

Attention – Voters and Taxpayers



Town of Sterling
Warrants, Summary
and Recommendations

May 14, 2012

FY 2012 Special Town Meeting 6:30pm

FY 2013 Annual Town Meeting 7:00pm

Chocksett Middle School Gymnasium
40 Boutelle Road

**SPECIAL TOWN MEETING
MAY 14, 2012
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THE COMMONWEALTH OF MASSACHUSETTS
TOWN OF STERLING
SPECIAL TOWN MEETING
MAY 14, 2012

Worcester, ss.

To the Warrant Officer or either of the Constables of the Town of Sterling in the county of Worcester:

GREETINGS:

In the name of the Commonwealth of Massachusetts, you are directed to notify and warn the Inhabitants of the Town of Sterling qualified to vote in elections and Town affairs to meet at the Chocksett School on Boutelle Road, in said Sterling on

MONDAY EVENING, THE FOURTEENTH DAY OF MAY, 2012

at six thirty (6:30) o'clock in the evening, then and there to act on the following articles:

ARTICLE 1. Transfer Free Cash to Capital Fund

To see if the Town will vote to transfer the sum of \$ 107,810 , or any other sum, from Free Cash to the Capital Investment Fund, as allowed by the bylaws of Sterling; or take any action relative thereto.

Submitted by: Finance Committee

Recommendation: The Finance Committee and Capital Committee recommend passage of this article.

Summary: This article transfers funds from an available fund, Free Cash, into the Capital Fund.

ARTICLE 2. Transfer Free Cash to Stabilization Fund

To see if the Town will vote to transfer the sum of \$ 300,000 , or any other sum, from Free Cash to the Stabilization Fund, and further to transfer \$42,399 from available funds to the Stabilization Fund, in accordance with the provisions of Chapter 40, Section 5B, General Laws, as amended, or take any action in relation thereto.

Submitted by: Finance Committee

Recommendation: The Finance Committee recommends passage of this article.

Summary: This article transfers funds from an available fund, Free Cash, into the Stabilization Fund. It also transfers \$ 42,399 into Stabilization Fund. This \$42,399 is additional State Aid received from a state reversion fund.

ARTICLE 3. Fund Deficit due to Snow and Ice

To see if the Town will vote to transfer from the Stabilization Fund, or from other available funds, a sum of money, to the Snow and Ice Account to cover any deficit in the snow and ice budget for the current fiscal year or take any action in relation thereto.

Submitted by: DPW Board / Town Administrator

Recommendation: The Finance Committee will report at Town Meeting on this article.

Summary: At the time this warrant went to press, we do not anticipate needing this article.

ARTICLE 4. Bills from Prior Fiscal Years

To see if the Town will vote to transfer from available funds, a sum of money to pay any outstanding prior fiscal year's invoices, or take any action in relation thereto.

Submitted by: Town Administrator

Recommendation: The Finance Committee will report at Town Meeting on this article.

Summary: At the time this warrant went to press, the following prior year bills were known:

Board of Health Salary \$309 (for Board member stipends) from Article 25 of the ATM of May 11, 2009

ARTICLE 5. Transfers During FY12

To see if the Town will vote to transfer funds within the FY12 Operating Budget, from one account to another, and further, to transfer funds from prior year articles to the FY12 Operating Budget, or take any action in relation thereto.

Submitted by: Town Administrator

Recommendation: The Finance Committee will report at Town Meeting on this article.

Summary: At the time this Warrant went to Press, the following transfers were likely:

From Insurance to Fire Expense \$6,000 (reimbursement for Engine 4 lease-purchase payment)

From Snow and Ice to DPW Expense \$28,765 (to cover increase in fuel prices)

From Insurance to DPW Expense \$9,000 (to cover increase in fuel prices)

From Insurance to Elections \$ 1,209 (to pay for unanticipated Police Detail expenses)

ARTICLE 6. Amend and Fund Library Positions

To see if the town will vote to amend the Personnel Bylaw "Attachment A – Position Description and Classification Grades", with the new "Attachment A – Position Description Classification Grades", as shown at the end of this warrant, and to authorize appropriate step and salary increases in accordance with the Personnel Bylaw and Town of Sterling Personnel Policies, and furthermore to transfer \$3,630 from Article 25 of the ATM of May 11, 2009 , in order to fund, in whole or in part, the wage and salary increases required to move employees to their new Grade level in accordance with the changes noted in "Attachment A – Position Description Classification Grades" effective July 1, 2011, or take any action in relation thereto.

Submitted By: Library Trustees

Recommendation: The Finance Committee recommends the passage of this article.

Recommendation: The Personnel Board recommends passage of this article.

Summary: On April 24, 2011, the Personnel Board reviewed and approved new job descriptions for the positions of Library Director and Assistant Director/Head of Children Services. They rated both positions, based on the Position Rating Manual developed for the Town by Bennett Associates, to the next higher Grade. This occurred after the FY 2012 Warrant went to press, so a yes vote will address the omission from the Warrant for FY 2012.

ARTICLE 7. Union Contract Approval and Funding - Police

To see whether the Town will vote to accept the new collective bargaining agreement with the new Fraternal Order of Police, which runs from FY11 thru FY13 , and further, to transfer a sum of money from the Stabilization Fund, to fund the costs for the fiscal years 2011 and 2012 associated, or take any other action in relation thereto.

Submitted By: Board of Selectmen

Recommendation: The Board of Selectmen will report at Town Meeting on this article.

Recommendation: The Finance Committee will report at Town Meeting on this article.

Summary: This article will fund the first years of a new collective bargaining agreement with the Fraternal Order of Police. Salaries for FY13 under this agreement are included in the Annual Town Meeting Article 10. If this contract is not settled by Town Meeting, this article will be withdrawn.

ARTICLE 8. Replenish FY12 Reserve Fund

To see whether the Town will vote to transfer a sum of money from prior year articles, and from the FY12 Operating Budget, to add funds to the FY12 Reserve Fund, or take any other action in relation thereto.

Submitted By: Finance Committee

Recommendation: The Finance Committee will report at Town Meeting on this article.

Summary: Unforeseen expenses, particularly Veterans Benefits and Legal Services, have been running very high this year. The Reserve Fund needs to be replenished to finish out FY12. There is a balance in 4 prior year warrant articles, totaling \$7,220.48 (if previous articles on this warrant are approved), which is no longer needed and can be used for this purpose. In addition, there is a projected surplus in the Insurance and Employee Benefits line item of the FY12 Operating Budget that can be transferred to the reserve fund for this purpose. For FY13 we are recommending an increase to the Reserve Fund appropriation from \$100,000 to \$125,000.

ARTICLE 9. Fund MEGA Assessment

To see if the Town will vote to transfer \$3,080 from Article 25 of the ATM of May 11, 2009, to fund an assessment from Massachusetts Education & Government Association (MEGA), a former provider of property and casualty insurance to the town, or take any action in relation thereto.

Submitted By: Treasurer/Collector / Town Administrator

Recommendation: The Finance Committee recommends passage of this article.

Summary: This article will fund the payment of Sterling's share of an assessment from the Massachusetts Education & Government Association (MEGA), a former provider of property and casualty insurance to the town. Over the past few years MEGA has experienced a larger number of claims than expected which has significantly impacted its claim reserves. All communities which were members of MEGA during this period are required to pay their share of the assessment even if they are no longer members. Town Counsel has reviewed the background information provided by MEGA and has determined that the assessment is valid and should be paid.

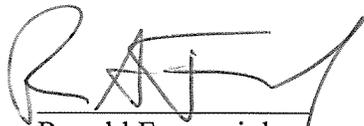
And you are directed to serve this warrant by posting up attested copies thereof, one at the Mary Ellen Butterick Municipal Building and one at the Conant Public Library in Sterling, fourteen (14) days at least before the time for holding said meeting.

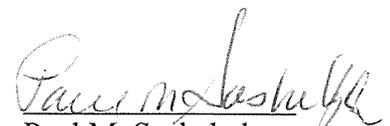
Hereof fail not and make due return of this warrant with your doings thereto to the Town Clerk at the time and place of meeting as aforesaid.

Given under our hands this 19th day of April 2012.

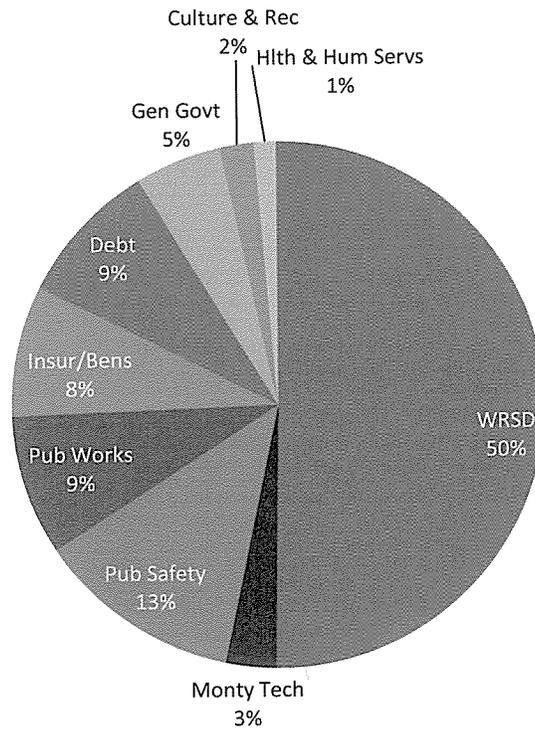
Sterling Board of Selectmen

Russell R. Philpot, Chairman


Ronald Furmaniuk


Paul M. Sushchuk

FY13 Appropriations



Finance Committee Report

To The Voters of Sterling,

Your Finance Committee respectfully submits its report, the Departments' requests and our town budget recommendations for the Fiscal Year 2013, beginning July 1, 2012 and ending June 30, 2013.

The Finance Committee continues to deal with the on-going fiscal challenges presented to the Town of Sterling given the continuing economic situation. We continue to work in an excellent relationship with various town boards, committees and departments to jointly address the fiscal side of the town's operations. In response to the negative economic climate the Finance Committee has, for the past two years, set a goal of minimizing the increase in the average real estate tax bill year over year while maintaining level services. In FY2010 and FY2011 the Finance Committee set a goal of keeping the average real estate tax bill flat year over year. What we actually accomplished was to lower the average real estate tax bill in each of those years while avoiding layoffs and significant reductions in services provided by the town. The average bill in FY2009 was \$4,493 and was reduced to \$4,448 in FY2010 and further reduced to \$4,416 in FY2011. This was accomplished despite the continued reduction in state aid over the same timeframe. State aid in FY2009 was \$959,371 and was \$625,851 in FY2012, a reduction of \$333,520 or 35%! For FY2012 there was an increase in the average tax bill to a figure of \$4,546 but to put this in perspective, it is only \$53 or 1.2% higher than the FY2009 average tax bill.

This is slightly higher than we had anticipated (\$4,523) for two reasons. First, the town voted for money articles which we did not support, and secondly, the state certified a much lower figure for New Growth and Local Receipts. New Growth historically has been around \$200,000 (note to Larry-the 4 year average from 08 to 11 is \$179,596) but in recent years has been around \$150,000, which is the figure we used for the FY2012 budget. The state certified a figure of \$51,500. This shows the dramatic drop in Sterling's new building activity. Local Receipts was certified at \$2,113,500 which was more than \$87,000 below our estimate, again, another indication of the drop in revenues due to the continuing economic climate. We have continued to seek out any and all available funds to offset these declines. This has included use of unused monies from old warrant articles, overlay surpluses, etc. It has also required the use of Stabilization Account monies which, for the most part, we have avoided in previous years. The good news is we are using this source (Stabilization) for one of the key purposes it was established (tax stabilization).

Our challenge going forward is to not rely so heavily on this source in the on-going funding of the town's operations. The primary source for funding the Stabilization Account is Free Cash which has gone from well over \$1M to last year's \$547,471 and to the current year figure of \$407,810. We anticipate Free Cash will continue to become a smaller number going forward, because as we continue to tighten budgets, they produce less free cash at year-end. In FY2009 we used \$262,025 from Stabilization, in FY2010 we used \$218,429, in FY2011 we used \$441,832 and in FY 2012 we used \$484,000 for tax rate stabilization and used an additional \$206,101 for monied articles (for a total of \$695,101). Once again for FY2013 we are anticipating the use of a significant dollar amount (\$350,000) from the Stabilization Account. We would like to continue to reduce our dependence on the Stabilization Account as this is a bad fiscal habit to fall into. In a sense, we are using Stabilization Funds to offset the reduction in state funds and other sources of revenue that have shrunk significantly in recent years due to the economy and the state's resulting budget actions. At the same time, we have challenged departments to find efficiencies and opportunities for cost reductions.

We also continue to use a portion of Free Cash for funding the Capital Fund and continue to make use of this fund for various capital needs of the town. This has become an excellent source of funding for such purposes and has allowed the town to anticipate and plan, through the five year capital plan, for these expenditures while keeping

them from impacting department operating budgets. Without a Capital Fund, Sterling would likely be faced with significant swings in the tax rate as each year's capital requests would be funded via raise and appropriate, i.e., out of real estate taxes. Due to the continuing negative economic situation, interest growth has been minimal and we have been putting less into the fund than we have been taking out, resulting in the fund balance going down year over year.

As stated in last year's report, we continue to be concerned with the increases in the WRSD budget. We warned that in all likelihood a significant request would be forthcoming from the WRSD for FY2013. Heavy reliance on Federal Stimulus monies over the past three years to cover education costs was the norm in the state. These are no longer available going forward. We also stated, "With the State budget in the state that it is in, local aid continually targeted for cuts, and continued lobbying efforts to raise the school foundation budgets we see a looming concern in this area for FY2013." This year the WRSD request is for an **8.01%** increase in the assessment to the towns. While the state Minimum Local Contribution (amount mandated to be paid by each town by the state) is increasing only 2.56%, the voluntary operations assessment being requested from the towns is going up **80.28%**, or a total of **\$3,401,758** over FY2012 (\$4,237,246 going to \$7,639,004). The requested increase for Sterling's portion of this voluntary assessment is **\$1,308,492** or a **\$576,296 increase** over the FY2012 amount of \$732,196. In light of the continuing negative economic situation, the state Minimum Local Contribution increase of 2.56% and the fact that the town's operating budget increase has been held to less than 0.20%, the Finance Committee is recommending that Sterling's total contribution to WRSD increase 3.5% to a total of \$9,805,542 (an increase of \$331,588 over the FY2012 amount of \$9,473,954). This recommendation is not made lightly and in no way should be seen as anti-education. In fulfilling our role, we have applied a balanced, fiscally responsible approach to the town's overall fiscal situation and feel this recommendation is in the town's overall best interests.

