TOWN OF STERLING

ANNUAL

TOWN

REPORT

2010

"I chose the delightful view of the youths of our Town, enjoying kayak lessons that take place every year from the shores of the Town beach, offered by the dedicated Recreation Department.

Having a first row seat, so to speak, it gives me great pleasure to see the colorful array of kayaks and the exuberance of the youths who participate in these lessons. It is only one of the many benefits of having beautiful East Lake Waushacum for our enjoyment."

Rosemarie *Santos* MacPherson

Cover designed by **Rosemarie (Santos) MacPherson**, Sterling Artist.
Town Report compiled and formatted by **Melissa Chalmers**, as her Senior Tax Work Off project.

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STATE AND FEDERAL GOVERNMENT OFFICIALS……Inside Back Cover

TOWN INFORMATION ……Back Cover

This Annual Town Report is dedicated to long time Personnel Board member **Nancy M. Perry**, who served the Town of Sterling for over 20 years, and to Firefighter/EMT **Richard W. Maypother**, who was an active member of the Sterling Fire Department for 18 years.

Nancy Perry was an active and valued member of the Sterling Personnel Board. Loret Schur, Chair of the Sterling Personnel Board, writes, "You might say that with her passing the Board has lost its institutional historian and archivist."

Nancy M. Perry

In addition to the Personnel Board, Nancy was an elected member of the Board of Assessors and a dedicated, admired and well loved Town employee.

Loret Schur writes, "Nancy loved the Town of Sterling, its government and local politics. But more importantly, she loved the people of Sterling. Nancy served this Town and its people in many capacities. She was a town employee, a respected town official and political activist. Nancy appreciated that active informed citizens were essential to good town government. She would always make new participants to town politics feel welcome. She was a master at using humorous political anecdotes to explain the intricacies of town government to a political rookie.

Beyond all of the above, Nancy was a great friend to so many and never hesitated to share her huge smile." She is missed.

Rick Maypother began his service to the Town of Sterling as a Firefighter on October 6, 1992. Being the type of guy that would rush out to wash a fire truck with the same fervor he would use to rush a hose into a burning building, he became well respected for the energy and work ethic he brought into the department. Rick was given the opportunity to become the department's life safety educator and he took on the role enthusiastically. For almost 10 years, Rick ran the department's community outreach programs that teach our kids in the schools, our senior citizens, and many other members of our community about the ways to prevent emergencies and how to stay safe and prepared when an emergency occurs.

Richard W. Maypother

Aside from Rick's involvement in the Fire Department, Rick also put a tremendous amount of energy into the youth sports programs in Sterling. The spirit he brought into the classroom teaching kids fire safety during the day Rick would bring into the sports arenas at night where he worked tirelessly with Sterling's young athletes to make sure they got the best opportunities possible. Whether it was providing extra one-on-one coaching time with his players, landscaping the fields that they played on, or building better buildings for storing their equipment, Rick was always leading the effort to do better for the kids.

Rick worked full-time as a Corrections Officer at MCI Concord where he chose to work the graveyard shift in order to have the time to put into these other activities. Rick would literally work all night at the prison, come home to work days at the fire station and leave to go coach games in the evening and then go back to work again. That level of dedication, selflessness and commitment is something that you rarely see in today's world and is why it's important he be remembered for everything he did for the community.

TOWN OFFICIALS

2010

ELECTED OFFICIALS - TOWN OF STERLING

	TERM EXPIRES
BOARD OF ASSESSORS (3 year term)	
Nancy M. Perry (d. 2010)	2013
Michael A. Olson (appointed to fill vacancy)	2011
Robert F. Cutler	2011
Donlin K. Murray	2012
BOARD OF HEALTH (3 year term)	
Stanley Selkow	2013
Katherine Benson Grim	2011
Gary C. Menin	2012
BOARD OF LIBRARY TRUSTEES (3 year term)	
Albert J. Carlin	2013
Kelly J. Corvelo	2013
John L. Dwyer	2011
Robert W. Johnson	2011
Susan Valentine	2012
Jaap F. Vermeulen	2012
BOARD OF SELECTMEN (3 year term)	
Paul M. Sushchyk	2013
Richard A. Sheppard	2011
Russell R. Philpot	2012
CONSTABLES (3 year term)	
David J. Pineo	2013
Michael E. Pineo	2013
DEPARTMENT OF PUBLIC WORKS BOARD (3 year term)	
Donald W. Harding	2013
Lawrence R. Favreau	2011
Gregg W. Aubin	2012
HOUSING AUTHORITY (5 year term)	
Linette K. Warren	2011
Elisabeth A. Earle	2013
Marion F. Tuttle	2012
Robert E. Kneeland	2013
Evelyn M. Thomas (State appointee, 1 year term)	2010
MODERATOR (3 year term)	
Peter T. Monaghan	2012
PLANNING BOARD (5 year term)	
Ronald F. Pichierri	2015
Kenneth I.H. Williams	2011
Robert J. Protano	2012
Charles A. Hajdu	2013
Michael J. Radzicki	2014

	TERM EXPIRES
STERLING MUNICIPAL LIGHT BOARD (3 year term)	
Michael J. Rivers	2013
George M. Pape (appointed to fill vacancy)	2011
Matthew V. Stelmack	2012
WACHUSETT REGIONAL SCHOOL CMTE. (3 year term)	
Shirley K. Conrad	2011
Norman J. Plourde	2011
Joseph G. Sova	2012
Lance F. Harris	2013

APPOINTED OFFICIALS

	TERM EXPIRES
ACCOUNTANT (3 year appt)	
Donna Couture	2011
AGRICULTURAL COMMISSION (3 year appt)	
David Grinkis	2011
Terry Heinold	2013
Jed Lindholm	2013
Robert Nickerson	2011
Michael Pineo	2011
Robert Smiley	2012
Ann Starbard	2012
David Fiske – Alt.	2013
Blue Favreau – Alt.	2011
Diane Melone – Alt.	2012
A.D.A. COORDINATOR (1 year appt)	
Matthew Marro	2011
A.D.A. REVIEW COMMITTEE (1 year appt)	
Clare Fisher	2011
Donald Harding	2011
Danielle Mattei	2011
Ronald Pichierri	2011
Kenneth Stidsen, Jr.	2011
ANIMAL CONTROL ADVISORY BOARD (1 year appt)	
Douglas Davis	2011
Pamela Donaldson	2011
Cindy Miller	2011
Theresa Sadler	2011
Claire Stidsen	2011
ANIMAL CONTROL OFFICER (1 year appt)	
Louis Massa	2011
ANIMAL CONTROL OFFICER – ALT. (1 year appt)	
Heather Bradley	2011
ANIMAL INSPECTOR (Board of Health 1 year appt)	
David Favreau	2011
Louis Massa	2011
AUDITORS (3 year appt)	2013
Borgatti & Harrison	
BUILDING INSPECTOR (3 year appt)	
Mark Brodeur	2011

	TERM EXPIRES
BUILDING INSPECTOR – ALT. (1 year appt)	
Norman Clemence	2011
David Johnson	2011
John Wilson	2011
BURIAL AGENT (Board of Health 1 year appt)	
Dawn Michanowicz	2011
David Favreau	2011
CABLE TV ADVISORY BOARD (1 year appt since 4/1982)	
Robert Bloom	2011
Arthur Coughlin	2011
Joseph Gunther	2011
Catherine Harrigan	2011
Richard Maki	2011
CAPITAL FUND COMMITTEE (3 year appt)	
Robert Brown	2013
Patrick Fox	2011
John Kilcoyne	2011
Michael Murphy	2012
Larry Pape	2012
John Potter	2013
Michael Rivers	2013
CONSERVATION COMMISSION AGENT	
Matthew Marro	
CONSERVATION COMMISSION (3 year appt)	
Joseph Curtin	2012
Scott Michalak	2013
David Mosley	2012
Michael Pineo	2012
Barbara Roberti	2013
Robert Schnare	2011
Susan Valentine	2011
Alton Day Stone – Alt.	2013
COUNCIL ON AGING (3 year appt)	
Anita Benware	2011
Sharon Bloom	2012
Irene Camerano	2013
Constance Cleary	2011
Barbara Foster	2013
Mary Higgins	2013
Debra MacLennan	2012
Ellen Sesia	2012
Peter Watson	2013
Kenneth Day – Associate Member	

	TERM EXPIRES
CULTURAL COUNCIL (3 year appt, not more than 2 terms; since 6/1980)	
Virginia Beaudin-Meade	2011
Peter Cormier	2013
Susan Farr	2011
Sharon Keller Hughes	2013
Erin Martin	2013
Brianna Meade	2014
Lynne Philpot	2013
June Quill	2013
Erica Driscoll Ribeiro	2013
DPW SUPERINTENDENT	
William P. Tuttle	2013
EARTH REMOVAL BOARD (3 year appt)	
Scott Michalak	2012
Ronald Pichierri	2013
Barbara Roberti	2013
Richard Sheppard	2013
Paul Sushchyk	2013
Kenneth I.H. Williams	2011
ELECTION OFFICERS (1 year appt, annually in August)	
Virginia Barriere	2011
Robert Bloom	2011
Lisa Call	2011
Irene Camerano	2011
Melissa Chalmers	2011
Barbara Chellel	2011
Patricia Christenson	2011
Florence Coughlin	2011
Katherine Cranson	2011
JoAnn Cummings	2011
Eileen DeSautels	2011
Emily Federici	2011
Madeline Grinkis	2011
Utahna Hallet	2011
Carmen Huntoon	2011
Lois Kane	2011
Nancy Kristoff	2011
Marjorie Long	2011
Richard Maki	2011
Sandra McAllister	2011
Jane Meunier	2011
Eris Nash	2011
Roland Nelson	2011
Mary Nugent	2011
Pat Nugent	2011
Linda Racca	2011
Muriel Senter	2011

	TERM EXPIRES
ELECTRICAL INSPECTOR (1 year appt)	
J. Bruce Dunn	2011
ELECTRICAL INSPECTOR – ALT. (1 year appt)	
Robert Warren	2011
EMERGENCY MANAGEMENT DIRECTOR (1 year appt)	
David C. Hurlbut, Jr.	2011
EXTENSION SERVICE (1 year appt)	
Clare Fisher	2011
FAIR COMMITTEE (3 year appt)	
David Agurkis	2013
Margaret Agurkis	2013
Jack Bouvier	2013
Maureen Bouvier	2013
Merylee Calahan	2013
Philip Campbell	2013
Norman F. Clemence	2013
Judy Corbett	2013
Douglas Downey	2013
Carl Gronblom	2013
Jay Hartnett	2013
Lisa Hebert	2013
Terry Heinold	2013
Donald Jewett	2013
Muriel Johnson	2013
Robert Kneeland	2013
Micheyla Krafve	2013
Jeremy Kurtz	2013
Veronica Litterio	2013
Tammy Mathews	2013
Josh Pineo	2013
Michael Pineo	2013
Mark Pruneau	2013
Barbara Roberti	2013
Gloria Rugg	2013
Raymond Rugg, Jr.	2013
Keith Shaughnessy	2013
Joan Strang	2013
Carl Strate	2013
Wanda Walsh	2013
FENCE VIEWER (1 year appt)	
R. Gary Griffin	2011

	TERM EXPIRES
FINANCE COMMITTEE	
(3 year appt jointly by Board of Selectmen, Moderator, Finance Cmte.)	
Robert Brown	2013
Lisa Call	2011
Matthew Emsley	2011
Frank C. Heinemann	2012
John Kilcoyne	2013
Michael Murphy	2013
Larry Pape	2012
FIRE CHIEF	
David C. Hurlbut, Jr.	
GAS INSPECTOR (1 year appt)	
Robert Janda	2011
HEALTH AGENT (1 year appt by Board of Health)	
David Favreau	
ASSISTANT HEALTH AGENT (1 year appt)	
Kathleen Nickerson	2011
HISTORICAL COMMISSION (3 year appt)	
James French	2011
Vernon Gaw	2011
INDUSTRIAL DEVELOPMENT COMMISSION (5 year appt)	
Robert Davis	2011
Walter Sanders	2013
Carl Strate	2015
INDUSTRIAL DEVELOPMENT FINANCING COMMITTEE	
(5 year appt)	
Catherine Beyer	2011
LIBRARY DIRECTOR	
Patricia Campbell	
LOCAL AUCTION PERMIT AGENT (1 year appt)	
Donna Salluce	2011
LOCAL EMERGENCY PLANNING (1 year appt)	
David C. Hurlbut, Jr.	2011
Peter MacDonald	2011
M.A.R.T. ADVISORY BOARD (1 year appt)	
Christopher Roy	2011

	TERM EXPIRES
MEASURER OF WOOD AND BARK (1 year appt)	
Brian Favreau	2011
MEMORIAL AREA (1 year appt)	
William P. Tuttle	2011
MONTACHUSETT REGIONAL TECHNICAL SCHOOL	
(4 year appt jointly by Selectmen and Moderator)	
Kenneth I.H. Williams	2014
MUNICIPAL COORDINATOR (1 year appt)	
David C. Hurlbut, Jr.	2011
OPEN SPACE COMMITTEE (Ad Hoc since 8/2001)	
Bill Ayadi	2011
Joyce Hinckley	2011
Marion E. Larson	2011
Maryann MacLeod	2011
Peder Pedersen	2011
Robert Protano	2011
Sue Valentine	2011
PARKING CLERK / HEARING OFFICER (1 year appt)	
Michael Pineo	2011
PERSONNEL BOARD (3 year appt)	
Bruce Baker	2012
Diane Burrows	2011
Loret Schur	2011
Deborah Strate	2013
Kathleen Van Hoof	2013
PLUMBING INSPECTOR (1 year appt; BOH appt)	
Robert Janda	2011
POLICE CHIEF (3 year appt)	
Gary Chamberland	2013
POLICE SERGEANTS	
Paul Constantino	
Robert Happy	
Sean Gaudette	
PATROLMEN	
Brian Bourque	
Lane DePatsy	
Ryan Ferguson	
Steven Fugere	
David Johnson	
Scott Johnson	
Michael Norberg	
Timothy Plouffe	
Craig Pomeroy	

	TERM EXPIRES
SPECIAL POLICE OFFICER (1 year appt)	
David Pineo, Sr.	2011
Michael Pineo	2011
POLICE MATRON / CELL MONITOR (1 year appt)	
Brooke Chandler	2011
Michelle Jones	2011
Danielle Mallette	2011
Linda Stevens	2011
PROCUREMENT OFFICER (1 year appt)	
Terri Ackerman	2011
PUBLIC WEIGHERS (1 year appt)	
Charles Darlington	2011
Heidi Lindgren	2011
Jeff Henningson	2011
Edward Perkins, Jr.	2011
PUBLIC WORKS SUPERINTENDENT	
(1 year appt by Dept. of Public Works Board)	
William Tuttle	2011
RECREATION COMMITTEE (5 year appt)	
JoAnn Cummings	2015
Robert Finizio	2012
Mark Hryniewich	2014
Jessica Moroney	2012
Heather Ruziak	2012
RECYCLING COMMITTEE (1 year appt)	
Kenneth I.H. Williams	2011
REGISTRAR OF VOTERS (3 year appt. in March)	
Dawn Michanowicz	ProTem
Christine K. Arsenault	2013
Richard O. Barriere	2012
Sheila M. Hudson	2011
RIGHT TO KNOW COORDINATOR (1 year appt)	
David C. Hurlbut, Jr.	2011
SAFETY COMMITTEE (1 year appt)	
Gary Chamberland	2011
David C. Hurlbut, Jr.	2011
SCHOOL SUPERINTENDENT for Wachusett Regional School Dist.	
Thomas Pandiscio	
SEALER OF WEIGHTS AND MEASURES (1 year appt)	
Edward Seidler	2011

	TERM EXPIRES
TOWN ADMINISTRATOR (3 year appt)	
Terri Ackerman	2013
TOWN CLERK (3 year appt)	
Dawn Michanowicz	2012
TOWN COMMON REVITALIZATION COMMITTEE (1 year appt)	
Vernon Gaw	2011
Julia Gauld	2011
Susan Harrigan	2011
Rosanne Mapp	2011
Maryanne MacLeod	2011
Ellen Sesia	2011
Carol Stewart-Gringis	2011
TOWN COUNSEL (1 year appt)	
Collins & Weinberg	2011
TOWN GOVERNMENT STUDY COMMITTEE (by appointment at Annual Town Meeting)	
Doris Bennett	2011
Jeffrey L. Donaldson	2011
Robert Dumont	2011
Kathleen Mello	2011
Donlin K. Murray	2011
John Potter	2011
Michael J. Radzicki	2011
TREASURER / COLLECTOR (3 year appt)	
Donna Erickson	2011
TREE WARDEN (1 year appt by Dept. of Pulic Works)	
William Tuttle	2011
VETERANS' AGENT (1 year appt)	
Roland Nelson	2011
VETERANS' GRAVE OFFICER (1 year appt)	
Robert Temple	2011
WACHUSETT FUND COMMITTEE (1 year appt)	
Gary Chamberland	2011
David C. Hurlbut, Jr.	2011
Peter MacDonald	2011

	TERM EXPIRES
ZONING BOARD OF APPEALS (5 year appt)	
Jeffrey Donaldson	2013
David Lozier	2013
Richard Hautaniemi	2011
William Bird	2013
Joseph Curtin	2012
Matthew Campobasso – Alt.	2011
Jerry Siver – Alt.	2011
40B REVIEW COMMITTEE	
Clare Fisher	2011
Donald Harding	2011
Michael Pineo	2011
Stan Selkow	2011
Kenneth I.H. Williams	2011
Barbara Roberti – Alt.	2011
Paul Sushchyk – Alt.	2011
140 CORRIDOR AD HOC COMMITTEE (1 year appt)	
Robert Protano	2011
John Powers	2011
Richard Sheppard	2011
Robert Temple	2011
1835 TOWN HALL COMMITTEE (1 year appt, since 1/2001)	
Joann Drown	2011
Vernon Gaw	2011
Ronald Pichierri	2011
Cynthia Secord	2011
Kenneth W. Stidsen	2011
Beth Stuerman	2011

THE BOARD OF SELECTMEN
2010 ANNUAL REPORT

Greetings to the Inhabitants of Sterling:

This Board began its year with some excitement. The annual election in May saw a close race with Paul Sushchyk prevailing by a margin of five (5) votes, even after a spirited recount. This was seen as the closest race for any contest on the ballot in recent memory as we welcomed Paul back to the Board. And while we are on the subject of elections the special state election in January of 2010 saw an incredible 68.1% voter turnout in Sterling. Our Town Clerk, Dawn Michanowicz was successful, later in the year, in securing an additional $9,510 from the state above the normal reimbursement for state elections and primaries. She also secured scholarship funding for her continued education at the Town Clerk's Conference in July.

During early January the Board felt that it would be irresponsible not to at least look into what was happening with the Sterling National Country Club property, which was up for auction. It was a large piece of property with a working golf course and banquet facility. We, along with other boards pursued this to the point of a town meeting article requesting authority to bid at the auction. Our attempt was not successful, but did lead to a better understanding of municipally run enterprises for supplementing tax revenues.

In an effort to prioritize our goals for the year the Board chose three (3) goals to concentrate on: erect a vault at the Mary Ellen Butterick Building for the purpose of storing important town records, assess and document facility requirements to support expanding programs and the needs of Sterling's Senior Citizens, and move forward on procuring an elevator for the second floor of the 1835 Town Hall. As this goes to press we are working on a second round of bids for the vault, the document for the Senior Center/Community Center is slowly moving forward and the elevator is still awaiting funding alternatives.

The warm weather of this past summer brought some unusual activity (swimming) along the Leominster/Sterling line on land owned by the Town of Clinton, at the Heywood Reservoir. Our police department spent countless hours in the area and the DPW erected "no parking" signs along the upper portion of Heywood Road in an effort to curtail the activity. Similar issues arose at Sholan Park with the passage of the new town by-law restricting access and parking. Code violations on the second floor of the police station were resolved by Mark Brodeur our Building Inspector in consort with the state Building Inspector's Office. We can now move forward to fix the roof ventilation and other upstairs issues in this building.

Open space is always of concern and as such the DPW superintendent, Town Administrator, the writer and a member of the ConCom walked the Gaylord property at the end of Hardscrabble Road to assess its suitability for conservation needs. It could provide linkage to landlocked parcels now owned by the Town. An article will most likely be presented on town meeting floor in May to ask voters to approve this purchase. Speaking of land, much has been made this year as to ownership of the Town Common. Three independent research reports have suggested that the First Church is the rightful owner of the Common, however, there is still a question about maintenance vs. improvements and whether the Town should be paying for these costs on land that it does not own. The FinCom is sponsoring an article at Town Meeting that will address the issue and ask for support to pursue litigation.

