



**TOWN OF WALPOLE**  
COMMONWEALTH OF MASSACHUSETTS

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September 30, 2016

Dear Representative Town Meeting Member,

Enclosed you will find materials to help you prepare for the 2016 Annual Fall Town Meeting that is set to begin on October 17, 2016 at the Walpole High School. This is an extensive Warrant that will address a wide range of Financial and Zoning related matters. Some Articles of note that may not have a specific document included in this packet that I would like to bring to your attention include:

Article 6 – Stabilization

It is being recommended that Town Meeting vote to transfer \$100,000 from Free Cash to the Stabilization account. The current balance in this account is just about \$2.15 Million

Article 7 – OPEB

I am recommending that Town Meeting vote to transfer \$50,000 from Free Cash to the OPEB Account. The current balance in this account is just about \$2.1 Million

Article 11 - Medicaid Reimbursements

\$420,000 is being recommended from Free Cash. Account # 01301013-550000. Last year the amount transferred for this article was \$392,372.

Article 12 – McKinney Vento Act

\$24,000 is being recommended from Free Cash. Account # 01301013-550000. Last year the amount transferred for this article was \$27,000.

Article 13 – Student Parking Fees

\$36,000 is being recommended from Free Cash. Account # 01301013-550000. Last year the amount transferred for this article was \$34,980.

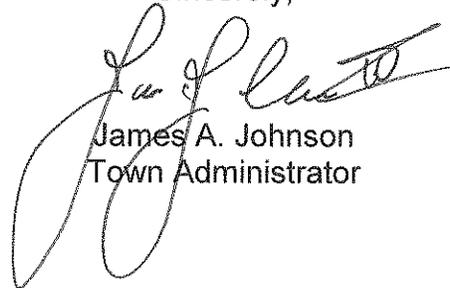
It should be noted that Articles 3, 4 and 5 all relate to the new facilities. I have included a 1 page summary in this packet that addresses the financing aspects of all three projects. It is important to note that buildings that are being proposed are being done so without the need for a debt exclusion override.

On Tuesday October 4<sup>th</sup> at 6:30PM the Town will be hosting an outreach event and we have invited all Town Meeting members to attend this meeting. At the meeting we will walk Town Meeting members through the financing for each building, the existing conditions of the current facilities and each new facility that has been designed. If you are unable to make this meeting we have posted the presentation on the Town's website for your consideration. The Walpole Board of Selectmen and Permanent Building Committee have unanimously recommended Favorable Action on all three of these articles.

It is expected that the Finance Committee will consider Article 3, the New Police Station and Article 5, the Council on Aging on Tuesday October 6<sup>th</sup> in the Town Hall at 7PM. The General Contractor Bids for the new Fire Station will be submitted on October 6<sup>th</sup> and it is expected that the Finance Committee will consider Article 4, the Fire Station prior to the Finance Committee's public Hearing on October 13<sup>th</sup>.

Thank you for the time and dedication you devote to this process. I look forward to working with each one of you over the next few weeks. Please feel free to contact this office or any other Town Official to address any questions or concerns you may have once you have completed your review of these documents.

Sincerely,

A handwritten signature in black ink, appearing to read 'James A. Johnson', written in a cursive style with a large loop at the end.

James A. Johnson  
Town Administrator



## Article 2 Overview

Request to place \$195,000 from taxation into the Accounts listed below:

1. \$18,000 into the Elections Line – Account # 01161001-510200
  - \$10,000 into the Elections Salary account # 01163001-512100
  - \$8,000 into the Elections Expense account # 01163002-5299

The purpose of this request is to supplement the elections budget to ensure that the Town meets the new voting and elections procedures. The Secretary of State recently released the early voting regulations that were part of the 2014 Election Law Reforms that go into effect for the upcoming November Presidential Election. Towns are going to be required to designate, and sufficiently staff, an early voting site to allow voters an opportunity to vote early during regular Town business hours (at a minimum) for the 11 days prior to the election. The regulations allow for electronic voting systems and the designation of a centralized tabulation facility that will help manage the increased volume expected at this year's Presidential Election which funds will also address.

2. \$17,000 into the Police Department Expense line – Account # 01210002-524100

The Purpose of this request is to allow the Walpole Police Department to purchase Kevlar tactical helmets and body armor for Walpole Police officers. This amount will allow us to purchase approximately 15 pairs and allow all 9 patrol cars to have a set and 6 non-patrol cars to have a set.