For FY2013, we do anticipate the need for a slight rise in the average tax bill despite the continued use of the Stabilization Account. With numbers still in flux, (state budget far from finalized, etc.) the final numbers may change right up until Town Meeting and when the actual tax rates are set towards the end of the calendar year. We are currently projecting the average tax bill to increase approximately \$30 from FY2012. Taking the recent (FY2010 and FY2011) two year reductions into account, this adds up to less than a 2% increase in the average tax bill since FY2009. (Note to Larry-exact amount still changing daily-see 2 emails today, might be better to use % than exact dollar) We have searched high and low for available revenue sources over the past years and exhausted many onetime opportunities (unused article balances, tax overlay account, etc.). Should state aid continue to be cut and significant budget increases be sought from the WRSD we anticipate yet another challenging budget year for FY2014.

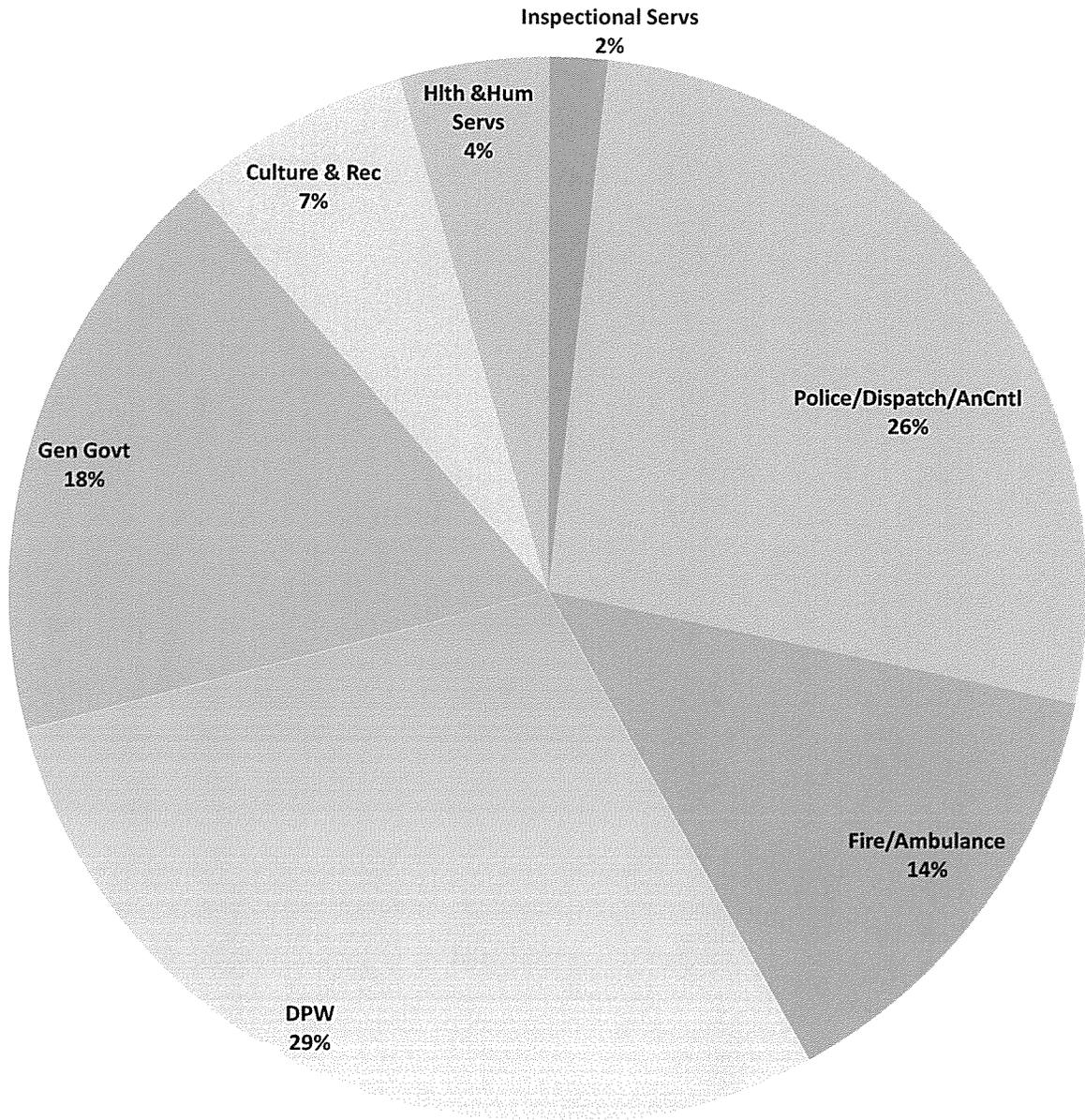
We would like to thank the voters, departments, boards and committees of the town for their continued support in our efforts to provide a balanced and sufficient budget to meet the needs of the Town of Sterling.

Respectfully Submitted by,
The Town of Sterling Finance Committee

Larry Pape, Chairman
Matt Emsley, Vice Chairman
Lisa Call, Secretary
Mike Murphy

Frank Heinemann
Bob Brown
John Kilcoyne

FY13 Town Operations



TOWN OF STERLING
FY13 Budget Summary Sheet

	Expend. FY10	Expend. FY11	Approp. FY12	Dept. Req. FY13	Fin Com Rec. FY13
Wachusett Regional School Dist.	9,104,094	9,315,395	9,473,954	10,232,620	9,805,542
Montachusett Technical School	493,214	538,144	564,643	596,476	596,476
TOTAL SCHOOLS	9,597,308	9,853,539	10,038,597	10,829,096	10,402,018

	Expend. FY10	Expend. FY11	Approp. FY12	Dept. Req. FY13	Fin Com Rec. FY13
General Government	853,519	925,284	1,019,037	1,044,113	1,033,004
Public Safety	2,259,208	2,317,651	2,454,237	2,544,103	2,436,659
Public Works	1,498,183	1,605,391	1,662,159	1,687,176	1,675,748
Health and Human Services	170,877	221,462	221,817	261,217	261,217
Culture & Recreation	376,582	378,063	388,616	401,374	401,374
Insurance / Employee Benefits	1,181,310	1,331,226	1,542,100	1,649,284	1,573,284
Debt Service	1,963,220	1,902,528	1,806,308	1,728,438	1,728,438
Subtotal Town Operating Budget	8,302,899	8,681,605	9,094,274	9,315,705	9,109,724
Water Enterprise Fund	867,061	840,424	805,100	804,271	804,271
TOTAL TOWN	9,169,960	9,522,029	9,899,374	10,119,976	9,913,995
TOTAL OPERATING BUDGET	18,767,268	19,375,568	19,937,971	20,949,072	20,316,013

Snow & Ice/Dec 11 Storm Deficits	324,429	26,878	-	-	-
May STM Articles	1,009,280	731,532	573,072	14,239	14,239
Large Capital Items	169,697	310,008	398,100	462,118	462,118
Enterprise Fund Articles	15,000	55,934	75,000	175,000	175,000
Other Monied Articles	385,709	259,166	443,344	433,951	239,210
TOTAL ARTICLES	1,904,115	1,383,518	1,489,516	1,085,308	890,567
TOTAL APPROPRIATIONS	20,671,383	20,759,086	21,427,487	22,034,380	21,206,581

	Expend. FY10	Expend. FY11	Approp. FY12	Dept. Req. FY13	Fin Com Rec. FY13
Cherry Sheet Chgs. & Underest.	63,023	56,951	55,481	58,049	58,049
Cherry Sheet Offsets	38,182	7,210	7,007	7,007	7,007
Overlay	101,785	98,854	77,986	90,000	90,000
TOTAL CHARGES	202,990	163,015	140,474	155,056	155,056
TOTAL TO BE RAISED	20,874,373	20,922,101	21,567,961	22,189,436	21,361,637

	Expend. FY10	Expend. FY11	Approp. FY12	Dept. Req. FY13	Fin Com Rec. FY13
STM Avail. Funds/Abate. Surplus	496,147				
Cherry Sh. Receipts & Overest.	672,309	655,517	620,660	663,059	663,059
Local Receipts	2,112,623	2,072,169	2,113,500	2,070,000	2,070,000
Enterprise Fund Receipts/Ret. Earr	886,480	981,754	950,234	1,055,359	1,055,359
Ambulance Receipts	200,000	200,000	190,000	300,000	300,000
SBA Reimbursement	1,034,230	1,034,230	1,034,230	1,034,230	1,034,230
Capital Fund Applied	181,536	323,247	409,375	513,616	476,116
Transfer from old articles		20,000		27,389	27,389
Other Available Funds	81,720	166,611	19,404	5,000	5,000
Free Cash Applied	753,133	589,572	547,471	407,810	407,810
Stabilization Fund Applied	218,429	441,832	695,101	-	350,000
Abatement Surplus Applied	60,000	100,000	60,188		48,730
TOTAL RECEIPTS&REVENUE	6,696,607	6,584,932	6,640,163	6,076,463	6,437,693

REQUIRED TAX LEVY	14,177,766	14,337,169	14,927,798	16,112,973	14,923,943
Previous Limit +2.5%	13,935,885	14,433,817	14,958,128	15,384,868	15,384,868
New Growth	145,887	159,480	51,500	51,500	51,500
Subtotal LEVY LIMIT	14,081,773	14,593,297	15,009,628	15,436,368	15,436,368
Debt Exclusion	1,354,797	1,272,467	1,221,091	1,123,058	1,123,058
Total LEVY LIMIT	15,436,570	15,865,764	16,230,719	16,559,426	16,559,426

Average Tax Increase est. at ATM				9.40%	0.69%	1.88%
Tax Increase on Average House	\$ (45)	\$ (32)	\$ 130	\$ 427	\$ 31	FY09 to FY13
Tax Bill: Av. House (\$290,500 in FY12)	\$ 4,448	\$ 4,416	\$ 4,546	\$ 4,974	\$ 4,578	

**TOWN OF STERLING
FY13 OPERATING BUDGET**

	Expended FY2010	Expended FY2011	Approp FY2012	Dept Req FY2013	Fin Com Rec FY13
<u>GENERAL GOVERNMENT</u>					
<i>Moderator</i>					
Salary	400	400	500	500	500
Expense		-	150	150	150
TOTAL	400	400	650	650	650
<i>Selectmen</i>					
Salary	4,500	4,500	4,500	4,500	4,500
Expense	10,042	2,830	4,200	3,330	3,330
TOTAL	14,542	7,330	8,700	7,830	7,830
<i>Town Administrator</i>					
Salary	84,875	88,084	90,728	90,728	90,728
Wages *	58,632	47,554	49,810	50,204	50,204
Expense *	87,246	56,763	63,500	67,000	67,000
TOTAL	230,753	192,401	204,038	207,932	207,932
* \$27,800 Cleaning Service moved to Facilities Mgmt budget.					
<i>Accountant</i>					
Salary and Wages	47,379	48,578	52,039	50,763	40,395
Expense	3,750	3,664	3,900	3,900	3,900
TOTAL	51,129	52,242	55,939	54,663	44,295
<i>Financial Audit</i>					
Expense	19,250	19,250	19,250	19,500	19,500
TOTAL	19,250	19,250	19,250	19,500	19,500
<i>Treasurer/Collector</i>					
Salary	62,216	64,053	65,944	55,390	55,390
Wages	74,559	79,329	82,494	83,517	83,517
Tax Title	1,255	1,020	5,000	5,000	5,000
Expense	35,657	36,372	37,225	37,475	37,475
TOTAL	173,687	180,774	190,663	181,382	181,382
<i>Assessors</i>					
Salary	4,500	4,375	4,500	4,500	4,500
Wages	34,173	38,540	44,094	44,192	44,192
Expense *	9,383	44,286	49,900	54,900	54,900
TOTAL	48,056	87,201	98,494	103,592	103,592

* Includes \$20,000 previously contained in separate article for Revaluation.

