		0.00%	\$ -
01-522	Public Health	Marble	10,921	10,921		0.00%	\$ -
01-523	Mental Health	Marble	7,988	7,988		0.00%	\$ -
01-541	Council on Aging	Gips	241,936	232,641		-3.84%	\$ (9,295)
01-543	Veterans	Marie	66,360	85,950		29.52%	\$ 19,590
01-599	Outreach	Marble	148,305	148,355		0.03%	\$ 50
01-610	Library	Gips	740,515	755,431		2.01%	\$ 14,916
01-630	Park & Recreation	Wolfe	331,756	341,400		2.91%	\$ 9,644
01-650	Historical Commission	Gips	1,500	1,500		0.00%	\$ -
01-692	Grave Markers/Flags	Marie	2,000	2,000		0.00%	\$ -
01-693	Memorial Day/Veterans Day	Skloff	2,320	2,020		-12.93%	\$ (300)
01-699	Arts/Cultural Council	Marble	4,600	4,600		0.00%	\$ -
01-996	Stabilization Fund	Festa	200,000	200,000		0.00%	\$ -
01-997	Reserve Fund	Festa	150,000	150,000		0.00%	\$ -
	<b>SUB-TOTAL TOWN</b>		<b>\$ 10,988,054</b>	<b>\$ 10,899,938</b>	<b>\$ -</b>	<b>-0.80%</b>	<b>\$ (88,116)</b>
60-410	Water Department	Marie	881,361	952,956		8.12%	\$ 71,595
61-420	Sewer Department	Marie	1,087,728	1,119,939		2.96%	\$ 32,211
	<b>SUB-TOTAL WATER &amp; SEWER ENTERPRISE</b>		<b>\$ 1,969,089</b>	<b>\$ 2,072,895</b>	<b>\$ -</b>	<b>5.27%</b>	<b>\$ 103,806</b>
01-301	School, Vocational	Tatro	131,441	131,441		0.00%	\$ -
01-910 etc	Schools	Gips, Tatro, Marie	31,577,149	33,574,267		6.32%	\$ 1,997,118
	<b>SUB-TOTAL EDUCATION</b>		<b>\$ 31,708,590</b>	<b>\$ 33,705,708</b>	<b>\$ -</b>	<b>6.30%</b>	<b>\$ 1,997,118</b>
	<b>TOTAL OPERATING BUDGET</b>		<b>\$ 58,524,653</b>	<b>\$ 60,868,401</b>	<b>\$ -</b>	<b>\$ 0</b>	<b>\$ 2,343,748</b>
	<b>PLUS CAPITAL BUDGET</b>	Gips	1,314,464			-100.00%	\$ (1,314,464)
	<b>CAP BUDGET IMPACTING TAX LEVY</b>		399,540			-100.00%	\$ (399,540)
	<b>GRAND TOTAL BUDGET</b>		<b>58,924,193</b>	<b>\$ 60,868,401</b>	<b>-</b>	<b>3.30%</b>	<b>\$ 1,944,208</b>
**	<b>trf fr Perp Care Tr/Cemetery</b>		6,000			0.00%	\$ (6,000)

18 Arnold Drive  
Medfield, MA 02052

December 29, 2016

Board of Selectmen  
Town Hall  
459 Main Street  
Medfield, MA 02052  
City, ST ZIP Code

To whom it may concern:

This note is to express my interest in joining the town's Transfer Station and Recycling committee.

To introduce myself, I have been a resident of Medfield since 1997 and have raised my family here. This would be my first foray into direct town service. My community service has largely been with the Scouts. I was a leader in the Scouts, first with Cub Scout Pack 113 and then with Boy Scout Troop 10. Recycling and other environmental concerns are a personal interest.

If I need a recommendation, please ask Ann Thompson.

Please let me know if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael Weintraub", written in a cursive style.

Michael Weintraub



Evelyn Clarke <eclarke@medfield.net>

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## Fwd: Medfield Appreciation Day

1 message

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Mike Sullivan <msullivan@medfield.net>

Tue, Jan 24, 2017 at 4:33 PM

To: Mark Fisher <mfisher@wincoop.com>, Osler Peterson <osler.peterson@verizon.net>, Michael Marcucci <selectmanmarcucci@gmail.com>, Kristine Trierweiler <ktrierweiler@medfield.net>, Evelyn Clarke <eclarke@medfield.net>

Will put on agenda for your consideration. Mike

----- Forwarded message -----

From: <mickc@comcast.net>

Date: Tue, Jan 24, 2017 at 4:04 PM

Subject: Medfield Appreciation Day

To: msullivan@medfield.net

Dear Mr. Sullivan,

First let me introduce myself. My Name is Mickey Callahan and currently the president of the Millis Model Aircraft Club that uses a Commonwealth of Massachusetts sanctioned flying field located in Medfield off Hospital Road near the old hospital and adjacent to the Charles River. We share the field with another club called the Charles River Radio Control Club. My reason for contacting you is that we would like to hold a Medfield Appreciation Day at our flying field sometime this year either in the spring or summer. Our intent is to demonstrate to the local community by conducting flying demonstrations and providing educational materials that illustrates our commitment to the safe and lawful operation of radio controlled model aircraft. We also plan to provide free refreshments to all who attend. It's unfortunate that the hobby has received negative press as of late due to the flood of drones that have come on the market and are being operated by irresponsible people. We wish to counter this trend so that citizens of Medfield and the surrounding communities can observe first hand how committed we are to abiding by the rules of the Academy of Model Aeronautics(AMA), the Federal Aviation Agency (FAA) and local authorities.

If I have contacted you in error, I would appreciate your assistance, as Town Administrator, in directing me to the appropriate town official(s). We intend to assume all responsibility for promoting this event. Perhaps we could coordinate and piggy-back onto a town sponsored "Medfield Day." I've searched the town's website and see no mention of such a day. Perhaps there's one to be scheduled and yet to be advertised. In any event, we would like to give back to the town in some small way and promote a very fun, educational and exciting hobby for young and old. At the least, I would like to start a productive dialog between our club and local officials. Your assistance is greatly appreciated and I await your reply.

