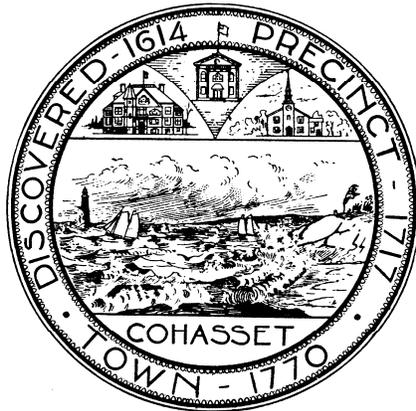


**TOWN OF COHASSET**

# **WARRANT**



**SPECIAL TOWN MEETING  
MONDAY, DECEMBER 10, 2012  
6:30 P.M.**

**COHASSET HIGH SCHOOL AUDITORIUM  
COHASSET, MASSACHUSETTS**

**TOWN OF COHASSET**  
WARRANT FOR 2012  
SPECIAL TOWN MEETING, DECEMBER 10, 2012  
COMMONWEALTH OF MASSACHUSETTS

NORFOLK, ss

To the Constables of the Town of Cohasset, in the County of Norfolk.

In the name of the Commonwealth of Massachusetts, you are hereby required to notify and warn the inhabitants of the Town of Cohasset who are qualified to vote in Elections and Town Affairs to meet at the Cohasset High Auditorium.

MONDAY, TENTH DAY OF DECEMBER, 2012.

At 6:30 o'clock in the evening, then and there to act on the following articles:

**Article: 1 Expand Sewer District to Include the Proposed Senior Center**

To see if the Town will vote to authorize the Board of Selectmen and/or the Sewer Commission to take such steps as may be necessary or advisable to establish, codify, and expand the Cohasset Central Sewer District that would include the property necessary to allow connection to the proposed Senior Center, which authorization shall include the authority to petition the General Court for special legislation authorizing the town to create, by action of town meeting, sewer districts in the town, and to see if the town will further vote to adopt a bylaw defining such a district, or take any other action related thereto.

**BOARD OF SELECTMEN FOR SENIOR CENTER PLANNING GROUP**

*INFORMATIONAL SUMMARY: Expanding the Central Sewer District by one buildable site for proposed Senior Center.*

Sewer Commission Recommendation:  
Advisory Committee Recommendation:  
Board of Selectmen Recommendation

**Article: 2 Unpaid Bills from Previous Years**

To see if the Town will vote to raise and appropriate, transfer from available funds, and/or borrow pursuant to any applicable statute, a sum or sums of money, to be expended by the Town Manager, to pay for unpaid bills from previous fiscal years, or to take any other action related thereto.

**BOARD OF SELECTMEN**

*INFORMATIONAL SUMMARY: This article is required to pay for bills incurred by the Town from previous fiscal years that were not paid during the particular fiscal year in which the bill was received.*

Vendor	Amount	Department	Service
James A. Clark Electric	1,226.44	Fire	Electrical Work
Philips Healthcare	738.00	Fire	CPR Equipment
Coviello Electric & General Contracting	2,664.40	DPW	Traffic Service Calls
Nixon Peabody LLP	500.00	Finance	Refunding Escrow Agent Services
Eco Systems Pest Mgmt	86.00	Water	Service Plan
Loring Lawrence	18,025.00	Water	Eminent Domain Taking
American Water	25,396.95	Water	Repair & Maintenance
American Water	93,795.03	Water	June Operations
	142,431.82		

Advisory Committee Recommendation:  
Board of Selectmen Recommendation: 5-0

**Article: 3 Supplemental Appropriations to FY 13 Operating Budget**

To see if the Town will vote to raise and appropriate, borrow pursuant to any applicable statute and/or transfer from available funds, a sum or sums of money, to be expended by the Town Manager, for the payment of the salaries and compensation, expenses, equipment and outlays, capital and otherwise, of the several Town Departments, and to modify the Town Manager’s Department and Employee Organizational Chart, compensation schedule, and appropriations to complete the fiscal year ending June 30, 2013 or to decrease or otherwise adjust any budget line item as appropriated by the town at the 2012 Annual Town Meeting, or fund deficits in grants or any deficits in any accounts, or to take any other action related thereto.