As September rolls around a lot of attention is focused on the Annual Town Fair and this year was no exception. We enjoyed good weather, which helps—and we had the usual huge crowds all weekend long

with the fireworks being a big attraction. The Fair Committee headed by Terry Heinold and the lease arrangements provided by Henry Ciborowski and Jim Simpson help to make this event an annual success. It seems like the whole town comes together from the Police Department, the Fire Department and EMS to the DPW and the Sterling Municipal Light Department to put on this great event. Thanks to one and all for your dedication and hard work. We were recently made aware of several awards made to the Fair Committee from the Massachusetts Agricultural Fairs Association for their publications and advertising brochures.

The organization, Wachusett Earthday Inc., which the town supports, formally dedicated its facility in West Boylston on Raymond Huntington Highway in October. The writer attended this ceremony with members of boards from the other six sponsoring towns, as well as area legislators. It is an impressive facility and will provide important recycling services to this community well into the future.

In October the State Department of Mass/Highway announced that it would be closing the Route 62 Bridge on Princeton Road at the intersection of Route 140 in early November. It is to be completely rebuilt and will be closed until July of 2011. Detour routes were posted with signs in conjunction with our Police Chief and DPW Superintendent oversight. It will be an inconvenience, but like the replacement of the Muddy Pond Road Bridge, a few years ago; it will be a safer structure when complete.

The subject of Regional Dispatch is being revisited and we were asked to consider two alternatives. One would have been joining a consortium of 13 communities based in a facility near the Worcester Airport. The other alternative is much smaller, with only 3 communities currently involved and would be based in Rutland. After some consideration we decided not to avail ourselves of the Worcester model, but have left our options open to review the Rutland plan at some time in the future.

Other miscellaneous efforts that the board has played some role in include the continuation of the farmers market which has been expanding over the past few years thanks to the efforts of Michael Pineo and the Agricultural Commission. During the summer months the Municipal Building hosts this weekly event on Friday afternoons and it has been met with wide acceptance. Also, the board has renewed its attendance at Regional Select Board meetings with other district towns.

Sadly, we noted the passing of a number of individuals who had served the town or were serving in various capacities. Tom Shaughnessy had served on the Personnel Board and Recreation Committee. Nancy Perry was a retired employee and sitting Assessor, as well as, having served on the Personnel Board and the Sterling Municipal Light Board. Rick Maypother was a volunteer firefighter and training instructor at the elementary and middle school along with being a coach and mentor for several of the youth sports leagues. Ruth Hoffmann was a founding member of the Conservation Committee, as well as, the Sterling Historical Society. Their contributions were many and they will be missed.

In conclusion, your Board of Selectman, would like to thank all town employees, including department heads for the extraordinary effort they have put forward this past year. There are many people in Sterling, whether employees, committee members or elected officials who work hard to provide us all with the services we enjoy, but they also provide us with a true sense of community. Their efforts are certainly applauded by this board.

Respectfully Submitted

Richard A. Sheppard, Chairman
Board of Selectmen

OFFICE OF THE TOWN ADMINISTRATOR
2010 ANNUAL REPORT

2010 was a year in which we laid the groundwork for important developments over the next few years.

Despite difficult economic times, the Finance Committee continued to recommend, and Town Meeting approved, the maintenance of healthy reserves, the avoidance of layoffs, and no tax increases for 2 years. This is a rarity in the Commonwealth and in the nation as a whole; certainly it is an outstanding accomplishment we should all take pride in:

- Healthy reserves
- No layoffs , and no corresponding cuts to service
- Flat taxes for 2 years

During 2010, many people collaborated to develop a draft Space Needs Analysis for the 5 identified user groups: Senior Citizens, Recreation, Cable Studio, Town Offices, and Community/Meeting space. These analyses are the first step toward developing a Comprehensive Plan, which will specify actions the Town should take to accommodate space needs for all user groups. In conjunction with the comprehensive plan development, we pursued these activities:

- Continued research and discussions on renovations, ADA accessibility, and future usage of the 1835 Town Hall.
- Continued extensive research and discussions on a potential Community Center/Senior Center. The Council on Aging and Director Karen Phillips collected data from other towns, estimated potential usage, and investigated approximately 20 potential sites.
- Pursued research and comprehensive planning for a Vault. This important project was led by Town Clerk Dawn Michanowicz.

Other Important projects during 2010 included:

- Complete update and revision of the Personnel Bylaws by Human Resource Administrator James Kelley and the Personnel Board; approved at Annual Town Meeting.
- Increased Commonwealth Capital Application score from 59 to 75 points for FY10, increasing the potential level of grant funding from the Commonwealth.

Respectfully Submitted,

Terri Ackerman
Town Administrator

OFFICE OF THE TOWN CLERK
2010 ANNUAL REPORT

ELECTIONS: 5 elections + Annual Town Meeting

After the passing of Senator Edward Kennedy in 2009, the Commonwealth of Massachusetts mandated a Special State Primary on Dec. 8, 2009 and then a Special State Election on January 19, 2010. At the January election, Senator Scott Brown was elected by a 68% voter turnout in Sterling. Due to the efforts of the Town Clerk, the Town of Sterling saw a $9,510 in reimbursement of State election money toward these Special Elections. This was 80% more than the usual $890 the Town has received in reimbursements for State Elections. Efforts are being made to increase this number for next fiscal year.

In March, Town Clerk's Office began preparation for the Annual Town Meeting and Annual Town Election. The local election resulted in a tight race between the incumbent, Paul Sushchyk, and Michael Padula, who trailed by only 5 votes. A Recount was held June 8th in the 1835 Town Hall with the same election results. We are grateful for the time and expertise of seasoned fellow Town Clerks, Fred Fritzen, Town Clerk of Rockport (for 37 yrs) and Paul Berry, Southborough Town Clerk (for 42 yrs) who oversaw the Recount process.

During the summer months, Sheila Hudson, Registrar, volunteered her Senior work hours to cull through thousands of voter registration cards. By August we were again bustling with election activity for the State Primary and professional training by Harry Petrucci, Officer of the Elections Division. The November State Election voter turnout was another high turnout for Sterling: 67%. Thanks to the diligence and attentiveness of our Wardens and pollworkers, the elections went very smoothly.

CENSUS: 8,122 approximately

The annual census forms were mailed at the same time the Federal 2010 Census forms went out this year. This appears to duplicate our efforts but it happens every decade. The Federal government is required to mail their Census forms; they use their numbers to re-configure the precincts for balancing the population.

WEBSITE: 24/7 meeting/agenda compliance

Throughout the year, this office is responsible for maintaining meeting postings and agendas for the 71 Boards and Committees of the Town. In July the Open Meeting Law changed. With the amendment of October 1, 2010, all meetings and agendas were officially allowed to be posted on town websites in compliance with that 24/7 requirement. We wish to acknowledge the support of Karen Pare`, the Town IT person, who has uploaded all these Boards and Committees into the Town Website and maintained the meetings and all the changes for the entire year.

DOGS: 1,415 individual tags were issued

Starting the new year with a new Town Clerk in Sterling, a new Assistant Town Clerk, Evelyn McNamara, and 2 elections, the dog licensing was postponed 3 weeks until after the January election. Due to the complexity of the IMAS dog application and the online payments, renewing a dog license was time-consuming and ill-suited to modification. In August, the Town Clerk decided to procure a new Dog Licensing system: simpler to use and easier to navigate. With a press of a button, reports could be emailed directly to the ACO.

In summary, we could not have transitioned smoothly without the additional time by Sheila Hudson, Melissa Chalmers and Cynthia Secord. Each gave more than 125 hours or more to serve their Town in various capacities in this office: from Census work, to preparing the Annual Town Report, to researching Mass General Laws. The support, advice and patience shown by untold numbers of townspeople throughout this hectic transitional year is heartfelt and greatly appreciated.

2010 STATISTICS

Population approximately	*8,122
Head of Household	*3,187
VOTERS REGISTERED with POLITICAL PARTY	
Democrats	1,065
Republicans	988
Unenrolled	3,538
Green Rainbow	7
Libertarian	27
VOTERS REGISTERED with POLITICAL DESIGNATIONS	
American Independent	2
We the People	1
Veteran Party America	1
Socialist	1
Inter 3rd party	1
TOTAL VOTERS	5,631 as of December 31, 2010

VITALS

Births:	58
Deaths:	92
Intentions to Marry:	28
Marriages (which occurred in 2010):	27

Respectfully Submitted,

Dawn E. Michanowicz
Town Clerk

TOWN MEETING MINUTES

&

ELECTION RESULTS

2010

Town of Sterling
SPECIAL TOWN MEETING
May 17, 2010

At the Special Town Meeting duly called and held in the Chocksett School on Boutelle Road in said Town of Sterling, on Monday May 17, 2009 at 6:30pm the following 10 articles were voted on in a legal manner.

The Town Moderator, Peter Monaghan, called the Special Town Meeting to order at 6:35pm. There was a quorum present; 384 voters attended the meeting.

The following Tellers were appointed by Moderator:
Ronald F. Pichierri, 3 Primrose Way
Elizabeth R. Pape, 20 Elliott Road
Joseph G. Sova, 7 Cynthia Lane
Robert J. Protano, 372 Redemption Rock Trail
Robert E. Kneeland, 218A Worcester Road

All non-voters or non-residents of the Town were asked to stand to be recognized by the Moderator.

Moderator Peter Monaghan noted the receipt of the return of the posting of the Warrant for the Special and the Annual Town Meeting by Constable, David Pineo.
Motion Made: to waive the reading of the Warrants.
MOTION PASSED UNANIMOUSLY

ARTICLE 1. Transfer Free Cash to Water Enterprise Fund
To see if the Town will vote to transfer a sum from Available Funds to the Water Enterprise Fund; or take any action relative thereto.
Submitted by: Finance Committee
Recommendation: The Finance Committee recommends passage of this article.
Recommendation: The Board of Selectmen recommends passage of this article.
Summary: In a class-action suit for MTBE, the Town received settlements during FY09 for contamination of Well # 5, totaling $140,047.06. So far in FY10 we have received $11,029.54 , as of the date of the publication of this warrant. We may receive additional settlements in the future. Town Officials are in agreement that these funds should be returned to the ratepayers via the Water Enterprise Fund.
Motion made: to transfer $11,029.54 from the Water Settlement Fund to the Water Enterprise Fund.
MOTION PASSED UNANIMOUSLY

ARTICLE 2. Transfer Free Cash to Capital Fund
To see if the Town will vote to transfer the sum of $ 100,000 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.

Motion made: to transfer the sum of $100,000 from Free Cash to the Capital Investment Fund, as allowed by the bylaws of Sterling.
MOTION PASSED UNANIMOUSLY

ARTICLE 3. Transfer Free Cash to Stabilization Fund
To see if the Town will vote to transfer the sum of $489,572 from Free Cash to the Stabilization Fund and further to transfer the sum of $39,000 from Article 50 ATM May 11 2009 to the Stabilization Fund, and further to transfer the sum of $4,690 from Article 6 ATM May 11 2009 to the Stabilization Fund, and further to transfer the sum of $67,240 from Article 5 ATM May 11 2009 to the Stabilization Fund, for a total of $600,502 transferred into 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 the available balance, which is not needed this year, from various 2009 town meeting articles into the Stabilization Fund.
REQUIRES 2/3 VOTE
Motion made: to transfer the sum of $ 489,572 from Free Cash to the Stabilization Fund and further to transfer the sum of $39,000 from Article 50 ATM May 11 2009 to the Stabilization Fund, and further to transfer the sum of $4,690 from Article 6 ATM May 11 2009 to the Stabilization Fund, and further to transfer the sum of $67,240 from Article 5 ATM May 11 2009 to the Stabilization Fund, for a total of $600,502 transferred into the Stabilization Fund, in accordance with the provisions of Chapter 40, Section 5B, General Laws, as amended.
MOTION CARRIES BY 2/3 VOTE AS DECLARED BY THE MODERATOR

ARTICLE 4. 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 the 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 recommends passage of this article.
Summary: This article transfers money from the Stabilization Fund into the DPW Snow and Ice Account to cover the deficit in the account caused by the snow and ice storms of this past winter and spring.
REQUIRES 2/3 VOTE
Motion made: to transfer $18,045.29 from Snow & Ice Wages, and to further transfer $8,832.36 from Stabilization [*for a total of $26,877.65*] to the to the Snow & Ice Expense Account to fund the current year's snow and Ice Deficit.
MOTION CARRIES BY 2/3 VOTE AS DECLARED BY THE MODERATOR

ARTICLE 5. 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 was published, there were no outstanding bills. If none are received before Town Meeting, this article will be withdrawn.
ARTICLE 5 WAS TABLED

ARTICLE 6. Transfers within FY10 Operating Budget

To see if the Town will vote to transfer funds within the FY10 Operating Budget, from one account to another, 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 known:

Facilities - transfer from expenses to salary

Town Clerk – transfer salary to wages

ARTICLE 6 WAS TABLED

ARTICLE 7. Water Enterprise Reserve Fund

To see if the Town will vote to transfer $20,934 from the Water Enterprise Retained Earnings to the Stabilization Fund, in order to repay the Town for reserve fund transfers during FY09; and further to transfer $35,000 from the Water Enterprise Retained Earnings into a Water Enterprise Reserve Fund for fiscal year 2010, said sum to be expended by the DPW Board, or take any action in relation thereto.

Submitted by: DPW Board

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

Summary: This article funds a $35,000 Reserve Fund for the current year FY10 for the Water Enterprise, which will be used to cover unexpected shortfalls in the Water Department. Use of this reserve fund will be only upon recommendation of the DPW Board and approval by the Finance Committee. This article also repays the Town $20,934 for use of the Town's Reserve Fund during FY09. Revenue for this article is raised solely from charges and fees, none is from taxation.

REQUIRES 2/3 VOTE

Motion made: to transfer $20,934 from the Water Enterprise Retained Earnings to the Stabilization Fund, in order to repay the Town for reserve fund transfers during FY09; and further to transfer $35,000 from the Water Enterprise Retained Earnings into a Water Enterprise Reserve Fund for fiscal year 2010, said sum to be expended by the DPW Board.

MOTION CARRIES BY 2/3 VOTE AS DECLARED BY THE MODERATOR

ARTICLE 8. Purchase Country Club

To see if the Town will vote to raise and appropriate, borrow, acquire under MGL Chapter 79, or transfer from available funds, a sum of money for the purchase of the property know as the Sterling National Country Club, located on Albright Road, and further shown on the Sterling Assessors Maps as Parcel 31 of Map 67, together with such abutting portion of the Sterling National Country Club as is located in the Town of Lancaster, also including reasonable acquisition costs and expenses, and further to authorize the Board of Selectmen to negotiate and execute offers to purchase, purchase and sale agreements, and such other instruments and documents as may be necessary to effectuate the purpose of this article, on such terms and conditions as the Board of Selectmen deem reasonable, appropriate, and in the best interests of the Town, and further to authorize the Board of Selectmen to apply for and accept such grants and gifts as may be available to fund such purchase and acquisition costs and expenses, provided however that any borrowing under this article be contingent on a proposition 2 ½ debt exemption, or take any action relative thereto.

Submitted by: Board of Selectmen

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

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

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

Summary: Successful passage of this article will allow the Town of Sterling to acquire the land, buildings and business operations collectively known as the Sterling National Golf Course. The

foreclosure of the property provides an unparalleled opportunity for the Town to acquire and reestablish a major recreational and open space amenity for the community at a significantly discounted price. It is the goal of the Board of Selectmen and Finance Committee to operate the facility as a public golf course and to promote the use of this facility as a year round recreational opportunity for both golfing and non golfing Sterling residents and guests.

The Board has retained a business consultant who has worked with members of various Town Boards and golfing professionals to develop a business plan for the operation of the course under Town ownership. That plan is being reviewed meticulously and town officials will recommend this purchase if they conclude that the course can be operated successfully as an enterprise type account without direct subsidy from tax payer funds. Operation of the golf course would be overseen by an appointed golf commission who will call upon appropriate professional golf management expertise as necessary to assure the success of the course. Municipal Golf courses are being operated successfully in 30 municipalities and serve as a recreation, open space and community building opportunity for those communities. The Town is more than capable of operating this course in a similar fashion and in so doing provide an enhancement to the quality of life of Sterling residents.

Motion Made: to move the question at 7:45pm passed unanimously.

Motion Made: to go to secret ballot failed as determined by the Moderator.

REQUIRES 2/3 VOTE

Motion Made: to vote to borrow $4,300,000 and transfer $1,000,000 from the Capital Fund, for a total appropriation upto$5,300,000, for the acquisition of the property known as the Sterling National Country Club, located on Albright Road, and further shown on the Sterling Assessors Maps as Parcel 31 of Map 67, together with such abutting portion of the Sterling National Country Club as is located in the Town of Lancaster, including reasonable acquisition costs and expenses, and necessary repairs,

maintenance, improvements, furnishings and equipment, and further to authorize the Board of Selectmen to acquire the said property under Chapter 79 of the Massachusetts General Laws, and to negotiate and execute offers to purchase, purchase and sale agreements, and/or any other instruments and documents as may be necessary to effectuate the purpose of this article, provided however that the actual purchase price or award of damages under Chapter 79 for any such acquisition be approved in advance by each of the Board of Selectmen, the Finance Committee and the Capital Committee, on such terms and conditions as the Board of Selectmen, the Finance Committee, and the Capital Committee deem reasonable, appropriate, and in the best interests of the Town, and further to authorize the Board of Selectmen to apply for and accept such grants and gifts as may be available to fund such purchase and acquisition costs and expenses.

MOTION DEFEATED BY 2/3 VOTE AS DETERMINED BY THE MODERATOR.

ARTICLE 9. GASB45-Accept MGL CH32B, §20 to Establish OPEB Liability Trust Fund

To see if the Town will vote to accept and adopt the provisions of Chapter 32B, section 20 of the Massachusetts General Laws, or take any action thereto.

Submitted by: Treasurer/Collector

Recommendation: The Finance Committee recommends passage of this article.

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

Summary: Adoption of the provisions of Chapter 32B, section 20 will permit the Town to establish an "Other Postemployment Benefits Trust Fund" (OPEB) in compliance with the mandated standards of the Government Accounting Standards Board (GASB) for the reporting, accounting and funding of Other Postemployment Benefits.

Motion made: to accept and adopt the provisions of Chapter 32B, section 20 of the Massachusetts General Laws

MOTION PASSED UNANIMOUSLY

ARTICLE 10. GASB 45-Fund actuarial study to determine Town's potential liability for OPEB

To see if the Town will vote to transfer from Article 49 of the May 2009 Annual Town Meeting the sum of $20,000 to retain an actuarial firm or actuarial firms to conduct an actuarial valuation of Other Postemployment Benefits (OPEB) provided by the Towns to existing and future retirees, said sum to be expended by the Board of Selectmen, or take any other action relative thereto.

Submitted by: Treasurer/Collector

Recommendation: The Finance Committee recommends passage of this article.

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

Summary: Standards of the Government Accounting Standards Board (GASB 45) for the reporting and accounting of Benefits mandate that Towns must identify the true costs of Other Postemployment Benefits (OPEB) earned by employees over their estimated years of actual service. This article would allow the Town to fund an actuarial valuation of these post retirement health benefits to determine the funding necessary to be in compliance with the provisions of GASB 45. Article 49 of the May 2009 Annual Town Meeting appropriated $20,677 for tuition for Norfolk County Agricultural School, that tuition fee is not needed in FY10.

Motion made: to transfer from Article 49 of the May 2009 Annual Town Meeting the sum of $20,000 to retain an actuarial firm or actuarial firms to conduct an actuarial valuation of Other Postemployment Benefits (OPEB) provided by the Towns to existing and future retirees, said sum to be expended by the Board of Selectmen.

MOTION CARRIED AS DETERMINED BY THE MODERATOR

Motion made: for a recount of Article 8 defeated.

MOTION MADE: to dissolve Special Town Meeting at 8:00pm.

MOTION PASSED UNANIMOUSLY

Town of Sterling
ANNUAL TOWN MEETING
May 17, 2010

At the Annual Town Meeting duly called and held in the Chocksett School on Boutelle Road in said Town of Sterling, on Monday May 17, 2009 at 7:00PM, (after the Special Town Meeting), the following 48 articles were voted on in a legal manner.