Sincerely,

Mickey Callahan - President  
Millis Model Aircraft Club  
[www.millismodelaircraftclub.com](http://www.millismodelaircraftclub.com)



COUNTY OF NORFOLK  
COUNTY OF PRESIDENTS  
REGISTRY OF DEEDS

NORFOLK REGISTRY DISTRICT OF THE LAND COURT

WILLIAM P. O'DONNELL

REGISTER OF DEEDS  
ASSISTANT RECORDER OF THE  
LAND COURT

January 17, 2017

Mr. Michael J. Sullivan  
Medfield Town Administrator  
459 Main Street  
Medfield, MA 02052

Dear Mr. Sullivan,

As Register of the Norfolk County Registry of Deeds, I thought the chart on the reverse side would be of interest to you. It provides an illustration of the funds generated by the Community Preservation Act (CPA) in your community based on recorded real estate filings during the 2016 calendar year.

The Registry of Deeds, at no additional cost to the Commonwealth or local communities, collects these revenues for the state once a document is recorded. The monies are then forwarded to the Massachusetts Department of Revenue on a monthly basis. The funds collected by the Commonwealth are then redistributed to the communities that have adopted the CPA through a variety of formulas.

The Norfolk County Registry of Deeds which is located at 649 High Street, Dedham, is the principal office for real property in Norfolk County. The Registry is a resource for homeowners, title examiners, mortgage lenders, genealogists, municipalities and others with a need for secure, accurate, accessible land record information. For assistance please contact our Customer Service Center at (781) 461-6101, or visit our website at [www.norfolkdeeds.org](http://www.norfolkdeeds.org).

I hope you find this data to be timely, informative and useful. In the meantime, if I can be of assistance to you, please do not hesitate to contact me at 781-461-6116 or by email at [registerodonnell@norfolkdeeds.org](mailto:registerodonnell@norfolkdeeds.org).

Sincerely yours,

William P. O'Donnell  
Norfolk County Register of Deeds

WPO/aag

649 HIGH STREET, DEDHAM, MASSACHUSETTS 02026  
TELEPHONE: 781-461-6116 FAX: 781-326-4246  
EMAIL: [registerodonnell@norfolkdeeds.org](mailto:registerodonnell@norfolkdeeds.org)

[www.norfolkdeeds.org](http://www.norfolkdeeds.org)

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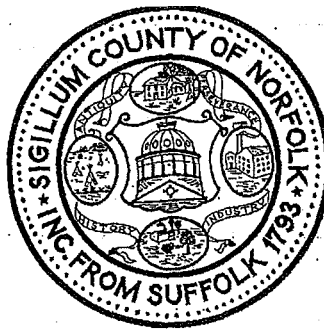
youtube.com/NorfolkDeeds



linkedin.com/company/Norfolk-County-Registry-of-Deeds

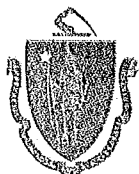


@NorfolkDeeds



**NORFOLK COUNTY REGISTRY OF DEEDS**  
**COMMUNITY PRESERVATION ACT (CPA)**  
**SURCHARGES BY TOWN FOR CALENDAR YEAR 2016**

TOWN	TOTAL
AVON	\$21,430.00
BELLINGHAM	\$75,060.00
BRAINTREE	\$147,260.00
BROOKLINE	\$193,140.00
CANTON	\$102,650.00
COHASSET	\$47,150.00
DEDHAM	\$101,880.00
DOVER	\$32,040.00
FOXBOROUGH	\$68,470.00
FRANKLIN	\$132,160.00
HOLBROOK	\$46,040.00
MEDFIELD	\$54,710.00
MEDWAY	\$54,780.00
MILLIS	\$34,550.00
MILTON	\$106,510.00
NEEDHAM	\$137,960.00
NORFOLK	\$46,550.00
NORWOOD	\$93,550.00
PLAINVILLE	\$37,060.00
QUINCY	\$289,200.00
RANDOLPH	\$111,140.00
SHARON	\$74,890.00
STOUGHTON	\$113,390.00
WALPOLE	\$105,660.00
WELLESLEY	\$116,480.00
WESTWOOD	\$65,560.00
WEYMOUTH	\$222,710.00
WRENTHAM	\$59,330.00



Charles D. Baker, Governor  
Karyn E. Polito, Lieutenant Governor  
Stephanie Pollack, Secretary & CEO  
Thomas J. Tinlin, Administrator



January 24, 2017

Town of Medfield  
Board of Selectmen  
459 Main St.  
Medfield, MA 02052

RECEIVED

JAN 24 2017

MEDFIELD SELECTMEN

Attn: Kenneth Feeney, Supt. of Public Works

SUBJECT: NATIONAL BRIDGE INSPECTION STANDARDS (NBIS)  
BRIDGE INSPECTION REPORTS

M-11-017

(79K) PHILIP ST / MINE BROOK

Dated: 10/06/16

Dear Mr. Feeney:

As a courtesy, MassDOT has performed the inspection of the above referenced "BRI" structure, owned by your municipality. A "BRI" is a structure with clear span of less than 20 feet. These structures do not have a set inspection frequency and any future inspections are the responsibility of the municipality.

For your records are copies of recent bridge inspection field reports for the referenced structures. Repair, rehabilitation or reconstruction of any bridges to address the deficiencies reported is the owner/custodian's responsibility. Chapter 90 funds may be used for these purposes.

Questions regarding the content of the reports may be directed to the District Bridge Inspection Engineer, Mahmood Azizi, at 508-929-3822.

Sincerely,

Jonathan L. Gulliver  
District 3 Highway Director

MA/ma  
cc: BIE (2), DHD D-3, DBIE D-3  
Enclosure



2-DIST  
03B.I.N.  
79KSTRUCTURES INSPECTION FIELD REPORT  
CLOSED/REHABILITATION INSPECTIONBR. DEPT. NO.  
M-11-017

CITY/TOWN MEDFIELD	8-STRUCTURE NO. M11017-79K-MUN-CLP	11-Kilo. POINT 000.000	90-ROUTINE INSP. DATE DEC 29, 1997	93*- INSPECTION DATE OCT 6, 2016
07-FACILITY CARRIED HWY PHILIP ST	MEMORIAL NAME/LOCAL NAME	27-YR BUILT 1900	106-YR REBUILT 1996	YR REHAB'D (NON 106) 0000
06-FEATURES INTERSECTED WATER MINE BROOK	26-FUNCTIONAL CLASS Urban Local	DIST. BRIDGE INSPECTION ENGINEER G. Simpson		
43-STRUCTURE TYPE 701 : Timber Slab	22-OWNER Town Agency	21-MAINTAINER Town Agency	TEAM LEADER J.A. Gauthier	
107-DECK TYPE 8 : Timber	WEATHER Sunny	TEMP. (air) 21°C	TEAM MEMBERS Doug Smith	