**BOARD OF SELECTMEN**

*INFORMATIONAL SUMMARY: This article requests Town Meeting to amend the Fiscal 2013 Operating Budget, including additional funding for various departmental budgets, and approve a revised Department and Employee Organizational Chart.*

Advisory Committee Recommendation:  
Board of Selectmen Recommendation:

**Article: 4 Capital Improvements Budget**

To see if the Town will vote to raise and appropriate, transfer from available funds or borrow pursuant to any applicable statute, a sum of money to fund various capital improvements, capital projects and/or capital equipment for the various departments, boards, commissions and agencies of the town, or take any other action related thereto.

**BOARD OF SELECTMEN FOR THE CAPITAL BUDGET COMMITTEE**

*INFORMATIONAL SUMMARY: The Capital Budget Committee works within its Capital Improvement Plan prepared by the Town Manager, a multi-year fiscal planning process that identifies long-term improvements to the Town’s infrastructure and facilities. This article would provide for the funding for various capital projects and equipment for Town departments.*

Capital Budget Recommendation:  
Advisory Committee Recommendation:  
Board of Selectmen Recommendation:

**Article: 5 Community Preservation Committee Report & Recommendations**

To see if the Town will vote to adopt and approve recommendations of the Community Preservation Committee for Fiscal Year 2013; to see if the Town will vote to implement such recommendations by appropriating a sum or sums of money from the Community Preservation Fund, and by authorizing the Board of Selectmen, with the approval of the Community Preservation Committee, to acquire, by purchase, gift or eminent domain such real property interests, including but not limited to restrictions in the name of the Town or enforceable by the Town as may be required by the Community Preservation Act, or to dispose of or grant such real property interests on Town property to third parties, or to rescind prior unused appropriations; or to take any action related thereto.

**BOARD OF SELECTMEN FOR COMMUNITY PRESERVATION COMMITTEE**

*INFORMATIONAL SUMMARY: The approval of this article will allow the Town to transfer unused funds back into the Community Preservation Fund general balance fund to be appropriated for future projects that come before the committee.*

Community Preservation Committee Recommendation:  
Advisory Committee Recommendation:  
Board of Selectmen Recommendation:

**Article: 6 Allocation of Funds for one time cost**

To see if the Town will vote to raise and appropriate, transfer from available funds pursuant to any applicable statute a sum of money as follows:

**BOARD OF SELECTMEN FOR THE TOWN MANAGER**

*INFORMATIONAL SUMMARY: Per the Town’s Financial Policies, fund balances are only to be used for one-time expenditures.*

- *An amount to be deposited by the Town Manager in the Town’s Stabilization Fund, in accordance with Massachusetts General Laws, Chapter 40, Section 5B;*
- *An amount to be deposited by the Town Manager in the Town’s Other Post-Employment Benefits Liability Trust Fund established pursuant to MGL Chapter 32B, Section 20;*
- *An amount to be expended by the Town Manager for Phase I of the Chief Technology Officer’s IT Plan;*
- *An amount to be expended by the Town Manager for Performance Based Management / and creating Policies and Procedures for town-wide operation;*
- *An amount to be expended by the Town Manager for installing and connecting a sewer line from the Light Keepers House to the most feasible sewer connection;*

*or take any other action related thereto.*

Capital Budget Committee Recommendation  
Advisory Committee Recommendation:  
Board of Selectmen Recommendation:

**Article: 7 Funding Sewer Betterment Debt Service Stabilization Trust Fund**

To see if the Town will fund the Betterment Debt Service Stabilization Trust Fund, per MGL 40 Section 5B, for the purpose of funding debt service payments incurred for sewer project or take any other action related thereto.