3. \$60,000 for the Walpole School Department – Account # 01301013-550000 f

This request is being made to fund unforeseen Special education mandated services.

4. \$100,000 into the Debt Budget – Account #01710002-576202

The purpose of this will be to cover the expected cost moving forward for some of the new municipal facilities.



## Article 3

### Police Station

In 2015 SATM appropriated \$9,000,000 to design and construct a new Police Station on South St.

The General Contractor bids were opened on September 15<sup>th</sup> and the total project budget now stands at \$10,420,000. This is \$1,420,000 more than the funds appropriated a few years ago. This project is coming in higher than the appropriation for a variety of reasons. Some of those reasons include:

1. Radio Communications – Radio infrastructure improvements to various sites in town. These improvements are not only for the benefit of the Police Department, but include the costs to move/repair/replace equipment for the Fire, DPW, Emergency Management, Administration and School Departments.
2. Security – The WPD continues to monitor all of the security systems throughout Town facilities and their own system in the new station that allow WPD to monitor detainees being held in the station.
3. Wiring – The wiring for the telephone, data, LAN, radio, Fiber and security systems that are needed.
4. Site Contingency Funds – We are budgeting for a worst case scenario to address any issues that may come up as a result of building a new facility on a superfund site as well as additional costs for moving the soils in and around the site.
5. Computer Network – Purchase and install the computer network and technology needs of the police department. The Town has been holding off on computer and network infrastructure improvements at the Walpole Police Department for more than 10 years because the WPD has been patiently waiting to get a new building.
6. Furniture –The Town has taken a band-aid approach to furniture at the WPD over the last 10 years. The WPD has a collection of broken chairs, donated desks, and dented file cabinets with no locks.

Article 3 is requesting that \$1,420,000 be appropriated from Free Cash for the Police Station project.



## Article 4

### Fire Station

In the Spring of 2015 Town Meeting appropriated \$900,000 to design the new Fire Station on the site of the current Fire Station. Town Meeting authorized additional funding in the amount of \$1,369,067 in the Spring of 2016. Total prior year appropriations for this project equal \$2,269,067.

The Town will receive the General Contractor bids for this project in on October 6<sup>th</sup> and the Finance Committee will consider the total project budget prior to the public hearing on October 13<sup>th</sup> at 7PM. As of the writing of this document the total budget for the new Fire Station is approximately \$14,900,000.

Article 4 is requesting that the remaining funds of \$12,650,000 (approximately) be appropriated from the following sources.

1. \$800,000 from Free Cash
2. \$350,000 from the Ambulance Reserve Receipt Account
3. \$11,500,000 from Borrowing Authorization

It is expected that the motion for this article will identify all of the funding sources and it will require a 2/3 vote of Town Meeting members to pass.



## Article 5

### Council on Aging – South St. Center

In the Spring of 2015 Town Meeting appropriated \$410,000 to design a new Council on Aging on South Street.

The total estimated budget for this project is \$7,400,000. This figure includes an inflation factor for budgeting purposes. It is expected that construction for this project may begin in late 2017.

If Town Meeting were to approve this article the Town will have identified \$6,200,000 for this project. That will leave the project short by approximately \$1,200,000 based on the most recent estimates. In order to make up the difference in the estimated project costs, the Town is going to apply for a Community Development Block Grant (CDBG) in the amount of \$500,000. It is expected that the grant application is due to be submitted in February 2017 and grant awards will be announced in the Summer of 2017. In order to be considered for this grant the Town must prove that it is committed to this project by demonstrating that we have bid ready plans in hand and funds have been appropriated.

In addition to pursuing the CDBG the friends of Walpole Elders have committed to focus their fundraising efforts for this project.

Article 5 is requesting that \$5,790,000 be appropriated from the following sources:

1. \$150,000 from the Board of Assessors Overlay Account
2. \$1,590,000 from Free Cash
3. \$550,000 from the FY 2017 Debt Account
4. \$3,500,000 from Borrowing Authorization

2/3 of Town Meeting members would need to vote in favor of this article for it to pass.