ITEM 58 DECK

1

ITEM 59 SUPERSTRUCTURE

3

ITEM 60 SUBSTRUCTURE

4

ITEM 60 - (From U/W Report)

N

ITEM 61 CHANNEL

7

ITEM 61 - (From U/W Report)

N

ITEM 62 CULVERT

N

ITEM 62 - (From U/W Report)

N

ITEM 41 STRUCTURE OPEN, POSTED OR CLOSED

K:CLOSED

Date: 10/06/2016

ITEM 36 TRAFFIC SAFETY

TOTAL HOURS

8

	36	COND	DEF
A. Bridge Railing	0	7	-
B. Transitions	0	7	-
C. Approach Guardrail	0	7	-
D. Approach Guardrail Ends	0	7	-

PLANS (Y/N)

N

(V.C.R.) (Y/N)

N

TAPE#:

Pedestrian Access

(Y/N)

Y

Barricades In Place

(Y/N)

Y

(If YES please explain)

Roadway Abandoned

(Y/N)

N

TYPE: JERSEY BARRIERS

SIGNS

Not Applicable

Legend:

ROAD CLOSED, BRIDGE CLOSED, DETOUR

Signs In Place  
(Y=Yes, N=No,  
NR=Not Required)

Legibility/  
Visibility

At bridge		Advance	
E	W	E	W
Y	Y	Y	Y
8/8	8/8	8/8	8/8

To be filled out by District Bridge Inspection Engineer

1) This bridge is scheduled for:

Replacement ( ) Rehabilitation ( ) Repair ( ) Removal ( ) Unknown (X)

2) If under construction please answer the following:

Contract Number:	Amount:	Completion Date:
Contractor:		Resident Engineer:
Scope of Work:		
Remarks:		

ACCESSIBILITY (Y/N)

Needed Used

Lift Bucket	N	N
Ladder	N	N
Boat	N	N
Wader	Y	Y
Inspector 50	N	N
Rigging	N	N
Staging	N	N
Traffic Control	N	N
RR Flagger	N	N
Police	N	N
Other:	N	N

X=UNKNOWN

N=NOT APPLICABLE

H=HIDDEN/INACCESSIBLE

R=REMOVED

CITY/TOWN MEDFIELD	B.I.N. 79K	BR. DEPT. NO. M-11-017	8.-STRUCTURE NO. M11017-79K-MUN-CLP	INSPECTION DATE OCT 6, 2016
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## REMARKS

### BRIDGE ORIENTATION

From the compass Philip St. is a East West route and the Mill River flows from North to South. From field observations, this structure is a stress laminated timber slab. There are 4 deck panels with internal steel stressing rods numbered from the South, tied together with two Transverse Spreader Beams numbered from West to East.

### GENERAL REMARKS

A small 2 axle oil truck used the structure and two inches of deflection was observed. During this inspection the Town of Medfield was notified of a Critical Structural deficiency and immediately closed the structure by our direction.

Item 58.2 Deck Condition was lowered to a 1 C-H due to the center 6 feet of the deck (panels # 2 & 3) have been crushed over one inch, split, separated, rotted and failed, **See photos 1, 2 & 3.**

Item 58.12 Utilities are located on the North side of the structure. **See photo 4.**

Item 59.3 Transverse Spreader Beams were lowered to a 3 S-A due to over an 1- 1/2 inches of permanent bow and loose connection bolts, **See photo 5.**

Item 60.1 Channel walls are a 4 S-A. They are dry set rubble masonry that is loose and cantilevered out with some stones fallen. The proximity of the walls, especially the West, to the RC abutments is close enough to be in the angle of natural repose. **See photo 6.** The center of the West channel wall is bowed out at the top approximately 8 inches. **See photo 5.**

All closure, warning, and detour signs are properly in place. **See photos 7 - 10.**

Note that the Jersey Barriers have been placed slightly staggered to allow pedestrian access, and the timber rail system is in overall good condition.

### Photo Log

- Photo 1 : One inch of sag and crushing at joint of panels 2 & 3.
- Photo 2 : Overview of slab deterioration.
- Photo 3 : Cracking and checking to slab undersurface.
- Photo 4 : Utility on the North side of the structure.
- Photo 5 : Bowing timber spreader beams and rotating channel wall.
- Photo 6 : Proximity of the abutments to the channel walls.
- Photo 7 : West advance signs.
- Photo 8 : West at bridge barricades.
- Photo 9 : East advance signs.
- Photo 10 : East at bridge barricades.

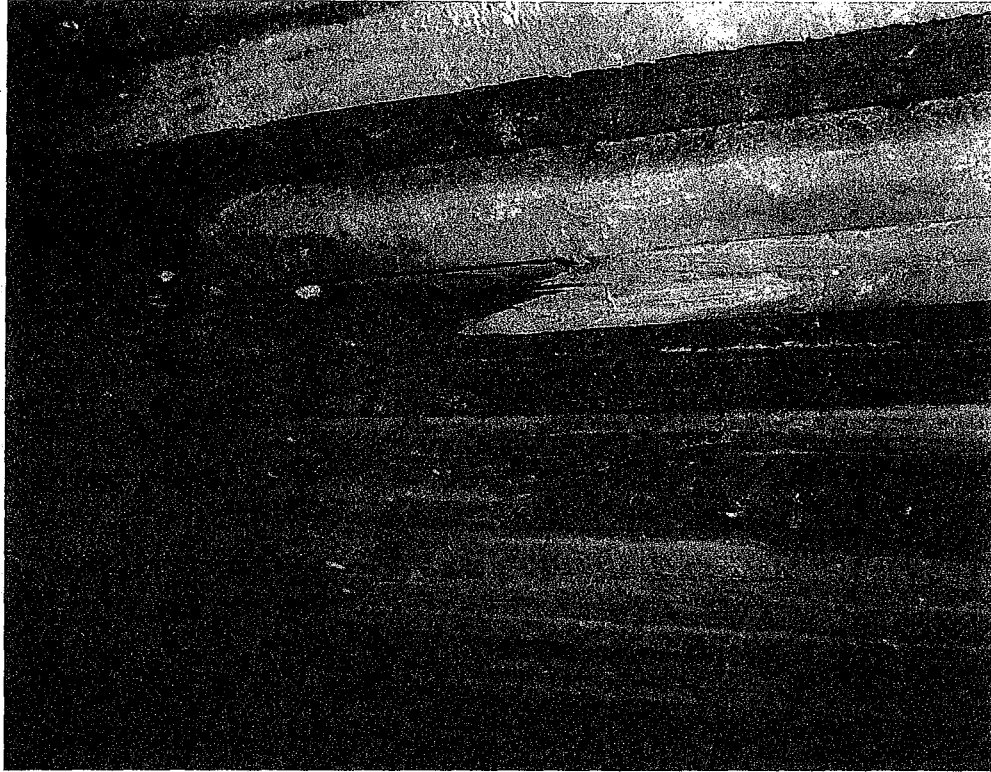
CITY/TOWN  
MEDFIELDB.I.N.  
79KBR. DEPT. NO.  
M-11-0178-STRUCTURE NO.  
M11017-79K-MUN-CLPINSPECTION DATE  
OCT 6, 2016**PHOTOS**