**BOARD OF SELECTMEN FOR THE SEWER COMMISSION**

*INFORMATIONAL SUMMARY: The Betterment Debt Service Stabilization Trust Fund was created for the purpose of restricting betterment payments to fund betterment debt service.*

Sewer Commission Recommendation:  
Advisory Committee Recommendation:  
Board of Selectmen Recommendation:

**Article: 8 Resolution on Water and Sewer Capital Project for Little Harbor**

To see if the Town will vote to hear and accept a report and the findings of the Executive Summary of the Analysis of Capital Project Fund Accounting prepared by Eric Kinshurf for the Little Harbor Water and Sewer Capital Projects, or take any other action related thereto.

**BOARD OF SELECTMEN ON BEHALF OF THE WATER AND SEWER COMMISSION**

*INFORMATIONAL SUMMARY: A forensic accounting report of the Little Harbor Water and Sewer Capital Projects was recently completed and is on file at Town Hall. In an effort to close out the Water and Sewer Capital Projects, all revenue and expenditure entries were reviewed since the inception of the projects in Fiscal Year 2002. The analysis identified the need for reclassification of certain expenditures and revenues to their appropriate funds and has revealed that accurate fund accounting is essential to the continued financial well-being of the Town. Recommendations include: Adopting a Policies and Procedures Manual to strengthen internal financial controls. Such procedures will likely include: hiring and/or making available additional staff as a project accounting manager; payment of all expenses through the warrant process; utilizing current software for accurate financial record keeping; and establishing an internal audit system.*

Sewer Commission Recommendation: 2-0  
Water Commission Recommendation:  
Capital Budget Committee Recommendation:  
Advisory Committee Recommendation:  
Board of Selectmen Recommendation: 5-0

**Article: 9 Rescission of Authorized but Unissued Debt**

To see if the Town will vote to rescind the balance of borrowings authorized and un-issued debt pursuant to prior authorization of Town Meeting, or take any other action relative thereto.

**BOARD OF SELECTMEN FOR THE CAPITAL BUDGET COMMITTEE**

*INFORMATIONAL SUMMARY: This article would rescind prior town meeting authorizations for projects that either 1) never came to fruition or 2) have an unexpected balance after completion. This allows the Town to close out these projects.*

Capital Budget Committee Recommendation:  
Advisory Committee Recommendation:  
Board of Selectmen Recommendation:

**Article: 10 Amendment to Sewer Enterprise Fund - FY13 Budget**

To see if the Town will vote to raise and appropriate, transfer from available funds or borrow pursuant to any applicable statute to be expended by the Town Manager and the Sewer Commission for the FY13 operating budget and capital projects of the Sewer Enterprise Fund, or take any other action related thereto.

**BOARD OF SELECTMEN FOR SEWER COMMISSION**

*INFORMATIONAL SUMMARY: The Sewer Enterprise Fund was established as a separate account pursuant to Chapter 44, Section 53F½ of the Mass General Laws.*

Water Commission Recommendation:  
Advisory Committee Recommendation:  
Board of Selectmen Recommendation:

**Article: 11 Authorization to conduct preliminary assessment of Sewer expansion**

To see if the Town will vote to raise and appropriate, borrow and/or transfer from available funds pursuant to any applicable statute, from the Sewer Enterprise Fund a sum of Fifty Thousand Dollars (\$50,000.00) to be expended jointly by the Sewer Commission and the Town Manager following a competitive procurement process for the assessment and planning of wastewater facility needs within the Town and specifically the potential expansion of municipal sewer infrastructure to address environmental and public health concerns, protection of water supplies, analyze and evaluate the outflow into harbor, protection of water resources including but not limited to Cohasset Cove and Harbor, or take any other action related thereto.