The Town Moderator, Peter Monaghan, called the Annual Town Meeting to order at 8:21pm. There was a quorum present; 384 voters attended the meeting.

The following Tellers were appointed by Moderator:
Ronald F. Pichierri, 3 Primrose Way
Elizabeth R. Pape, 20 Elliott Road
Joseph G. Sova, 7 Cynthia Lane
Robert J. Protano, 372 Redemption Rock Trail
Robert E. Kneeland, 218A Worcester Road

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, and as voted in Article #3 of this warrant, 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 as presented in the general budget.
MOTION MADE: to 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, and as voted in Article #2 of this warrant.
MOTION PASSED UNANIMOUSLY

ARTICLE 2. FY11 Town Operating Budget
To see if the Town will vote to raise and appropriate the sum of $ 8,250,188 or any other sum, and to further appropriate, from the EMS Receipts Account, the sum of $200,000 or any other sum, and to further appropriate, from the Stabilization Fund, the sum of $429,920 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 $100,000 or any other sum for a total appropriation of $8,985,108 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, 2010 and ending June 30, 2011, 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 Town Department budgets can be viewed on the preceding spreadsheets.

<see Warrant for budget details>

Total General Government	**954,349**
Total Public Safety	**2,387,322**
Total Health/Human Services	**181,433**
Total Culture & Recreation	**389,406**
Total Public Works	**1,577,777**
Total Insurance & Employee Benefits	**1,592,293**
Total Debt Service	**1,902,528**
TOTAL	**8,985,108**
TOTAL OPERATING BUDGET	**9,825,532**

REQUIRES 2/3 VOTE

MOTION MADE: that the Town vote to raise and appropriate the sum of **$8,297,108** or any other sum, and to further appropriate, from the EMS Receipts Account, the sum of $200,000 or any other sum, and to further appropriate, from the Stabilization Fund, the sum of **$383,000** 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 $100,000 or any other sum for a total appropriation of $8,985,108 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, 2010 and ending June 30, 2011.

MOTION PASSED BY 2/3 VOTE AS DETERMINED BY THE MODERATOR.

ARTICLE 3. Reserve Fund for FY11

To see if the Town will vote to raise and appropriate the sum of $100,000 into the Reserve Fund for fiscal year 2011 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.

MOTION MADE: to raise and appropriate the sum of $100,000 into the Reserve Fund for fiscal year 2011 in accordance with the provisions of General Law Chapter 40, Section 6, as amended.

MOTION PASSED UNANIMOUSLY

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

To see if the Town will vote to raise and appropriate $8,579,105 , 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 ($7,734,986), as directed by the State, plus the costs for transportation ($ 403,743), debt and interest for the high school ($422,032), and debt and interest for oil remediation ($ 18,344).

MOTION MADE: to raise and appropriate $ 8,579,105, 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.
MOTION PASSED UNANIMOUSLY

ARTICLE 5. WRSD Above Net Minimum Contribution
To see if the Town will vote to raise and appropriate $797,004 , 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 $ 72,749,919 for the fiscal year 2011, or take any action in relation thereto.
Submitted by: Wachusett Regional School Committee/Finance Committee
Recommendation: The Finance Committee will report at Town Meeting on this article.
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 2011. We feel strongly that the **WRSD TOTAL GENERAL FUND** budget number should be included in this article.
MOTION MADE: to raise and appropriate **$744,306,** 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 **$73,605,419** for the fiscal year 2011.
MOTION PASSED UNANIMOUSLY

ARTICLE 6. Monty Tech Regional School Assessment
To see if the Town will vote to raise and appropriate $ 526,786, 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 $ 13,239, 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 $540,025, or take any action in relation thereto.
Submitted by: Montachusett Regional Vocational School Committee
Recommendation: The Finance 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.
MOTION MADE: that the Town vote to raise and appropriate **$527,006,** 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 $13,239, 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 **$540,245**.
MOTION PASSED UNANIMOUSLY

ARTICLE 7. Water Dept. Operation Enterprise Fund
To see if the Town will vote to raise and appropriate the sum of $800,424, 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 $840,424 to operate the Water Department, as follows:

Salaries/Wages	$ 193,854	
Expenses	$ 303,473	
Principal & Interest	$ 303,097	
Subtotal	$ 800,424	from FY11 water charges and fees
Reserve Fund	$ 40,000	from Retained Earnings
Total Approp.	$ 840,424	

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 $85,396 from the ratepayers to reimburse the General Fund for indirect costs such as insurance. Total FY11 water revenue needed is $885,820, plus $40,000 from Retained Earnings, for a total of $925,820.
MOTION MADE: to raise and appropriate the sum of $800,424, 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 $840,424 to operate the Water Department, as follows:

Salaries/Wages	$ 193,854	
Expenses	$ 303,473	
Principal & Interest	$ 303,097	
Subtotal	$ 800,424	from FY11 water charges and fees
Reserve Fund	$ 40,000	from Retained Earnings
Total Approp.	$ 840,424	

MOTION CARRIES AS DECLARED BY THE MODERATOR

ARTICLE 8. Grant 6-Month Extension to Government Study Committee
To see if the Town will vote to amend the action taken on Article 12 of the warrant for the May 11, 2009 annual town meeting, relative to the establishment of the 2009 Sterling Town Government Study Committee (the "Committee") by extending for a period of six (6) months (i.e., through March 31, 2011) the term of appointment of the current members of the Committee and the time for the Committee to prepare its detailed report as to its findings, conclusions, and recommendations, or take any action relative thereto.
Submitted by: Board of Selectmen
Recommendation: The Finance Committee recommends the passage of this article.
Recommendation: The Board of Selectmen recommends the passage of this article.
Summary: Last year's Annual Town Meeting established a Sterling Government Study Committee. In accordance with that article, 7 members were appointed by the Board of Selectmen on September 30, 2009. The committee has been working diligently and thoroughly to understand Sterling's governmental structure and that of other comparable towns. A six month extension will enable them to complete their work and issue a report and recommendations in advance of next year's Annual Town Meeting.

MOTION MADE: to vote to amend the action taken on Article 12 of the warrant for the May 11, 2009 annual town meeting, relative to the establishment of the 2009 Sterling Town Government Study Committee (the "Committee") by extending for a period of six (6) months (i.e., through March 31, 2011) the term of appointment of the current members of the Committee and the time for the Committee to prepare its detailed report as to its findings, conclusions, and recommendations.
MOTION PASSED UNANIMOUSLY

ARTICLE 9. Amend Personnel Bylaw, Classification and Compensation Plan
To see if the Town will vote to amend the Personnel Bylaw by replacing in their entirety "Attachment A – Position Description Classification Grades" and "Attachment B – Compensation Schedule" with the new "Attachment A - Position Description Classification Grades", as shown at the end of this warrant, and a new "Attachment B – Compensation Schedule", as shown at the end of this warrant, and to authorize appropriate step increases in accordance with the Personnel Bylaw and Town of Sterling personnel policies, and furthermore to raise and appropriate a sum, in order to fund, in whole or in part, the wage increases required to move employees to their new Grade level in accordance with the changes noted in "Attachment A - Position Description Classification Grades" and "Attachment B – Compensation Schedule", or take any action in relation thereto.
Submitted by: Personnel Board
Recommendation: The Finance Committee will report at Town Meeting on this article.
Recommendation: The Board of Selectmen will report at Town Meeting on this article.
Recommendation: The Personnel Board supports the passage of this article.
Summary: The proposed amendments to the Personnel By-Law will update "Attachment A – Position Description Classification Grades" and "Attachment B – Compensation Schedule" with a new Classification Plan and a new Compensation Plan that has been approved by the Personnel Board. The Personnel Board and HR Administrator have undertaken a market study of town employee pay scales, utilizing data from 12 comparable towns.
As a result of this study, this proposed amendment to the Personal By-Law will amend

1. "Attachment A – Position Description Classification Grades" in order to differentiate positions that are subject to the provisions of a collective bargaining agreement and those that are subject to the Personnel By-Law; to define positions that have managerial duties as salaried and exempt from the Fair Labor Standards Act; to change the position titles of certain positions in the Library to reflect the applicable duties; and to reassign grade to certain positions based on the results of the Benchmark Market Study.
2. "Attachment B – Compensation Schedule" in order to define positions that have managerial duties as salaried and exempt from the Fair Labor Standards Act while maintaining current compensation rates for all Grades.

   Included in the Personnel Board's recommendation on Attachment B is an endorsement that all employees, who are not on probationary or suspended status, or subject to pending discipline, and have been employed by the Town for at least one (1) year, move up one (1) step within their respective Grade as of July 1, 2010.

   At the time the warrant was printed, the market study was not yet completed and it was not yet known which positions, if any, will change in Grade or how much funding would be required. At Town Meeting, the Personnel Board will report and recommend whether to change the Grade of any position and the funding so required.

Attachment "A" <See Warrant>

At the time the Warrant was printed the market study was not yet completed and it was not yet known which positions, if any, will change in grade or how much funding would be required. At Town Meeting, the Personnel Board will report and recommend whether to change the grade of any position and the funding so required.

Attachment "B" <see Warrant>

MOTION MADE: to vote to amend the Personnel Bylaw by replacing in their entirety "Attachment A – Position Description Classification Grades" and "Attachment B – Compensation Schedule" with the new "Attachment A - Position Description Classification Grades", *as below*, and a new "Attachment B – Compensation Schedule", *as below*, and to authorize appropriate step increases in accordance with the Personnel Bylaw and Town of Sterling personnel policies, and furthermore to raise and appropriate a sum of **$3,353 to the Conservation Commission Wage Account and $2,566 to the Human Resources Wage account,** *[total of $5,919]* in order to fund, in whole or in part, the wage increases required to move employees to their new Grade level in accordance with the changes noted in "Attachment A - Position Description Classification Grades" and "Attachment B – Compensation Schedule".

This amendment changes the Attachment A as published in the Warrant as follows:

1. **Eliminates the position of Library Page, Grade 1.** *This was requested by the Library Trustees and Library Director, and approved by a vote of the Personnel Board.*
2. **Changes the "department" for the Animal Control Officer to just the "Police" Department.** *This reflects an action already taken and approved in 2005-2006 but not included in subsequent versions of Attachment A. This change is proposed and approved by the Personnel Board to finally include a previously approved clarification of departmental authority.*
3. **Includes the position of Assistant Director/Head of Children Services, Grade 6B.** *This change in title and duties was requested by the Library Trustees and Library Director, and approved by a vote of the Personnel Board. This change will not change the pay grade for the position but will provide for a manager to be on-site at the Library when the Director is not present.*
4. **Re-grades the position of Conservation Agent from Grade 6 (was originally Gr.5) to Grade 7B.** *This change is recommended by and approved by a vote of the Personnel Board, based on the results of the Benchmark Market Study.*
5. **Re-grades the position of Human Resources Administrator from Grade 6 to Grade 8.** *This change is recommended by and approved by a vote of the Personnel Board, based on the results of the Benchmark Market Study.*
6. **Deletes the position of Assistant Superintendent, DPW.** *This position is subject to a Collective Bargaining Agreement and should not be included in Attachment A. This action is proposed and approved by the Personnel Board.*

The Attachment A which is printed in the Warrant also includes the following changes to past Attachments A:

1. **Deletes all positions that are subject to a Collective Bargaining Agreement.** (except Fire Department positions which reference Attachment A & B in their contract) *This change is recommended by and approved by a vote of the Personnel Board.*
2. **Changes the titles of Library Technician to Library Technician I, Library Associate to Library Associate I, and Library Associate-Tech Services & Library Associate-Fiscal Services to Library Associate II.** *This was requested by the Library Trustees and Library Director, and approved by a vote of the Personnel Board.*

3. **Inserts a new position of Library Technician II, Grade 3.** *This was requested by the Library Trustees and Library Director, and approved by a vote of the Personnel Board. This change does not change the number of employees in a department or require additional funding for salaries and benefits beyond that which has previously been appropriated at a Town Meeting.*
4. **Converts positions in Grade 6 and 7 to Grades 6A&B and Grades 7A&B.** *Hourly "non-exempt" (from the Fair Labor Standards Act) positions, Grades 6A & 7A, will continue to have their wages computed on an hourly basis. Salaried "exempt" positions, Grade 6B & 7B, will have their wages computed on an annualized salary basis. This change is recommended by and approved by a vote of the Personnel Board.*

Attachment A

FY 11 CLASSIFICATION PLAN ***Proposed to be effective 7/01/2010***

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

ATTACHMENT "B"
FY 11 COMPENSATION SCHEDULE, Proposed to be effective 7/1/2010

NON-EXEMPT
STEP

GRADE	1	2	3	4	5	6	7	8	9
1	8.47	8.72	8.99	9.25	9.53	9.81	10.11	10.41	10.72
2	9.73	10.03	10.33	10.64	10.95	11.28	11.63	11.97	12.33
3	11.20	11.54	11.88	12.24	12.61	12.98	13.37	13.77	14.18
4	12.88	13.27	13.67	14.08	14.49	14.93	15.38	15.84	16.32
5	14.81	15.26	15.72	16.19	16.68	17.18	17.69	18.22	18.77
6A	17.02	17.53	18.06	18.60	19.16	19.74	20.33	20.93	21.56
7A	19.57	20.17	20.78	21.40	22.04	22.71	23.38	24.08	24.80

NON-EXEMPT continued
STEP

GRADE	10	11	12	13	14	15
1	11.04	11.38	11.72	12.07	12.43	12.80
2	12.70	13.08	13.47	13.88	14.29	14.72
3	14.61	15.05	15.50	15.96	16.44	16.94
4	16.80	17.31	17.83	18.36	18.91	19.48
5	19.33	19.91	20.51	21.12	21.76	22.41
6A	22.20	22.87	23.56	24.26	24.99	25.74
7A	25.55	26.31	27.10	27.92	28.75	29.62

EXEMPT
STEP

GRADE	1	2	3	4	5	6	7	8	9
6B	35,538	36,604	37,702	38,833	39,998	41,198	42,434	43,707	45,018
7B	40,862	42,088	43,351	44,651	45,991	47,370	48,792	50,255	51,763
8	46,917	48,325	49,774	51,268	52,806	54,390	56,022	57,702	59,433
9	52,547	54,124	55,747	57,420	59,142	60,917	62,744	64,626	66,565
10	58,853	60,619	62,437	64,310	66,240	68,227	70,274	72,382	74,553
11	65,916	67,893	69,930	72,028	74,189	76,415	78,707	81,068	83,500

EXEMPT continued
STEP

GRADE	10	11	12	13	14	15
6B	46,369	47,760	49,193	50,669	52,189	53,754
7B	53,316	54,915	56,563	58,260	60,007	61,808
8	61,216	63,053	64,944	66,893	68,900	70,967
9	68,562	70,619	72,738	74,920	77,167	79,482
10	76,790	79,094	81,467	83,911	86,428	89,021
11	86,005	88,586	91,243	93,980	96,800	99,704

All employees, who are not on probationary or suspended status, or subject to pending discipline, and have been employed by the Town for at least one (1) year, shall move up one (1) step within their respective Grade as of July 1, 2010.

Schedule C Call Fire Personnel FY11

		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

Lifeguard	10.00 to 14.00
Police Special	6.98 to 9.61
Constable	9.00
Election Worker	8.00
Registrar of Voters	8.46
Van Driver – Spare	9.46
Matron	12.73

MOTION CARRIES AS DETERMINED BY THE MODERATOR.

ARTICLE 10. Dedicate Site for Park Purposes

To see if the Town will vote to permanently dedicate for park purposes pursuant to M.G.L. Chapter 45, Section 14, the site known as the Sterling Greenery Community Park, which is located at 38 Muddy Pond Road, Sterling and which is a portion of a parcel of approximately 57 acres described in a deed to the Town recorded in the Worcester South Registry of Deeds at Book 3588, Page 132, and shown as Assessor's Map 137, Lot 11, said dedicated parcel to be comprised of no more than 3 acres, and to be bounded in part by Muddy Pond Road, Griffin Road, the parking lot adjacent to the ballfields, in front of the retention basin, passing in front of the treeline, and connecting back to Muddy Pond Road, or take any action relative thereto.

Submitted by: SPARC Committee

Recommendation: The Finance Committee defers to Town Meeting on this article.

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

Summary: In September 2005 the Board of Selectmen granted SPARC (a subcommittee of the Recreation Department) permission to design and dedicate this site as a community park and playground. Since then, The Sterling Play Area & Recreation (sub)Committee (SPARC) through community and corporate contributions, has raised approximately $110K to date. These funds have been spent on existing play equipment serving 2-5 year-old children; safety surfacing; pergolas; benches; and materials. In May 2008, the town voted to name the park Sterling Greenery Community Park and the committee has been working hard to establish walking paths, a group gathering space and a playground. SPARC is now applying for a State PARC grant under Article 11. One of the requirements for that grant is that the Town accept MGL Chapter 45 section 14, which will permanently dedicate the parcel for park and recreation purposes.

<u>AMENDMENT TO MOTION:</u> to move in the words of the Article with the inclusion of line number 5 after it says, "Map 137, Lot 11 said dedicated parcel to be comprised of 1.999 acres +/- defined as Parcel A." so that the full text reads:

To see if the Town will vote to permanently dedicate for park purposes pursuant to M.G.L. Chapter 45, Section 14, the site known as the Sterling Greenery Community Park, which is located at 38 Muddy Pond Road, Sterling and which is a portion of a parcel of approximately 57 acres described in a deed to the Town recorded in the Worcester South Registry of Deeds at Book 3588, Page 132, and shown as Assessor's Map 137, Lot 11, **said dedicated parcel to be comprised of no more than 1.999 acres +/- defined as Parcel A,** and to be bounded in part by Muddy Pond Road, Griffin Road, the parking lot adjacent to the ballfields, in front of the retention basin, passing in front of the treeline, and connecting back to Muddy Pond Road, or take any action relative thereto.

<u>MOTION WITH AMENDMENT CARRIES AS DECLARED BY THE MODERATOR</u>

<u>ARTICLE 11. Fund Playground equipment</u>

To see if the Town will vote (a) to raise and appropriate or transfer from available funds or Capital Fund the amount of Forty Thousand ($40,000.00) Dollars for the purpose of purchasing playground equipment and materials for the Sterling Greenery Community Park, located at 38 Muddy Pond Road, Sterling, and (b) raise and appropriate or transfer from available funds or Stabilization Fund the amount of Fifty Thousand ($50,000.00) Dollars contingent upon receipt of a Parkland Acquisitions and Renovations for Communities (PARC) reimbursement grant from the Massachusetts Executive Office of Energy and Environmental Affairs (EOEEA) for the same purpose, all of said amounts to be expended by the Recreation Department, for a total project cost of $90,000 under clauses (a) and (b) of this article, and (c) to authorize the town administrator to apply for and accept PARC grants on behalf of the Town and to take such other actions as are necessary to carry out the terms, purposes and conditions of said grants and to effectuate the purpose of this warrant article, or take any action relative thereto

Submitted By: Sterling Play Area Recreation sub-Committee (SPARC)

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 defer to town meeting on this article.

Summary: The Sterling Play Area Recreation (sub)Committee is requesting the town of Sterling to allocate $40,000 from the Capital Fund to the Sterling Greenery Community Park Project to complete Phase II of the project, which costs $90,000. In Phases I and II, through community and corporate contributions, SPARC has raised approximately $110K to date. These funds have been spent on existing play equipment serving primarily 2-5 year-old children; safety surfacing; pergolas; benches; and materials.

Completion of Phase II will include the purchase and installation of remaining playground equipment for 2-5 and 5-12 year-olds. The allocation will be used to leverage additional funds from the Massachusetts Executive Office of Energy and Environmental Affairs (EOEEA) through the Parkland Acquisition and Renovation for Communities (PARC) Program, Chapter 933 Acts of 1977. The PARC Program is a reimbursable grant program, under which the town of Sterling is eligible to receive up to $50,000. Under the reimbursable PARC grant program, the town must front the money for the full project ($90,000) prior to receiving the grant, and then submit receipts for reimbursement. If the grant is not received, the $40,000 will be used for the purchase and installation of play equipment for 5-12 year-olds, however the $50,000 will not be spent.

<u>MOTION MADE:</u> to move the question passed.