**Photo 1:** One inch of sag and crushing at joint of panels 2 & 3.



**Photo 2:** Overview of slab deterioration.

CITY/TOWN MEDFIELD	B.I.N. 79K	BR. DEPT. NO. M-11-017	8.-STRUCTURE NO. M11017-79K-MUN-CLP	INSPECTION DATE OCT 6, 2016
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**PHOTOS**

**Photo 3:** Cracking and checking to slab undersurface.



**Photo 4:** Utility on the North side of the structure.

CITY/TOWN MEDFIELD	B.I.N. 79K	BR. DEPT. NO. M-11-017	8-STRUCTURE NO. M11017-79K-MUN-CLP	INSPECTION DATE OCT 6, 2016
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**PHOTOS**

**Photo 5: Bowing timber spreader beams and rotating channel wall.**



**Photo 6: Proximity of the abutments to the channel walls.**



CITY/TOWN MEDFIELD	B.I.N. 79K	BR. DEPT. NO. M-11-017	8-STRUCTURE NO. M11017-79K-MUN-CLP	INSPECTION DATE OCT 6, 2016
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PHOTOS



Photo 7: West advance signs.



Photo 8: West at bridge barricades.

CITY/TOWN MEDFIELD	B.I.N. 79K	BR. DEPT. NO. M-11-017	8.-STRUCTURE NO. M11017-79K-MUN-CLP	INSPECTION DATE OCT 6, 2016
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**PHOTOS**

Photo 9: East advance signs.



Photo 10: East at bridge barricades.

State Information				Classification		Code
BDEPT# = M11017		Agency Br.No.		(112) NBIS Bridge Length		N
Town = Medfield		L.O.		(104) Highway System		N
B.I.N. = 79K		AASHTO = 084.5		(26) Functional Class -	Urban Local	19
RANK = 0 H.I. = 85.1 %		FHWA Select List = N		(100) Defense Highway		0
Identification		M1101779KMUNCUL		(101) Parallel Structure		N
(8) Structure Number		151000000		(102) Direction of Traffic -	2-way traffic	2
(5) Inventory Route		03		(103) Temporary Structure		N
(2) State Highway Department District		39765		(105) Federal Lands Highways		0
(3) County Code 021 (4) Place code		MINE BROOK		(110) Designated National Network		N
(6) Features Intersected		WATER MILL RIVER		(20) Toll -	On free road	3
(7) Facility Carried		HWY PHILIP ST		(21) Maintain -	Town Agency	03
(9) Location		.1MI E. OF FOUNDRY ST.		(22) Owner -	Town Agency	03
(11) Kilometerpoint		0000.000		(37) Historical Significance	undetermined	
(12) Base Highway Network		N		Condition		Code
(13) LRS Inventory Route & Subroute		000000000000		(58) Deck		8
(16) Latitude		42DEG 10MIN 59.75SEC		(59) Superstructure		8
(17) Longitude		71DEG 16MIN 58.36SEC		(60) Substructure		7
(98) Border Bridge State Code		Share %		(61) Channel & Channel Protection		7
(99) Border Bridge Structure No. #				(62) Culverts		N
Structure Type and Material				Load Rating and Posting		Code
(43) Structure Type Main:		Timber	Code 701	(31) Design Load -	Other/Unknown	0
Slab		Jointless bridge type:	Not applicable	(63) Operating Rating Method -	No rating analysis performed	5
(44) Structure Type Appr:				(64) Operating Rating		44.1
Other		Code 000		(65) Inventory Rating Method -	No rating analysis performed	5
(45) Number of spans in main unit			001	(66) Inventory Rating		32.4
(46) Number of approach spans			0000	(70) Bridge Posting		5
(107) Deck Structure Type -		Timber	Code 8	(41) Structure -	Open	A
(108) Wearing Surface / Protective System:				Appraisal		Code
A) Type of wearing surface -		Timber	Code 7	(67) Structural Evaluation		7
B) Type of membrane -		None	Code 0	(68) Deck Geometry		4
C) Type of deck protection -		None	Code 0	(69) Underclearances, vert. and horiz.		N
Age and Service				(71) Waterway adequacy		5
(27) Year Built			1900	(72) Approach Roadway Alignment		4
(106) Year Reconstructed			1996	(36) Traffic Safety Features		0 0 0 0
(42) Type of Service: On -		Highway		(113) Scour Critical Bridges		6
Under -		Waterway		Inspections		
(28) Lanes: On Structure		02	Under structure	(90) Inspection Date	12/29/97	(91) Frequency
(29) Average Daily Traffic			000130	(92) Critical Feature Inspection:	10/06/16	(93) CRT-DATE
(30) Year of ADT		1997	(109) Truck ADT	(A) Fracture Critical Detail	N 00 MO A)	00/00/00
(19) Bypass, detour length			003KM	(B) Underwater Inspection	N 00 MO B)	00/00/00
Geometric Data				(C) Other Special Inspection	N 00 MO C)	00/00/00
(48) Length of maximum span		3.76	0002.4M	(*) Other Inspection ( )	N 00 MO *)	00/00/00
(49) Structure Length			00004.4M	(*) Closed Bridge	N 00 MO *)	00/00/00
(50) Curb or sidewalk:		Left 00.3 M	Right 00.3M	(*) UW Special Inspection	N 00 MO *)	00/00/00
(51) Bridge Roadway Width Curb to Curb			006.9M	(*) Damage Inspection	MO *)	00/00/00
(52) Deck Width Out to Out			007.3M	Rating Loads		
(32) Approach Roadway Width (w/shoulders)			006.9M	Report Date	00/00/00	H20 Type 3 Type 3S2 Type HS
(33) Bridge Median -		No median	Code 0	Operating	27.0	34.0 49.0 49.0
(34) Skew		10 DEG	(35) Structure Flared	Inventory	20.0	25.0 36.0 36.0
(10) Inventory Route MIN Vert Clear			99.99M	Field Posting		
(47) Inventory Route Total Horiz Clear			06.9M	Status	DESIGN	Posting Date
(53) Min Vert Clear Over Bridge Rdwy			99.99M		2 Axle	08/16/96
(54) Min Vert Underclear ref		N	00.00M	Actual		3 Axle
(55) Min Lat Underclear RT ref		N	00.0M	Recommended		5 Axle
(56) Min Lat Underclear LT			00.0M	Missing Signs	N	
Navigation Data				Misc.		
(38) Navigation Control -		No navigation control on waterway	Code 0	Bridge Name		
(111) Pier Protection			Code	N	Anti-missile fence	N
(39) Navigation Vertical Clearance			000.0M	N	Acrow Panel	N
(116) Vert-lift Bridge Nav Min Vert Clear			M	N	Jointless Bridge	
(40) Navigation Horizontal Clearance			0000.0M	Freeze/Thaw	N : Not Applicable	
				Accessibility (Needed/Used)		
				N / N	Liftbucket	N / N
				N / N	Rigging	N / N
				N / N	Ladder	Other
				N / N	Boat	
				Y / Y	Staging	
				N / N	Traffic Control	
				Wader	RR Flagperson	
				Inspector 50	Police	
				Inspection Hours:		008