**BOARD OF SELECTMEN FOR SEWER COMMISSION**

*INFORMATIONAL SUMMARY: In accordance with standard planning and engineering evaluation criteria, a Wastewater Facility Plan Amendment (the Plan) shall be prepared following a competitive procurement process for the assessment of needs within the Town of Cohasset relative to its wastewater facilities. This needs assessment shall include the analysis of both centralized and decentralized needs based upon current conditions within the Town, through the assessment of current and available Board of Health, Sewer Commission or related Town data. The process shall investigate current facilities and provide projections for their full use and/or expansion as may be needed to address community's needs. A document shall be generated and shall include both past preliminary assessment work related to satellite treatment options and current Central Wastewater Treatment Plant (WWTP) performance assessments. The Plan shall assess environmental, infrastructure and preliminary cost aspects related to any proposed recommendations. The Plan shall utilize past MADEP guidance for both Comprehensive Wastewater Management Planning as well as guidance for a Needs Assessment and Evaluation of Decentralized Wastewater Treatment Alternatives as a general basis for formatting and content.*

Sewer Commission Recommendation 2-0  
Advisory Committee Recommendation:  
Board of Selectmen Recommendation

**Article: 12 Amendment to Water Enterprise Fund - FY13 Budget**

To see if the Town will vote to raise and appropriate, transfer from available funds or borrow pursuant to any applicable statute to be expended by the Town Manager and Water Commission for the FY13 operating budget and capital projects of the Water Enterprise Fund, or take any other action related thereto.

**BOARD OF SELECTMEN FOR WATER COMMISSION**

*INFORMATIONAL SUMMARY: The Water Enterprise Fund was established as a separate account pursuant to Chapter 44, Section 53F½ of the Mass General Laws.*

Water Commission Recommendation  
Advisory Committee Recommendation:  
Board of Selectmen Recommendation

**Article: 13 Lease of Town Property for the use of a Solar Energy Array – Water Plant**

To see if the Town will vote to authorize the Board of Water Commissioners, pursuant to G.L. c. 40, section 15A, to have the care and custody of a portion of that property located at 339 King Street and known as Town of Cohasset Map 60, Parcel 1 for the purposes of leasing all or a portion of such property for a lease term not to exceed a total of thirty (30) years for the purposes of constructing, installing, operating and maintaining a solar energy array to provide electrical energy to the town of Cohasset via a net metering agreement or other similar agreement to reduce the energy costs incurred by the operation of Water Department facilities and to the extent excess capacity on the solar energy array exists, to reduce the Town's energy costs; and further to the extent required, to authorize the Board of Selectmen, with the Board of Water Commissioners' approval, to request the Town's representatives to the General Court to petition the General Court for enactment of a special act to effectuate such lease; or to take any other action related thereto.

**BOARD OF SELECTMEN FOR THE ALTERNATIVE ENERGY COMMITTEE/WATER COMMISSION**

*INFORMATIONAL SUMMARY: This article gives the Water Commission the custody of town property for the purposes of leasing this property for a solar array.*

Alternative Energy Committee Recommendation:  
Water Commission Recommendation:  
Advisory Committee Recommendation:  
Board of Selectmen Recommendation:

**Article: 14 An Act to amend the Cohasset Town Manager Act**

To see if the Town will vote to petition the General Court for home rule legislation and to request the town's representatives in the General Court to introduce home rule legislation to amend the last sentence in section 3(i) of Town Manager Act (chapter 34 of the acts of 1997 and as amended by chapter 421 of the acts of 1998 and chapter 330 of the acts of 2000) as set forth below

"Section 3 (i) No ~~person~~ present or former selectman of the town ~~holding elective or appointive office in the town~~ shall, within ~~one year~~ fifteen months (15) of holding such office be eligible to be appointed to the position of town manager"

and to authorize the General Court with the approval of the Board of Selectmen to make constructive changes in perfecting the language of the proposed legislation in order to secure passage, such legislation to read substantially as follows:

An Act to amend the Cohasset Town Manager Act

Section 1. The last sentence of paragraph (i) of section 3 of chapter 34 of the acts of 1997 and as amended by chapter 421 of the acts of 1998 and chapter 330 of the acts of 2000 (the Cohasset Town Manager Act), is hereby deleted and the following sentence inserted in place: -"No present or former selectman of the town shall, within fifteen months (15) of holding such office, be eligible to be appointed to the position of town manager."

Section 2. This Act shall take effect upon passage.

or take any other action related thereto.