**TOWN OF STERLING
FY13 OPERATING BUDGET (Continued)**

	Expended FY2010	Expended FY2011	Approp FY2012	Dept Req FY2013	Fin Com Rec FY13
<i>Town Clerk</i>					
Salary	55,130	55,573	57,702	60,433	60,433
Wages	32,722	36,333	40,361	37,709	34,819
Training	1,578	2,268	2,500	2,500	2,500
Expense	9,471	13,162	10,900	10,900	10,900
TOTAL	98,901	107,336	111,463	111,542	108,652
<i>Elections & Registration</i>					
Wages	5,300	13,153	9,490	10,676	10,676
Expense	7,500	8,318	7,500	9,900	9,900
TOTAL	12,800	21,471	16,990	20,576	20,576
<i>Information Technology</i>					
Professional services	33,600	37,540	38,400	39,360	39,360
Expenses	8,960	7,110	8,225	8,725	8,725
Hosting Services: Web		3,700	3,700	3,700	2,700
Hosting Services: GIS	3,500	-	-	2,600	3,600
TOTAL	46,060	48,350	50,325	54,385	54,385
<i>Professional Services</i>					
Wages					
Expense	34,704	36,509	40,000	60,000	60,000
TOTAL	34,704	36,509	40,000	60,000	60,000
<i>Finance Committee</i>					
Expense	173	213	300	300	300
TOTAL	173	213	300	300	300
<i>Human Resources</i>					
Salary	13,745	21,391	22,399	23,071	23,071
Expense	-	367	500	500	500
TOTAL	13,745	21,758	22,899	23,571	23,571
<i>Personnel Board</i>					
Expenses	-	-	500	500	500
TOTAL	-	-	500	500	500
<i>ADA Committee</i>					
Stipend			1,500	1,500	1,500
TOTAL	-	-	1,500	1,500	1,500
<i>Facilities Management</i>					
Wages	21,737	23,586	25,003	25,003	25,003
Expense *	19,737	73,638	90,911	93,053	95,202
TOTAL	41,474	97,224	115,914	118,056	120,205
* Cleaning Service moved to Facilities Mgmt. budget in FY10.					
<i>Planning Board</i>					
Salary	300	300	500	500	500
Wages	16,439	16,109	17,414	17,936	17,936
MRPC & Expense	2,047	2,098	2,160	2,260	2,260
TOTAL	18,786	18,507	20,074	20,696	20,696

**TOWN OF STERLING
FY13 OPERATING BUDGET (Continued)**

	Expended FY2010	Expended FY2011	Approp FY2012	Dept Req FY2013	Fin Com Rec FY13
<i>Board of Appeals</i>					
Wages	10,330	7,226	13,538	13,945	13,945
Expense	18,196	4,074	22,739	18,200	18,200
TOTAL	28,526	11,300	36,277	32,145	32,145
<i>Conservation Commission</i>					
Wages	15,592	19,335	20,577	21,209	21,209
Expense	1,400	1,479	1,734	1,734	1,734
TOTAL	16,992	20,814	22,311	22,943	22,943
<i>Agricultural Commission</i>					
Expenses		750	750	750	750
TOTAL	-	750	750	750	750
<i>Open Space Committee</i>					
Expenses	3,541	1,454	2,000	1,600	1,600
TOTAL	3,541	1,454	2,000	1,600	1,600
TOTAL GENERAL GOVERNMENT	853,519	925,284	1,019,037	1,044,113	1,033,004

PUBLIC SAFETY

Police Department

Salary **	84,872	84,872	112,965	116,354	116,354
Wages	1,005,097	1,031,169	1,024,583	1,040,134	967,583
Cruiser	31,673	29,417	32,000	33,000	33,000
Expense	72,015	76,612	92,780	96,780	96,780
TOTAL	1,193,657	1,222,070	1,262,328	1,286,268	1,213,717

** Beginning in FY11, a new Chief's contract incorporates career incentive and longevity directly into the base salary.

Dispatch

Wages	198,607	214,046	225,031	230,752	230,752
Expense	75,055	68,833	87,785	90,590	80,590
TOTAL	273,662	282,879	312,816	321,342	311,342

Fire Department

Salary **	74,970	76,389	84,600	87,504	87,504
Wages	259,954	260,876	284,525	294,158	294,158
Expense	81,793	81,731	77,200	106,900	83,885
Emergency Management Stipend			10,000	10,000	10,000
Emergency Management Expense	1,000	1,500	1,500	1,500	1,500
<i>Subtotal</i>	417,717	420,496	457,825	500,062	477,047
<i>EMS/Ambulance Service</i>					
Salary	12,200	12,200	12,200	12,200	12,200
Wages	179,215	187,543	202,401	215,140	215,140
Expense	88,491	82,911	85,515	86,500	86,500
<i>Subtotal</i>	279,906	282,654	300,116	313,840	313,840
TOTAL	697,623	703,150	757,941	813,902	790,887

** Beginning in FY12, Chief's salary incorporates longevity directly into base salary. (Previously in wages line item.)

**TOWN OF STERLING
FY13 OPERATING BUDGET (Continued)**

	Expended FY2010	Expended FY2011	Approp FY2012	Dept Req FY2013	Fin Com Rec FY13
<i>Animal Control</i>					
Wages	13,944	14,559	15,000	15,691	15,428
Expense	3,176	3,574	5,000	4,500	4,500
TOTAL	17,120	18,133	20,000	20,191	19,928
<i>Inspectional Services</i>					
Bldg Inspector Contracted Servs.	42,375	47,300	47,300	47,300	47,300
Salary/Wages		14,023	16,252	18,000	16,685
Wire Inspector	11,847	8,580	14,750	14,750	14,750
Plumbing Inspector	9,944	10,000	10,000	10,000	10,000
Gas Inspector	5,455	5,500	5,500	5,500	5,500
Sealer of Weights & Measures	1,200	1,200	1,200	1,500	1,200
Expense	6,325	4,816	6,150	5,350	5,350
TOTAL	77,146	91,419	101,152	102,400	100,785
TOTAL PUBLIC SAFETY	2,259,208	2,317,651	2,454,237	2,544,103	2,436,659
Offset: Ambulance Receipts	200,000	200,000	190,000	300,000	300,000
NET PUBLIC SAFETY (for information only)	2,059,208	2,117,651	2,264,237	2,244,103	2,136,659

HEALTH & HUMAN SERVICES

Board of Health

Salary	206		309	309	309
Inspector(s)	65,915	67,781	71,559	73,650	73,650
Expenses	3,105	1,975	4,050	4,050	4,050
TOTAL	69,226	69,756	75,918	78,009	78,009

Mental Health

Expense	4,500		-		
TOTAL	4,500	-	-		

Home Health & Hospice

Expense	1,500	1,500	1,500	1,500	1,500
TOTAL	1,500	1,500	1,500	1,500	1,500

Animal Inspector

Salary	820	820	1,000	1,000	1,000
Expense	227	779	900	900	900
TOTAL	1,047	1,599	1,900	1,900	1,900

**TOWN OF STERLING
FY13 OPERATING BUDGET (Continued)**

	Expended FY2010	Expended FY2011	Approp FY2012	Dept Req FY2013	Fin Com Rec FY13
<i>Council on Aging</i>					
Wages	61,148	63,256	74,089	76,198	76,198
Home Care	400	400	400	400	400
Mini Van	962	-	-	-	-
Title VII Nutrition/WHEAT	4,500	4,500	4,500	4,500	4,500
Senior Tax Workoff Program		10,126	15,000	15,000	15,000
Expense	11,544	9,209	12,200	13,400	13,400
TOTAL	78,554	87,491	106,189	109,498	109,498
<i>Veteran's Services</i>					
Benefits	11,021	55,606	30,000	64,000	64,000
Wages	3,500	3,500	3,900	3,900	3,900
Expense	1,019	1,500	1,900	1,900	1,900
TOTAL	15,540	60,606	35,800	69,800	69,800
<i>Extension Service</i>					
Expense	510	510	510	510	510
TOTAL	510	510	510	510	510
TOTAL HEALTH/HUMAN SERVS	170,877	221,462	221,817	261,217	261,217

CULTURE AND RECREATION

<i>Conant Public Library</i>					
Salary *	61,216	63,053	64,944	68,592	68,592
Wages *	149,480	152,293	157,782	164,584	164,584
Expense	94,176	94,030	94,594	99,955	99,955
TOTAL	304,872	309,376	317,320	333,131	333,131

* STM Article 6 proposes to add funds to these lines for FY12.

<i>Recreation</i>					
Salary/Wages	58,946	55,865	59,146	55,843	55,843
Expense	10,052	7,114	6,000	6,000	6,000
TOTAL	68,998	62,979	65,146	61,843	61,843

<i>Historical Commission</i>					
Expense	179	750	750	1000	1000
TOTAL	179	750	750	1000	1000

<i>Memorial Day/Veterans Day</i>					
Expense	2,533	4,958	5,400	5,400	5,400
TOTAL	2,533	4,958	5,400	5,400	5,400

TOTAL CULTURE / RECREATION 376,582 378,063 388,616 401,374 401,374

**TOWN OF STERLING
FY13 OPERATING BUDGET (Continued)**

	Expended FY2010	Expended FY2011	Approp FY2012	Dept Req FY2013	Fin Com Rec FY13
<u>DEPT. OF PUBLIC WORKS</u>					
Board Salary	1,800	1,800	1,800	1,800	1,800
Salary **	70,274	72,382	74,553	76,790	76,790
Wages	488,175	512,113	553,569	564,997	553,569
Expense	279,601	313,118	297,401	297,401	297,401
Hydrant Rental	(Previously in separate article)		26,675	26,675	26,675
Street Lights		35,810	36,500	32,983	32,983
Trash Pickup	478,900	495,661	495,661	510,530	510,530
TOTAL	1,318,750	1,430,884	1,486,159	1,511,176	1,499,748

** Does not include overtime, which is included in Wages.

(NOTE: \$5,000 in Perpetual Care revenue will be utilized to offset DPW expenses, starting in FY10)

<i>Snow and Ice Overtime</i>	40,055	44,116	60,000	60,000	60,000
<i>Snow and Ice Expense</i>	139,378	130,391	116,000	116,000	116,000
TOTAL	179,433	174,507	176,000	176,000	176,000

TOTAL PUBLIC WORKS	1,498,183	1,605,391	1,662,159	1,687,176	1,675,748
<i>Offset: Cemetery Fund</i>	5,000	5,000	5,000	5,000	5,000
NET PUBLIC WORKS (for information only)	1,493,183	1,600,391	1,657,159	1,682,176	1,670,748

INSURANCE & EMPLOYEE BENEFITS

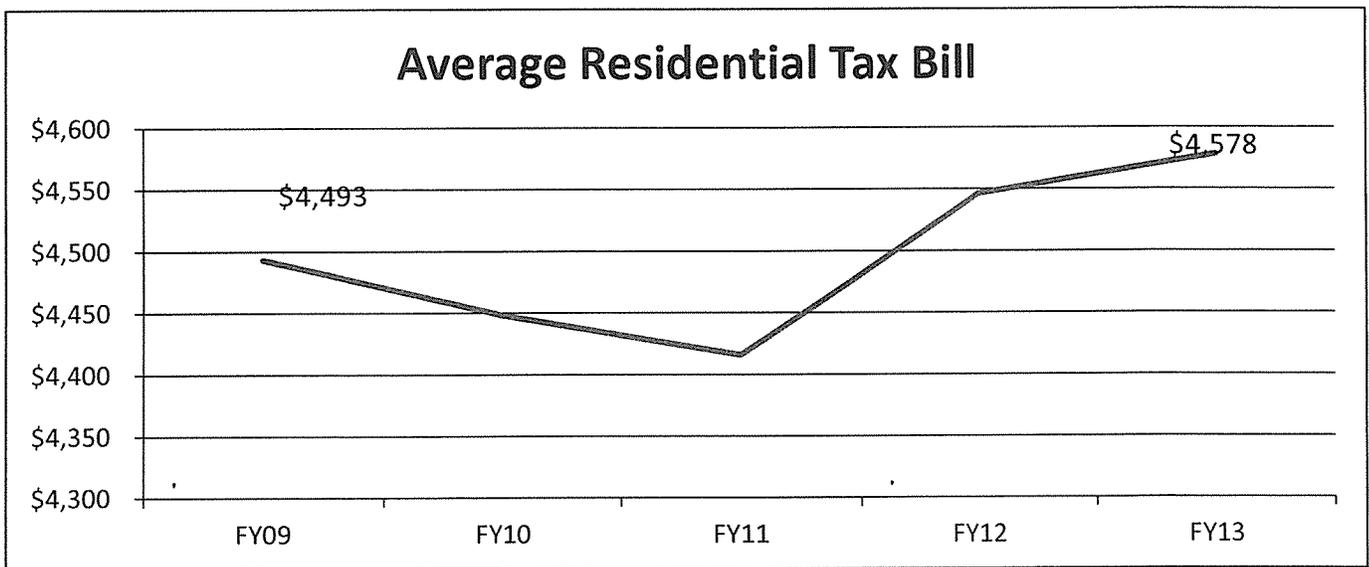
<i>Workers Comp/Medicare/ Liability, Group Insurances and Unemployment</i>					
Expense	867,701	980,593	1,121,314	1,208,624	1,132,624
TOTAL	867,701	980,593	1,121,314	1,208,624	1,132,624

<i>Worcester County</i>					
<i>Retirement Assessment</i>	313,609	350,633	420,786	440,660	440,660
TOTAL	313,609	350,633	420,786	440,660	440,660

TOTAL INSURANCE & BENEFITS	1,181,310	1,331,226	1,542,100	1,649,284	1,573,284
<i>Offset: Stabilization Fund</i>	95,000	383,000			
<i>Offset: Abatement Surplus</i>		100,000			
NET INSURANCE & BENEFITS (For information only)	1,086,310	848,226	1,542,100		

**TOWN OF STERLING
FY13 OPERATING BUDGET (Continued)**

	Expended FY2010	Expended FY2011	Approp FY2012	Dept Req FY2013	Fin Com Rec FY13
		1385000			
<u>DEBT SERVICE</u>		596150			
Principal	1,316,000	1,320,000	1,326,500	1,304,500	1,304,500
Interest	647,220	582,528	479,808	423,938	423,938
TOTAL DEBT SERVICE	1,963,220	1,902,528	1,806,308	1,728,438	1,728,438
(Not including Fire Truck or Ambulance Lease/Purchase)					
TOTAL Appropriation in Article 2	8,302,899	8,681,605	9,094,274	9,315,705	9,109,724
Water Enterprise (Article 7)	867,061	840,424	805,100	804,271	804,271
	9,169,960	9,522,029	9,899,374	10,119,976	9,913,995
TOTAL OPERATING BUDGET	9,169,960	9,522,029	9,899,374	10,119,976	9,913,995
Minus Water Enterprise revenue	867,061	840,424	805,100	804,271	804,271
Minus Ambulance receipts	200,000	200,000	190,000	300,000	300,000
Minus Stabilization Fund	95,000	383,000		(Applied in Article 47)	
Minus Cemetery Perpetual Care	5,000	5,000	5,000	5,000	5,000
Minus Abatement Surplus	0	100,000	60,188	48,730	48,730
NET OPERATING BUDGET	8,002,899	7,993,605	8,839,086	8,961,975	8,755,994
(Amount raised by taxation, shown for information only)					



THE COMMONWEALTH OF MASSACHUSETTS
TOWN OF STERLING
ANNUAL TOWN MEETING
MAY 14, 2012

Worcester, ss.