MOTION MADE: to vote to (a) to **transfer from the Capital Fund $40,000.00** for the purpose of purchasing playground equipment and materials for the Sterling Greenery Community Park, located at 38 Muddy Pond Road, Sterling, and (b) **further transfer from Stabilization Fund the amount of $50,000.00 contingent upon receipt** of a Parkland Acquisitions and Renovations for Communities (PARC) reimbursement grant from the Massachusetts Executive Office of Energy and Environmental Affairs (EOEEA) for the same purpose, all of said amounts to be expended by the Recreation Department, for a total project cost of $90,000 under clauses (a) and (b) of this article, and (c) to authorize the town administrator to apply for and accept PARC grants on behalf of the Town and to take such other actions as are necessary to carry out the terms, purposes and conditions of said grants and to effectuate the purpose of this warrant article.
REQUIRES 2/3 VOTE
MOTION CARRIES BY 2/3 VOTE AS DECLARED BY THE MODERATOR

ARTICLE 12. 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
Recommendation: The Finance Committee recommends the passage of this article.
Summary: This article sets and funds the salary for the Municipal Light Board Members for FY2011.
MOTION MADE: 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.
MOTION PASSED UNANIMOUSLY.

ARTICLE 13. Fund Principal and Interest for Fire Truck
To see if the Town will vote to transfer from the Capital Fund the sum of $ 78,548, or any other sum, to the General Fund to offset the cost of the Fire Truck principal and interest for fiscal 2011, or take any action in relation thereto.
Submitted by: Capital Fund Committee
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 2011. 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.
MOTION MADE: to transfer from the Capital Fund the sum of $78,548, to the General Fund to offset the cost of the Fire Truck principal and interest for fiscal 2011.
REQUIRES 2/3 VOTE
MOTION CARRIES BY 2/3 VOTE AS DECLARED BY THE MODERATOR

ARTICLE 14. Fund Principal and Interest for Ambulance
To see if the Town will vote to transfer $13,809.69 from the Capital Fund and $21,606 from the Wachusett Fund to offset the cost of the Ambulance lease payment, or take any action in relation thereto.
Submitted by: Capital Fund Committee
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 FY11 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. For FY11 the total payment is $35,415.69, with $21,606 coming from Wachusett Fund and $13,809.69 coming from Capital Fund.
MOTION MADE: to transfer $13,809.69 from the Capital Fund and $21,606 from the Wachusett Fund to offset the cost of the Ambulance lease payment.
REQUIRES 2/3 VOTE
MOTION CARRIES BY 2/3 VOTE AS DECLARED BY THE MODERATOR

ARTICLE 15. Fund Senior Tax Abatement Program
To see if the Town will vote to raise and appropriate, or transfer from available funds, the sum of $15,000 to fund the Senior Citizen Work-Off Abatement Program for fiscal year 2011, or take any action in relation thereto.
Submitted by: Board of Selectmen
Recommendation: The Finance Committee recommends the passage of this article.
Recommendation: The Board of Selectmen recommends the passage of this article.
Summary: This program has been a great success, allowing seniors to work in various Town departments in exchange for receiving abatements on their taxes. The maximum amount that a household can earn in abatements has increased to $1000 per year. Due to the success of this program, the program was expanded in FY09 from ten participants to fifteen participants each year. The amount appropriated in FY11 would allow for fifteen individuals if each earns the maximum amount; more people could be allowed to work but their total earned could not exceed the $15,000 appropriated in the article.
MOTION MADE: that the town vote to **raise and appropriate** the sum of $15,000 to fund the Senior Citizen Work-Off Abatement Program for fiscal year 2011.
MOTION PASSED UNANIMOUSLY

ARTICLE 16. Lease Agreement for Senior Center (Withdrawn)

ARTICLE 17. Delete Personnel Bylaw; Replace with Updated Version [*see motion pg.59*]
To see if the Town will vote to delete the Personnel Bylaw and replace it in its entirety as follows:

TOWN OF STERLING
PERSONNEL BY-LAW

PREAMBLE
EQUAL EMPLOYMENT OPPORTUNITY POLICY
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.

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

The Classification Plan and/or Compensation Plan or any other provisions of this By-Law may be amended by vote of the Town at either an Annual or Special Town Meeting. No amendment shall be considered or voted on by Town Meeting unless the proposed amendment has first been considered by the Personnel Board and the Finance Committee. The Personnel Board, of its own motion, may propose an amendment to the plans or other provisions of this By-Law based on its findings resulting from its investigations. The Personnel Board shall report its recommendations on any proposed amendment to the Finance Committee and the Board of Selectmen. The Personnel Board shall make its recommendations with regard to any amendment at the Town Meeting at which such amendment is considered.

SECTION 2. PERSONNEL BOARD

A. MEMBERSHIP

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.

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. 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.

If a member resigns or a member's office becomes vacant by removal from the Town, or any other cause, their successor shall 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.

B. ORGANIZATION

The Personnel Board shall organize annually, as soon as possible after July 1st of each year, at the call of the then Chairman, or lacking a Chairman any member of the Board, and shall elect a Chairman and appoint a Secretary from among its members. The Chairman shall hold office until a successor has been elected. In the event a vacancy occurs in the office of the Chairman, the Personnel Board shall elect a successor Chairman from among its members, such successor to serve until the next organizational meeting of the Personnel Board and until a successor has been elected. A majority of the Board shall constitute a quorum for the transaction of business. A majority vote of the Board shall determine the action the Board must take in all matters upon which it is authorized or required to pass under this By-Law. In the event that a bare quorum of the Board only is present, there must be a unanimous vote.

C. ADMINISTRATION

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.

The Human Resources Administrator, as agent of the Personnel Board, shall maintain records of all employees in the service of the Town, other than those under the jurisdiction of the School Committees, or those within the Municipal Light Department, including therein such information as required by law or as deemed desirable by the Personnel Board. Said records shall be under the control and direction of the Human Resources Administrator. Department Heads shall furnish such information as shall be requested by Human Resources Administrator on behalf of the Personnel Board.

The Human Resources Administrator, as agent of the Personnel Board, shall provide a copy of the Personnel By-Law or a summarization thereof, to each new employee and Department Head. The Human Resources Administrator shall provide a copy of the Personnel By-Law or a summarization thereof, to each department. Each department head will have a copy of the Personnel By-Law available for reference at all times.

D. AUTHORITY

The Human Resources Administrator, from time to time, will review the work of all positions subject to the provisions of this By-Law and shall recommend any changes or adjustments to the Classification Plan or the Compensation Plan for action by the Personnel Board. Such reviews shall be made at such intervals as the Board deems necessary and, to the extent which the Board considers practicable, shall include all occupational groups in the Classification Plan.

The Board, with the recommendations of the Human Resources Administrator based on an evaluation of the latest Benchmark Study data and after meeting with the appropriate department head or supervisor, shall have the authority to adjust individual employee classifications within the context of the By-Law whenever duties change and inequities exist.

On or before December 10th of each year, the Personnel Board shall vote to retain or change the Classification Plan or the Compensation Plan for the forthcoming year, subject to the

subsequent ratification of its action by formal amendment of that section of this By-Law at the next Annual Town Meeting.

In addition, the Personnel Board shall make an annual report in writing to the Board of Selectmen and the Finance Committee on or before the first Monday in February of each year, including recommendations on any matters related to the Classification or Compensation Plans which the Personnel Board deems appropriate to be considered by the town.

The Board may employ assistance and incur expenses as it deems necessary, subject to the appropriation of funds therefore.

SECTION 3. APPLICATION OF PERSONNEL BY-LAW

This By-Law shall apply to all Town Departments and to all positions of all employees in the service of the town, whether full or part-time, temporary, seasonal, special, casual or any other type of employment, other than those positions which are filled by popular election, those under the jurisdiction of the School Committees, those within the Municipal Light Department, and those positions which are covered by separate agreements between any employee or Association of Employees and the town developed through Collective Bargaining. If any agreement between an employee or Association of Employees and the town does not address any item addressed in Section 10. B, C, and D, then the provisions of Section 10. B, C, and D shall apply to those employees.

SECTION 4. DEFINITIONS

As used in the By-Law, the following terms shall have the meaning indicated:

a. Absence - Any time an employee is not at work during a scheduled work period.
b. Administrative Authority - The elected or appointed official or Board, Committee, Commission, or other Agency having jurisdiction over a function or activity.
c. Appointing Authority - Any person(s), Board, Committee, Commission, or other Agency who has the right to hire or discharge employees.
d. Casual Part Time Employee - Any employee hired for less than 20 hours each week or for irregular or occasional employment at an hourly rate or a fee. Also an employee who renders personal service in a position calling for part-time employment and which service, although constituting continuous employment, is not rendered during a prescribed schedule of working hour, daily, weekly or annually, but is rendered according to the demands for such service.
e. Class - A group of positions in the Town service sufficiently similar in respect to duties and responsibilities so that the same descriptive title may be used to designate each position allocated to the class, that the same qualifications shall be required of the incumbents, that the same tests of fitness may be used to choose qualified employees.
f. Classification Plan - Class specifications and titles approved by the Personnel Board and appearing as attached to these By-laws.
g. Compensation Grade - A range of salary or wage rates appearing in the Compensation Plan.
h. Compensation Plan - Specified rates of pay for each job classification included in the Classification Plan, appearing as attached to these By-laws.
i. Continuous Service - Length of employment with the town of Sterling, uninterrupted except for authorized military leave, vacation leave, sick leave,

court leave, disability, maternal/paternal leave, or any other authorized leave of absence, if applicable and covered in the terms of this By-law.

j. Department - Any Board, Committee, Commission, other agency of a functional unit (or sub-unit) of the town.

k. Employee - Any person who is paid by the town for services rendered to the town, excluding elected officials, independent contractors, Municipal Light Department employees, Police Department matrons and persons under the direction of the School Committees.

l. Functional Units of Municipal Government - A grouping of occupational groups or classes by type of municipal services rendered (i.e.), General Government - Executive and Administrative duties; Public Safety - Protection of life and property; Public Utilities - Development, operation and maintenance of public property and facilities; Education - Instruction and related support and administrative functions; Human Services - Health, Youths, Elders, Veterans, etc. functions; Culture and Recreation - Library, Parks and Recreational facilities and functions.

m. Group or Occupational Group - A group of classes designated by occupation within one of the major functional units of municipal government.

n. Job Classification - A particular job title within the Classification Plan.

o. Maximum Rate - The highest rate in a compensation grade which an employee normally is entitled to attain.

p. Minimum Rate - The lowest rate in a compensation grade; normally the hiring rate of a new employee.

q. Position - An office or post of employment in the Town service with duties and responsibilities calling for full time, part time, temporary or seasonal employment of one person in the performance and exercise thereof.

r. Probationary Period – The first full six months of employment for a full time, part time, or casual part time employment shall be considered a probationary period. An employee during this probationary period shall be considered an employee at will. During the probationary period, an employee will be required to demonstrate, by conduct and actual performance of the duties, fitness for the position to which they were appointed. At any time during a probationary period, the Town may terminate an employee without the requirement of a hearing, although notice of the reason(s) will be provided upon request.

s. Range - The dollar difference between minimum and maximum rates for a particular compensation grade.

t. Rate - A sum of money designated as compensation for personal services on an hourly, daily, weekly, monthly, annual or other basis.

u. Regular Full Time Employee - Any employee who is employed no less than forty (40) hours per week, 52 weeks per year for the department or position in which that person is employed.

v. Regular Part Time Employee - Any employee who works at least 20 hours or more each week for 52 weeks per year, but less than a normal work week for the department or position in which that person is employed.

w. Single Rate - A rate for a special, temporary or seasonal position for which there is no range.

x. Step Rate - A rate in a range of a compensation grade.

y. Temporary or Seasonal Employee - Any employee whose duration of employment with the Town is of a seasonal or emergency nature, or specified

limited amount of time not exceeding six calendar months; either on a full time or part time basis.

z. Town - The Town of Sterling, Commonwealth of Massachusetts.

SECTION 5. CLASSIFICATION PLAN

A. MANDATORY CLASSIFICATION

No person shall be appointed, employed or paid as a Town employee in any position under the Classification Plan and Compensation Plan under any title, grade, or salary other than that of the class, title, grade, or salary listed in the Classification Plan and Compensation Plan for that position.

B. EMPLOYEE CATEGORIES

All positions subject to the provisions of the Personnel By-law of the Town shall fall into one of the following categories:

a. Regular Full Time
b. Regular Part Time
c. Casual Part Time
d. Temporary or Seasonal

Regular Full Time and Regular Part Time employees are the only employees eligible for employee benefits.

C. ALLOCATION AND NEW POSITIONS

The Personnel Board may allocate each position subject to the provisions of the Classification and Compensation Plan to its appropriate class and pay grade. Whenever a new position is established, or the duties or allocation of an existing position are changed, the Personnel Board, with the recommendation of the Human Resources Administrator and Department Head, shall allocate such position to an appropriate class and pay grade.

A new position or change in classification can only be effective if the Town Meeting approves the new position or change and provides funding.

The Personnel Board shall afford reasonable opportunity to be heard to any employee or any Department Head affected by the establishment of a new position or any change in classification.

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:

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

Job applicants will not be discriminated against on the basis of race, color, veteran status, gender, age, sexual preference, religion, national origin, physical or mental handicap.

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.

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.

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.

F. CLASS TITLE

The title of each class, as established by the Classification Plan, shall be the official title of every position allocated to the class and the official title of each incumbent of a position so allocated, and shall be used to the exclusion of all others on payrolls, budget estimates and other official records and reports pertaining to the position.

No administrative authority shall fix the salary of any employee in a position in the Classification Plan except in accordance with the Compensation Plan.

G. WORK WEEK

The normal week for a regular full time employee shall be forty (40) hours. The Department Head, with the approval of the Board, Committee, Agency, or Commission responsible for the Department and of the Personnel Board, will establish and post permanently on the Department bulletin board the regular working hours for all employees of that department. The normal lunch period will not be a paid period.

SECTION 6: COMPENSATION PLAN

The compensation provided for in this section shall be subject to the availability of appropriated funds.

A. PAY AND SALARY SCHEDULE

The Compensation Schedule annually approved by the Town Meeting and appended to this By-law shall consist of hourly rates, where appropriate, and annual salaries, on a grade and step schedule except for those wages that are presented as either a single rate or range. The weekly pay period begins at 12:01AM on Monday and ends at 12:00 Midnight on the following Sunday. The Town may adopt a bi-weekly pay period as provided by applicable Massachusetts law.

B. PAY RATE FOR NEW AND CONTINUING PERSONNEL

The hiring rate shall be the minimum of the rate range of the job for which the new employee is hired. An appointing authority may assign a new employee, only for the purposes of pay, to a higher rate up to step 5 without prior approval of the Personnel Board where the employee's prior work experience, training, or education warrants such action. The Board may approve any request for a higher salary step after investigating such requests for assignment to a higher salary step, and conferring with the Human Resources Administrator, and the immediate supervisor or the department head relative to any assignment to a higher rate. An appointing authority must request approval from the Personnel Board prior to assigning any new employee to a rate higher than step 5.

The head of each department of which an employee occupying a position in the Classification Plan is assigned shall include in his/her estimates, required by provisions of Section 59 of Chapter 41 of the General Laws, a pay adjustment section setting forth in detail the amounts which will be required for anticipated pay adjustments during the ensuing fiscal year, and shall furnish a copy thereof to the Personnel Board.

C. TRANSFERS AND PROMOTIONS OF EMPLOYEES

An employee receiving a promotion to a vacant position or to a new position shall, upon assignment, receive the rate in the compensation grade of the vacant or new position next above his existing rate. If the resulting adjustment does not equal $4.00 per week or $.10 per hour for a position class assigned to the Compensation Plan, the adjustment shall be to the next step.

The employee receiving a promotion and adjustment in rate pursuant to the provisions of sub-section 6 (C) shall be eligible for recommendation for the next increment of his compensation grade effective July 1 following completion of twelve months at the rate resulting from the promotion.

If an employee is transferred to a lower rate job, he/she shall enter it at his/her own rate or at the maximum rate for the job, whichever is the lower. The employee shall have the right of appeal to the Personnel Board and to be heard thereon.

Before a step rate increase or promotion change is initiated by the Department, there must be adequate funds available in the Department's budget to cover the requested increase.

Any classification in the Compensation Plan for which only one rate is indicated shall not be eligible for step rate increases.

During a probationary period, an appointing authority may terminate any employee whose performance is not satisfactory.

D. "PERSONAL RATE" ABOVE MAXIMUM

Any salary rate which is above the maximum rate for a job as established by this plan, shall be deemed to be a personal rate, and apply only to the incumbent. When such incumbent leaves the employ of the Town, or is transferred to another job or a new maximum higher than the personal rate is established, the personal rate shall disappear. No other employee assigned to, or hired for, such a job shall advance beyond the maximum of the job.

E. TEMPORARY ASSIGNMENTS, INTERIM APPOINTMENTS

Positions may be temporarily filled as a result of promotions, resignations, terminations, demotions or transfers, if it is required by law or is in the best interest of the Town. In the event of a temporary filling of a position, the employee so appointed shall receive the rate in the compensation grade of the vacant position next above his existing rate. If the resulting adjustment does not equal $4.00 per week or $0.10 per hour, the adjustment shall be to the next step in the grade. If and when the employee reverts to their previous position, the employee shall revert to their previous step and grade. In the event that there has been an across the board step increase, the employee then will revert to the appropriate step that reflects the across the board increase. The Personnel Board may consider special circumstances in assigning pay rates for these actions.

F. PHYSICAL EXAMINATION

An appointing authority in consultation with a Department Head, Supervisor, Human Resources Administrator and, if necessary, the Personnel Board may decide if a specific classification in the Classification Plan should require a physical examination satisfactory to the Town. Such exam may be part of a "conditional offer of employment" or it may be a "fitness for duty" examination. In such cases, the examining physician shall be appointed by the Town and the examination shall be at the expense of the Town. The examining physician shall advise the Town as to whether, in their opinion, the applicant is physically qualified to perform the duties of the position for which application has been made.

G. STRAIGHT TIME HOURLY PAY

The compensation paid an employee per the Compensation Plan for each hour worked during the work week shall be their regular straight time hourly pay. In those instances in which the hourly earnings are not specified in the Compensation Plan, the straight time hourly pay is calculated by dividing the weekly rate by the work week hours. For salaried position, straight time hourly pay is calculated by dividing the weekly compensation by the work week hours of that area in which the employee works.

H. OVERTIME

Any hours, or portions thereof, authorized by the department head and worked by a non-exempt or hourly employee in the service of the Town over and above forty (40) hours for the work week, shall be considered overtime. For purposed of calculating overtime, holiday pay and vacation pay shall be considered as hours worked.

Regular full-time non-exempt or hourly employees must be paid at the overtime rate for all hours worked beyond 40 hours in a work week. Except in the case of an emergency, overtime must be pre-approved by the Appointing Authority and their budget must have funds available. Overtime shall be compensated to all non-salaried or non-exempt employees, at one and one half times straight hourly earnings. No employee will receive compensatory time. Salaried or exempt personnel shall not be paid overtime.

In accordance with the FLSA, the Town has adopted a 7-k exemption by establishing a 28 day work period for police and fire personnel. For all other employees covered by this by-law, the town has established 7-day work period commencing on Monday at Midnight.

I. CALL BACK PAY

When full-time employees, except salaried or exempt employees, are requested to return to work after completing their normal day's work, and work less than four hours upon their return, they shall be compensated for no less than two hours.

SECTION 7: DISCIPLINARY ACTION

The Town recognized 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 disciplinary procedure shall be followed:

- 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 depending upon the severity of the offense committed.
- Step 3. Additional infractions will result in more severe disciplinary actions being taken, up to and including suspension.
- Step 4. Further infractions will result in the recommendation to the Personnel Board that the employee be terminated.

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

The progressive disciplinary procedure will be by-passed for, but not limited to, the following:

- 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.

SECTION 8: GRIEVANCES AND APPEALS

- Step 1. Any employee who believes that they have received inequitable treatment because of some condition of their employment may appeal for relief from that condition. An employee must discuss the grievance initially with their direct supervisor. Then, if the matter is not settled, the employee should submit said grievance in writing to the department head. The department head shall respond in writing, within fourteen calendar days. If the employee's department head is also the immediate supervisor, he/she should proceed to Step 2.
- Step 2. If the employee feels that his/her grievance is still unresolved, he/she may appeal to the Personnel Board within fourteen calendar days after receiving the decision of the Department Head. The Personnel Board may require a written statement from the aggrieved employee in such form and containing such information as they may require. The Personnel Board shall schedule a hearing to resolve the grievance and give notice to all parties including Department Heads of said hearing within fourteen calendar days of the employee's appeal. After the close of the hearing, the Personnel Board shall render a decision within 28 calendar days of the hearing.