## Capital Budget Items

### Articles 8, 9 & 16 Overview

#### Article 8 – Memorial Pond Restoration Design – Capital Budget Committee voted Favorable Action 5-0-0

This article requests funding for the design and permitting of the dredging of Memorial Pond. Memorial Pond is a community resource that provides significant recreational and ecological value that is currently threatened by sediment and nutrient inputs from the surrounding watershed. These impacts have degraded water quality in the pond and caused it to become significantly more shallow and overgrown with aquatic weeds. The pond is quickly turning into a swamp and the concern here is the pond will be gone if the Town does nothing. This has been a project that has been talked about for many years and the Town has gotten to the point where some action needs to be taken.

Earlier this Spring the Town applied for the FY16 Water Quality Management Planning grant offered by the Massachusetts Department of Environmental Protection however we were unsuccessful in securing grant funds for this project.

The Town has worked with a consultant to develop a scope of work and develop a firm estimate. As a result of this collaboration \$80,000 is being requested from free cash to fund this project. This amount will cover the cost proposal that was submitted and allow for the consultant to attend any meetings that may be necessary, additional sampling that may need to be done, developing bid packages and any other expenses incurred as a result of this phase of the project.

The DEP permit for dredging is valid for up to 5 years and can be extended. The Order of Conditions from the Walpole Conservation Commission would be valid for 3 years and this can also be extended as well at the discretion of the town.

A funding request is being submitted now rather than waiting for the Spring because it is expected that planning and permitting will take approximately one year.

#### Article 9 – Roads \$778,897 from Chapter 90 – Capital Budget Committee voted Favorable Action 5-0-0

A list of Streets to be completed is attached for your consideration along with the pavement management plan.

#### Article 16 – \$50,000 Water Meter System – Capital Budget Committee voted Favorable Action 5-0-0

The Sewer and Water Commissioners are requesting \$50,000 to be appropriated from the Water retained earnings to upgrade components of the fixed network radio water meter system that was installed in 2002. This will allow for more advanced communication with the current meters including a backup cellular link.



## Article 10 Overview

The purpose of this request is to raise the hotel room tax rate from 4% to 6%. Of the 16 towns in Norfolk County, three of them, including Walpole, are at 4% and thirteen are at 6%. At this time we currently have two hotels that have been permitted. The details for those hotels are as follows:

- **Fairfield Inn:** Located on Route 1 Northbound Former Boston View Site (Map 36, Parcel 34); 108 rooms; \$119 per night pre-taxes; average occupancy expected throughout the year is 65%; fully permitted and demolished.
- **Jiten Hotel:** Located on Route 1 Southbound (Map 57, Parcel 30; Map 53, Parcel 40, vacant land that is next to the Hess Station); 116 rooms; \$109 - \$125 per night pre-taxes; developer was not comfortable providing the Town with what they expect for average occupancy, however, given that this location is closer to Gillette Stadium and the Wrentham outlets than Fairfield, we are comfortable estimating a 65% occupancy rate.

Historically the town has collected the following amounts in Hotels Tax over the years:

Current	Hotel Tax@		Difference
	4%	@ 6%	
2012	\$11,125.69		
2013	\$15,307.43		
2014	\$7,602.07		
2015	\$8,268.69		
2016	\$10,061.06		
<b>5 yr Average</b>	\$10,472.99	\$15,709.48	(\$5,236.49)

Based on a 65% occupancy rate we have come up with the following estimates for revenues at the two permitted locations 4% and 6% respectively:

### Fairfield Inn

Estimated	Hotel Tax@		Difference
	4%	@ 6%	
	\$121,965.48	\$182,948.22	(\$60,982.74)

### Jiten Hotel

Estimated	Hotel Tax@		Difference
	4%	@ 6%	
	\$126,596.60	\$189,894.90	(\$63,298.30)



## Article 14 Overview

Earlier this year at the Spring Town Meeting under article 18 the Town voted to accept MGL Chapter 44, Section 53F¾. This action allowed the Town to establish a separate account to be known as the "PEG Access and Cable Related Fund", that allowed the Town to take in cable funds and Town meeting will be allowed to appropriate funds for cable related purposes going forward.

In the Fall of 2015 the Board of Selectmen signed an agreement with Walpole Media Corp (WMC) that outlined the terms and conditions of the relationship between the Town and WMC. Once the agreement was signed the Town transferred funds to WMC that would allow them to operate for one year. The WMC is coming before Town Meeting to request ongoing appropriations to allow them to continue to operate.