To the Warrant Officer or either of the Constables of the Town of Sterling in the county of Worcester:

GREETINGS:

In the name of the Commonwealth of Massachusetts, you are directed to notify and warn the Inhabitants of the Town of Sterling qualified to vote in elections and Town affairs to meet at the Chocksett School on Boutelle Road, in said Sterling on

MONDAY EVENING, THE FOURTEENTH DAY OF MAY, 2012

at seven (7:00) o'clock in the evening, then and there to act on the following articles:

RESOLUTION: To see if the Town will resolve to acknowledge the completion of the Sterling Town Government Study Report in accordance with Article 12 of the May 11, 2009 Annual Town Meeting.

ARTICLE 1. Compensation for Elected Officers

To see if the Town will vote to fix the salaries and compensation of all elected officers of the Town as provided by Section 108 of Chapter 41 of the General Laws, as amended, or take any action in relation thereto.

Submitted by: Finance Committee

Recommendation: The Finance Committee recommends the passage of this article.

Summary: This article fixes the salaries and compensation for all elected officials, except the Light Board, as presented in the general budget.

ARTICLE 2. Set Salary of Municipal Light Board

To see if the Town will vote to set the salary of the Municipal Light Board as follows: Chairman \$600; Clerk \$600; Third member \$600; said sum to be an expense of the Municipal Light Department, or take any action in relation thereto.

Submitted by: Sterling Municipal Light Department

Summary: This article sets and funds the salary for the Municipal Light Board Members for FY2013.

ARTICLE 3. Reserve Fund for FY13

To see if the Town will vote to raise and appropriate the sum of \$ 125,000 , or any other sum, into the Reserve Fund for fiscal year 2013 in accordance with the provisions of General Law Chapter 40, Section 6, as amended, or take any action in relation thereto.

Submitted by: Finance Committee

Recommendation: The Finance Committee recommends the passage of this article.

Summary: This article funds the Reserve Fund, which is used by the Finance Committee to cover unexpected shortfalls in department budgets.

ARTICLE 4. WRSD Net Minimum Contribution, Debt, & Interest

To see if the Town will vote to raise and appropriate \$ 8,924,129 , or any other sum, which is equal to Sterling's net minimum contribution, as provided by the Commonwealth of Massachusetts, plus the cost of Sterling's share of WRSD transportation costs and our portion of the WRSD debt and interest costs, in accordance with Section 16B of Chapter 71 of the General Laws, as amended, and Section #4 of the Wachusett Regional School District Agreement, as amended, for its share of operational costs and of debt and interest charges of the Wachusett Regional School District, or take any action in relation thereto.

Submitted by: Wachusett Regional School Committee

Recommendation: The Finance Committee recommends the passage of this article.

Summary: This article funds the Town's portion of the Wachusett Regional School District's annual budget equal to the net minimum contribution (\$ 7,968,175), as directed by the State, plus the costs for transportation (\$ 495,134), debt and interest for the high school (\$ 441,791), and debt and interest for oil spill remediation (\$ 19,029).

ARTICLE 5. WRSD Above Net Minimum Contribution

To see if the Town will vote to raise and appropriate \$ 1,308,491 , or any other sum, above the net minimum contribution as requested by the Wachusett Regional School District, as Sterling's share of the WRSD annual budget, provided said budget does not exceed \$ 80,319,396 for the fiscal year 2013, or take any action in relation thereto.

Submitted by: Wachusett Regional School Committee

Recommendation: The Finance Committee recommends the Town raise and appropriate only \$881,413 above net minimum contribution, and feels strongly that the WRSD Total General Fund budget number should be included in this article, at a figure that does not exceed \$78,443,179 .

Summary: This article funds the Town's portion of the Wachusett Regional School District's annual operating budget that is above the amount voted in Article 4 for fiscal year 2013.

ARTICLE 6. Montachusett Regional Vocational School Assessment

To see if the Town will vote to raise and appropriate \$ 582,478 , or any other sum, in accordance with Section 16B of Chapter 71 of the General Laws, as amended, and Section #4C and E of the Montachusett Regional Vocational School District Agreement for its share of operational and capital costs of the Montachusett Regional Vocational School District, and to transfer, from the Capital Fund, the sum of \$ 13,998 , or any other sum, for the purpose of paying the Town's portion of the debt and interest for the Montachusett Regional High School Building Project for a total appropriation of \$596,476 , or take any action in relation thereto.

Submitted by: Montachusett Regional Vocational School Committee

Recommendation: The Finance Committee recommends the passage of this article.

Recommendation: The Capital Committee recommends the passage of this article.

Summary: This article funds the Town's portion of the Montachusett Regional Vocational School District's annual budget and debt service.

ARTICLE 7. Create and Fund New Position-Outreach Aide

To see if the Town will vote to create a Part Time Outreach Aide position at the rate of \$10 to \$15 per hour as shown on Schedule D at the end of this warrant, and to raise and appropriate the sum of \$ 5,874 , or any other sum, to pay for the first year of salary for this position, or take any action in relation thereto.

Submitted by: Council on Aging

Recommendation: The Finance Committee does not support the passage of this article.

Recommendation: The Personnel Board does not support the passage of this article.

Recommendation: The Board of Selectmen recommends the passage of this article.

Summary: The senior population in Sterling has increased from 911 seniors in the 2000 US Census to 1611 in the 2010 US census. Sterling is aging. There are many seniors who need assistance with food stamps, fuel assistance, health insurance, etc. who do not know where to go or how to get help. An outreach worker would build relationships with seniors, focusing on the 192 residents over 80 in town, and assist with getting the services that they need. Currently the Senior Center is only able to help after the fire, police, board of health, or building departments have become involved due to emergency. These services can be costly. The Senior Center would like to be proactive by providing help to these seniors before an emergency occurs.

ARTICLE 8. Create and Fund new Positions-Custodians

To see if the Town will vote to create 2 part time non-benefitted Custodian positions and to raise and appropriate the sum of \$ 30,000 , to pay for the first year of salary for these positions, or take any action in relation thereto.

Submitted by: Board of Selectmen

Recommendation: The Finance Committee will report at Town Meeting.

Recommendation: The Personnel Board will report at Town Meeting.

Recommendation: The Board of Selectmen recommends the passage of this article.

Summary: After 5 years of trying various contracted cleaning services, town officials believe we would likely receive better service from in-house custodial employees. This article seeks to create 2 positions of Custodian, each for a maximum of 19 hours per week. These are non-exempt positions and will not be eligible for benefits. Attachment A lists the position of Custodian as Grade 4. Funding for a new position must be approved by Town Meeting vote prior to advertising said position.

ARTICLE 9. Accept Local Option: Hotel/Motel and Meals Tax

To see if the Town will vote to accept the provisions of Massachusetts General Laws Chapter 64L, section 2, to impose a local meals excise, and further, to vote to accept the provisions of Massachusetts General Laws Chapter 64G, section 3A, to impose a local room occupancy excise at the rate of 6 ½%.

Submitted by: Finance Committee

Recommendation: The Board of Selectmen recommends the passage of this article.

Recommendation: The Finance Committee recommends the passage of this article.

Summary: A city or town that accepts the provisions of this chapter in the manner provided by G.L. c. 4, §. 4 may impose a local sales tax on the sale of restaurant meals originating within the city or town by a vendor at the rate of .75 percent of the gross receipts of the vendor from the sale of restaurant meals. All such receipts would be retained by the Town of Sterling. On a \$20 restaurant bill, the tax equates to 15 cents. This local excise, which is imposed in addition to the 6.25% state sales tax on meals, would take effect on the first day of the calendar quarter following thirty days after acceptance by the city or town or on the first day of a later calendar quarter that the city or town may designate. Preliminary estimates project approximately \$45,000 annually.

ARTICLE 10. Approve Fraternal Order of Police Contract

To see whether the Town will vote to raise and appropriate a sum of money to fund certain provisions of the new collective bargaining agreement with the Fraternal Order of Police for fiscal year 2013, or take any other action in relation thereto.

Submitted By: Board of Selectmen

Recommendation: The Finance Committee will report at Town Meeting.

Recommendation: The Board of Selectmen will report at Town Meeting.

Summary: If this contract is not settled by Town Meeting, this article will be withdrawn.

ARTICLE 11. Approve Teamster Local #170 Contract- DPW

To see whether the Town will vote to accept the new collective bargaining agreement between the Teamsters Local #170 and the Town (DPW), which will run from July 1, 2012 to June 30, 2015 , and further, to raise and appropriate a sum of money to fund the first year of this contract, or take any other action in relation thereto.

Submitted By: Board of Selectmen

Recommendation: The Finance Committee will report at Town Meeting.

Recommendation: The Board of Selectmen will report at Town Meeting.

Summary: If this contract is not settled by Town Meeting, this article will be withdrawn.

ARTICLE 12. Approve Sterling Executive Assistants Association Contract- SEA

To see whether the Town will vote to accept the new collective bargaining agreement with the Sterling Executive Assistants Association, which will run from July 1, 2012 to June 30, 2015, and further, to raise and appropriate a sum of money to fund the first year of this contract, or take any other action in relation thereto.

Submitted By: Board of Selectmen

Recommendation: The Finance Committee will report at Town Meeting.

Recommendation: The Board of Selectmen will report at Town Meeting.

Summary: If this contract is not settled by Town Meeting, this article will be withdrawn

ARTICLE 13. Amend Personnel Bylaw, Classification and Compensation Schedules

To see if the Town will vote to amend the Personnel Bylaw to adopt the Compensation and Classification Schedules A through E (as shown at the end of this warrant), and further, to modify and include verbiage substantially to clarify the role and authority of the Personnel Board, to amend the provisions relative to the term of a member in the event that a replacement is not appointed, to limit the authority of the Board when only a bare quorum of members is present, to require that individuals only be employed in positions that are approved by a vote of Annual Town Meeting and included in the Classification plan that is an appendix to the Personnel Bylaw, to update the information that must be included with every job description for a position, to clarify the circumstances under which the progressive discipline procedure may be by-passed, and also to correct some typographical errors, by making the following changes:

A: To replace the first paragraph of “Section 1. Authorization/Amendment”

Pursuant to the authority contained in Sections 108A and 108C of Chapter 41 of the General Laws, the town of Sterling establishes plans which may be amended from time to time by vote of the town at a Town Meeting:

- a. authorizing a Classification Plan classifying positions in the service of the Town other than those filled by popular election, those under the jurisdiction of the School Committees, those covered by collective bargaining agreements with the Town, those within the Municipal Light Department, and those in which the incumbent tenders*

contractual services which are not provided during regularly established working hours, into groups and classes doing substantially similar work or having substantially equal responsibilities;

- a. authorizing a Compensation Plan for positions in the Classification Plan;*
- b. providing for the administration of said Classification and Compensation Plans; and*
- c. establishing certain working conditions and fringe benefits for employees occupying positions in the Classification Plan.*

With the following

Pursuant to the authority contained in Sections 108A and 108C of Chapter 41 of the General Laws, the town of Sterling establishes a Personnel Bylaw (this bylaw) that consolidates all provisions pertaining to the administration of its personnel including among other things, the compensation plan, and a Personnel Board for the purpose of administering said plans or other provisions of its by-laws pertaining to personnel, determining any questions arising thereunder, and advising the town in any matters pertaining thereto.

B: To add the following at the end of “Section 1. Authorization/Amendment”

The Personnel Board hereinafter referred to as the Board may, at its own discretion, or on the advice of the Appointing Authority (as defined herein), or on the advice of the Town’s Administration, draft and adopt policies and procedures that it believes to be required for the purpose of administering this bylaw and the Personnel practices of the Town. Such policies and procedures shall be enacted by the Personnel Board after:

- a. conducting a public hearing if required under General Laws Chapter 30A Section 2 or Chapter 41 Section 108A and 108C, and*
- b. they have been reviewed and approved by a majority of the members of the Personnel Board at an open meeting, and*
- c. they have been reviewed and approved by a majority of the Board of Selectmen, the Finance Committee and the Personnel Board, each having one vote (for a total of three votes).*

Any new policies and procedures adopted as described above, and modifications to any existing policy and procedure shall have to be ratified without amendment at the next Town Meeting after the enactment or modification. In the event that a policy or procedure fails to be approved at the Annual Town Meeting, it shall immediately cease to be in effect.

C: To amend Section 2. A. (Membership) and remove a sentence that is out of place in the Membership section (the change appears struck-out below)

There shall be a Personnel Board consisting of five (5) members appointed by the Board of Selectmen, the Town Moderator and the Finance Committee, each entity having one vote for a total of three (3) votes. . ~~The Personnel Board shall be responsible for the administration of this by-law including any classification and compensation plans.~~ The membership of the Board shall be made up of residents of the Town who are neither

employees of the Town, nor appointed or elected officials of the Town. Members should have a working knowledge of personnel practices and procedures in a municipal or corporate work setting. All members of said Board shall be residents of the town and shall serve without compensation.

D: To amend Section 2. A. (Membership) by providing that members who have not been reappointed do not continue as members of the board and create a vacancy on the board if a replacement is not appointed within sixty days after the expiry of the members term (addition highlighted *in bold italics* below).

*Except when an appointment is made to serve the balance of an unexpired term, each member of the Personnel Board shall serve for a term of three years. Appointments shall be made in such a fashion that they will expire on June 30th of a given year. Each member shall continue to hold office until their successor has been appointed and qualified, **but in no instance for a period of greater than sixty days after their term has expired.** Members of the Personnel Board serving upon the effective date of this By-Law shall serve until the expiration of their respective terms. Upon the expiration of such terms members shall be appointed for successive three-year terms by vote of the Board of Selectmen, the Moderator and the Finance Committee as specified above.*

E: To amend Section 2.A. (Membership) and remove a sentence that restates a preceding paragraph (the change appears ~~struck-out~~ below)

If a member resigns or a member's office becomes vacant by removal from the Town, or any other cause, their successor shall be appointed for the balance of the unexpired term of such member ~~by the Board of Selectmen, the Town Moderator and the Finance Committee, each entity having one vote for a total of three (3) votes.~~ The Town Clerk shall have sole authority to determine if a person has moved out of town or a position is otherwise vacant. A member may be removed from the Personnel Board at any time, with or without cause, by vote of the Board of Selectmen, the Moderator and the Finance Committee in the same manner as appointments are made.