SECTION 9: REDUCTION IN FORCE (RIF)

In the event that, for reasons of economy, it becomes necessary to reduce the number of employees under the Personnel By-law, the town of Sterling, in determining which of its employees are to be terminated, will take into consideration the qualifications of such employees, the quality of their past performance and their seniority as employees of the Town. Where, in the opinion of the appointing authority, the qualifications and quality of performance of employees are substantially equal, employees will be terminated in the order of reverse seniority as employees of the department.

An employee whose employment date with the Town is the same as another employee shall be terminated upon the Department Head's evaluation of each employee's overall work performance.

Employees whose employment is to be so terminated will be notified in writing of such termination no later than May thirty-first of the work year (fiscal year) at the end of which their employment is to be terminated.

Employees, whose employment is so terminated, will be considered for reemployment by the Town in the inverse order of their termination during a period of one (1) year from the effective date of their termination, if they inform the appointing authority in writing of their desire to be considered.

An employee, who is re-employed by the Town within said one (1) year period after termination under the provision of this Section, shall have the unused sick leave accumulated at the time of termination restored.

SECTION 10: EMPLOYEE BENEFITS

Employee benefits provided by the Town are an item of cost to the Town and a form of indirect pay for the employee. Therefore, the policies and procedures for the establishment and maintenance of these benefits are included in this Personnel By-law.

A. APPLICATION

Regular Full Time Employees - All of the below listed employee benefits apply to regular full time employees.

Regular Part Time Employees - All of the below listed employee benefits apply to regular part time employees. These employees are eligible for all employee benefits, in proportion to the ratio that their average weekly hours of work in the preceding twelve (12) months bears to the work week for their job.

Casual, Special, Temporary or Seasonal Employees are not eligible for any employee benefits, listed in this section.

COMPENSATED ABSENCES

B. HOLIDAYS

Each regular full time and regular part time employee will be entitled to one day's pay at regular straight time rates for eleven (11) paid holidays per year. If the holiday falls on a Saturday, it will be observed on Friday and if it falls on Sunday, it will be observed on Monday.

Regular part-time employees scheduled to work on a holiday shall receive pay based on their regular scheduled hours for that day. If an employee is not scheduled to work on a particular holiday, the employee shall not be eligible for pay for that holiday.

The designated holidays are:

NEW YEAR'S DAY	**LABOR DAY**
MARTIN LUTHER KING DAY	**COLUMBUS DAY**
PRESIDENT'S DAY	**VETERANS' DAY**
PATRIOTS' DAY	**THANKSGIVING DAY**
MEMORIAL DAY	**CHRISTMAS DAY**
INDEPENDENCE DAY	

An employee who is eligible for holiday pay and performs work on one of the holidays designated in this section shall be paid the rate of time and one-half for such day or fraction thereof.

When any of the eleven holidays listed above fall within a sick leave period, it shall be granted as a holiday and no charge made to the employee's sick leave credits.

When any of the eleven holidays listed above fall within a vacation period, it shall be granted as a holiday not as vacation leave.

Any regular full-time or regular part-time employee on a normal work schedule whose services are required and who works on any unscheduled holiday, so designated by an Act of the Legislature as a state wide holiday, shall receive additional compensation at the rate of time and one-half of their regular straight time hourly rate for each hour of portion thereof worked on the unscheduled holiday.

Any act of the General Court establishing any day or days designated as a state holiday shall be granted to all regular full-time and regular part-time employees covered by this By-law.

C. VACATION PAY

Employees will accumulate vacation pay on a monthly basis, on the last day of each full month worked in accordance with the provisions of this section listed below. Regular full time employees are eligible for vacation as follows:

- After completing six (6) months of continuous service, the employee is eligible for six and 2/3 hours of paid vacation at a normal day's pay for each full month of continuous service to the Town from the date of hire.
- After one (1) year and up to a maximum of five (5) years service, the employee is eligible for six and 2/3 (6 2/3) hours of paid vacation at a normal day's pay for each full month of continuous service provided to the Town, but not to exceed a maximum of eighty (80) hours.
- After five (5) and up to a maximum of fifteen (15) years service, the employee is eligible for 10 hours of paid vacation at a normal day's pay for each full month of continuous service provided to the Town, but not to exceed a maximum of 120 hours.
- After fifteen (15) years and up to twenty (20) years service, the employee is eligible for 160 hours of paid vacation earned and paid as above.
- After twenty (20) years service, the employee is eligible for 200 hours of paid vacation earned and paid as above.

Employees who are eligible for 160 or 200 hours of paid vacation may elect to work no more than one (1) vacation week and receive vacation pay plus their regular straight time pay for that week, but only after prior approval has been received from the employee's Department Head or Board, Committee, Agency or Commission responsible for the employee's Department.

The hourly vacation pay of a regular part-time employee shall be prorated in accordance with the schedule listed for regular full-time employees and based the average of their hourly pay for the fifty-two (52) weeks worked immediately preceding the vacation period.

Vacation time shall not be cumulative from year to year except for 80 hours which may be held over to be used within three (3) months of the end of the Fiscal Year in which they were otherwise to be taken.

The choice of vacations shall be on the basis of seniority in the department and approved by the department head. Department heads shall post the vacation schedule annually.

In case of retirement or termination of employment, the employee shall be paid for all accrued vacation time earned up to the termination date.

D. SICK LEAVE

Each regular full time employee shall earn sick leave credit with pay at the rate of 10 hours for each month of continuous employment with the Town, to a maximum of 120 hours per fiscal year.

The sick leave credit of a regular part-time employee shall be prorated in accordance with the provisions of this section for regular full-time employees and based the average of their hourly pay for the fifty-two (52) weeks worked immediately preceding the vacation period.

This time shall be saved for use when an employee cannot report for work due to sickness, injury or exposure to contagious disease.

Use of such accumulated sick leave credit is allowed only after the employee has completed his/her probationary period.

The maximum number of such days of sick leave credit that may be accumulated is one hundred ninety (190).

Employees will accumulate sick leave on a monthly basis, on the last day of each full month worked and in accordance with the other provisions of this section.

Use of more than three consecutive days of sick leave must be authorized by the employee's Department Head and reported to the Human Resources Administrator.

Department Heads are responsible for maintaining records of sick leave days accumulated and used for all eligible employees within the Department and reporting same to the Human Resources Administrator and the Town Treasurer.

Employees returning from a sick leave or disability leave may be required to have a physical examination to determine their capability to perform satisfactorily their regular work without endangering themselves or their fellow employees. The Town may require a medical examination of any employee who reports an inability to report for duty because of illness. This examination shall be at the expense of the Town by a physician appointed by the Town.

Payments made under the provisions of this section shall be limited in the case of an employee who is receiving Workers Compensation payments to the difference between the total amount paid to the employee in Workers Compensation and the employee's regular pay. In the event of such payments, the Town may debit the employee's accumulated sick leave by such amounts as it determines to be equitable in relation to such payments.

Only employees who retire shall be paid ten (10) percent of the value of their unused sick leave, at the time of retirement. It is to be understood that the payment of any amount under this rule will not change the employee's pension benefit.

E. BEREAVEMENT LEAVE

Regular full time and regular part time employees shall be given up to three (3) consecutive working days leave with a normal day's pay for the purpose of making arrangements and attending the funeral of a member of his/her immediate family which is defined as: mother, father, spouse, mother-in-law, father-in-law, sister, brother, child, or step-child of the employee or any live-in family member. Regular full time and regular part time employees shall be given one (1) day leave with pay for the purposes of attending the funeral of the employee's aunt, uncle, niece, nephew or grandparent.

F. JURY DUTY LEAVE

A regular full time and regular part time employee called for jury duty shall be paid by the Town an amount equal to the difference between the compensation paid the employee for a normal working period and the amount paid by the court excluding any allowance for travel and lodging, upon presentation of an affidavit of jury pay granted.

G. MILITARY LEAVE

Regular full-time employees who are in the Armed Services Reserves or National Guard and are called to temporary military duty not exceeding two (2) weeks in any twelve (12) month period, shall receive the difference in pay between their regular Town pay and their Military pay. Vacation days accrued will not be affected by military duty. This provision does not include payments to members of the National Guard who may be mobilized during an emergency in the Commonwealth. Proof of service shall be submitted to the employee's Department Head and a copy to the Personnel Board.

Regular full-time employees, who are in the Armed Services Reserves, National Guard, or Air National Guard and are called to active federal military duty, shall receive, pursuant to MGL Chapter 137, the difference in pay between their regular Town pay and their Military pay.

This shall not include shift differential pay, hazardous duty pay, overtime pay, or any additional compensation. Vacation days accrued, sick leave, absence for personal reasons, or other leave with pay benefits will not be reduced or affected by military duty. Said employee shall not lose any seniority status while on duty. Proof of service shall be submitted to the employee's Department Head and a copy to the Personnel Board.

H. OTHER LEAVE

Absence for personal reasons up to twenty-four hours per year may be granted to full-time employees. Absences for personal reasons for regular part-time employee shall be prorated based the average of their hourly pay for the fifty-two (52) weeks worked immediately preceding the period requested for personal leave. Personal leave will not be taken in less than one (1) hour blocks. These personal days may be taken at any time of the year upon the employee's request with the approval of the Department Head. Any time not used will be credited to sick-leave. When possible, the employee must request from the employee's immediate supervisor the personal day leave at least forty eight (48) hours in advance. A supervisor may not question the reason for personal leave nor may he/she deny such a request except for scheduling problems. Only employees who have completed their probationary period may be compensated for absence for personal reasons under provisions of this sub-section.

NON COMPENSATED ABSENCE

I. DISABILITY AND PARENTAL LEAVE

A leave of absence without pay may be granted an employee with at least six (6) months of continuous service whose illness or disability continues beyond sick leave that has been accumulated. Such leave shall be for sickness or injury resulting in temporary disability of the employee or a member of his or her immediate family, or for the birth of a child to the employee or the employee's spouse or for the adoption of a child by the employee or the employee's spouse. Duration of the leave shall be for the period a physician says the employee is unable to perform the regular duties of their position or, in the event the leave is for reasons other than the employee's personal health, it shall be in accordance with the Family Medical Leave Act (FMLA).

J. LEAVE OF ABSENCE

A leave of absence may be granted by the Department Head with the approval of the appointing authority but shall be without compensation and earned benefits. A leave of absence, of over three (3) months duration, except military leave, shall be considered a break in employment and on return to work the employee shall have the status of a new employee unless an extension of leave beyond three months has been authorized by the Personnel Board in advance.

K. UNAUTHORIZED LEAVE OF ABSENCE

Any employee absent without authorization for three (3) consecutive working days shall be terminated from the payroll as abandonment of his/her position.

L. GROUP INSURANCE

Each regular full time and regular part time employee covered by the By-law shall be entitled to the Group Insurance Plan (Health and Life Insurance) which has been accepted by the Town in accordance with Massachusetts General Laws, Chapter 32B.

M. RETIREMENT BENEFITS

The Town shall contribute funds as required for each employee in accordance with the procedures formula established by the Worcester County Retirement Board and the By-laws of the town of Sterling.

SECTION 11: CIVIL SERVICE LAW

Nothing in this By-law or in the Classification or Compensation Plans shall be construed to conflict with Chapter 31 of the Massachusetts General Laws.

SECTION 12: SEPARABILITY PROVISION

In the event that any provision of this By-law, or application thereof, shall be held to be invalid by any court of proper jurisdiction, this shall not be construed to affect the validity of any other provision, or application thereof, of this By-law.

SECTION 13: ACTION TAKEN UNDER PRIOR BY-LAWS PRESERVED

The repeal of this by-law or portion thereof heretofore adopted shall not be construed to revoke, invalidate or otherwise alter acts done, ratified or confirmed in compliance therewith under authority thereof, or any rights accrued or established or any action, suit or proceeding commenced or had in any case, nor shall any such repeal affect any punishment, penalty or forfeiture incurred under any such prior by-law.
or take any action in relation thereto.
Submitted by: Personnel Board
Recommendation: The Finance Committee will report at Town Meeting on this article.
Recommendation: The Personnel Board supports the passage of this article.
Recommendation: The Board of Selectmen recommends the passage of this article.
Summary: The Personnel Board is submitting a redrafted Personnel By-Law to update the present By-Law to reflect the changes in the Town's personnel administration policies and procedures, to adopt revisions in federal and state statutes, and to clarify various provisions of the present By-Law. This is the first comprehensive redraft of the By-Law since 1989 and the culmination of a significant amount of work by the Board and the new HR Administrator. The major changes include procedures related to the new position of HR Administrator, updates to federal and state laws, standardizing the accrual of vacation time, abolishing compensatory time, internal job posting procedure, and eliminating the harassment section (moving it to a stand-alone policy).

MOTION MADE: to vote to accept Article 17 in its entirety with the following changes as incorporated in the full text below:

- In Section 6 H. Overtime (*pg. 34 of Warrant*) by deleting the last word, "Midnight", and replacing it with "12.01 AM"
- In Section 7. Disciplinary Action (*pg. 35 of Warrant*) by deleting the following in paragraph 2, "Therefore, the following disciplinary procedure shall be followed:", and by

replacing it with "Therefore, the following so-called "progressive disciplinary procedure" shall be followed for non-serious violations."

MOTION MADE WITH AMENDMENTS PASSED UNANIMOUSLY.

TOWN OF STERLING
PERSONNEL BY-LAW
As revised May 17, 2010 Annual Town Meeting

PREAMBLE
EQUAL EMPLOYMENT OPPORTUNITY POLICY

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

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

The Classification Plan and/or Compensation Plan or any other provisions of this By-Law may be amended by vote of the Town at either an Annual or Special Town Meeting. No amendment shall be considered or voted on by Town Meeting unless the proposed amendment has first been considered by the Personnel Board and the Finance Committee. The Personnel Board, of its own motion, may propose an amendment to the plans or other provisions of this By-Law based on its findings resulting from its investigations. The Personnel Board shall report its recommendations on any proposed amendment to the Finance Committee and the Board of Selectmen. The Personnel Board shall make its recommendations with regard to any amendment at the Town Meeting at which such amendment is considered.

SECTION 2. PERSONNEL BOARD

A. MEMBERSHIP

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.

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. 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.

If a member resigns or a member's office becomes vacant by removal from the Town, or any other cause, their successor shall 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.

B. ORGANIZATION

The Personnel Board shall organize annually, as soon as possible after July 1st of each year, at the call of the then Chairman, or lacking a Chairman any member of the Board, and shall elect a Chairman and appoint a Secretary from among its members. The Chairman shall hold office until a successor has been elected. In the event a vacancy occurs in the office of the Chairman, the Personnel Board shall elect a successor Chairman from among its members, such successor to serve until the next organizational meeting of the Personnel Board and until a successor has been elected. A majority of the Board shall constitute a quorum for the transaction of business. A majority vote of the Board shall determine the action the Board must take in all matters upon which it is authorized or required to pass under this By-Law. In the event that a bare quorum of the Board only is present, there must be a unanimous vote.

C. ADMINISTRATION

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.

The Human Resources Administrator, as agent of the Personnel Board, shall maintain records of all employees in the service of the Town, other than those under the jurisdiction of the School Committees, or those within the Municipal Light Department, including therein such information as required by law or as deemed desirable by the Personnel Board. Said records shall be under the control and direction of the Human Resources Administrator. Department Heads

shall furnish such information as shall be requested by Human Resources Administrator on behalf of the Personnel Board.

The Human Resources Administrator, as agent of the Personnel Board, shall provide a copy of the Personnel By-Law or a summarization thereof, to each new employee and Department Head. The Human Resources Administrator shall provide a copy of the Personnel By-Law or a summarization thereof, to each department. Each department head will have a copy of the Personnel By-Law available for reference at all times.

D. AUTHORITY

The Human Resources Administrator, from time to time, will review the work of all positions subject to the provisions of this By-Law and shall recommend any changes or adjustments to the Classification Plan or the Compensation Plan for action by the Personnel Board. Such reviews shall be made at such intervals as the Board deems necessary and, to the extent which the Board considers practicable, shall include all occupational groups in the Classification Plan.

The Board, with the recommendations of the Human Resources Administrator based on an evaluation of the latest Benchmark Study data and after meeting with the appropriate department head or supervisor, shall have the authority to adjust individual employee classifications within the context of the By-Law whenever duties change and inequities exist.

On or before December 10th of each year, the Personnel Board shall vote to retain or change the Classification Plan or the Compensation Plan for the forthcoming year, subject to the subsequent ratification of its action by formal amendment of that section of this By-Law at the next Annual Town Meeting.

In addition, the Personnel Board shall make an annual report in writing to the Board of Selectmen and the Finance Committee on or before the first Monday in February of each year, including recommendations on any matters related to the Classification or Compensation Plans which the Personnel Board deems appropriate to be considered by the town.

The Board may employ assistance and incur expenses as it deems necessary, subject to the appropriation of funds therefore.

SECTION 3. APPLICATION OF PERSONNEL BY-LAW

This By-Law shall apply to all Town Departments and to all positions of all employees in the service of the town, whether full or part-time, temporary, seasonal, special, casual or any other type of employment, other than those positions which are filled by popular election, those under the jurisdiction of the School Committees, those within the Municipal Light Department, and those positions which are covered by separate agreements between any employee or Association of Employees and the town developed through Collective Bargaining. If any agreement between an employee or Association of Employees and the town does not address any item addressed in Section 10. B, C, and D, then the provisions of Section 10. B, C, and D shall apply to those employees.

SECTION 4. DEFINITIONS

As used in the By-Law, the following terms shall have the meaning indicated:

a. Absence - Any time an employee is not at work during a scheduled work period.
b. Administrative Authority - The elected or appointed official or Board, Committee, Commission, or other Agency having jurisdiction over a function or activity.

c. Appointing Authority - Any person(s), Board, Committee, Commission, or other Agency who has the right to hire or discharge employees.
d. Casual Part Time Employee - Any employee hired for less than 20 hours each week or for irregular or occasional employment at an hourly rate or a fee. Also an employee who renders personal service in a position calling for part-time employment and which service, although constituting continuous employment, is not rendered during a prescribed schedule of working hour, daily, weekly or annually, but is rendered according to the demands for such service.
e. Class - A group of positions in the Town service sufficiently similar in respect to duties and responsibilities so that the same descriptive title may be used to designate each position allocated to the class, that the same qualifications shall be required of the incumbents, that the same tests of fitness may be used to choose qualified employees.
f. Classification Plan - Class specifications and titles approved by the Personnel Board and appearing as attached to these By-laws.
g. Compensation Grade - A range of salary or wage rates appearing in the Compensation Plan.
h. Compensation Plan - Specified rates of pay for each job classification included in the Classification Plan, appearing as attached to these By-laws.
i. Continuous Service - Length of employment with the town of Sterling, uninterrupted except for authorized military leave, vacation leave, sick leave, court leave, disability, maternal/paternal leave, or any other authorized leave of absence, if applicable and covered in the terms of this By-law.
j. Department - Any Board, Committee, Commission, other agency of a functional unit (or sub-unit) of the town.
k. Employee - Any person who is paid by the town for services rendered to the town, excluding elected officials, independent contractors, Municipal Light Department employees, Police Department matrons and persons under the direction of the School Committees.
l. Functional Units of Municipal Government - A grouping of occupational groups or classes by type of municipal services rendered (i.e.), General Government - Executive and Administrative duties; Public Safety - Protection of life and property; Public Utilities - Development, operation and maintenance of public property and facilities; Education - Instruction and related support and administrative functions; Human Services - Health, Youths, Elders, Veterans, etc. functions; Culture and Recreation - Library, Parks and Recreational facilities and functions.
m. Group or Occupational Group - A group of classes designated by occupation within one of the major functional units of municipal government.
n. Job Classification - A particular job title within the Classification Plan.
o. Maximum Rate - The highest rate in a compensation grade which an employee normally is entitled to attain.
p. Minimum Rate - The lowest rate in a compensation grade; normally the hiring rate of a new employee.
q. Position - An office or post of employment in the Town service with duties and responsibilities calling for full time, part time, temporary or seasonal employment of one person in the performance and exercise thereof.
r. Probationary Period – The first full six months of employment for a full time, part time, or casual part time employment shall be considered a probationary

period. An employee during this probationary period shall be considered an employee at will. During the probationary period, an employee will be required to demonstrate, by conduct and actual performance of the duties, fitness for the position to which they were appointed. At any time during a probationary period, the Town may terminate an employee without the requirement of a hearing, although notice of the reason(s) will be provided upon request.

s. Range - The dollar difference between minimum and maximum rates for a particular compensation grade.
t. Rate - A sum of money designated as compensation for personal services on an hourly, daily, weekly, monthly, annual or other basis.
u. Regular Full Time Employee - Any employee who is employed no less than forty (40) hours per week, 52 weeks per year for the department or position in which that person is employed.
v. Regular Part Time Employee - Any employee who works at least 20 hours or more each week for 52 weeks per year, but less than a normal work week for the department or position in which that person is employed.
w. Single Rate - A rate for a special, temporary or seasonal position for which there is no range.
x. Step Rate - A rate in a range of a compensation grade.
y. Temporary or Seasonal Employee - Any employee whose duration of employment with the Town is of a seasonal or emergency nature, or specified limited amount of time not exceeding six calendar months; either on a full time or part time basis.
z. Town - The Town of Sterling, Commonwealth of Massachusetts.