**BOARD OF SELECTMEN**

*INFORMATIONAL SUMMARY: The existing Town Manager Act prohibits any person holding elected or appointed office within the town from serving as Town Manager unless that person has been out of office for a year or more. This article asks the Town Meeting to petition the General Court for home rule legislation to change that prohibition to preclude only selectmen (who appoint for the Town Manager) and extends the length of time before a former selectman can be eligible to fifteen months. The proposed change would widen the pool of possible candidates and would allow promotion from within our existing group of dedicated town officials who may now or in the future be uniquely qualified to fulfill the role of Town Manager.*

Advisory Committee Recommendation:  
Board of Selectmen Recommendation

**Article: 15 Zoning Bylaw Amendment – Section 2.1 Definitions And, 4.2 Table Of Use Regulations:**  
To see if the Town will vote to amend Section 2.1 DEFINITIONS; by adding thereto in their appropriate alphabetical location the following definitions:

**“Veterinarian Hospital:** A facility providing veterinary medical services to domestic and household pets, farm animals, and livestock and wild animals on an out-patient and in-patient basis, including , without limitation the performing of clinical services, surgical services, research and in-patient care for such animals.”

**“Veterinarian Practice:** A location where veterinary medical services are provided within a building to household pets on primarily an out-patient and clinical basis where the animal is seen, treated and does not remain on the premises for a time greater than that necessary to provide the clinical services; and minor surgical procedures on such pets with no more than three animals being retained at any one time on such in-patient basis.”

**“Pet Grooming Facility:** A location that provides services within a building to domestic and household pets including, washing, brushing, nail care and other minor cosmetic procedures.” And, further:

To see if the Town will vote to amend Section 4: USE REGULATIONS by adding to the Table of Use Regulations under Section 4.2 under the heading ‘Retail & Services’ the following:

USE	Residential			Non-Residential					Official & Open
	R-A	R-B	R-C	DB	VB	WB	HB	TB	LI

**Retail & Services**

“Veterinarian Practice	No	No	No	SP	SP	No	SP	SP	SP	No
Dog Grooming Facility	No	No	No	Yes	Yes	No	Yes	Yes	Yes	No”

Or to take any other action related

**BOARD OF SELECTMEN FOR PLANNING BOARD**

*INFORMATIONAL SUMMARY: The only reference to veterinarian practice in the Zoning Bylaw relates to a veterinarian hospital and other facilities that treat animals of all types including livestock and other large animals. This amendment would allow small domestic animal veterinarian practice and pet grooming facilities in business and light industry districts, exclusive of the Waterfront Business District.*

- Planning Board Recommendation
- Zoning Board of Appeals Recommendation
- Advisory Committee Recommendation:
- Board of Selectmen Recommendation

And you are directed to serve this Warrant by posting copies thereof, attested by you in writing, at the Post Office of the Town of Cohasset and in not less than five (5) other public places in the Town fourteen (14) days at least before the time appointed for in the meeting called for in this Warrant.

Whereof, fail not and make due return of this Warrant, indicating your method of service, and posting thereon, to the Clerk of the Town of Cohasset, on or before the time and place of the meeting aforesaid.

Given under our hands this \_\_\_\_\_ day of November, in the year two thousand and twelve.

**BOARD OF SELECTMEN**

_____	Pau	l Carlson, Chairman
_____	D	iane Kennedy, Vice Chairman
_____	Fr	ederick R. Koed
_____	Lelan	d H. Jenkins
_____	Mar	tha Gjestebj

**NORFOLK, ss**

By virtue of the above Warrant, I hereby notify and warn the inhabitants of the Town of Cohasset, qualified to vote in elections and Town affairs, to meet at the time, place, and for the purposes therein mentioned.

ATTEST: Maria A. Plante, Constable of Cohasset

## TOWN MEETING PROCEDURES

Our Town Meeting is conducted in accordance with the Town Bylaws and traditions adopted in our Town Meetings over the years. Several matters of procedure are summarized below. Anyone with questions about procedure should see the Moderator, ideally prior to the start of the meeting.