F: To amend Section B.(Organization) to further restrict the authority of a Personnel Board that meets with bare quorum to prevent enactment or amendment of policies and procedures unless the Board meets with more than a bare quorum. (addition is highlighted *in bold italics* below).

*In the event that a bare quorum of the Board only is present, there must be a unanimous vote. **A bare quorum of the Board may not enact or amend any existing policy or procedures.***

G: To clarify the role of the Personnel Board and amend Section C (Administration) to explicitly include the administration of policies and procedures enacted by the personnel board by replacing the paragraph below

The Board shall administer the Personnel By-Law, Classification Plan, and the Compensation Plan and shall establish such procedures as it deems necessary for the proper administration thereof.

With this

The Board shall administer the Personnel By-Law, Classification Plan, Compensation Plan and establish and administer all policies and procedures that it deems necessary for the proper administration thereof.

H: To amend Section 4 (Definitions) to include the following two definitions in their appropriate alphabetically suited location.

Exempt Employee: An employee who is classified either as "exempt" or an "excluded" employee under the provisions of the Fair Labor Standards Act (FLSA)

Non-exempt Employee: An employee who is not an exempt employee (as defined above).

I: To amend Section 5A (Mandatory Classifications) and add the following sentence at the end of the section.

No person shall be appointed, employed or paid as a Town employee other than in a position listed in the Classification Plan and Compensation Plan.

J: To Amend Section 5D (Hiring and Re-Classification) to restate the Town's Equal Employment Opportunity and Affirmative Action statement as it appears in the preamble of the Personnel Bylaw, and to amend the process to be followed when an employee is reclassified, and when a significant change in hours, job description or total cost of a position, that section now to read as follows:

D. HIRING AND RE-CLASSIFICATION

The following procedure shall be used when hiring employees for or filling regular full time and regular part time positions covered by this By-law. This procedure may be used when hiring employees to fill casual part time, seasonal or temporary positions.

- 1. A job description must be on file with the Human Resources Department and approved by the Personnel Board prior to the announcement of any job opening.*
- 2. The hiring rate and pay rate for the job must be in accord with the Classification and Compensation Plans.*
- 3. All announcements concerning job openings, vacancies, or promotions of positions, shall be posted internally on the Town Bulletin Board, any appropriate worksite bulletin board and the Town website for ten (10) days prior to advertisement of the position. The posting shall include wording that the posting is an internal job posting and that an Internal Posting of a position does not in any way restrict the Town from hiring any qualified candidate, whether internal or external.*
- 4. After internally posting the job for 10 days, if the job is not to be filled by an internal candidate, then the job opening must be published in a local publication of record and any other publication designated by the Personnel Board and must be posted on*

the Town website, any other website designated by the Personnel Board, and the Town Hall bulletin board at least ten (10) days prior to the job being filled.

All announcements concerning job openings, vacancies, or promotions of positions, shall be posted on the Town Bulletin Board. Such postings shall include but not limited to the following:

- *Job title*
- *Pay rate in accordance with the Compensation Plan approved by the Town Meeting and on file in the Human Resources Department*
- *Summary statement of duties*
- *Direction on where and how applications may be filed*
- *Deadline for filing application*
- *Contact Person*
- *EEO/AA*

The policy of the town of Sterling is to provide equal employment opportunity to all candidates for employment or appointment and administer working conditions, benefits, privileges of employment, training, advancement, upgrading, promotion, transfers and terminations of employment for all employees without regard to race, color, veteran status, religion, national origin, sex or age, physical and/or mental handicap or sexual preference.

Records of all job applicants must be retained by the Human Resources Department for a period of one (1) year after the job was filled, in the event that a case charging hiring discrimination is brought against the Town. The application of the person hired will be filed in the employee's personnel file.

A Payroll Change Authorization with the required approvals will be submitted to the Town Accountant and the Town Treasurer prior to issuance of a voucher for a new employee or a voucher including pay rate change for an incumbent employee.

Funding for a new position must be approved by Town Meeting vote prior to advertising said position, said approval specifying the title of the position, the grade assigned by the Personnel Board based on a review of the proposed job description, the minimum and maximum number of hours per week for the position, the FLSA Status of the position, whether the position would include benefits, the expected annual cost to the Town including but not limited to the cost of the expected vacation liability.

In the event that a position is to be funded either partially or fully through a grant, the approval shall include the expected burden to the Town and shall be predicated on successfully applying for and obtaining a grant for each year that the position is to be filled. In the event that the Town fails to obtain the grant, or in the event that the fraction of money to fund the position shall increase by more than 10% over the fraction originally approved when the position was created, such an increase shall require approval by Town Meeting in a manner identical to the creation of a new position. The Town is authorized to make such disclosures as may be required to obtain the grant but not employ a person in the position unless it can be clearly demonstrated that the fraction of money to be spent by the Town shall not exceed the agreed fraction by more than 10%.

No employee may be reclassified to a position in another group, either higher or lower, until the Personnel Board determines that, in consultation with the Human Resources Administrator, such a reclassification will be consistent with the provisions of the Compensation Plan.

No change may be made to the number of hours for a position, to a job description or the allowances for a position including but not limited to vacation, until the supervisor of the individual in question requests the change in writing, and where the supervisor is a board or committee the change is approved by a vote of the board or committee, and the funding is identified and approved by the Finance Committee, and the change is approved by a majority of the Board of Selectmen, the Finance Committee, and the Personnel Board each casting one vote providing however that if the change increases the total burden to the Town by more than \$5,000 over the maximum budgeted amount for the position over the past two fiscal years, or the change causes the Town to incur additional expenses including but not limited to benefits or vacation liability the change would constitute a substantial change that would be subject to approval at Town Meeting in accordance with the provisions of the Staffing section (approved 1996) that is part of the General Bylaws of the Town.

K: To amend Section 5E (Job Description and Interpretation) to include the following new language:

E. JOB DESCRIPTIONS AND INTERPRETATIONS

The Human Resources Administrator shall maintain written descriptions of the jobs or positions in the Classification Plan. These descriptions shall be written or amended in consultation with the appropriate Department Head or supervisor and the Human Resources Administrator and shall be approved by the Personnel Board prior to becoming effective. The descriptions should include definitions describing the essential nature of the work, distinguishing features of the work and such illustrative examples of duties as may be deemed appropriate. The Personnel Board may amend such job descriptions from time to time at its discretion after consultation with the appropriate department supervisor or Board and the Human Resources Administrator. The heads of departments shall be required to retain copies of current approved job descriptions for said departments.

The description of any position shall be construed solely as a means of identification. It shall not limit the duties and responsibilities of any position or modify, or in any way affect, the power of any administrative authority as otherwise existing, to assign duties to, or to direct and control the work of any employee under the jurisdiction of such authority.

Each job description shall include the following information about the position:

- *Title*
- *Statement of Duties*
- *Supervision*
- *Job Environment*
- *Essential Functions*
- *Recommended Minimum Qualification*
 - *Education and Experience*
 - *Knowledge Ability and Skill*
 - *Physical and Mental Requirements*

In addition, each approved job description shall include the following information about the position:

- *Minimum number of hours per week and Maximum number of hours per week*

- *Grade*
- *Supervisor (title)*
- *Department*
- *FLSA Status*
- *Author, and date created*
- *Approving authority, and date approved*

L: To amend Section 7 (Disciplinary Action) to read as follows.

SECTION 7: DISCIPLINARY ACTION

The Town recognizes that all of its employees have high standards. However, there are times when it may be necessary to discipline individual employees. The Town believes that discipline should be used only when warranted and with the utmost concern for the individuals involved.

Therefore, the following so-called "progressive disciplinary procedure" shall be followed for non-serious violations:

Step 1. The supervisor will give the employee an oral warning.

Step 2. The supervisor may issue a written warning to the employee with a copy being placed in the personnel file in all instances.

Step 3. Additional infractions within one calendar year will result in more severe disciplinary actions being taken, up to and including suspension.

Step 4. The appointing authority terminates the employee.

The supervisor shall inform the Human Resources Administrator in writing when and if each of the above steps is carried out.

At any step in the disciplinary procedure, an employee may, at their discretion, appeal to the Personnel Board.

The progressive disciplinary procedure shall be followed for all disciplinary actions resulting from job performance issues, or the violation of any local rules, policies, procedures or Bylaws. Any or all of the first three steps in the above process may be bypassed with the prior written approval of the Human Resources Administrator in the following circumstances:

- *gross insubordination,*
- *theft of Town or another employee's property,*
- *falsification of time records,*
- *imbibing alcohol on the job,*
- *use of an illegal substance on the job,*
- *fighting while on the job, and*
- *disclosure of confidential matters.*

After one year following disciplinary action, if there has been no further disciplinary action, the Department Head and the Human Resources Administrator will make a joint determination to, either remove the record from the personnel file, or retain it for a specified longer period. If the record is retained, the employee may appeal this action to the Personnel Board.

After one year following disciplinary actions, the Human Resources Administrator shall make a recommendation to the Personnel Board on the joint determination of the

Department Head and the Human Resources Administrator on the disposition of the prior actions.

The Human Resources Administrator shall be the focal point for the administration of these disciplinary actions, and shall keep the Personnel Board informed in writing of all actions taken in this regard in a timely manner. For the purposes of this section, it shall be deemed sufficient if the Human Resources Administrator informs the Personnel Board within one week of any incident, and if no meeting of the Board is scheduled in that period, communication with the Chair shall be considered to be sufficient.

Submitted by: Personnel Board

Recommendation: The Personnel Board recommends the passage of this article.

Recommendation: The Finance Committee will report at Town Meeting.

Recommendation: Board of Selectmen recommends the passage of this article.

Summary: As described above, the majority of the changes proposed are to clarify the role of the Personnel Board and to clarify the processes that will be put in place to ensure that the Personnel Board is able to act effectively while also providing checks and balances in the forms of oversight and approval by the Board of Selectmen and the Finance Committee.

ARTICLE 14. Fund Wage Increases

To see if the Town will vote by secret ballot to raise and appropriate a sum of money not to exceed \$150,000 to fund the salary and wage increases for eligible employees according to their grade and step in the appropriate classification plan.

For the purposes of this article, eligible employees include all full and part time employees who have (a) successfully completed their probationary period as defined in the Personnel Bylaw on or before June 30 2012, and (b) who have received at least an acceptable performance review that has been conducted and signed by the employee and the supervisor in the preceding Fiscal year, and (c) whose job description has been provided to the Towns Human Resources Administrator after July 1 2010, and (d) who is not eligible to an automatic “step increase” or other salary adjustment as part of a collective bargaining agreement, employment contract, or any other form of agreement between the Town and the individual, or any group, association, or collective bargaining unit of which the employee is a member, and (e) who is an employee in good standing and not subject to pending discipline on June 30 2012 ,

or take any action in relation thereto.

Submitted by: Personnel Board

Recommendation: Finance Committee will report at Town Meeting.

Recommendation: Board of Selectmen will report at Town Meeting.

Summary: This article reflects a change in the process adopted by the Town in years past where the money to fund salary and wage increases was included in included in the Town Operating Budget Article (Article 16, formerly Article 2), the article that funded the Town’s operations.

In this proposed process that we are using for the first time this year, Article 16 will reflect the funds only for existing positions, and those positions funded at the same level as the preceding year. This article would represent the funding for salary and wage increases.

ARTICLE 15. Amend Personnel Bylaw

To see if the Town will vote to amend the Personnel Bylaw to include the following paragraph in "Section D. Authority":

Each year, the Personnel Board shall make a recommendation at the Annual Town Meeting for an appropriate compensation adjustment for all employees in the Town through either a "step increase" or a "cost of living adjustment", or some other means.

For the purposes of this Section only, the term "On Grid Employees" shall be defined to mean any employee in the service of the town, whether full or part time, temporary, seasonal, special, casual or any other type of employment other than those which are filled by popular election, those under the jurisdiction of the School Committee, and those within the Municipal Light Department who are not entitled to any automatic or contractually agreed salary or wage adjustment.

For the purposes of this Section only, the term "Off Grid Employees" shall be defined to mean any employee in the service of the town, whether full or part time, temporary, seasonal, special, casual or any other type of employment other than those which are filled by popular election, those under the jurisdiction of the School Committee, and those within the Municipal Light Department who are not "On Grid Employees".

All employment agreements, between the Town and any employee in the service of the town, whether full or part time, temporary, seasonal, special, casual or any other type of employment other than those which are filled by popular election, those under the jurisdiction of the School Committee, and those within the Municipal Light Department, including any new collective bargaining agreements, or separate agreements between the Town and an employee or Association of Employees renewed or entered into after the date of this bylaw shall include the following paragraphs:

"Notwithstanding anything in this agreement to the contrary, it is understood and agreed by all parties that the terms and conditions of this agreement are subject to the Town's Personnel Bylaw as amended, and to the annual appropriation of sufficient funds by the Town Meeting."

*"Notwithstanding anything in this agreement to the contrary, and subject only to statutory limitations, it is understood and agreed by all parties that the periodic salary or wage adjustments for all "On Grid Employees" (as defined in Section D. Authority of the Personnel Bylaw) shall be subject to the annual appropriation of sufficient funds by the Town Meeting providing however that such appropriation **shall** be part of the article appropriating monies towards the overall Operating Budget of the Town, and further that the periodic salary or wage adjustments for all "Off Grid Employees" (as defined in Section D. Authority of the Personnel Bylaw) shall be subject to the annual appropriation of sufficient funds by the Town Meeting providing however that such appropriation **shall not** be part of the overall Operating Budget article."*

"Wage scales and steps shall be administered consistent with the Personnel Bylaw as amended."

“The Town of Sterling Personnel Bylaw as amended, and all policies and procedures of the town are included by reference.” ,

or take any action in relation thereto.