SECTION 5. CLASSIFICATION PLAN

A. MANDATORY CLASSIFICATION

No person shall be appointed, employed or paid as a Town employee in any position under the Classification Plan and Compensation Plan under any title, grade, or salary other than that of the class, title, grade, or salary listed in the Classification Plan and Compensation Plan for that position.

B. EMPLOYEE CATEGORIES

All positions subject to the provisions of the Personnel By-law of the Town shall fall into one of the following categories:

a. Regular Full Time

b. Regular Part Time

c. Casual Part Time

d. Temporary or Seasonal

Regular Full Time and Regular Part Time employees are the only employees eligible for employee benefits.

C. ALLOCATION AND NEW POSITIONS

The Personnel Board may allocate each position subject to the provisions of the Classification and Compensation Plan to its appropriate class and pay grade. Whenever a new position is established, or the duties or allocation of an existing position are changed, the Personnel Board, with the recommendation of the Human Resources Administrator and Department Head, shall allocate such position to an appropriate class and pay grade.

A new position or change in classification can only be effective if the Town Meeting approves the new position or change and provides funding.

The Personnel Board shall afford reasonable opportunity to be heard to any employee or any Department Head affected by the establishment of a new position or any change in classification.

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:

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

Job applicants will not be discriminated against on the basis of race, color, veteran status, gender, age, sexual preference, religion, national origin, physical or mental handicap.

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.

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.

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.

F. CLASS TITLE

The title of each class, as established by the Classification Plan, shall be the official title of every position allocated to the class and the official title of each incumbent of a position so allocated, and shall be used to the exclusion of all others on payrolls, budget estimates and other official records and reports pertaining to the position.

No administrative authority shall fix the salary of any employee in a position in the Classification Plan except in accordance with the Compensation Plan.

G. WORK WEEK

The normal week for a regular full time employee shall be forty (40) hours. The Department Head, with the approval of the Board, Committee, Agency, or Commission responsible for the Department and of the Personnel Board, will establish and post permanently on the Department bulletin board the regular working hours for all employees of that department. The normal lunch period will not be a paid period.

SECTION 6: COMPENSATION PLAN

The compensation provided for in this section shall be subject to the availability of appropriated funds.

A. PAY AND SALARY SCHEDULE

The Compensation Schedule annually approved by the Town Meeting and appended to this By-law shall consist of hourly rates, where appropriate, and annual salaries, on a grade and step schedule except for those wages that are presented as either a single rate or range. The weekly pay period begins at 12:01AM on Monday and ends at 12:00 Midnight on the following Sunday. The Town may adopt a bi-weekly pay period as provided by applicable Massachusetts law.

B. PAY RATE FOR NEW AND CONTINUING PERSONNEL

The hiring rate shall be the minimum of the rate range of the job for which the new employee is hired. An appointing authority may assign a new employee, only for the purposes of pay, to a higher rate up to step 5 without prior approval of the Personnel Board where the employee's prior work experience, training, or education warrants such action. The Board may approve any request for a higher salary step after investigating such requests for assignment to a higher salary step, and conferring with the Human Resources Administrator, and the immediate supervisor or the department head relative to any assignment to a higher rate. An appointing authority must request approval from the Personnel Board prior to assigning any new employee to a rate higher than step 5.

The head of each department of which an employee occupying a position in the Classification Plan is assigned shall include in his/her estimates, required by provisions of Section 59 of Chapter 41 of the General Laws, a pay adjustment section setting forth in detail the amounts which will be required for anticipated pay adjustments during the ensuing fiscal year, and shall furnish a copy thereof to the Personnel Board.

C. TRANSFERS AND PROMOTIONS OF EMPLOYEES

An employee receiving a promotion to a vacant position or to a new position shall, upon assignment, receive the rate in the compensation grade of the vacant or new position next above his existing rate. If the resulting adjustment does not equal $4.00 per week or $.10 per hour for a position class assigned to the Compensation Plan, the adjustment shall be to the next step.

The employee receiving a promotion and adjustment in rate pursuant to the provisions of sub-section 6 (C) shall be eligible for recommendation for the next increment of his compensation grade effective July 1 following completion of twelve months at the rate resulting from the promotion.

If an employee is transferred to a lower rate job, he/she shall enter it at his/her own rate or at the maximum rate for the job, whichever is the lower. The employee shall have the right of appeal to the Personnel Board and to be heard thereon.

Before a step rate increase or promotion change is initiated by the Department, there must be adequate funds available in the Department's budget to cover the requested increase.

Any classification in the Compensation Plan for which only one rate is indicated shall not be eligible for step rate increases.

During a probationary period, an appointing authority may terminate any employee whose performance is not satisfactory.

D. "PERSONAL RATE" ABOVE MAXIMUM

Any salary rate which is above the maximum rate for a job as established by this plan, shall be deemed to be a personal rate, and apply only to the incumbent. When such incumbent leaves the employ of the Town, or is transferred to another job or a new maximum higher than the personal rate is established, the personal rate shall disappear. No other employee assigned to, or hired for, such a job shall advance beyond the maximum of the job.

E. TEMPORARY ASSIGNMENTS, INTERIM APPOINTMENTS

Positions may be temporarily filled as a result of promotions, resignations, terminations, demotions or transfers, if it is required by law or is in the best interest of the Town. In the event of a temporary filling of a position, the employee so appointed shall receive the rate in the compensation grade of the vacant position next above his existing rate. If the resulting adjustment does not equal $4.00 per week or $0.10 per hour, the adjustment shall be to the next step in the grade. If and when the employee reverts to their previous position, the employee shall revert to their previous step and grade. In the event that there has been an across the board step increase, the employee then will revert to the appropriate step that reflects the across the board increase. The Personnel Board may consider special circumstances in assigning pay rates for these actions.

F. PHYSICAL EXAMINATION

An appointing authority in consultation with a Department Head, Supervisor, Human Resources Administrator and, if necessary, the Personnel Board may decide if a specific classification in the Classification Plan should require a physical examination satisfactory to the Town. Such exam may be part of a "conditional offer of employment" or it may be a "fitness for duty" examination. In such cases, the examining physician shall be appointed by the Town and the examination shall be at the expense of the Town. The examining physician shall advise the Town as to whether, in their opinion, the applicant is physically qualified to perform the duties of the position for which application has been made.

G. STRAIGHT TIME HOURLY PAY

The compensation paid an employee per the Compensation Plan for each hour worked during the work week shall be their regular straight time hourly pay. In those instances in which the hourly earnings are not specified in the Compensation Plan, the straight time hourly pay is calculated by dividing the weekly rate by the work week hours. For salaried position, straight time hourly pay is calculated by dividing the weekly compensation by the work week hours of that area in which the employee works.

H. OVERTIME

Any hours, or portions thereof, authorized by the department head and worked by a non-exempt or hourly employee in the service of the Town over and above forty (40) hours for the work week, shall be considered overtime. For purposed of calculating overtime, holiday pay and vacation pay shall be considered as hours worked.

Regular full-time non-exempt or hourly employees must be paid at the overtime rate for all hours worked beyond 40 hours in a work week. Except in the case of an emergency, overtime must be pre-approved by the Appointing Authority and their budget must have funds available. Overtime shall be compensated to all non-salaried or non-exempt employees, at one and one half times straight hourly earnings. No employee will receive compensatory time. Salaried or exempt personnel shall not be paid overtime.

In accordance with the FLSA, the Town has adopted a 7-k exemption by establishing a 28 day work period for police and fire personnel. For all other employees covered by this by-law, the town has established 7-day work period commencing on Monday at 12:01 AM.

I. CALL BACK PAY

When full-time employees, except salaried or exempt employees, are requested to return to work after completing their normal day's work, and work less than four hours upon their return, they shall be compensated for no less than two hours.

SECTION 7: DISCIPLINARY ACTION

The Town recognized 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 depending upon the severity of the offense committed.
- Step 3. Additional infractions will result in more severe disciplinary actions being taken, up to and including suspension.
- Step 4. Further infractions will result in the recommendation to the Personnel Board that the employee be terminated.

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

The progressive disciplinary procedure will be by-passed for, but not limited to, the following:

- 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.

SECTION 8: GRIEVANCES AND APPEALS

- Step 1. Any employee who believes that they have received inequitable treatment because of some condition of their employment may appeal for relief from that condition. An employee must discuss the grievance initially with their direct supervisor. Then, if the matter is not settled, the employee should submit said grievance in writing to the department head. The department head shall respond in writing, within fourteen calendar days. If the employee's department head is also the immediate supervisor, he/she should proceed to Step 2.
- Step 2. If the employee feels that his/her grievance is still unresolved, he/she may appeal to the Personnel Board within fourteen calendar days after receiving the decision of the Department Head. The Personnel Board may require a written statement from the aggrieved employee in such form and containing such information as they may require. The Personnel Board shall schedule a hearing to resolve the grievance and give notice to

all parties including Department Heads of said hearing within fourteen calendar days of the employee's appeal. After the close of the hearing, the Personnel Board shall render a decision within 28 calendar days of the hearing.

SECTION 9: REDUCTION IN FORCE (RIF)

In the event that, for reasons of economy, it becomes necessary to reduce the number of employees under the Personnel By-law, the town of Sterling, in determining which of its employees are to be terminated, will take into consideration the qualifications of such employees, the quality of their past performance and their seniority as employees of the Town. Where, in the opinion of the appointing authority, the qualifications and quality of performance of employees are substantially equal, employees will be terminated in the order of reverse seniority as employees of the department.

An employee whose employment date with the Town is the same as another employee shall be terminated upon the Department Head's evaluation of each employee's overall work performance.

Employees whose employment is to be so terminated will be notified in writing of such termination no later than May thirty-first of the work year (fiscal year) at the end of which their employment is to be terminated.

Employees, whose employment is so terminated, will be considered for reemployment by the Town in the inverse order of their termination during a period of one (1) year from the effective date of their termination, if they inform the appointing authority in writing of their desire to be considered.

An employee, who is re-employed by the Town within said one (1) year period after termination under the provision of this Section, shall have the unused sick leave accumulated at the time of termination restored.

SECTION 10: EMPLOYEE BENEFITS

Employee benefits provided by the Town are an item of cost to the Town and a form of indirect pay for the employee. Therefore, the policies and procedures for the establishment and maintenance of these benefits are included in this Personnel By-law.

A. APPLICATION

Regular Full Time Employees - All of the below listed employee benefits apply to regular full time employees.

Regular Part Time Employees - All of the below listed employee benefits apply to regular part time employees. These employees are eligible for all employee benefits, in proportion to the ratio that their average weekly hours of work in the preceding twelve (12) months bears to the work week for their job.

Casual, Special, Temporary or Seasonal Employees are not eligible for any employee benefits, listed in this section.

<u>COMPENSATED ABSENCES</u>

B. HOLIDAYS

Each regular full time and regular part time employee will be entitled to one day's pay at regular straight time rates for eleven (11) paid holidays per year. If the holiday falls on a Saturday, it will be observed on Friday and if it falls on Sunday, it will be observed on Monday.

Regular part-time employees scheduled to work on a holiday shall receive pay based on their regular scheduled hours for that day. If an employee is not scheduled to work on a particular holiday, the employee shall not be eligible for pay for that holiday.

The designated holidays are:

NEW YEAR'S DAY	**LABOR DAY**
MARTIN LUTHER KING DAY	**COLUMBUS DAY**
PRESIDENT'S DAY	**VETERANS' DAY**
PATRIOTS' DAY	**THANKSGIVING DAY**
MEMORIAL DAY	**CHRISTMAS DAY**
INDEPENDENCE DAY	

An employee who is eligible for holiday pay and performs work on one of the holidays designated in this section shall be paid the rate of time and one-half for such day or fraction thereof.

When any of the eleven holidays listed above fall within a sick leave period, it shall be granted as a holiday and no charge made to the employee's sick leave credits.

When any of the eleven holidays listed above fall within a vacation period, it shall be granted as a holiday not as vacation leave.

Any regular full-time or regular part-time employee on a normal work schedule whose services are required and who works on any unscheduled holiday, so designated by an Act of the Legislature as a state wide holiday, shall receive additional compensation at the rate of time and one-half of their regular straight time hourly rate for each hour of portion thereof worked on the unscheduled holiday.

Any act of the General Court establishing any day or days designated as a state holiday shall be granted to all regular full-time and regular part-time employees covered by this By-law.

C. VACATION PAY

Employees will accumulate vacation pay on a monthly basis, on the last day of each full month worked in accordance with the provisions of this section listed below. Regular full time employees are eligible for vacation as follows:

- After completing six (6) months of continuous service, the employee is eligible for six and 2/3 hours of paid vacation at a normal day's pay for each full month of continuous service to the Town from the date of hire.
- After one (1) year and up to a maximum of five (5) years service, the employee is eligible for six and 2/3 (6 2/3) hours of paid vacation at a normal day's pay for each full month of continuous service provided to the Town, but not to exceed a maximum of eighty (80) hours.
- After five (5) and up to a maximum of fifteen (15) years service, the employee is eligible for 10 hours of paid vacation at a normal day's pay for each full month of continuous service provided to the Town, but not to exceed a maximum of 120 hours.
- After fifteen (15) years and up to twenty (20) years service, the employee is eligible for 160 hours of paid vacation earned and paid as above.
- After twenty (20) years service, the employee is eligible for 200 hours of paid vacation earned and paid as above.

Employees who are eligible for 160 or 200 hours of paid vacation may elect to work no more than one (1) vacation week and receive vacation pay plus their regular straight time pay for

that week, but only after prior approval has been received from the employee's Department Head or Board, Committee, Agency or Commission responsible for the employee's Department.

The hourly vacation pay of a regular part-time employee shall be prorated in accordance with the schedule listed for regular full-time employees and based the average of their hourly pay for the fifty-two (52) weeks worked immediately preceding the vacation period.

Vacation time shall not be cumulative from year to year except for 80 hours which may be held over to be used within three (3) months of the end of the Fiscal Year in which they were otherwise to be taken.

The choice of vacations shall be on the basis of seniority in the department and approved by the department head. Department heads shall post the vacation schedule annually.

In case of retirement or termination of employment, the employee shall be paid for all accrued vacation time earned up to the termination date.

D. SICK LEAVE

Each regular full time employee shall earn sick leave credit with pay at the rate of 10 hours for each month of continuous employment with the Town, to a maximum of 120 hours per fiscal year.

The sick leave credit of a regular part-time employee shall be prorated in accordance with the provisions of this section for regular full-time employees and based the average of their hourly pay for the fifty-two (52) weeks worked immediately preceding the vacation period.
This time shall be saved for use when an employee cannot report for work due to sickness, injury or exposure to contagious disease.

Use of such accumulated sick leave credit is allowed only after the employee has completed his/her probationary period.

The maximum number of such days of sick leave credit that may be accumulated is one hundred ninety (190).

Employees will accumulate sick leave on a monthly basis, on the last day of each full month worked and in accordance with the other provisions of this section.

Use of more than three consecutive days of sick leave must be authorized by the employee's Department Head and reported to the Human Resources Administrator.

Department Heads are responsible for maintaining records of sick leave days accumulated and used for all eligible employees within the Department and reporting same to the Human Resources Administrator and the Town Treasurer.

Employees returning from a sick leave or disability leave may be required to have a physical examination to determine their capability to perform satisfactorily their regular work without endangering themselves or their fellow employees. The Town may require a medical examination of any employee who reports an inability to report for duty because of illness. This examination shall be at the expense of the Town by a physician appointed by the Town.

Payments made under the provisions of this section shall be limited in the case of an employee who is receiving Workers Compensation payments to the difference between the total amount paid to the employee in Workers Compensation and the employee's regular pay. In the event of such payments, the Town may debit the employee's accumulated sick leave by such amounts as it determines to be equitable in relation to such payments.

Only employees who retire shall be paid ten (10) percent of the value of their unused sick leave, at the time of retirement. It is to be understood that the payment of any amount under this rule will not change the employee's pension benefit.

E. BEREAVEMENT LEAVE

Regular full time and regular part time employees shall be given up to three (3) consecutive working days leave with a normal day's pay for the purpose of making arrangements and attending the funeral of a member of his/her immediate family which is defined as: mother, father, spouse, mother-in-law, father-in-law, sister, brother, child, or step-child of the employee or any live-in family member. Regular full time and regular part time employees shall be given one (1) day leave with pay for the purposes of attending the funeral of the employee's aunt, uncle, niece, nephew or grandparent.

F. JURY DUTY LEAVE

A regular full time and regular part time employee called for jury duty shall be paid by the Town an amount equal to the difference between the compensation paid the employee for a normal working period and the amount paid by the court excluding any allowance for travel and lodging, upon presentation of an affidavit of jury pay granted.

G. MILITARY LEAVE

Regular full-time employees who are in the Armed Services Reserves or National Guard and are called to temporary military duty not exceeding two (2) weeks in any twelve (12) month period, shall receive the difference in pay between their regular Town pay and their Military pay. Vacation days accrued will not be affected by military duty. This provision does not include payments to members of the National Guard who may be mobilized during an emergency in the Commonwealth. Proof of service shall be submitted to the employee's Department Head and a copy to the Personnel Board.

Regular full-time employees, who are in the Armed Services Reserves, National Guard, or Air National Guard and are called to active federal military duty, shall receive, pursuant to MGL Chapter 137, the difference in pay between their regular Town pay and their Military pay. This shall not include shift differential pay, hazardous duty pay, overtime pay, or any additional compensation. Vacation days accrued, sick leave, absence for personal reasons, or other leave with pay benefits will not be reduced or affected by military duty. Said employee shall not lose any seniority status while on duty Proof of service shall be submitted to the employee's Department Head and a copy to the Personnel Board.

H. OTHER LEAVE

Absence for personal reasons up to twenty-four hours per year may be granted to full-time employees. Absences for personal reasons for regular part-time employee shall be prorated based the average of their hourly pay for the fifty-two (52) weeks worked immediately preceding the period requested for personal leave. Personal leave will not be taken in less than one (1) hour blocks. These personal days may be taken at any time of the year upon the employee's request with the approval of the Department Head. Any time not used will be credited to sick-leave. When possible, the employee must request from the employee's immediate supervisor the personal day leave at least forty eight (48) hours in advance. A supervisor may not question the reason for personal leave nor may he/she deny such a request except for scheduling problems. Only employees who have completed their probationary period may be compensated for absence for personal reasons under provisions of this sub-section.

NON COMPENSATED ABSENCE

I. DISABILITY AND PARENTAL LEAVE

A leave of absence without pay may be granted an employee with at least six (6) months of continuous service whose illness or disability continues beyond sick leave that has been accumulated. Such leave shall be for sickness or injury resulting in temporary disability of the employee or a member of his or her immediate family, or for the birth of a child to the employee or the employee's spouse or for the adoption of a child by the employee or the employee's spouse. Duration of the leave shall be for the period a physician says the employee is unable to perform the regular duties of their position or, in the event the leave is for reasons other than the employee's personal health, it shall be in accordance with the Family Medical Leave Act (FMLA).

J. LEAVE OF ABSENCE

A leave of absence may be granted by the Department Head with the approval of the appointing authority but shall be without compensation and earned benefits. A leave of absence, of over three (3) months duration, except military leave, shall be considered a break in employment and on return to work the employee shall have the status of a new employee unless an extension of leave beyond three months has been authorized by the Personnel Board in advance.

K. UNAUTHORIZED LEAVE OF ABSENCE

Any employee absent without authorization for three (3) consecutive working days shall be terminated from the payroll as abandonment of his/her position.