- Discussion should be **courteous** and **respectful**, and should be confined to the subject under consideration. Sarcasm is generally not respectful, and the subject under consideration does not include the individuals involved in the debate. All questions should be directed to the Moderator, who will ask the appropriate person to respond. Under our Bylaws, no one may speak a second time on any subject for longer than five minutes, nor more than twice on any subject (except to correct an error or make an explanation), without permission of the Meeting.
- If you desire to speak, please rise and seek the attention of the Moderator. When recognized by the Moderator, please use a microphone and begin by stating your name and address.
- Persons who are not registered voters may be admitted to the meeting as **guests**. Guests must display the nametags provided and, except with the permission of the Moderator (denoted by a colored sticker on the nametag), must remain in the designated guest seating area. Guests may address the meeting with the permission of the Moderator.
- An **article** in the warrant describes the subject matter to be acted on by the Town Meeting. A **motion** is proposed action to be taken by the Meeting, and must be within the scope of the article (i.e., the motion must not go beyond the subject matter, dollar amounts, restriveness, etc., contemplated by the article). Articles will be acted on in the order in which they are published in the warrant unless the Meeting otherwise determines. On each article, the first main motion will be the Town Manager's (or citizen proponent's) proposed motion.
- All **motions** (including proposed amendments) should be **in writing** unless they are so brief and simple as to be easily understood orally. If you plan in advance to make a motion, please let the Moderator know before the meeting so any wording issues can be resolved smoothly.
- Votes will generally be taken first by voice vote. If the Moderator is in doubt as to the results or if seven voters stand to express doubt as to the result declared by the Moderator, a **hand count** will taken. Voters wishing to participate in the hand count must be in designated seating areas.
- A **motion for the previous question**, if adopted, will be followed immediately by a vote on the pending question. The motion is not debatable and requires a two-thirds vote for adoption. The Moderator will not accept a motion for the previous question if both sides have not had a fair opportunity to be heard, and may allow voters who have sought recognition to speak to be heard prior to considering the motion. A person who "**moves the previous question**" may not accompany the motion with remarks on the.
- Only those who were on the winning side of a vote may move to reconsider that vote. A vote may not be reconsidered a second time or after a motion to reconsider it has failed. A vote adopted at one session of the town meeting may not be reconsidered at a later (adjourned) session of the meeting unless notice of the intended reconsideration is given at the session at which the vote was passed.
- A **quorum** for the transaction of business is **100**. Once a quorum is determined, the presence of a quorum is presumed unless a point of no quorum is raised and a count shows that a quorum is not present. A quorum is not required to adjourn or dissolve.

**Daniel S. Evans, Moderator**

# Town of Cohasset

## Financial Management Policies

*Approved Board of Selectmen, February 28, 2012 and by Town Meeting, May 12, 2012*

### Introduction

The financial policies set forth the broad framework for overall fiscal planning and management of the Town of Cohasset's taxpayers' resources. In addition, these policies address both current activities and long-term planning designed to ensure the Town's sound financial condition now and in the future. The principles are intended to serve as a point of reference for all policy-makers, administrators and advisors. It is fully understood that Town Meeting retains the full right to appropriate funds and incur debt at levels it deems appropriate, subject to statutory limits such as Proposition 2 ½. It is equally important that the Town maintain flexibility in its finances to ensure that the Town is in a position to react and respond to changes in the economy and new service challenges without measurable financial stress.

### Financial Objective

***It is the Financial Objective of the Board of Selectmen to demonstrate sound financial management of Cohasset taxpayer resources through earning a AAA bond rating that includes developing a sustainable town-wide budget based on a five year forecast that provides the level of service we can afford within our known projected revenues.***