State Information										Classification				Code	
BDEPT# = M11017		Agency Br.No.		L.O.		(112) NBIS Bridge Length						N			
Town = Medfield				AASHTO = 039.4		(104) Highway System						N			
B.I.N = 79K				FHWA Select List = N		(26) Functional Class -		Urban Local				19			
RANK = 0 H.I. = 85.1 %		Identification		M1101779KMUNCLP		(100) Defense Highway						0			
(8) Structure Number				151000000		(101) Parallel Structure						N			
(5) Inventory Route				03		(102) Direction of Traffic -		2-way traffic				2			
(2) State Highway Department District				39765		(103) Temporary Structure						N			
(3) County Code 021		(4) Place code				(105) Federal Lands Highways						0			
(6) Features Intersected		WATER MINE BROOK				(110) Designated National Network						N			
(7) Facility Carried		HWY PHILIP ST				(20) Toll -		On free road				3			
(9) Location		.1MI E. OF FOUNDRY ST.				(21) Maintn. -		Town Agency				03			
(11) Kilometerpoint		0000.000				(22) Owner -		Town Agency				03			
(12) Base Highway Network		N				(37) Historical Significance		undetermined							
(13) LRS Inventory Route & Subroute		000000000000				Condition						Code			
(16) Latitude		42DEG 10MIN 59.75 SEC				(58) Deck						1			
(17) Longitude		71DEG 16MIN 58.36 SEC				(59) Superstructure						3			
(98) Border Bridge State Code		Share %				(60) Substructure						4			
(99) Border Bridge Structure No. #						(61) Channel & Channel Protection						7			
Structure Type and Material						(62) Culverts						N			
(43) Structure Type Main: Timber		Code 701				Load Rating and Posting						Code			
Slab		Jointless bridge type: Not applicable				(31) Design Load -		Other/Unknown				0			
(44) Structure Type Appr: Other		Code 000				(63) Operating Rating Method -		No rating analysis performed				5			
(45) Number of spans in main unit		001				(64) Operating Rating						44.1			
(46) Number of approach spans		0000				(65) Inventory Rating Method -		No rating analysis performed				5			
(107) Deck Structure Type - Timber		Code 8				(66) Inventory Rating						32.4			
(108) Wearing Surface / Protective System:						(70) Bridge Posting						5			
A) Type of wearing surface - Timber		Code 7				(41) Structure -		Open				A			
B) Type of membrane - None		Code 0				Appraisal						Code			
C) Type of deck protection - None		Code 0				(67) Structural Evaluation						3			
Age and Service						(68) Deck Geometry						4			
(27) Year Built		1900				(69) Underclearances, vert. and horiz.						N			
(106) Year Reconstructed		1996				(71) Waterway adequacy						5			
(42) Type of Service: On - Highway						(72) Approach Roadway Alignment						4			
Under - Waterway		Code 15				(36) Traffic Safety Features						0 0 0 0			
(28) Lanes: On Structure 02		Under structure 00				(113) Scour Critical Bridges						6			
(29) Average Daily Traffic		000130				Inspections									
(30) Year of ADT 1997		(109) Truck ADT 01 %				(90) Inspection Date 10/06/16				(91) Frequency 12 MO					
(19) Bypass, detour length		003 KM				(92) Critical Feature Inspection:				(93) CFI DATE					
Geometric Data						(A) Fracture Critical Detail		N 00 MO A)				00/00/00			
(48) Length of maximum span		0003.7M				(B) Underwater Inspection		N 00 MO B)				00/00/00			
(49) Structure Length		00004.4M				(C) Other Special Inspection		N 00 MO C)				00/00/00			
(50) Curb or sidewalk: Left 00.3 M Right 00.3M						(*) Other Inspection ( )		N 00 MO *)				00/00/00			
(51) Bridge Roadway Width Curb to Curb		006.9M				(*) Closed Bridge		Y 12 MO *)				10/06/16			
(52) Deck Width Out to Out		007.3M				(*) UW Special Inspection		N 00 MO *)				00/00/00			
(32) Approach Roadway Width (w/shoulders)		006.9M				(*) Damage Inspection						MO *)		00/00/00	
(33) Bridge Median - No median		Code 0				Rating Loads									
(34) Skew 10 DEG (35) Structure Flared		N				Report Date 00/00/00		H20 Type 3 Type 352 Type HS							
(10) Inventory Route MIN Vert Clear		99.99M				Operating		27.0 34.0 49.0 49.0							
(47) Inventory Route Total Horiz Clear		06.9M				Inventory		20.0 25.0 36.0 36.0							
(53) Min Vert Clear Over Bridge Rdwy		99.99M				Field Posting									
(54) Min Vert Underclear ref N		00.00M				Status DESIGN		Posting Date 08/16/96							
(55) Min Lat Underclear RT ref N		00.00M				Actual		2 Axle 3 Axle 5 Axle							
(56) Min Lat Underclear LT		00.00M				Recommended									
Navigation Data						Missing Signs N		Misc.							
(38) Navigation Control - No navigation control on waterway		Code 0				Bridge Name									
(111) Pier Protection		Code				N Anti-missile fence N Acrow Panel N Jointless Bridge									
(39) Navigation Vertical Clearance		000.0M				Freeze/Thaw N : Not Applicable									
(116) Vert-lift Bridge Nav Min Vert Clear		M				Accessibility (Needed/Used)									
(40) Navigation Horizontal Clearance		0000.0M				N / N Liftbucket N / N Rigging N / N Other									
						N / N Ladder N / N Staging									
						N / N Boat N / N Traffic Control									
						Y / Y Wader N / N RR Flagperson						Inspection			
						N / N Inspector 50 N / N Police						Hours: 008			