L. GROUP INSURANCE

Each regular full time and regular part time employee covered by the By-law shall be entitled to the Group Insurance Plan (Health and Life Insurance) which has been accepted by the Town in accordance with Massachusetts General Laws, Chapter 32B.

M. RETIREMENT BENEFITS

The Town shall contribute funds as required for each employee in accordance with the procedures formula established by the Worcester County Retirement Board and the By-laws of the town of Sterling.

SECTION 11: CIVIL SERVICE LAW

Nothing in this By-law or in the Classification or Compensation Plans shall be construed to conflict with Chapter 31 of the Massachusetts General Laws.

SECTION 12: SEPARABILITY PROVISION

In the event that any provision of this By-law, or application thereof, shall be held to be invalid by any court of proper jurisdiction, this shall not be construed to affect the validity of any other provision, or application thereof, of this By-law.

SECTION 13: ACTION TAKEN UNDER PRIOR BY-LAWS PRESERVED

The repeal of this by-law or portion thereof heretofore adopted shall not be construed to revoke, invalidate or otherwise alter acts done, ratified or confirmed in compliance therewith under authority thereof, or any rights accrued or established or any action, suit or proceeding

commenced or had in any case, nor shall any such repeal affect any punishment, penalty or forfeiture incurred under any such prior by-law.

ARTICLE 18 . Approve MOU Regarding Town Common

To see if the Town will vote to authorize the Board of Selectmen to enter into a Memorandum of Understanding (MOU) with the First Congregational Unitarian Society of Sterling for use for public purposes, and for the maintenance, of the triangular parcel known as the "Town Common" bounded by Main Street, Park Street, and Meetinghouse Hill Road, said MOU to contain such terms and conditions as the Board of Selectmen deem to be reasonable, appropriate, and in the best interests of the Town, or take any action relative thereto.

Submitted by: Board of Selectmen

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

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

Summary: An extensive title search is being conducted to determine conclusively who is the owner of the Town Common. If this title search determines that the First Congregational Unitarian Society of Sterling owns the Common, the Town and the Church intend to negotiate a formal written agreement for the Town to provide maintenance. If the title search determines that the Town owns the Common, this article will be withdrawn.

MOTION MADE TO TABLE THIS ARTICLE CARRIES.

ARTICLE 19. Town Common Repairs

To see if the Town will vote to transfer $66,500 or any other sum, from Capital Fund, for the purpose of design, revitalization, cleaning, refurbishing, painting, installation of new materials, and related repairs, all for the purpose of maintaining the Town Common, contingent on the Town having rightful ownership of the Town Common or a signed Memorandum of Understanding with the owner, said sum to be expended by the Board of Selectmen, or take any action in relation thereto.

Submitted by: Board of Selectmen

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

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

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

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

Summary: These costs are best estimates: Common Design $1200, Solid white oak rails and installation $2511, Granite posts, materials & labor $7500, Painting materials $500, Brick walks, granite steps, materials & labor $22,000, Lanterns & posts $15,463, Monument cleaning $3128, Town crest refurbishing $350, Tree removal $1675, Electrical, lamps, posts, bases, conduit installation $10,000, Install benches $650, Lawn repair & maintenance $1500.

REQUIRES 2/3 VOTE

MOTION MADE TO TABLE THIS ARTICLE CARRIES.

ARTICLE 20. HVAC Upgrade (Withdrawn)

ARTICLE 21. Fund DPW Truck

To see if the Town will vote to transfer from the Capital Fund, or raise and appropriate, $110,000,

or any other sum, for the purchase of a 4 to 5 ton dump truck with plow and 2 slide-in bodies, 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 is the DPW's frontline truck which runs constantly. The two slide-in bodies are a chip/leaf box for year round work, and more importantly a hot patch road repair box which would greatly enhance road repairs, especially in the cold winter months. The truck will also be used for snow removal. The old Truck #9 will be sold via auction.
REQUIRES 2/3 VOTE
MOTION MADE: that the town vote to **transfer from the Capital Fund,** $110,000, for the purchase of a 4 to 5 ton dump truck with plow and 2 slide-in bodies, said sum to be expended by the Department of Public Works.
MOTION CARRIES BY 2/3 VOTE AS DECLARED BY THE MODERATOR

ARTICLE 22. Design/Engineering plans for ADA compliance at 1835 Town Hall
To see if the Town will vote to raise and appropriate or transfer the sum of $70,000 from Stabilization Fund or Capital Fund, for final design of accessibility improvements, restoration and renovation of the 1835 Town Hall for use as a community center, said sum to be expended by the 1835 Town Hall Committee, with the advice and consent of the Board of Selectmen, 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 1835 Town Hall Committee has been working toward accessibility for the building for over 10 years. In searching for a source of funding to ease the burden on the Town of Sterling we have met with a grant consultant from MRPC, and are eligible for a Community Development Block Grant (CDBG) of up to $800,000 to cover the costs of handicapped accessible issues. This $70,000.00 article will enable us to get complete plans drawn up so we can apply for the funding for accessibility. The 2005 report, funded in part by a grant from Massachusetts Historical Commission, provided overall plans at a 10% level. To apply for the CDBG grant, design plans must be 100% complete.
MOTION MADE: to move the question carries.
MOTION MADE: to vote to transfer the sum of $70,000 from Capital Fund, for final design of accessibility improvements, restoration and renovation of the 1835 Town Hall for use as a community center, said sum to be expended by the 1835 Town Hall Committee, with the advice and consent of the Board of Selectmen.
REQUIRES 2/3 VOTE
MOTION DEFEATED BY 2/3 VOTE AS DECLARED BY THE MODERATOR

ARTICLE 23. Fund Various Capital Items
To see if the Town will vote to transfer the sum of $ 67,650, or any other sum, from the Capital Fund, for the purchase of the following capital items, or take any action in relation thereto:

Library	Roof Ice Fence	$ 4,000
	Canopy Rear Doors	$ 3,000
	Upgrade windows	$10,000
	Repoint masonry	$ 4,000
Butterick Bldg	Replace AC unit	$ 3,500
	Add AC-CATV	$ 6,500
Fire Dept	Multi-gas detection equip .	$10,400
	Electric PPV fan	$ 1,800
	Portable deck-gun	$ 3,100
	Pagers, portables, computer	$ 2,900
DPW	including North Row Rd.	$15,000
Info Technology:	2 computers and malware	$ 3,450
Capital total:		**$67,650**

Submitted By: Capital Committee
Recommendation: The Finance Committee recommends the passage of this article.
Recommendation: The Capital Committee will report at Town Meeting on this article.
Summary:

Library: Roof ice fence will protect library personnel and outside HVAC equipment from ice falling off slate roof
Canopy rear doors protect against falling ice/snow and keep emergency exits open at all times
Upgrade windows for energy use reduction and improved appearance
Repoint masonry: long overdue exterior maintenance of brickwork

Butterick Building: Replace AC unit that serves Conservation office. This unit is past economical repair (15+ yrs old)
Add AC-CATV : Current AC unit 15+years old, new system vital for continuous reliability of CATV/IT room

Fire: Portable Deck Gun is a portable master stream device that can be deployed and operated by a single firefighter. Currently our master stream devices are large and attached to the apparatus. They can de-attach and be set-up on a portable base which takes time and multiple firefighters. These are particularly useful for heavy fire volume and exposure protection when limited staffing does not allow set-up of one of the large master streams.
Electric PPV is a Positive Pressure Ventilation fan that is a fire fighting technique that uses air as a tool to control the hostile environment (smoke, heat, fire gases) inside an enclosed structure. Small electric and gasoline-powered blowers are used to replace a hostile interior environment with fresh, ambient air.

Info Tech: Includes replacing 2 computers and malware server software.

MOTION MADE: to transfer the sum of $67,650, from the Capital Fund, for the purchase of the following capital items:

Library	Roof Ice Fence	$ 4,000
	Canopy Rear Doors	$ 3,000
	Upgrade windows	$10,000
	Repoint masonry	$ 4,000
Butterick Bldg	Replace AC unit	$ 3,500
	Add AC-CATV	$ 6,500
Fire Dept	Multi-gas detection equip.	$10,400
	Electric PPV fan	$ 1,800
	Portable deck-gun	$ 3,100
	Pagers, portables, computer	$ 2,900
DPW	including North Row Rd.	$15,000
Info Technology:	2 computers and malware	$ 3,450
Capital total:		**$67,650**

REQUIRES 2/3 VOTE
MOTION CARRIES BY 2/3 VOTE AS DECLARED BY THE MODERATOR

ARTICLE 24. Fund Electricity for Street Lights
To see if the Town will vote to raise and appropriate the sum of $42,000 for electricity used for Town street lights and that said sum and the income from the sale of electricity to private consumers or for electricity supplied to municipal buildings or for municipal power, and for jobbing and other revenues during the current fiscal year, be appropriated for the Municipal Lighting Plant or Department, the whole to be expended by the Manager of municipal lighting under the direction and control of the Municipal Light Board for the expense of the Plant or Department for the said fiscal year, as defined in Section 57 of Chapter 164 of the Massachusetts General Laws or any other appropriate sections or chapters, and that, if sum and said income shall exceed said expense for said fiscal year, such excess shall be transferred to the Depreciation Fund, Operating Fund or any fund of said Department and appropriated and used for the purpose of maintaining the Plant or Department thereto as may thereafter be authorized by the Manager of municipal lighting under the direction and control of the Municipal Light Board or take any action in relation thereto.
Submitted by: Sterling Municipal Light Department
Recommendation: The Finance Committee recommends the passage of this article.
Summary: This article funds the Town's street lights for fiscal year 2011.
MOTION MADE: To vote to raise and appropriate the sum of $35,810 for electricity used for Town street lights and that said sum and the income from the sale of electricity to private consumers or for electricity supplied to municipal buildings or for municipal power, and for jobbing and other revenues during the current fiscal year, be appropriated for the Municipal Lighting Plant or Department, the whole to be expended by the Manager of municipal lighting under the direction and control of the Municipal Light Board for the expense of the Plant or Department for the said fiscal year, as defined in Section 57 of Chapter 164 of the Massachusetts General Laws or any other appropriate sections or chapters, and that, if sum and said income shall exceed said expense for said fiscal year, such excess shall be transferred to the Depreciation Fund, Operating Fund or any fund of said Department and appropriated and used for the purpose of maintaining the Plant or Department thereto as may thereafter be authorized by the Manager of

municipal lighting under the direction and control of the Municipal Light Board or take any action in relation thereto.
MOTION PASSED UNANIMOUSLY

ARTICLE 25. Fund Wachusett Earthday (Wachusett Regional Recycling Center)
To see if the Town will vote to raise and appropriate, or transfer from available funds, the sum of $2,475, or any other sum, to satisfy the Town's financial obligation under the contract with Wachusett Earthday, Inc. for the Fiscal Year 2011, or take any other action relative thereto.
Submitted by: Board of Selectmen
Recommendation: The Finance Committee recommends the passage of this article.
Recommendation: The Board of Selectmen 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. We expect to seek additional construction funds to support a building in FY12. Wachusett Earthday wishes to thank the Town of Sterling for participating and looks forward to providing a full range of recycling and household hazardous products collection with service expanding by Summer of 2010.
MOTION MADE: to vote to **raise and appropriate** the sum of $2,475, or any other sum, to satisfy the Town's financial obligation under the contract with Wachusett Earthday, Inc. for the Fiscal Year 2011.
MOTION PASSED UNANIMOUSLY

MOTION MADE: to accept Articles 26 through 34 inclusive as printed in the Warrant.
MOTION PASSED UNANIMOUSLY TO ACCEPT ARTICLES 26 – 34 INCLUSIVE

ARTICLE 26. Continue Revolving Account: Recycling

To see if the town will vote to continue a Revolving Account as allowed by Chapter 44, Section 53E ½ of the General Laws, as amended, for the purpose of Recycling, and further the amount spent from this account is not to exceed $80,000 within the fiscal year, with said account to be under the control of the Department of Public Works, or take any action thereto.
Submitted by: Department of Public Works
Recommendation: The Finance Committee recommends the passage of this article.
Summary: **This article must be voted on each year to maintain a revolving recycling account for the purposes of operating the drop off recycling facility at the Department of Public Works yard. Money is collected at the facility for various drop-off items and disposal of these items is paid for out of this account.**

ARTICLE 27. Continue Revolving Account: Fuel *(see Art. 26)*
To see if the town will vote to continue a Revolving Account as allowed by Chapter 44, Section 53E ½ of the General Laws, as amended, for the purpose of providing a Fuel Revolving Fund, and further the amount spent from this account is not to exceed $60,000 within the fiscal year, said account to be used for the purchase and accounting of fuel for the various town departments with said account to be under the control of the DPW, or take any action thereto.
Submitted by: Fire Department
Recommendation: The Finance Committee recommends the passage of this article.
Summary: This article must be voted on each year to maintain a revolving fuel account for the purpose of operating a fuel delivery system at the Department of Public Works yard for all Town vehicles. Money is paid into this account by the various Town departments utilizing the fuel. Fuel purchases and fuel system maintenance expenses are paid out of this account.

ARTICLE 28. Continue Revolving Account: Deputy Collector Fees *(see Art. 26)*
To see if the Town will vote to continue a Revolving Account as allowed by Chapter 44, Section 53E ½ of the Massachusetts General Laws, as amended, for the purposes of administering the Deputy Tax Collector fees and the amount spent from this account is not to exceed $18,000 in the fiscal year said amount to be under the control of the Treasurer/Collector, or take any action in relation thereto.
Submitted By: Treasurer/Collector
Recommendation: The Finance Committee recommends the passage of this article.
Summary: This article would continue a revolving fund for the collection and payment of fees collected by the Town's Deputy Tax Collector.

ARTICLE 29. Continue Revolving Account: 1835 Town Hall *(see Art. 26)*
To see if the Town will vote to continue a Revolving Account as allowed by Chapter 44, Section 53E ½ of the Massachusetts General Laws, as amended, for the purpose of collecting fees and revenue income to defray the expenses of the 1835 Town Hall, and to be used for its upkeep, the amount spent from this account is not to exceed $15,000 within the fiscal year, with said account to be under the control of the 1835 Town Hall Committee, or take any action in relation thereto.
Submitted by: 1835 Town Hall Committee
Recommendation: The Finance Committee recommends the passage of this article.
Summary: This article provides for funds generated by the use of the 1835 Town Hall to be used for the maintenance of the 1835 Town Hall.

ARTICLE 30. Continue Revolving Account: Planning Board *(see Art. 26)*
To see if the Town will vote to continue a Revolving Account as allowed by Chapter 44, Section 53 E ½, of the Massachusetts General Laws, as amended, for the purpose of collecting Planning Board Fees not covered by other General Laws and using said funds for the operation of the Planning Board, the amount spent from this account is not to exceed $25,000 within the fiscal year, with said account to be under the control of the Planning Board, or take any action in relation thereto.
Submitted by: Planning Board
Recommendation: The Finance Committee recommends the passage of this article.
Summary: This article continues a revolving fund for the support of Planning Board operations.

ARTICLE 31. Continue Revolving Account: Council on Aging *(see Art. 26)*
To see if the Town will vote to continue a Revolving Account as allowed by Chapter 44, Section 53 E ½ of the Massachusetts General Laws, as amended, for Council on Aging said account to be used for the purpose of expenses, contractual services, and equipment for COA related programs, the amount spent from this account is not to exceed $50,000 within the fiscal year, with this account to be under the control of the Council on Aging, or take any action in relation thereto.
Submitted by: Council on Aging
Recommendation: The Finance Committee recommends the passage of this article.
Summary: This article continues a revolving fund for the support and funding of Council On Aging related programs.

ARTICLE 32. Continue Revolving Account: Fair Committee *(see Art. 26)*
To see if the Town will vote to continue a Revolving Account as allowed by Chapter 44, Section 53 E ½ of the Massachusetts General Laws, as amended, for the purposes of running the Fair, which the amount spent from this account is not to exceed $135,000 within the fiscal year, said account to be used to receive funds for and to pay the expenses of the Town fair, with this account to be under the control of the Fair Committee, or take any action in relation thereto.
Submitted by: Fair Committee
Recommendation: The Finance Committee recommends the passage of this article.
Summary: This article continues a revolving fund that is used to fund the Town fair.

ARTICLE 33. Continue Revolving Account: Hazardous Materials *(see Art. 26)*
To see if the town will vote to continue a Revolving Account as allowed by Chapter 44, Section 53E½ of the Massachusetts General Laws, as amended, for the purpose of a Hazardous Materials Recovery Revolving Account, into which account receipt for charges to responsible parties for the containment of hazardous materials pursuant to the Town's Hazardous Materials and Waste Recovery By-law shall be deposited and to authorize the Fire Chief to expend funds received and deposited into said account, The total amount, which may be expended in the current fiscal year, shall not exceed $55,000, or take any action in relation thereto.
Submitted by: Fire Chief
Recommendation: The Finance Committee recommends the passage of this article.
Summary: Chapter 44, Section 53E½ of the Massachusetts General Laws authorizes the Sterling Fire Department to maintain a revolving fund account for the purposes enumerated in this Article.

ARTICLE 34. Continue Revolving Account: Agricultural Commission *(see Art. 26)*
To see if the town will vote to continue a Revolving Account as allowed by Chapter 44, Section 53E½ of the Massachusetts General Laws, as amended, for the purpose of an Agricultural Commission Revolving Account, which the amount spent from this account is not to exceed $5,000 within the fiscal year, said account to be used to receive funds for and to pay the expenses of the Agricultural Commission, with this account to be under the control of the Agricultural Commission, or take any action in relation thereto.
Submitted by: Agricultural Commission
Recommendation: The Finance Committee recommends the passage of this article.
Summary: This article will continue a revolving fund for the Agricultural Commission.

ARTICLE 35. Notice of annual and special town meetings

To see if the Town will vote to amend Section 2 of the Town Meeting article of the Town's General Bylaws so that it reads as follows:

> *Notice of annual and special town meetings shall be given by posting attested copies of the warrant therefor at the Town Hall and Conant Public Library at least seven days before annual town meetings and fourteen days before special town meetings. The Board of Selectmen may also provide for postings of the warrant in other public places in the Town as well as on the Town's website.*

or take any action relative thereto.

Submitted by: Town Clerk

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

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

Summary: Section 2 of the Town Meeting article of the general bylaws simply provides: "Notice of all town meetings shall be given by posting attested copies of the warrant therefor in two or more conspicuous places in the town at least seven days before such meeting." This bylaw, to the extent it requires only 7 days prior posting, is not completely consistent with state law regarding town meetings. Specifically, MGL c. 39, § 10 requires notice of the warrant be given at least 7 days before the annual meeting or an annual or special election and at least 14 days before any special town meeting. This statute goes on to provide that the "warrant shall be directed to the constables or to some other persons, who shall forthwith give notice of such meeting in the manner prescribed by the by-laws…." There is no requirement in the Town's bylaws (or in state law) for the warrant to be mailed to all residences in town. Town officials plan to post the warrant on the town website, as we have done since 2008, but it is not advisable that this be a bylaw requirement since a challenge to the validity of future town meeting actions might be made in the event (however unlikely) that the website is down for an extended period of time.

MOTION MADE: to amend Section 2 of the Town Meeting Article of the Town's General Bylaws so that it reads as follows:

> **Notice of annual and special town meetings shall be given by posting attested copies of the warrant therefor at the Town Hall and Conant Public Library at least seven days before annual town meetings and fourteen days before special town meetings. The Board of Selectmen may also provide for postings of the warrant in other public places in the Town as well as on the Town's website.**

MOTION PASSED UNANIMOUSLY

ARTICLE 36. Accept CH 143, Sec 3Z, Local Inspectors

To see if the Town will vote to accept and adopt the provisions of Chapter 143, section 3Z of the Massachusetts General Laws, or take any action thereto.

Submitted by: Board of Selectmen

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

Summary: Acceptance of CH 143 Sec 3Z by the Town will allow part-time/alternate "Local Inspectors" to engage in business for which they are licensed, certified or registered while serving as an inspector. The provisions of this section specifically provide for restrictions on any self inspection or inspection of any project that involves an employer, employee, or one employed by a local inspector. This action is recommended by State Board of Building Regulations and Standards to avoid any perception of a conflict.