Submitted by: Personnel Board

Recommendation: Finance Committee will report at Town Meeting.

Recommendation: Board of Selectmen recommends the passage of this article.

Summary: This article is being submitted as part of an effort to streamline the provisions of employment contracts and collective bargaining agreements entered into by the Town.

Given the nature of the agreements and the issues that they each have to address, it is understandably not reasonable to postulate a single standard template for all of these agreements.

However, it is highly advisable that there be standardization in matters related to the overall administration of the Personnel Bylaw, and Personnel policies and procedures.

Further, and in line with the proposal in Article 14 (the previous article), we feel that the Annual Town Meeting needs to be the final decision making authority on the salaries and wages paid to Town employees.

This article is an attempt therefore to streamline some aspects relating to Personnel, Salaries and Wages of all employment and collective bargaining agreements in the Town.

ARTICLE 16. FY13 Town Operating Budget

To see if the Town will vote to raise and appropriate the sum of \$ 8,755,994 or any other sum, and to further appropriate, from the EMS Receipts Account, the sum of \$ 300,000 or any other sum, and to further appropriate, from the Cemetery Perpetual Care Account, the sum of \$ 5,000 or any other sum, and to further appropriate, from Abatement Surplus, the sum of \$ 48,730 or any other sum, for a total appropriation of \$ 9,109,724 for the payment of salaries and compensation, payment of debt and interest and for charges, expenses and outlays of the Town Departments, for the ensuing fiscal year, beginning July 1, 2012 and ending June 30, 2013, or take any action in relation thereto.

Submitted by: Finance Committee

Recommendation: The Finance Committee recommends the passage of this article.

Summary: This is the general budget article that funds the Town Departments for the coming fiscal year. A breakdown of the FY13 Operating Budget can be viewed on the pages preceding Article 1 of this Warrant.

ARTICLE 17. Water Dept. Operation Enterprise Fund

To see if the Town will vote to raise and appropriate the sum of \$ 764,271 , or any other sum, from water department revenue, and further to appropriate \$ 40,000 from Water Enterprise Retained Earnings, for extraordinary or unforeseen expense as determined by the DPW Board and approved by the Finance Committee, for a total appropriation of \$ 804,271 to operate the Water Department, as follows:

Salaries/Wages	\$ 188,271
Expenses	\$ 295,077
Principal & Interest	<u>\$ 280,923</u>
Subtotal	\$ 764,271 from FY13 water charges and fees
Reserve Fund	<u>\$ 40,000</u> from Retained Earnings
Total Approp.	\$ 804,271

or take any action in relation thereto.

Submitted by: Department of Public Works Board

Recommendation: The Finance Committee recommends the passage of this article.

Summary: This article funds the Water Department budget solely from water revenue including charges, fees, and retained earnings; none is from taxation. This article includes a Reserve Fund for extraordinary or unforeseen expense. Use of this reserve fund will be only upon recommendation of the DPW Board and approval by the Finance Committee.

The Water Enterprise will raise an additional \$ 76,088 from the ratepayers to reimburse the General Fund for indirect costs such as insurance. Total FY13 water revenue needed is \$840,359 plus \$ 40,000 from Retained Earnings, for a total of \$ 880,359.

ARTICLE 18. Amend/Add Bylaw: Noncriminal Disposition

To see of the Town will vote to amend its General Bylaws by adding the following new article entitled Noncriminal Dispositions, as an alternative to criminal prosecution for violations of Town bylaws, rules, and regulations:

1-7. Scope and authority.

Whoever violates any Town general bylaw, zoning bylaw, or rule, or regulation of any Town officer, board or department, the violation of which is subject to a specific penalty, may be subject to a noncriminal proceeding as provided in MGL c. 40, §21D.

1-8. Enforcing persons designated.

“Enforcing person” as used in this bylaw shall mean any police officer of the Town, the Town Administrator, the Inspector of Buildings, the Zoning Enforcement Officer, the Fire Chief, any member of the Board of Health, The Board of Health agent, any member of the Conservation Commission, the Animal Control Officer, or any other Town official or employee as the Board of Selectmen may from time to time designate, each with respect to violations of bylaws, zoning bylaws, rules or regulations within their respective jurisdictions. Police officers and the Town Administrator are enforcing persons for all violations. If more than one Town department or official has jurisdiction over a given matter, each may be an enforcing person with respect thereto. Each enforcing person may promulgate rules and regulations for the enforcement of this bylaw within the respective areas of their jurisdiction. The Board of Selectmen’s designation of a person as an enforcing person shall be effective upon filing notice thereof with the Office of the Town Clerk.

1-9. Fines.

- A. Unless otherwise specifically provided in these bylaws, the Town’s zoning bylaws, or any rule or regulation, any violation enforceable by noncriminal disposition shall be subject to the following schedule of fines:
 - 1) First offense: Written warning.
 - 2) Second offense: \$ 50.
 - 3) Third offense: \$150.
 - 4) Subsequent offense: \$300.
- B. Each calendar day during which a violation continues shall constitute a separate violation ,

or take any action relative thereto.

Submitted by: Police Chief /Town Clerk

Recommendation: The Board of Selectmen recommends the passage of this article.

Summary: This article would set up an enforcement mechanism and fine schedule for all bylaws and regulations that do not specify their own specific enforcement mechanisms and fine schedules.

ARTICLE 19. Codification of the General Bylaws of the Town Code of Sterling

To see if the Town shall accept the renumbering and revision of the various General Bylaws of the Town from their original numbering or their numbering in the General Bylaws, as amended through May 11, 2011 Annual Town Meeting, to the numbering or codification, arrangement, sequence and captions and the comprehensive revisions to the text of the General Bylaws as indicated below and as set forth in the *DRAFT of the Town Code of the Town of Sterling*, dated March 2012. Said codification having been done under the direction of the Town Clerk, voted by the Board of Selectmen on Nov. 9, and Nov. 22, 2011 and reviewed by Town Counsel, and said *Town Code* being a compilation and comprehensive revision of the present General Bylaws of the Town. All General Bylaws of a general and permanent nature, as amended, heretofore in force and not included in the *Town Code* shall be repealed, except that such repeal shall not affect General Bylaws adopted after May 11, 2011 or any suit or proceeding pending as the result of an existing law, and such repeal shall not apply to or affect any bylaw, order or article heretofore adopted accepting or adopting the provisions of any statute of the Commonwealth of Massachusetts.

These bylaws shall become part of the “*Town Code of Sterling, Massachusetts.*”

1. To cite statutory references to the Massachusetts General Laws in a consistent manner, to reach in the form: **MGL c. __, § __**, by revising former citations that previously took any of the following or similar forms:
 - Massachusetts General Laws, Chapter 40, Section 21
 - Sections seventy (70) and seventy-one (71) of Chapter one hundred sixty six (166) of the General Laws
 - M.G.L. (abbreviated but with periods)
 - M.G. L. c.40,s.21
 - MGLA or M.G.L.A.
2. To consistently capitalize the word **Town** when it refers to the *Town of Sterling*.
3. To consistently capitalize the terms “Annual Town Meeting” and “Special Town Meeting” and “Warrant” when referring to the Warrant for a Town Meeting.
4. To consistently spell the word “noncriminal” without a hyphen.
5. To consistently spell and capitalize the word “bylaw” as follows: Where “by-law” is hyphenated or two words, to standardize the spelling as “bylaw”; and to lowercase capitalized references to “this Bylaw” which are not proper nouns (however, references to “Bylaw” in titles of laws or other proper nouns shall remain capitalized).
6. To cite numbers in the text of the bylaws in a consistent manner, so that: a) numerals one through nine are spelled out as words, and numerals 10 and higher are cited in number form only; and b) so that all monetary amounts, fractions, decimals and percentages are cited in numeric form only ,

or take any action relative thereto.

Submitted by: Board of Selectmen / Town Clerk

Recommendation: The Board of Selectmen recommends the passage of this article.

Summary: This project began in 2003 with an original submission of the current General, Personnel and Protective Bylaws to be re-numbered or “codified” into one book, “*Town Code.*” In November 2011, the Board of Selectmen voted unanimously to present on Town Meeting floor a proposed codification of the Town’s General Bylaws with the recommendation that all prior General Bylaws be repealed. For over a year during 2010-2011, two dedicated residents of the Town read and cross referenced the text as well as AG amendments to provide a complete reference but also insert historical information for quick access to amendments. The proposed codification of the Town’s General Bylaws is on the Town’s website available 24/7 free to the public.

ARTICLE 20. Fund Maintenance for 1835 Town Hall

To see if the Town will vote to raise and appropriate, or transfer from available funds, the sum of \$5,000 , or any other sum, to fund annual maintenance of the 1835 Town Hall for fiscal 2013, said sum to be expended by the 1835 Town Hall Committee, or take any action in relation thereto.

Submitted by: 1835 Town Hall Committee

Recommendation: The Board of Selectmen recommends the passage of this article.

Recommendation: The Finance Committee does not support the passage of this article as worded above, but recommends instead that the sum be expended by the Facilities Maintenance Technician, in accordance with the procedures utilized for all town buildings.

Summary: This article provides for the maintenance of the 1835 Town Hall.

ARTICLE 21. Fund Catch Basin Truck- DPW

To see if the town will vote to raise and appropriate, borrow, or transfer from available funds or Capital Fund the sum of \$ 180,000, or any other sum , to purchase a new catch basin truck with cleaning attachment, said sum to be expended by the Department of Public Works, or take any action in relation thereto.

Submitted by: Department of Public Works

Recommendation: The Finance Committee recommends the passage of this article.

Recommendation: The Capital Committee recommends the passage of this article.

Summary: This truck will replace a 23 year old catch basin cleaner. The DPW cleans all catch basins on a 3 year cycle as required by Sterling’s storm-water management permit with the DEP.

ARTICLE 22. Fund Vehicle Maintenance Lift

To see if the town will vote to raise and appropriate, borrow, or transfer from available funds or Capital Fund the sum of \$ 15,500 to purchase a new vehicle maintenance lift, said sum to be expended by the Department of Public Works, or take any action in relation thereto.

Submitted by: Department of Public Works

Recommendation: The Finance Committee recommends the passage of this article.

Recommendation: The Capital Committee recommends the passage of this article.

Summary: The DPW mechanics service all town-owned vehicles including Police, SMLD, Fire and DPW. This lift will expedite the maintenance and repairs of these vehicles and provide a safer work environment.

ARTICLE 23. Fund Vault Construction

To see if the town will vote to raise and appropriate, borrow, or transfer from available funds or Capital Fund a sum of money to construct a new vault, said sum to be expended by the Board of Selectmen, or take any action in relation thereto.

Submitted by: Board of Selectmen/Town Clerk

Recommendation: The Board of Selectmen will report at Town Meeting.

Recommendation: The Finance Committee will report at Town Meeting.

Recommendation: The Capital Committee will report at Town Meeting.

Summary: At the 2009 Annual town Meeting, voters approved \$100,000 for the construction of a records storage vault. To date, the balance is \$72,789: funds were spent for preliminary engineering work, test borings, and an architect to design the vault and create construction drawings with written specifications. Volunteer committees have worked with all department heads to determine what records will be stored in the vault, determining the vault size at 10 feet by 25 feet, located on the westerly side (Meetinghouse Hill) of the Butterick Building. This funding, if voted, will be added to the balance and used for construction.

ARTICLE 24. Approve Site for Senior Center

To see if the town will vote to designate a portion of a parcel approximately +/- 3 acres in size, located on the corner of Boutelle Road and Muddy Pond Road, identified as Town Assessor's Lot Number 11 on Town Assessor's Sheet Number 137, and listed in the Registry of Deeds Book Number 03588, Page Number 0132, to build a new senior center, or take any action in relation thereto.

Submitted by: Senior Center Design and Building Committee / Council on Aging

Recommendation: The Board of Selectmen recommends the passage of this article.

Recommendation: The Finance Committee will report at Town Meeting.

Recommendation: The Council on Aging recommends the passage of this article.

Summary: This article asks the Town to designate this parcel as the site of the future Senior Center. Over the past 10 years, the Council on Aging has been exploring potential sites for a new Senior Center, because the basement of the Butterick building has become overcrowded. In 2011, the Board of Selectmen appointed a Senior Center Site Development Committee, which recommended this parcel of land on the corner of Boutelle and Muddy Pond Roads. The land is a good location and is town-owned, which will lessen the overall cost of the project.

ARTICLE 25. Water Tank Rehab: Kendall Hill Road

To see if the town will vote to transfer from Water Enterprise Retained Earnings the sum of \$100,000 , or any other sum, to rehabilitate the Kendall Hill Road water tank, said sum to be expended by the Department of Public Works/Water Department, or take any action in relation thereto.

Submitted by: Department of Public Works

Recommendation: The Finance Committee recommends the passage of this article.

Summary: The Kendall water tank is one of three tanks that service the Water Department rate payers. The tank was cleaned and inspected last summer and the recommendation is to rehabilitate over replace. Replacement cost would be 4 to 5 times rehabilitation cost.

ARTICLE 26. Replace Water Main: Kendall Hill Road

To see if the town will vote to transfer from Water Enterprise Retained Earnings the sum of \$75,000, or any other sum, to replace the aging Kendall Hill water main between Chamberlain Road and Maple Street, said sum to be expended by the Department of Public Works, or take any action in relation thereto.

Submitted by: Department of Public Works

Recommendation: The Finance Committee recommends the passage of this article.

Summary: This water main has had 5 breaks in the past year. It is the original main line from the 1930's and is at the end of its useful life.

ARTICLE 27. Chapter 90 Funding

To see if the Town will vote to accept Chapter 90 funds in the amount of \$ 420,647 , or any other sum, as funded by the Commonwealth of Massachusetts for highway resurfacing and/or other related work or expenditures as allowed by the State Chapter 90 regulations, said sum to be expended by the Department of Public Works, with approval of the Board of Selectmen, and in accordance with the DPW's 5-year Capital Plan reviewed annually by the Capital Plan Committee, or take any action in relation thereto.

Submitted by: Department of Public Works

Recommendation: The Finance Committee recommends the passage of this article.