# Bulletin

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2017-01B

## DEPARTMENTAL REVOLVING FUNDS

TO: Local Officials

FROM: Sean R. Cronin, Senior Deputy Commissioner of Local Services

DATE: January 2017

SUBJECT: Authorization of Departmental Revolving Funds and Model By-law/Ordinance

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This *Bulletin* provides guidance to local officials regarding the authorization of departmental revolving funds for use in Fiscal Year 2018 and future years.

As you know, the departmental revolving fund statute, G.L. c. 44, § 53E½, was amended by the Municipal Modernization Act. St. 2016, c. 218, § 86. These amendments eliminated the caps on the amount that could be spent from the revolving funds authorized for a particular department and in total from all authorized revolving funds. In addition, the revolving funds are to be authorized by by-law or ordinance rather than an annual legislative body vote. The legislative body must still vote on or before July 1 on the amount that may be spent from each fund during the upcoming fiscal year.

These amendments took effect on November 7, 2016 and would apply to departmental revolving fund authorizations beginning in FY2018. We recognize, however, that a transition period is needed to enable cities and towns to draft and adopt the necessary by-laws or ordinances, and for towns, to obtain the Attorney General's review and approval of the by-laws. Therefore, the Division is recommending legislation to defer the requirement that the revolving funds be authorized by by-law or ordinance until FY2019, but would implement the elimination of the spending caps in FY2018 funds. We will keep you informed about developments in that regard.

## FY2018 AUTHORIZATIONS

In the meantime, however, we advise local officials to prepare to be able to authorize departmental revolving funds for FY2018 under the prior and current statutory procedure. In towns, selectboards preparing annual town meeting warrants should include articles that would allow the meeting to authorize or reauthorize the funds by (1) vote upon recommendation of the selectboard, and (2) adoption of a by-law to establish the funds and vote to set FY2018 spending caps for them. Similarly, in cities, officials should plan to be able to have the city council authorize the funds by (1) vote upon recommendation of the mayor or (2) adoption of an ordinance and vote to set spending caps, on or before July 1, 2017.

### **MODEL BY-LAW/ORDINANCE**

Attached to this Bulletin is a model or template for a by-law or ordinance authorizing departmental revolving funds under G.L. c. 44, § 53E½. We have also included examples of the use of the model in authorizing funds.

Local officials should not use the model without first consulting with municipal counsel to ensure consistency with the style, organization and format of the general by-laws or ordinances of the municipality, as well as consistency and compliance with applicable charter provisions and statutory requirements. The model must be tailored and edited accordingly.

**MODEL**  
**DEPARTMENTAL REVOLVING FUND BY-LAW/ORDINANCE**  
**G.L. c. 44, § 53E½**

**Model should not be used without the advice of municipal counsel**  
**Footnotes are not part of Model and are informational only**

**ARTICLE/ORDER.** To see if the town/city will vote to amend the general by-laws/ordinances of the town/city by adding a new section to establish and authorize revolving funds for use by certain town/city departments, boards, committees, agencies or officers under Massachusetts General Laws Chapter 44, § 53E½, or take any other action relative thereto. **(Majority vote to adopt or amend general by-law/ordinance)**

**VOTED:** To amend the general by-laws/ordinances of the town/city by adding the following new section:

**[ALL]**

**DEPARTMENTAL REVOLVING FUNDS**

1. Purpose. This by-law/ordinance establishes and authorizes revolving funds for use by town/city departments, boards, committees, agencies or officers in connection with the operation of programs or activities that generate fees, charges or other receipts to support all or some of the expenses of those programs or activities. These revolving funds are established under and governed by General Laws Chapter 44, § 53E½.
2. Expenditure Limitations.<sup>1</sup> A department or agency head, board, committee or officer may incur liabilities against and spend monies from a revolving fund established and authorized by this by-law/ordinance without appropriation subject to the following limitations:
  - A. Fringe benefits of full-time employees whose salaries or wages are paid from the fund shall also be paid from the fund [, except for those employed as school bus drivers<sup>2</sup>].
  - B. No liability shall be incurred in excess of the available balance of the fund.
  - C. The total amount spent during a fiscal year shall not exceed the amount authorized by town meeting/town/city council on or before July 1 of that fiscal year, or any increased amount of that authorization that is later approved during that fiscal year by the selectboard and finance committee/mayor and city council.
3. Interest.<sup>3</sup> Interest earned on monies credited to a revolving fund established by this by-law/ordinance shall be credited to the general fund.

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<sup>1</sup> Expenditure limitations set by G.L. c. 44, § 53E½.

<sup>2</sup> Add exception set by G.L. c. 44, § 53E½ if authorizing a fund for non-mandated school bus service.