Currently there is approximately \$950,000 in the Cable Access Account. The Town receives quarterly payments from Verizon and Comcast on a regular basis. The last quarterly payment that the Town received in August from Verizon totaled \$76,531 and from Comcast totaled \$72,246.

# ARTICLE 16

## WATER METER READING SYSTEM UPGRADE

This article if favorably voted upon will allow for the upgrade of the existing fixed network radio read water metering system equipment that was installed in 2002.

This upgrade will support all of the existing meter transmitter units while allowing for more advanced technologies such as two way communication with meters. The new network also has a redundant back up method of communication through a cellular link.

The upgrade will consist of the following:

- |   |                 |
|---|-----------------|
| • Replacement of the 3 SMR Repeaters with<br>New RMR Data Collectors<br>(Including Antennas and Cables) | \$22,000        |
| • Replacement of RMR Control Center<br>Installation of a New KP Server and<br>Management Software       | \$12,000        |
| • Network Set Up/Training   | \$16,000        |
| <b>TOTAL REQUEST</b><br>(Water Retained Earnings)   | <b>\$50,000</b> |

# ARTICLE 17

This article if favorably voted upon will allow or the Town to secure Professional Engineering and Legal Services to address potential impacts to the Town's water supply that may occur as a result of the construction of the proposed Spectra Northeast Gas pipeline project.

**TOTAL REQUEST \$50,000**  
(Water Retained Earnings)

## Articles 18 and 19 Summary

The purpose of these Articles is to establish parameters for recreational courts. A recreational court currently does not have a formal definition or use classification under the current Zoning Bylaw, thus leaving much open to the interpretation of the Building Commissioner and the Town's Department of Inspectional Services. These recreational courts, whether they be for hockey, tennis, basketball, etc., are becoming very common and the Town is in need of a clear and concise manner in which to identify these structures and ensure that they can be addressed accordingly and guarantee property owners consistency and clarity if they are interested in having such a structure on their property.

## Article 20 Summary

The purpose of this Article is to clarify the requirements for projections and to correct errors that have been identified within the section. Specifically, the word 'roof' has been added, as cornices and eaves, which are already referred to in said section, are the bottom courses of a roof. The word 'portico' has been removed because porticos traditionally have a roof and it would already be addressed as per the text of said section. This section contained the word 'unclosed', which is incorrect in the case of this section, it has been corrected to read 'unenclosed', as this is the proper wording for something without sides and related to said section. Additionally, egress needed to be properly addressed. Window sills and belt courses have been removed as they are decorative features that should not have anything to do with setbacks and they are not a required part of an egress.

## Article 21 Summary

The purpose of this Article is to strike section 10-D. pertaining to Open Space Residential Developments (OSRDs) completely from the Zoning Bylaw. A moratorium was voted at the 2015 Fall Town Meeting and is set to expire at the 2016 Fall Town Meeting. During said time, the citizens behind the moratorium, as well as the Planning Board and Town staff reviewed this section of the Zoning Bylaw and it became evident that the current wording of said section is beyond salvageable and historically, this type of development appears to generate a great deal of concern when proposed, as ultimately it allows for a waiver of the dimensional requirements within certain zoning districts and allows people to build homes on lots significantly smaller than what is required by the Zoning Bylaw and what the surrounding area has in the way of lot sizes.

## Articles 22, 23, 24 and 25 Summary

The purpose of these Articles is to establish parameters for accessory in-law suites. Currently, accessory in-law suites are allowed as of right with only the requirement of an affidavit that is recorded at the Registry of Deeds. It has been a way for homeowners and builders to circumvent the zoning process in certain zoning districts where two-family dwellings are not allowed and/or require a Special Permit for conversion. In the past, this has been something that has been allowed by right but yet it is not listed in the Zoning Bylaw, so the Building Commissioner would look to state law for further guidance. The state law that would govern is the Building Code (MGL 780 CMR). Under the Building Code, these types of structures are in fact considered a second dwelling unit, which will make a single family dwelling now a two-family dwelling. The requirement of a Special Permit will allow the Town to impose restrictions, track and enforce this particular provision. Failure to regulate this use could result in single family neighborhoods losing their single family character. The ability for homeowners to have the family flexibility with an in-law suite is still very important. These types of arrangements allow for people to age in place and provide an option for relatives to live together while maintaining some independence.