Recommendation: The Capital Committee will report at Town Meeting.

Recommendation: The Board of Selectmen recommends the passage of this article.

Summary: This article allows the Town to expend money under the guidelines of Chapter 90 for road maintenance, equipment purchases, and other Public Works projects which are then reimbursed by the Commonwealth. The Governor has filed preliminary Chapter 90 numbers calling for Sterling to receive \$ 420,647 in this program during FY13.

ARTICLE 28. Engine 2 Corrosion Repair

To see if the town will vote to raise and appropriate, borrow, or transfer from available funds or Capital Fund the sum of \$ 30,000 , or any other sum, for corrosion repair to Engine 2, said sum to be expended by the Fire Chief, or any action in relation thereto.

Submitted by: Fire Chief

Recommendation: The Finance Committee recommends the passage of this article.

Recommendation: The Capital Committee recommends the passage of this article.

Summary: Engine 2 is a 1997 Rescue-Pumper and is the primary response apparatus for the town. Over the past several years, the town has invested in making minor corrosion repairs consistent with incompatible metal issues and the use of chemical treatments in the road during winter months. There is a significant amount of corrosion throughout the truck including the need to replace the straps holding the 1,000-gallon water tank. This piece of apparatus is estimated to remain in service for an additional 10+ years so investing in these repairs now is essential for the operating life of the truck.

ARTICLE 29. Fund Principal and Interest for 2004 Fire Truck

To see if the Town will vote to transfer from the Capital Fund the sum of \$ 72,925, or any other sum, to the General Fund to offset the cost of the Fire Truck principal and interest for fiscal 2013, with any unused portion from transfer reverting back to said Capital Fund, or take any action in relation thereto.

Submitted by: Fire Chief

Recommendation: The Finance Committee recommends the passage of this article.

Recommendation: The Capital Committee recommends the passage of this article.

Summary: This article takes money out of the Capital Fund to pay the principal and interest payments associated with the Fire Truck for fiscal year 2013. The Town approved the purchase of the new truck at the May 2004 Town Meeting. At that time, it was explained that the truck would be paid for out of the Capital Fund.

ARTICLE 30. Fund Lease –Purchase Payment for Ambulance

To see if the Town will vote to transfer \$ 28,214 from the Capital Fund, with any unused portion from transfer reverting back to said Capital Fund, and \$ 7,202 from the Wachusett Fund, for a total of \$35,415.69 , to offset the cost of the Ambulance lease payment for FY13, or take any action in relation thereto.

Submitted by: Fire Chief

Recommendation: The Finance Committee recommends the passage of this article.

Recommendation: The Capital Committee recommends the passage of this article.

Summary: This article takes money out of the Capital Fund to pay the FY13 lease payment for the ambulance. The Town approved the lease-purchase of the new ambulance at the Special Town Meeting in November 2008. At that time, it was explained that this lease-purchase would be paid partially from the Capital Fund and partially from the Wachusett Fund. This is the fourth payment of a 5-year lease-purchase.

ARTICLE 31. Fund Lease-Purchase Payment for 2010 Pumper Tanker

To see if the Town will vote to transfer from the Capital Fund the sum of \$ 62,149, or any other sum, to the General Fund to offset the cost of the Pumper Tanker lease payment for FY13, with any unused portion from transfer reverting back to said Capital Fund, or take any action in relation thereto.

Submitted by: Fire Chief

Recommendation: The Finance Committee recommends the passage of this article.

Recommendation: The Capital Committee recommends the passage of this article.

Summary: This article takes money out of the Capital Fund to pay the lease payment associated with the Pumper Tanker for fiscal year 2013. The Town approved the purchase of the new truck at the May 2011 Town Meeting. At that time, it was explained that the truck would be paid for out of the Capital Fund.

ARTICLE 32. Restore and Preserve Windows in 1835 Town Hall

To see if the Town will vote to transfer the sum of \$17,500 from FY2012 Town meeting Article 22; and furthermore to raise and appropriate or transfer from available funds or from Capital Fund the sum of \$17,500 , for a total of \$35,000 , for restoration and preservation of windows of the 1835 Town Hall, said sum to be expended by the 1835 Town Hall committee, or take any action in relation thereto.

Submitted By: 1835 Town Hall Committee

Recommendation: The Capital Committee does not support the passage of this article.

Recommendation: The Finance Committee will report at Town Meeting.

Recommendation: The Board of Selectmen recommends the passage of this article.

Summary: The FY12 article was based on an estimate that has proved to be low. We are getting bids from several well qualified contractors and expect to have firm information based on a detailed Request for Proposals. These windows are 127 to 177 years old and still in serviceable condition. We estimate an additional life of at least 100 years more. Tightening and weather-stripping the windows is expected to save us on our heating costs.

ARTICLE 33. Fund Masonry for 1835 Town Hall

To see if the town will vote to raise and appropriate, borrow, or transfer from available funds or Capital Fund the sum of \$ 20,000 , for masonry repairs for the 1835 Town Hall, said sum to be expended by the 1835 Town Hall Committee, or take any action in relation thereto.

Submitted by: 1835 Town Hall Committee

Recommendation: The Finance Committee does not support the passage of this article.

Recommendation: The Capital Committee does not support the passage of this article.

Recommendation: The Board of Selectmen recommends the passage of this article.

Summary: The cellar masonry in the 1835 town hall has deteriorated in many areas, inside and out, to the point that there are weak spots and air leaks. This article will provide funds to repair the masonry, much of which dates back to the original construction of the building, and install replacement windows and frames as needed in the basement.

ARTICLE 34. Amend Special Legislation for Capital Investment Fund

To see if the town will vote to petition the Massachusetts Legislature for special legislation to amend Chapter 6 of the Acts of 1998, an Act Establishing a Capital Investment Fund, by making the following changes:

Strike the third paragraph, which states “The treasurer of said town shall be the custodian of the fund and may deposit the proceeds in national banks or invest the proceeds by deposit in savings banks, co-operative banks or trust companies organized under the laws of the commonwealth or invest the same in such securities as are legal for the investment of savings banks under the laws of the commonwealth or in federal savings and loan associations situated in the commonwealth. These funds shall be protected by an insured investment vehicle”, and insert in its place the following:

“The treasurer of said town shall be the custodian of the fund and shall invest the fund, including any interest, dividends and gain thereon according to M.G.L. Chapter 203C, otherwise known as the Massachusetts Prudent Investor Act, and a conforming town Capital Investment Policy which is jointly approved by a majority of each of the Board of Selectmen, the Finance Committee, and the Capital Investment Fund Committee during a duly posted public hearing, for which not less than 15 days public notice has been given. No modification or changes may be made to the town’s Capital Investment Policy without a majority approval of each of the three said bodies during a public hearing after not less than 15 days public notice of said proposed modification or changes”.

Submitted By: Capital Committee

Recommendation: The Finance Committee recommends the passage of this article.

Recommendation: The Capital Committee recommends the passage of this article.

Recommendation: The Board of Selectmen recommends the passage of this article.

Summary: This article will allow the Treasurer to invest the Capital Fund with more flexibility than allowed previously, while still conforming to Massachusetts General Law. This flexibility will be limited by the Investment Policy which must be approved by a majority of each of three bodies: Board of Selectmen, Finance Committee, and Capital Committee.

ARTICLE 35. Fund Various Capital Items

To see if the Town will vote to transfer the sum of \$ 66,300 or any other sum, from the Capital Fund, for the purchase of the following capital items, or take any action in relation thereto:

Butterick/Library	Painting interior	\$ 2,000
Library	Sump Pump/Containment	\$ 6,505
	CO2-Based Ventilation	\$ 3,995
	Energy Efficient Lighting	\$ 3,000
	Filtration for Water Circulation	\$ 1,500
Fire Dept	Thermal Imaging Camera	\$13,000
	Rescue Harnesses for FF gear	\$ 6,400
	Breathing Apparatus Tracking Devices	\$ 9,800
Info Technology	Replace workstations	\$ 5,500
	Permitting software **	\$14,630

Total Capital Recommendation: \$66,330

Submitted By: Capital Committee

Recommendation: The Capital Committee recommends the passage of this article.

Recommendation: The Finance Committee recommends the passage of this article.

Summary: This article is self-explanatory.

** The Planning Board would like to contribute up to \$2500 toward the Permitting Software.

ARTICLE 36. Authorize Treasurer to Borrow Money

To see if the Town will vote to authorize the Town Treasurer, with the approval of the Board of Selectmen, to borrow money from time to time in anticipation of the revenue of the Fiscal Year beginning July 1, 2012, in accordance with the provisions of Chapter 44, Section 4, of the General Laws, as amended, and to renew any note or notes as may be given for a period of less than one year, in accordance with the provisions of Chapter 44, Section 17, of the General Laws, as amended, or take any action in relation thereto.

Submitted by: Treasurer/Collector

Recommendation: The Finance Committee recommends the passage of this article.

Summary: This article allows the Treasurer with the approval of the Board of Selectmen to borrow money as needed.

ARTICLE 37. Compensating Balance Agreements

To see if the Town will vote pursuant to Chapter 44, Section 53F of the General Laws, as amended, to authorize the Town Treasurer/Collector to enter into compensating balance agreements, for FY2013, or take any action in relation thereto.

Submitted by: Treasurer/Collector

Recommendation: The Finance Committee recommends the passage of this article.

Summary: This article allows the Treasurer/Collector to enter into compensating balance agreements with banking institutions, as needed, for the operation of the department. A compensating balance is a way of paying for the services the bank provides by maintaining a specified, minimum balance in a non-interest or low interest bearing account.

ARTICLE 38. Fund Tree Trimming

To see if the town will vote to raise and appropriate, or transfer from available funds, the sum of \$70,000 , or any other sum, for the purpose of tree removal and tree trimming, said sum to be expended by the Department of Public Works, or take any action in relation thereto.

Submitted by: Department of Public Works

Recommendation: The Board of Selectmen recommends the passage of this article.

Recommendation: The Finance Committee recommends the passage of this article.

Summary: There is a blight affecting all of the Ash trees in the northeast. Sterling has hundreds of these dead or dying Ash trees lining our public ways which create very hazardous conditions. They must be removed.

ARTICLE 39. Revolving Accounts

To see if the town will vote to authorize revolving funds for certain town departments under Massachusetts General Laws Chapter 44 Section 53E ½ for the fiscal year beginning July 1, 2012, or take any action relative thereto. Such items may be voted as a block, or singly, or in any combination but however voted, will be treated for accounting and legislative purposes as if each item voted were voted as a separate article.

Revolving Fund	Authorized To Spend from Fund	Revenue Source	Use of Fund	FY2013 Spending Limit	Disposition of FY2013 Fund Balance	Spending Restrictions Or Comments
Recycling	DPW	Fees	Expenses, supplies and contracted services to run the recycling center	\$80,000	Balance available for expenditure	
Fuel	DPW	Fuel charges	Fuel charges for the Light Dept and Water Enterprise Fund	\$60,000	Balance available for expenditure	
Deputy Collector	Treasurer	Fees	Fees collected by the Deputy Collector	\$18,000	Balance available for expenditure	
1835 Town Hall	1835 Committee	Fees	Expenses, supplies and contracted services for the 1835 Old Town Hall	\$15,000	Balance available for expenditure	
Planning Board	Planning Board	Fees	Expenses, supplies and contracted services for the Planning Board	\$25,000	Balance available for expenditure	
Council On aging	Council on Aging	Fees	Expenses, supplies and contracted services for the Senior Center	\$50,000	Balance available for expenditure	
Fair Committee	Fair Committee	Fees	Expenses, supplies and contracted services to run the Sterling Fair	\$135,000	Balance available for expenditure	
Hazardous Materials	Fire Chief	Fees	Costs associated with hazardous material incidents	\$55,000	Balance available for expenditure	
Radio Master Box fees	Fire Chief	Fees	Expenses, supplies and maintenance of Radio Master Box system	\$ 3,000	New fund	
Agricultural Commission	Agricultural Commission	Fees	Expenses and supplies for the Commission	\$5,000	Balance available for expenditure	
Recreation Committee	Recreation Committee	Fees	Salaries, expenses, supplies and contracted services to run the Recreation Programs	\$155,000	Balance available for expenditure	

Submitted by: Town Accountant

Recommendation: The Finance Committee recommends the passage of this article.

Summary: At the recommendation of the Department of Revenue, this year's Revolving Fund authorization has been consolidated into one article. Revolving funds allow receipts of one or more specific board, committee or department to be spent without further appropriation, subject to the provisions of the town meeting approval. Therefore consolidating into one article does not limit the voter's ability to discuss, amend or reject individual revolving funds.

ARTICLE 40. Amend Animal Control Bylaw Section 13

To see if the Town will vote to correct a transcription error within Section 13 of the Animal Control bylaw by deleting the existing incorrect MGL Chapter number referenced and then amending it by inserting the correct MGL Chapter number as follows:

EXISTING:

Section 13 Citation

Noncriminal dispositions (citations) pursuant to MGL Chapter 140, Sec 21D, are issued by the Animal Control Officers and or persons so designated, to the owners of animals found to be in violation of any specified Sterling Animal Control Bylaw. Payment for citations should be made payable to the Town of Sterling and be mailed or paid in person to the Town Clerk of Sterling at the Town Offices.

AMENDED

Section 13 Citation

Noncriminal dispositions (citations) pursuant to MGL Chapter 40, Sec 21D, are issued by the Animal Control Officers and or persons so designated, to the owners of animals found to be in violation of any specified Sterling Animal Control Bylaw. Payment for citations should be made payable to the Town of Sterling and be mailed or paid in person to the Town Clerk of Sterling at the Town Offices”

Submitted by: Animal Control Advisory Board

Summary: The amending of Section 13 is necessary to correct a transcription error, specifically the published MGL Chapter number, which currently is worded as “MGL 140, section 21D” when in fact it should be worded as “MGL Chapter 40, section 21D”.

ARTICLE 41. Fund Post-Employment Benefits

To see if the Town will vote to transfer \$14,150 from Article 10 of the May 17, 2010 Special Town Meeting to fund the Other Post Employment Benefits Trust Fund, as recommended under GASB 45.