<sup>3</sup> Interest treatment set by G.L. c. 44, § 53E½.

4. Procedures and Reports. Except as provided in General Laws Chapter 44, § 53E½ and this by-law/ordinance, the laws, charter provisions, by-laws/ordinances, rules, regulations, policies or procedures that govern the receipt and custody of town/city monies and the expenditure and payment of town/city funds shall apply to the use of a revolving fund established and authorized by this by-law/ordinance. The town accountant/city auditor shall include a statement on the collections credited to each fund, the encumbrances and expenditures charged to the fund and the balance available for expenditure in the regular report the town accountant/city auditor provides the department, board, committee, agency or officer on appropriations made for its use.
5. Authorized Revolving Funds.

**[FORMAT 1 – Separate subsections establishing each fund]**

5.1 \_\_\_\_\_ Revolving Fund.

5.1.1 Fund Name. There shall be a separate fund called the \_\_\_\_\_ Revolving Fund authorized for use by the \_\_\_\_\_ Department/Board/Committee/Agency/Officer.

5.1.2 Revenues.<sup>4</sup> The town accountant/city auditor shall establish the \_\_\_\_\_ Revolving Fund as a separate account and credit to the fund all of the **(Insert list of specific fees, charges or other receipts to be credited to the fund)** charged and received by the Department/Board/Committee/Agency/Officer in connection with \_\_\_\_\_ **(Insert departmental program or activity generating the monies)**.

5.1.3 Purposes and Expenditures.<sup>5</sup> During each fiscal year, the \_\_\_\_\_ Department Head/Board/Committee/Agency/Officer may incur liabilities against and spend monies from the \_\_\_\_\_ Revolving Fund for **(Insert list of types of program or activity expenses that may be charged to the fund)** in connection with \_\_\_\_\_ **(Insert departmental program or activity generating the monies)**.

**(Insert any program or activity expenses that may not be charged to the fund, i.e., will be funded through a regular budget appropriation, require prior approval or are subject to some other limitation or condition).**

5.1.4 Other Requirements/Reports. **(Insert any specific reporting or other requirements the town/city wants to apply to this fund).**

5.1.5 Fiscal Years. The \_\_\_\_\_ Revolving Fund shall operate for fiscal years that begin on or after July 1, \_\_\_\_\_. **(Insert any sunset or termination provision that the town/city wants to apply to this fund).**

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<sup>4</sup> G.L. c. 44, § 53E½ requires by-law/ordinance to specify fund revenues.

<sup>5</sup> G.L. c. 44, § 53E½ requires by-law/ordinance to specify who is authorized to spend from fund and the expenses of the program or activity for which fund monies may be spent.

**[FORMAT 2 – Table establishing each fund]**

The Table establishes:

- A. Each revolving fund authorized for use by a town/city department, board, committee, agency or officer,
- B. The department or agency head, board, committee or officer authorized to spend from each fund,<sup>6</sup>
- C. The fees, charges and other monies charged and received by the department, board, committee, agency or officer in connection with the program or activity for which the fund is established that shall be credited to each fund by the town accountant/city auditor,<sup>7</sup>
- D. The expenses of the program or activity for which each fund may be used,<sup>8</sup>
- E. Any restrictions or conditions on expenditures from each fund;
- F. Any reporting or other requirements that apply to each fund, and
- G. The fiscal years each fund shall operate under this by-law/ordinance.

<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>	<u>G</u>
Revolving Fund	Department, Board, Committee, Agency or Officer Authorized to Spend from Fund	Fees, Charges or Other Receipts Credited to Fund	Program or Activity Expenses Payable from Fund	Restrictions or Conditions on Expenses Payable from Fund	Other Requirements/ Reports	Fiscal Years

<sup>6</sup> G.L. c. 44, § 53E½ requires by-law/ordinance to specify who is authorized to spend from fund.

<sup>7</sup> G.L. c. 44, § 53E½ requires by-law/ordinance to specify fund revenues.

<sup>8</sup> G.L. c. 44, § 53E½ requires by-law/ordinance to specify the expenses of the program or activity for which fund monies may be spent.

## **EXAMPLE 1**

### **[Ordinance using Separate Subsection Format]**

#### **DEPARTMENTAL REVOLVING FUNDS**

1. Purpose. This ordinance establishes and authorizes revolving funds for use by city, departments, boards, committees, agencies and officers in connection with the operation of programs or activities that generate fees, charges or other receipts to support all or some of the expenses of those programs or activities. These revolving funds are established under and governed by General Laws Chapter 44, § 53E½.
2. Expenditure Limitations. A department or agency head, board, committee or officer may incur liabilities against and spend monies from a revolving fund established and authorized by this ordinance without appropriation subject to the following limitations:
  - A. Fringe benefits of full-time employees whose salaries or wages are paid from the fund shall also be paid from the fund.
  - B. No liability shall be incurred in excess of the available balance of the fund.
  - C. The total amount spent during a fiscal year shall not exceed the amount authorized by the City Council on or before July 1 of that fiscal year, or any increased amount of that authorization that is later approved during that fiscal year by the City Council and Mayor.
3. Interest. Interest earned on monies credited to a revolving fund established by this ordinance shall be credited to the general fund.
4. Procedures and Reports. Except as provided in General Laws Chapter 44, § 53E½ and this ordinance, the laws, charter provisions, ordinances, rules, regulations, policies or procedures that govern the receipt and custody of city monies and the expenditure and payment of city funds shall apply to the use of a revolving fund established and authorized by this ordinance. The City Auditor shall include a statement on the collections credited to each fund, the encumbrances and expenditures charged to the fund and the balance available for expenditure in the regular report the City Auditor provides the department, board, committee, agency or officer on appropriations made for its use.
5. Authorized Revolving Funds.
  - 5.1 Anycity Historic House Revolving Fund.
    - 5.1.1 Fund Name. There shall be a separate fund called the Anycity Historic House Revolving Fund for the use of the Public Facilities Department.
    - 5.1.2 Revenues. The City Auditor shall establish the Anycity Historic House Revolving Fund as a separate account and credit to the fund all fees charged persons, organizations, or entities and received by the Public Facilities Department to rent or use the Anycity Historic House for conferences, programs, functions or other events.