### Policy Statements

1. The Town Manager shall annually prepare a sustainable balanced budget and comprehensive Budget Message with a five year forecast consistent with the Town's Financial Objective and with the goal towards obtaining and securing a AAA bond rating. The Budget Message shall include a detailed examination of trends in tax levy "new growth" revenues, local receipts, state aid, and available funds.
2. The town will avoid budgetary procedures that balance current expenditures at the expense of meeting future years expenses, such as postponing expenditures, accruing future years' revenues, rolling over short-term debt.
3. Ongoing operating costs will be funded by ongoing operating revenue sources. This protects the Town from fluctuating service levels and avoids concern when one-time revenues are reduced or removed. In addition:
  - a. Fund balances should be used only for one-time expenditures such as capital improvements, capital equipment and unexpected or extraordinary expenses such as unbudgeted snow and ice removal expenses.
  - b. New operating costs associated with capital projects should be funded through the operating budget but reflected in the capital improvement plan.
  - c. All new services, equipment, and personnel proposals shall include a full life-cycle cost analysis prior to budget approval.
  - d. Use of single and multiple year grants should not fund operational costs as there is no guarantee the Town will fund future operational liabilities once grants expire. It is encouraged that grants are utilized to fund one-time expenditures and are programmed outside operation budget.
4. The Town will maintain a Stabilization Fund as its main financial reserve in the event of an emergency or extraordinary need. It shall be the goal of the town to achieve and maintain a balance in the Stabilization Fund of 5% of its operating budget.
5. Debt service and Capital Stabilization on an annual basis should be no more than 10% of the annual operating budget. Debt roll-off and funding below 10% will be reallocated to a capital project fund with approval of Town Meeting. The Town should strive to issue debt for shorter periods than the maximum allowable when the statutory limit exceeds 10 years.
6. All new revenue shall be allocated after fixed cost in the following manner: 61% shall be allocated to the schools and 39% shall be allocated to town services.
7. The Town will identify solutions and begin to fund other post-employment benefits – unfunded liability is currently valued at \$32,380,795 as of July 1, 2010.
8. The Town will identify options to reduce levy limit once AAA Bond Rating is achieved and maintained and unfunded liabilities of the Town are funded.

*Note: Budget Planning Committee to develop a Town Debt Management Policy and Investment Policy*

## Serve Your Community

Town Government needs citizens who are willing to give time in the service of their community. The Resource Bank was adopted by the Selectmen and Moderator as a means of compiling names of interested citizens to serve, on a voluntary basis, on boards and committees. This file is available for use by the public, as well as the Moderator and the Selectmen.

Resource Bank files are constantly being updated to include categories consistent with the changing needs of the Town. Please indicate your order of preference and return the form below to:

Town Government Resource Bank  
c/o the Board of Selectmen  
41 Highland Avenue

Name: \_\_\_\_\_

Telephone No. \_\_\_\_\_

Address: \_\_\_\_\_

Occupation: \_\_\_\_\_

Background: \_\_\_\_\_

When are you available to serve? \_\_\_\_\_

### LIST ORDER OF PREFERENCE

- Advisory Committee
- Affordable Housing Trust
- Alternative Energy Committee
- Bylaw Committee
- Cable Advisory Committee
- Capital Budget Committee
- Cohasset Cultural Council
- Cohasset Common Historic District Commission
- Conservation Commission
- Council on Elder Affairs
- Board of Health
- Economic Development Committee
- Government Island Advisory Committee
- Harbor Committee
- Historical Commission
- Open Space Committee
- Stormwater Advisory Committee
- Town History Committee
- Water Resources Protection Committee
- Zoning Board of Appeals

**COHASSET TOWN HALL, LIBRARY AND WATER DEPARTMENTS**

**TOWN HALL HOURS**

Monday	8:	30 a.m. – 4:30 p.m.
Tuesday	8:	30 a.m. – 7:00 p.m.
Wednesday	8:	30 a.m. – 4:30 p.m.
Thursday	8:	30 a.m. – 4:30 p.m.
Friday	8:	30 a.m. – 1:00 p.m.