Submitted By: Finance Committee

Recommendation: The Finance Committee recommends the passage of this article.

Summary: This article provides the initial funding of Other Post Employment Benefits (OPEB) under the new accounting rules created by GASB 45. The town has a sizable unfunded liability under this recent ruling and this liability will begin showing up in our balance sheet. The more years we let go by and not begin funding this liability, the greater the unfunded liability becomes, which could then begin to impact the town's bond rating.

ARTICLE 42. Preserve and Restore Official Town Records

To see if the Town will vote to raise and appropriate, or transfer from available funds or from Capital Fund, the sum of \$ 7,000 , or any other sum, for the Preservation and restoration of official town records (Volumes 1, 2, 4 and 5).

Submitted by: Historical Commission / Town Clerk

Recommendation: The Board of Selectmen recommends the passage of this article.

Recommendation: The Finance Committee recommends the passage of this article.

Recommendation: The Capital Committee recommends the passage of this article.

Summary: This article would fund the preservation and restoration of official town records from 1794-1894. These records consist of town meeting actions and votes and reports of town committees and departments during this item period. Records prior to 1794 have been lost and records after 1894 are in relatively good condition. The preservation process would involve de-acidification, mending, reinforcement, re-sewing, re-binding and Mylar encapsulation, as necessary, of the applicable records and would include transferring the contents of the records onto security microfilm and CDs. These records are the only copies the Town possesses and without appropriate preservation and conservation, they will deteriorate over time and eventually would be destroyed.

ARTICLE 43. Fund Wachusett Regional Recycling Center (Earthday)

To see if the Town will vote to raise and appropriate, or transfer from available funds, the sum of \$2,460 , or any other sum, to satisfy the Town's financial obligation under the contract with Wachusett Earthday, Inc. for the Fiscal Year 2013, or take any other action relative thereto.

Submitted by: Board of Selectmen

Recommendation: The Board of Selectmen recommends the passage of this article.

Recommendation: The Finance Committee recommends the passage of this article.

Summary: Sterling residents have the opportunity to bring recycling and household hazardous materials to a permanent year round collection center for proper disposal. In 2008, Town Meeting voted to authorize the Board of Selectmen to enter into a contract with Wachusett Earthday, Inc., pursuant to Mass. Gen. Laws Chapter 40, Section 4, and with the towns of Boylston, Holden, Paxton, Princeton, Rutland, West Boylston and any other municipality who joins said contract. The term of the contract is for an initial period of five years, renewable every five years for a maximum term of twenty-five years. Sterling's share is 15% of the annual operating cost of \$16,400, which is \$2,460. The Regional Recycling Center is open for recycling and reuse/swap collection every Wednesday from 2:30 to 4:30 p.m. and the third Saturday of each month from 8 to 11 a.m. Household Hazardous Products Collections are held four times each year. The schedule for 2012 is May 19, June 16, September 15 and November 17. Wachusett Earthday volunteers staff the Recycling Center. Seven Wachusett Towns fund utilities, office expenses, printing and set-up fee for the hazardous products collection. The MA Department of Conservation and Recreation provides snow removal and mowing services and oversight of the operation.

ARTICLE 44. Fund Wachusett Greenways Expenses

To see if the Town will vote to raise and appropriate the sum of \$ 1,300 , or any other sum, to pay for a portable toilet and trail maintenance on the Sterling Rail Trail, said funds to be administered and expended by Wachusett Greenways, or take any action in relation thereto.

Submitted by: Board of Selectmen

Recommendation: The Board of Selectmen recommends the passage of this article.

Recommendation: The Finance Committee recommends the passage of this article.

Summary: Wachusett Greenways is a six Town collaborative. The organization's volunteers preserve and maintain the Rail Trail in Sterling.

ARTICLE 45. Fund Sterling Land Trust Expenses

To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$ 1,300 , or any other sum, to be used for maintenance and preservation of various parcels of land within the Town, for passive recreational purposes, said funds to be administered and expended by the Sterling Land Trust, or take any action in relation thereto.

Submitted By: Board of Selectmen

Recommendation: The Board of Selectmen recommends the passage of this article.

Recommendation: The Finance Committee recommends the passage of this article.

Summary: The Sterling Land Trust serves a public purpose by providing and maintaining open space in Sterling for the use of the general public for passive recreation. This article would help support those activities.

ARTICLE 46. Real Estate Tax Relief for National Guard and Reservists

To see if the Town will vote to accept MGL Chapter 59, § 5, cl. 56, which would allow members of the Massachusetts National Guardsmen or military reservists who are on active duty to obtain a reduction of all or part of their real and personal property taxes for any fiscal year they are serving in a foreign country, such relief to be effective beginning in FY13.

Submitted By: Veterans Service Officer

Recommendation: The Board of Selectmen recommends the passage of this article.

Recommendation: The Board of Assessors recommends the passage of this article.

Recommendation: The Finance Committee will report at Town Meeting.

Summary: This article will allow the Board of Assessors to have the discretion to reduce or eliminate the real estate tax for the fiscal year for the National Guard Personnel or Reservists serving overseas under federal orders.

ARTICLE 47. Apply Stabilization Fund to Reduce the Tax Rate

To see if the Town will vote to transfer \$ 350,000, or any other sum, from Stabilization Fund, to stabilize the tax rate, or take any action relative there to.

Submitted by: Finance Committee

Recommendation: The Finance Committee recommends the passage of this article.

Summary: The purpose of this article is to keep the tax increase minimal. With the passage of the Special Town Meeting article adding \$342,399 to the Stabilization Fund, the balance in Stabilization Fund will remain essentially unchanged.

ARTICLE 48. Annual Town Election

To elect by ballot on Monday, May 21, 2012, at 7:00 AM at the Houghton School on 32 Boutelle Road, the following officers:

- (1) Board of Selectmen for a 3 year term
- (1) Board of Assessors for a 3 year term
- (1) Board of Health for a 3 year term
- (1) Board of Health for a 1 year term
- (2) Board of Library Trustees each for 3 year terms
- (1) Town Moderator for a 3 year term
- (1) Planning Board for a 5 year term
- (1) Department of Public Works Board for a 3 year term
- (1) Sterling Municipal Light Board for a 3 year term
- (1) Sterling Housing Authority for a 5 year term
- (1) Sterling Housing Authority for a 3 year term
- (1) Wachusett Regional School District Committee for a 3 year term

Also, to choose by ballot or otherwise, such other officers as may be necessary.

The polls shall be opened on Monday, May 21, 2012 at seven (7:00) o'clock in the forenoon and shall remain open until eight (8:00) o'clock in the evening.

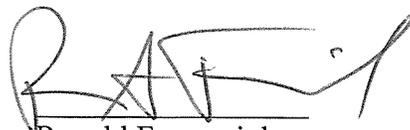
And you are directed to serve this warrant by posting up attested copies thereof, one at the Mary Ellen Butterick Municipal Building and one at the Conant Public Library in Sterling, seven (7) days at least before the time for holding said meeting.

Hereof fail not and make due return of this warrant with your doings thereto to the Town Clerk at the time and place of meeting as aforesaid.

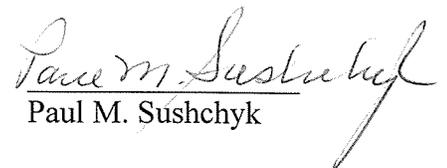
Given under our hands this 19th day of April 2012.

Sterling Board of Selectmen

Russell R. Philpot, Chairman



Ronald Furmaniuk



Paul M. Sushchuk

ATTACHMENT A

FY 2013 Classification Plan

Amended: Submitted for approval at Annual Town Meeting in May 14 2012.

Grade	Position	Department
2	Library Technician I	Library
	Program Assistant	Recreation
3	Van Driver	Council on Aging
	Library Technician II	Library
4	Animal Control Officer	Police
	Town Custodian	Board Of Selectmen
	Library Associate I	Library
	Administrative Secretary	Building Dept.
5	Inspector of Assessors	Board of Assessors
	Asst. Town Clerk	Town Clerk
	Asst. Collector	Town Treasurer/Collector
	Asst. Treasurer	Town Treasurer/Collector
	Administrative Assistant	Board of Appeals; DPW; Water; Planning Board
	Assistant to Assessors	Assessors
	Library Associate II	Library
6A	Dispatcher	Police
	Firefighter/EMS	Fire
	Firefighter/Mechanic	Fire
	Company Officer	Fire
6B	Facilities Maintenance Technician	Board of Selectmen
	Assoc. Health Agent	Health Dept.
7A	Firefighter/Paramedic	Fire
	Company Officer/Fire Inspector	Fire
	Head Dispatcher	Police
7B	Director	Recreation; Council on Aging
	Conservation Agent	Conservation
	Asst. Director/Head of Children Services	Library
8	Town Clerk	Town Clerk
	Human Resources Administrator	Board of Selectmen
	Health Agent	Health Dept.
	Town Treasurer/Collector	Treasurer/Collector
	Town Accountant	Accounting
9B	Library Director	Library
10	Superintendent	DPW
	Town Administrator	Board of Selectmen
11	Police Chief	Police
	Fire Chief	Fire

[Amended May 14, 2012 to reflect the removal of several positions and the regrading of the positions of Library Director and Assistant Library Director/Head of Childrens Services, and to add the "Inspector of Assessors" at Grade 4, and to rename the "Facilities Manager" position to "Facilities Maintenance Technician" and to move it from grade 6B to 6A per decision at ATM in 2011]

FY 2013 COMPENSATION SCHEDULE

Attachment B

Proposed to be effective July 1, 2012

GRADE	STEPS												
	1	2	3	4	5	6	7	8	9	10	11	12	13
1	8.99	9.25	9.53	9.81	10.11	10.41	10.72	11.04	11.38	11.72	12.07	12.43	12.80
2	10.33	10.64	10.95	11.28	11.63	11.97	12.33	12.70	13.08	13.47	13.88	14.29	14.72
3	11.88	12.24	12.61	12.98	13.37	13.77	14.18	14.61	15.05	15.50	15.96	16.44	16.94
4	13.67	14.08	14.49	14.93	15.38	15.84	16.32	16.80	17.31	17.83	18.36	18.91	19.48
5	15.72	16.19	16.68	17.18	17.69	18.22	18.77	19.33	19.91	20.51	21.12	21.76	22.41
6A	18.06	18.60	19.16	19.74	20.33	20.93	21.56	22.20	22.87	23.56	24.26	24.99	25.74
7A	20.78	21.40	22.04	22.71	23.38	24.08	24.80	25.55	26.31	27.10	27.92	28.75	29.62
6B	37,702	38,833	39,998	41,198	42,434	43,707	45,018	46,369	47,760	49,193	50,669	52,189	53,754
7B	43,351	44,651	45,991	47,370	48,792	50,255	51,763	53,316	54,915	56,563	58,260	60,007	61,808
8	49,774	51,268	52,806	54,390	56,022	57,702	59,433	61,216	63,053	64,944	66,893	68,900	70,967
9	55,747	57,420	59,142	60,917	62,744	64,626	66,565	68,562	70,619	72,738	74,920	77,167	79,482
10	62,437	64,310	66,240	68,227	70,274	72,382	74,553	76,790	79,094	81,467	83,911	86,428	89,021
11	69,930	72,028	74,189	76,415	78,707	81,068	83,500	86,005	88,586	91,243	93,980	96,800	99,704

[Amended May 14, 2012 to update header and eliminate footer that provided a step increase to all employees]

Schedule C

	Call Fire Personnel	Step 1	Step 2	Step 3
F-3	Assistant FF & EMT Recruit	12.17		
F-4	Firefighter	14.21	14.83	15.75
F-4	EMT	14.21	14.83	15.75
F-4	EMT – Paramedic	16.27	16.89	17.81
F-5	Firefighter/EMT	15.41	16.04	16.93
F-5	Firefighter/EMT-P	17.47	18.10	18.99
F-6	Company Officer (EMT)	17.33	17.98	18.62
F-7	Deputy Chief (EMT)	19.27	19.92	20.55

Schedule D

Seasonal /Part-time Employees (hourly)

Police Special	8.25 to 9.61
Constable	9.25
Cell Monitor / Matron	15.00 to 25.00
Election Worker	8.25
Registrar of Voters	8.50
Assist. Registrar of Voters	8.25
Recycling Attendant	11.00
Seasonal Laborer	9.25 to 10.25
Seasonal Truck Driver	17.00 to 20.00
Lifeguard	10.00 to 14.00
Seasonal Recreation	8.50 to 14.00
Van Driver/COA – Spare	9.46
Food Inspector	30.00
Temporary Assistant to the Town Accountant	15.00 (For Fiscal Year 2013 ONLY)
Parking Clerk	\$25.00/Hour
Outreach Aide	\$10 to \$15 per hour

Other Part-time positions

Assistant Building Inspector	\$25.00/Inspection
Asst. Plumbing Inspector	\$25.00/Inspection
Wire Inspector	\$35.00/Inspection
Asst. Wire Inspector	\$35.00/Inspection

[Amended May 14, 2012 and hourly employees and employees paid per inspection were moved from Schedule D, and E]

[Amended May 14, 2012 to update range for Cell Monitor/Matron to a range of \$15 to \$25 per hour from \$12.73 per hour]

[Amended May 14, 2012 to include the temporary position of “Assistant to the Town Accountant” for Fiscal Year 2013 ONLY]

[Amended May 14, 2012 to update rate for Recycling Attendant to \$11 per hour from a range of 9.25 to 10.25 per hour]

[Amended May 14, 2012 to include “Outreach Aide” at \$10 to \$15 per hour]

Schedule E Stipend Employees

ADA Coordinator	\$1500.00
Animal Inspector	\$1000.00
Emergency Management Director	\$10,000.00
Gas Inspector	\$5,500.00
Plumbing Inspector	\$10,000.00
Sealer	\$1200.00
Veteran Agent	\$3900.00

[Amended May 14, 2012 and hourly employees and employees paid per inspection were moved to Schedule D]