5.1.3 Purposes and Expenditures. During each fiscal year, the Director of the Anycity Historic House within the Public Facilities Department may incur liabilities against and spend monies from the Anycity Historic House Revolving Fund for contractual services to operate and maintain the facility for use for conferences, programs, functions or other events.

Salaries or wages of employees shall be paid from the annual budget appropriation of the Public Facilities Department and shall not be paid from the fund.

5.1.4 Reports. Within 10 days of the end of each quarter of the fiscal year, the Director of the Anycity Historic must provide the Director of the Public Facilities Department with a report of the revenues and expenditures of the Health Services Revolving Fund during the month and fiscal year to date.

5.1.5 Fiscal Years. The Anycity Historic House Revolving Fund shall operate for fiscal years that begin on or after July 1, 2018.

## 5.2 Senior Citizen Bus Revolving Fund.

5.2.1 Fund Name. There shall be a separate fund called the Senior Citizen Bus Revolving Fund for the use of the Council on Aging.

5.2.2 Revenues. The City Auditor shall establish the Senior Citizen Bus Revolving Fund as a separate account and credit to the fund all fares, fees and other monies charged or received by the Council of Aging from operating a bus service for senior citizen housing developments.

5.2.3 Purposes and Expenditures. During each fiscal year, the Council on Aging may incur liabilities against and spend monies from the Senior Citizen Bus Revolving Fund for salaries or wages, expenses, lease payments and contractual services to operate a bus service to senior citizen housing developments.

Salaries and wages of not more than one full-time employee and the purchase of any equipment or capital item of \$1,000 or more shall not be paid from the fund.

5.2.4 Fiscal Years. The Senior Citizen Bus Revolving Fund shall operate for fiscal years that begin on or after July 1, 2018.

## 5.3 Health Services Revolving Fund.

5.3.1 Fund Name. There shall be a separate fund called the Health Services Revolving Fund for the use of the Board of Health.

5.3.2 Revenues. The City Auditor shall establish the Health Services Revolving Fund as a separate account and credit to the fund all fees charged by the Board of Health to provide vaccinations, flu shots or other health services and received by the Board from individuals receiving the services or their health insurance providers.



5.3.3 Purposes and Expenditures. During each fiscal year, the Health Director may incur liabilities against and spend monies from the Health Services Revolving Fund for supplies and equipment used to provide the vaccinations, flu shots or other health services and for educational programs and materials regarding those services.

5.3.4 Fiscal Years. The Health Services Revolving Fund shall operate for fiscal years that begin on or after July 1, 2018.

## **EXAMPLE 2**

### **[By-law using Table Format]**

#### **DEPARTMENTAL REVOLVING FUNDS**

1. Purpose. This by-law establishes and authorizes revolving funds for use by town, departments, boards, committees, agencies and officers in connection with the operation of programs or activities that generate fees, charges or other receipts to support all or some of the expenses of those programs or activities. These revolving funds are established under and governed by General Laws Chapter 44, § 53E½.
2. Expenditure Limitations. A department or agency head, board, committee or officer may incur liabilities against and spend monies from a revolving fund established and authorized by this by-law without appropriation subject to the following limitations:
  - A. Fringe benefits of full-time employees whose salaries or wages are paid from the fund shall also be paid from the fund.
  - B. No liability shall be incurred in excess of the available balance of the fund.
  - C. The total amount spent during a fiscal year shall not exceed the amount authorized by Annual Town Meeting on or before July 1 of that fiscal year, or any increased amount of that authorization that is later approved during that fiscal year by the Selectboard and Finance Committee.
3. Interest. Interest earned on monies credited to a revolving fund established by this by-law shall be credited to the general fund.
4. Procedures and Reports. Except as provided in General Laws Chapter 44, § 53E½ and this by-law, the laws, charter provisions, by-laws, rules, regulations, policies or procedures that govern the receipt and custody of town monies and the expenditure and payment of town funds shall apply to the use of a revolving fund established and authorized by this by-law. The Town Accountant shall include a statement on the collections credited to the fund, the encumbrances and expenditures charged to each fund and the balance available for expenditure in the regular report the Town Accountant provides the department, board, committee, agency or officer on appropriations made for its use.
5. Authorized Revolving Funds. The Table establishes:
  - A. Each revolving fund authorized for use by a town department, board, committee, agency or officer,
  - B. The department or agency head, board, committee or officer authorized to spend from each fund,
  - C. The fees, charges and other monies charged and received by the department, board, committee, agency or officer in connection with the program or activity for which the fund is established that shall be credited to each fund by the Town Accountant,
  - D. The expenses of the program or activity for which each fund may be used,
  - E. Any restrictions or conditions on expenditures from each fund;
  - F. Any reporting or other requirements that apply to each fund, and
  - G. The fiscal years each fund shall operate under this by-law.

<u>A</u> Revolving Fund	<u>B</u> Department, Board, Committee, Agency or Officer Authorized to Spend from Fund	<u>C</u> Fees, Charges or Other Receipts Credited to Fund	<u>D</u> Program or Activity Expenses Payable from Fund	<u>E</u> Restrictions or Conditions on Expenses Payable from Fund	<u>F</u> Other Requirements/ Reports	<u>G</u> Fiscal Years
Inspectional Services	Building Inspector	Fees charged and received by the Building Inspector for gas, electric and plumbing inspections	Salaries or wages of inspectors performing gas, electric and plumbing inspections and contractual services related to those inspections	Salaries or wages of full-time employees shall be paid from the annual budget appropriation of the Building Inspector and not from the Fund		Fiscal Year 2019 and subsequent years
Hazardous Materials	Fire Chief	Charges assessed to respond to incidents involving the spill or release of hazardous materials	Training, supplies and special equipment needed for fire department personnel to respond to hazardous materials incidents			Fiscal Year 2019 and subsequent years
Teen Center	Director of Teen Center within the Public Facilities Department	Teen center snack bar receipts, dance admission charges, center activity fees, charges and receipts	Expenses, supplies and contractual services to operate the Teen Center	Salary or wages of no more than one part-time employee shall be paid from the Fund  Salary or wages of full-time director shall be paid from the annual budget appropriation of the Public Facilities Department and not from the Fund	Within 10 days of the end of month, the Director must provide a report on Fund revenues and expenditures during the month and fiscal year to date to the Director of the Public Facilities Department	Fiscal Year 2019 and subsequent years