**TOWN HALL PHONE NUMBERS**

Town Hall Fax Number:		1-781-383-0228
Board of Assessors	1	-781-383-4114
Board of Health	1	-781-383-4116
Board of Selectmen & Town Manager		1-781-383-4105
*Building Commissioner/Zoning Officer		1-781-383-4112
Conservation Commission	1	-781-383-4182
Director of Finance/Town Accountant		1-781-383-4118
Director of Veterans' Services		
Planning Board	1	-781-383-3517
Recreation Commission	1	-781-383-4109
Sewer Commission	1	-781-383-4108
Town Clerk	1	-781-383-4100
Town Treasurer/Tax Collector		1-781-383-4102
Zoning Board of Appeals	1	-781-383-4105

\*Call for appointments on Monday and Friday

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**LIBRARY**

Phone – 1-781-383-1348

**HOURS**

Monday & Tuesday	10:00 a.m. – 8:00 p.m.
Wednesday	10:00 a.m. – 5:00 p.m.
Thursday	10:00 a.m. – 8:00 p.m.
Friday	10:00 a.m. – 5:00 p.m.
Saturday	9:00 a.m. – 5:00 p.m.
Sunday	2:00 p.m. – 5:00 p.m. (hours may vary)

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**WATER DEPARTMENT**

Phone – 1-781-383-0057

**HOURS** - Monday – Friday 7:30 a.m. – 4:00 pm.

**FOR MORE INFORMATION GO TO  
[www.townofcohasset.org](http://www.townofcohasset.org)**

**TOWN OF COHASSET**  
*★ Office of ★*  
**EMERGENCY MANAGEMENT**  
*41 Highland Ave. ★ Cohasset, Ma 02025*

**COHASSET  
EMERGENCY PLANNING GUIDE**

EMERGENCY TELEPHONE NUMBERS

**Life Threatening Emergencies**  
Fire Department Business Line  
Police Department Business Line

**911**  
(781) 383-0260  
(781) 383-1212

**Fallen Trees, Limbs, etc. (call in this order)**  
1. (781) 783-0273 **Department of Public Works**  
2. (781) 383-1212 **Police Department**  
3. (781) 383-0260 **Fire Department**

**Electrical Problems (800) 322-3223 National Grid**

(781) 383-0057 **Cohasset Water Department**  
(671) 469-2300 **Gas – National Grid**  
(781) 740-6635 **Aquarian Water (No. Cohasset)**

COHASSET EMERGENCY SHELTER

**Deer Hill School, 208 Sohier Street**

**\*Notice of Shelter Opening will be made by Connect-CTY phone call  
Check before coming to shelter with Police at 781-383-1212**

COHASSET FAMILY EMERGENCY PLANNING GUIDELINES

During hurricanes, blizzards, or other disasters, you should be prepared to be self-sustaining for 24-36 hours.

*To help keep you as safe as possible, check the following and be prepared:*

- Working flashlight (extra batteries)
- Portable radio (extra batteries)
- WATD, 95.9 FM, Marshfield, MA or Cable Channel 10 for local news.
- Three (3) day supply of food and water
- Propane or charcoal for cooking
- Necessary Prescription Drugs
- Car gas tank full
- Supply of canned goods
- First aid supplies
- Fresh water in containers
- Charge any batteries you may need

*If you are evacuating your home during a hurricane:*

1. Turn off oil and gas burners and furnace
2. Cut off water service at meter
3. Turn off electrical power at main switch
4. Secure the house when leaving

FAMILY DISASTER PLAN

- Discuss the types of hazards that could affect your family. Know your homes vulnerability to storm surge, flooding or wind.
- Locate a safe room or the safest areas in your home for each hurricane hazard. In certain circumstances the safest areas may not be your home but within your community.
- Determine escape routes from your house and places to meet. These should be measured in tens of miles, rather than hundreds of miles.
- Have out-of-state friend as a family contact, so all of your family members have a single point of contact.
- Make a plan now for what to do with your pets if you need to evacuate.
- Post emergency telephone numbers by your phones and make sure your children know **how** and **when** to call 911.
- Stock non-perishable emergency supplies and a disaster supply kit.
- Add cell phone numbers to Connect CTY, go to Town website or call 781-353-0666.

Town of Cohasset  
Office of the Board  
of Selectmen  
41 Highland Avenue  
Cohasset, MA 02025

**POSTAL PATRON**  
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