MOTION MADE: to accept and adopt the provisions of Chapter 143, section 3Z of the Massachusetts General Laws.
MOTION PASSED UNANIMOUSLY

ARTICLE 37. Sholan Park Bylaw – Nonresidential Permits, Fines, Inspections

To see if the town will vote to create a new section of the General Bylaws as follows:

Section 1. Access
Parking is permitted only between 5:00 AM and 9:00 PM daily unless otherwise posted.
All visitors and vehicles must vacate the park by 9 PM unless an overnight pass has been issued by the Department of Public Works for the Town of Sterling.

Section 2. Parking
Parking at Sholan Park is restricted to the designated parking area only.

Only those vehicles displaying the appropriate Town of Sterling resident permit, a temporary guest or visitor pass, or emergency vehicles are authorized to park within this parking area. Unauthorized vehicles parked in the parking area or undesignated areas are subject to a fifty dollar ($50.00) fine and/or towing at the owners expense.

Owners and/or operators of vehicles parked in violation are subject to non-criminal dispositions (citations) pursuant to MGL Chapter 40, Sec 21D, issued by the members of the Sterling Police Department. Payment for violations should be made to the Town Clerk for the Town of Sterling in person or by-mail within twenty one days of the alleged violation.

Section 3. Permits and Passes
Permits and passes issued by the Town of Sterling for the purposes described herein remain the property of the Town. Permits and passes are non-transferable. Holders of permits and passes must make available the assigned registration, license and/or the permit or pass upon request. Unauthorized use of permits and passes are subject to revocation.

A resident permit of appropriate design shall be issued upon proof of residency for a specific vehicle and must be affixed to said vehicle.

Beginning April 1st of each year a limited number of non-resident parking passes shall be issued for a one year term on a first come first serve basis. Non-resident parking passes shall be issued for a specific vehicle and must be displayed unobstructed and in full view on said vehicle dashboard. Non-residents will be charged a parking fee as determined by the Board of Selectmen.

Section 4. Animals
Pets shall not be allowed on the beach and picnic areas of the Park. Violators are subject to a twenty five dollar fine ($25.00) for each offense.

This section shall not apply to animals that are used to assist persons with disabilities.

This section shall be enforced by the animal control division of the Town.

Section 5. Safety
Alcoholic beverages are not permitted at Sholan Park.

Residents and visitors must comply with all rules and regulations established for Sholan Park and designated swim areas.

Boaters must comply with the current Massachusetts boating regulations and local by-laws as posted.

These will be enforced by the Recreation Department staff and/or police department as required.

Section 6. Preservation
East Lake Waushacum is a sensitive natural resource and subject to the spread of invasive aquatic weeds and mussels as defined by the state's Department of Conservation and Recreation and Department of Environmental Protection.

Recipients of a resident permit, guest or visitor pass, and intending to use a boat, trailer and/or other equipment in the Lake are responsible to make sure it is free of invasive species before entering the park and water. Recipient also agrees as a condition of accepting a resident permit or pass, that said boat, trailer and/or equipment is subject to inspection for weeds and mussel species.

Any evidence of weeds, mussels or denying the inspection will be sufficient cause to deny access to the boat ramp and parking area.

The vehicle owner shall remove contaminated equipment from the Park.
Submitted by: Board of Selectmen
Recommendation: The Conservation Commission recommends the passage of this article.
Recommendation: The Recreation Commission recommends the passage of this article.
Recommendation: The DPW Board will report at Town meeting on this article.
Recommendation: The Board of Selectmen recommends the passage of this article.
Recommendation: The Finance Committee defers to Town Meeting on this article.
Summary: East Lake Waushacum is an important natural resource and recreational area for the Town. As more neighboring lakes become infested with invasive aquatic weeds and the recent threat of zebra mussels entering western Mass, East Lake Waushacum becomes increasingly vulnerable to contamination. The spread of aquatic invasive species is usually caused by weeds or mussels "hitch-hiking" a ride from lake to lake by boat and trailer. Eradication techniques are costly, forcing a decision to let a natural resource die or become a financial burden to townspeople. This article will allow the Town to take preemptive measures to prevent the spread into East Lake Waushacum. It also establishes an annual NONRESIDENT parking fee and a $50 fine for parking violations. Residents will continue to enjoy all areas of Sholan Park with a free resident sticker affixed to their vehicle.
MOTION MADE: to vote to create a new section of the General Bylaws as printed in the Warrant.
AMENDMENT TO MOTION: *(submitted by Daniel Kloczkowski) That* ***Section 4 Animals*** *and* ***Section 6. Preservation*** *be deleted in their entirely and the following text inserted:*

Section 4. Animals
Animals shall not be allowed on the beach and picnic areas of the part. Violators are subject to a twenty five dollar fine ($25.00) for each bylaw offense.

This section shall not apply to service animals, defined by ADA as any guide dog, signal dog, or other animal individually trained to provide assistance to an individual with a disability.

This section shall be enforced by the Animal Control Division of the Town of Sterling.

Section 6. Preservation
East Lake Waushacum is a sensitive natural resource and subject to the spread of invasive aquatic weeds and mussels as defined by the State's Department of Agricultural Resources.

Recipients of a resident permit, guest or visitor pass, and intending to use a boat, trailer and/or other equipment in the Lake are responsible to make sure it is free of invasive species before entering the park and water. Recipient also agrees as a condition of accepting a resident permit or pass, that said boat, trailer and/or equipment is subject to inspection for weeds and mussel species.

Any evidence of weeds, mussels or denying the inspection will be sufficient cause to deny access to the boat ramp and parking area.

The vehicle owner shall remove contaminated equipment from the Park.
AMENDMENT TO MOTION PASSED BY MAJORITY VOTE.
SECOND AMENDMENT TO MOTION: That Section 6 be stricken from this Article.
SECOND AMENDMENT TO MOTION: DEFEATED
MADE to MOVE THE QUESTION.
MOTION CARRIES BY MAJORITY.

REQUIRES 2/3 VOTE:
MOTION WITH FIRST AMENDMENT CARRIES by 2/3 VOTE as DECLARED BY THE MODERATOR.

EFFECTIVE DATE: November 19, 2010
APPROVED BY THE ATTORNEY GENERAL on October 15, 2010.
Received in the Office of the Town Clerk: October 19, 2010

Following is the final text as approved by the Attorney General's Office
SHOLAN PARK BYLAW – Nonresidential Permits, Fines, Inspections
Section 1. Access
Parking is permitted only between 5:00 AM and 9:00 PM daily unless otherwise posted.

All visitors and vehicles must vacate the park by 9 PM unless an overnight pass has been issued by the Department of Public Works for the Town of Sterling.

Section 2. Parking
Parking at Sholan Park is restricted to the designated parking area only.

Only those vehicles displaying the appropriate Town of Sterling resident permit, a temporary guest or visitor pass, or emergency vehicles are authorized to park within this parking area. Unauthorized vehicles parked in the parking area or undesignated areas are subject to a fifty dollar ($50.00) fine and/or towing at the owners expense.

Owners and/or operators of vehicles parked in violation are subject to non-criminal dispositions (citations) pursuant to MGL Chapter 40, Sec 21D, issued by the members of the Sterling Police

Department. Payment for violations should be made to the Town Clerk for the Town of Sterling in person or by-mail within twenty one days of the alleged violation.

Section 3. Permits and Passes

Permits and passes issued by the Town of Sterling for the purposes described herein remain the property of the Town. Permits and passes are non-transferable. Holders of permits and passes must make available the assigned registration, license and/or the permit or pass upon request. Unauthorized use of permits and passes are subject to revocation.

A resident permit of appropriate design shall be issued upon proof of residency for a specific vehicle and must be affixed to said vehicle.

Beginning April 1st of each year a limited number of non-resident parking passes shall be issued for a one year term on a first come first serve basis. Non-resident parking passes shall be issued for a specific vehicle and must be displayed unobstructed and in full view on said vehicle dashboard. Non-residents will be charged a parking fee as determined by the Board of Selectmen.

Section 4. Animals

Animals shall not be allowed on the beach and picnic areas of the part. Violators are subject to a twenty five dollar fine ($25.00) for each bylaw offense.

This section shall not apply to service animals, defined by ADA as any guide dog, signal dog, or other animal individually trained to provide assistance to an individual with a disability.

This section shall be enforced by the Animal Control Division of the Town of Sterling.

Section 5. Safety

Alcoholic beverages are not permitted at Sholan Park.

Residents and visitors must comply with all rules and regulations established for Sholan Park and designated swim areas.

Boaters must comply with the current Massachusetts boating regulations and local by-laws as posted.

These will be enforced by the Recreation Department staff and/or police department as required.

Section 6. Preservation

East Lake Waushacum is a sensitive natural resource and subject to the spread of invasive aquatic weeds and mussels as defined by the State's Department of Agricultural Resources.

Recipients of a resident permit, guest or visitor pass, and intending to use a boat, trailer and/or other equipment in the Lake are responsible to make sure it is free of invasive species before entering the park and water. Recipient also agrees as a condition of accepting a resident permit or pass, that said boat, trailer and/or equipment is subject to inspection for weeds and mussel species.

Any evidence of weeds, mussels or denying the inspection will be sufficient cause to deny access to the boat ramp and parking area.

The vehicle owner shall remove contaminated equipment from the Park.

ARTICLE 38. Change town surplus bylaws to auction

To see if the Town will vote to amend Section 3 of the Sale of Surplus Property article of the Town's General Bylaws so that it reads as follows:

> *"3. The Board of Selectmen shall, from time to time, sell or cause to be sold all such property not so transferred to another Board, Officer, or Department, by public sale or auction, including internet based auctions, after first providing notice thereof by publication on the Town's website and by such other postings and notices, if any, as the Board of Selectmen may deem advisable and in the best interests of the Town. The Board of Selectmen may scrap any property for which there was no buyer at such sale or auction. All proceeds shall be paid into the treasury of the Town upon receipt by the Board of Selectmen."*

or take any action relative thereto.

Submitted by: Board of Selectmen

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

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

Summary: The Town would like the ability to utilize on-line auction companies. Our first attempt in February, 2010, yielded almost $4,000 of revenue. In order to facilitate this, the Town's General Bylaws relating to Sale of Surplus Property, particularly the requirement for WT&G publication, should be amended to address this new way of disposing of surplus property.

MOTION MADE: to amend Section 3 of the Sale of Surplus Property article of the Town's General Bylaws so that it reads as follows:

> *"3. The Board of Selectmen shall, from time to time, sell or cause to be sold all such property not so transferred to another Board, Officer, or Department, by public sale or auction, including internet based auctions, after first providing notice thereof by publication on the Town's website and by such other postings and notices, if any, as the Board of Selectmen may deem advisable and in the best interests of the Town. The Board of Selectmen may scrap any property for which there was no buyer at such sale or auction. All proceeds shall be paid into the treasury of the Town upon receipt by the Board of Selectmen."*

MOTION CARRIES UNANIMOUSLY

ARTICLE 39. 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 be used for expenses for Wachusett Greenways, a six Town collaborative, said funds to be administered and expended by Wachusett Greenways, or take any action in relation thereto.

Submitted by: Board of Selectmen

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

Summary: This article would provide financial assistance to the six Town collaborative working on the Wachusett Greenways project, including the Rail Trail in Sterling.

MOTION MADE: to raise and appropriate the sum of $1,300, to be used for expenses for Wachusett Greenways, a six Town collaborative, said funds to be administered and expended by Wachusett Greenways
MOTION PASSED UNANIMOUSLY

ARTICLE 40. 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, to be used for expenses for The Sterling Land Trust, an organization dedicated to the preservation of various parcels of land within the Town, said funds to be administered and expended by the Trust, or take any action in relation thereto.
Submitted By: Board of Selectmen
Recommendation: The Finance Committee recommends the passage of this article.
Summary: This article would provide financial assistance to the Sterling Land Trust which maintains various parcels of land within the Town for the passive recreational use of the residents.
MOTION MADE: to **raise and appropriate** the sum of $1,300, or any other sum, to be used for expenses for The Sterling Land Trust, an organization dedicated to the preservation of various parcels of land within the Town, said funds to be administered and expended by the Trust.
MOTION CARRIES BY 2/3 VOTE AS DECLARED BY THE MODERATOR

ARTICLE 41. Accept CH 33 Sec 59, 2 weeks paid for military training
To see if the Town will vote to accept the provisions of Massachusetts General Laws Chapter 33 Section 59 to allow Town employees to receive regular town pay while on military tour of duty.
Submitted by: Veteran's Service Officer
Recommendation: The Finance Committee recommends the passage of this article.
Recommendation: The Board of Selectmen recommends the passage of this article.
Summary: By accepting this provision of the Massachusetts General Laws, the Town of Sterling recognizes the contribution of the Town's regular full-time employees who are in the Armed Services Reserves or National Guard and are called to their annual tour of duty, or to a specific tour of duty pursuant to Massachusetts General laws Chapter 33 Sections 38 (emergency assistance to state and local civil authorities), 40 (suppression of an insurrection), 41 (suppression of a riot or preservation of order during a public catastrophe or natural disaster, or 60 (during the annual training period). Acceptance of this provision will entitle these employees to receive their regular Town pay while on this tour of duty. This section of the General Laws was originally passed in 1954 and has been accepted by numerous cities and towns.
MOTION MADE TO TABLE THIS ARTICLE PASSED UNANIMOUSLY

ARTICLE 42. Accept Local Option for Meals Tax
To see if the Town will vote to accept the provisions of Massachusetts General Laws Chapter 64L, section 2(a), to impose a local meals excise.
Submitted by: Finance Committee
Recommendation: The Finance Committee defers to Town Meeting on this article.
Recommendation: The Board of Selectmen does not recommend 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 state estimates, based on 2009 data, estimate Sterling would collect approximately $48,000 annually.

MOTION MADE: to accept the provisions of Massachusetts General Laws Chapter 64L, section 2(a), to impose a local meals excise.

MOTION DEFEATED BY 2/3 VOTE AS DETERMINED BY THE MODERATOR.

ARTICLE 43. 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 the maintenance of the 1835 Town Hall for fiscal 2011, 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, because maintenance funds for the 1835 Town Hall are included in the Facilities Manager portion of the budget in Article 2.

Recommendation: The Board of Selectmen defers to Town Meeting on this article.

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

MOTION MADE: to vote to **raise and appropriate**, the sum of $5,000, or any other sum, to fund the maintenance of the 1835 Town Hall for fiscal 2011, said sum to be expended by the 1835 Town Hall Committee.

MOTION CARRIED AS DETERMINED BY THE MODERATOR.

ARTICLE 44. 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, 2011, 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.

MOTION MADE: 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, 2010**, 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.

MOTION PASSED UNANIMOUSLY

ARTICLE 45. 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 FY2011, 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.

MOTION MADE: to 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 FY2011.

MOTION PASSED UNANIMOUSLY

ARTICLE 46. Chapter 90 Funding

To see if the Town will vote to appropriate the sum of $326,866, or any other sum, contingent upon the Commonwealth of Massachusetts' funding of the Chapter 90 program, said sum to be reimbursed 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 recommends the passage of this article.

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.

MOTION MADE: to appropriate the sum of $326,866, contingent upon the Commonwealth of Massachusetts' funding of the Chapter 90 program, said sum to be reimbursed 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

MOTION PASSED UNANIMOUSLY

ARTICLE 47. Fund Hydrant Rental

To see if the Town will vote to raise and appropriate or transfer from available funds the sum of $26,675 for hydrant rental, or any other sum, said sum to be paid to the Department of Public Works and used as revenue for the 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 Water Enterprise rents the hydrants to the Town for use, mostly by the Fire Department. This money helps pay for the maintenance of the hydrants including lubrication of the head gasket, mechanism, and also the seal at the top of the hydrant. The rental also helps fund

eventual replacement. These hydrants contribute to keeping rates down from insurance underwriters for the taxpayers.

MOTION MADE: to vote to **raise and appropriate** the sum of $26,675 for hydrant rental, said sum to be paid to the Department of Public Works and used as revenue for the Water Department.

MOTION PASSED UNANIMOUSLY

ARTICLE 48. Annual Town Election

To elect by ballot on Monday, May 24, 2010, at 7:00 AM at the Houghton School on Boutelle Road, the following officers:

Board of Selectmen (1) for 3 year term
Board of Health (1) for 3 year term and (1) for 1 year term
Board of Assessors (1) for 3 year term
Constables (2) each for 3 year terms
DPW Board (1) for 3 year term
Electric Light Board (1) for 3 year term
Library Board of Trustees (2) each for 3 year terms
Planning Board (1) for 5 year term
Wachusett Regional School Committee (1) for 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 24, 2010 at seven (7:00) o'clock in the forenoon and shall remain open until eight (8:00) o'clock in the evening.

AT 11:45pm MOTION MADE TO ADJOURN ANNUAL TOWN MEETING

to May 24, 2010 for the purpose of election of town officers by ballot at which no other town business will be conducted and at commencement of which town meeting will be dissolved.

MOTION PASSED UNANIMOUSLY

TOWN OF STERLING
SPECIAL PRIMARY STATE ELECTION
DEC. 8, 2009

DEMOCRATIC PARTY

SENATOR IN CONGRESS	**Totals**
Michael E. Capuano	162
Martha Coakley	381
Alan A. Khazei	96
Stephen G. Pagliuca	93
Write-Ins	1
All other votes	0
Blanks	0
TOTAL	733

REPUBLICAN PARTY

SENATOR IN CONGRESS	**Totals**
Scott P. Brown	405
Jack E. Robinson	49
Write-Ins	0
All other votes	2
Blanks	0
TOTAL	456

LIBERTARIAN PARTY

SENATOR IN CONGRESS	**Totals**
Write-Ins	1
All other votes	0
Blanks	0
TOTAL	1

Total Votes	**1,190**
Total Registered	**5,675**
Voter Turnout	**21%**

A true copy
Attest: _____
Dawn E. Michanowicz
Town Clerk

TOWN OF STERLING
SPECIAL STATE ELECTION
JAN. 19, 2010

SENATOR IN CONGRESS	**Totals**
Scott P. Brown (Republican)	2596
Martha Coakley (Democratic)	1194
Joseph L. Kennedy (Liberty)	44
Write-Ins	2
All other votes	1
Total Votes	**3837**
Total Registered	**5634**
Voter Turnout	**68.10%**

A true copy
Attest: _____
Dawn E. Michanowicz
Town Clerk

TOWN OF STERLING
ANNUAL TOWN ELECTION
MONDAY, MAY 24, 2010

BOARD OF SELECTMEN 3 years –Vote for One

Paul M. Sushchyk, Candidate for Re-election	455
Michael L. Padula	450
All Others	1
Blanks	17

BOARD OF ASSESSORS 3 years –Vote for One

Nancy M. Perry	641
All Others	27
Blanks	255

CONSTABLE 3 years – Vote for not more than Two

David J. Pineo, Candidate for Re-election	717
Michael E. Pineo, Candidate for Re-election	713
All Others	3
Blanks	413
TOTAL	1,846

BOARD OF HEALTH 3 years –Vote for One

Stanley Selkow, Candidate for Re-election	682
All Others	0
Blanks	241

BOARD OF HEALTH 1 year –Vote for One

Katherine Benson Grim	631
All Others	1
Blanks	291

BOARD OF LIBRARY TRUSTEES
3 years –Vote for not more than Two

Albert J. Carlin, Candidate for Re-election	641
Kelly J. Corvelo, Candidate for Re-election	620
All Others	4
Blanks	581
TOTAL	1,846

WACHUSETT REGIONAL SCHOOL DISTRICT COMMITTEE
3 years –Vote for not more than Two

Lance E. Harris (Write-In)	156
Write-Ins	32
All Others	0
Blanks	735

PLANNING BOARD 5 years –Vote for One

Ronald F. Pichierri, Candidate for Re-election	668
All Others	6
Blanks	249

DEPT OF PUBLIC WORKS BOARD 3 years –Vote for One

Donald W. Harding, Candidate for Re-election	454
Michael Forance	404
All Others	0
Blanks	65

STERLING MUNICIPAL LIGHT BOARD

Richard A. Sheppard, Candidate for Re-election	381
Michael J. Rivers	520
All Others	1
Blanks	21

Total Votes	**923**
Total Registered	**5642**
Voter Turnout %	**16.4%**

ANNUAL TOWN ELECTION RECOUNT
June 8, 2010
Recount Tabulator Final for 1 seat

BOARD OF SELECTMEN	**Precinct 1**	**Precinct 2**	**Total**
Paul M. Sushchyk	225	230	455
Michael L. Padula	229	221	450

A true copy
Attest: _____
Dawn E. Michanowicz
Town Clerk

TOWN OF STERLING
STATE PRIMARY ELECTION
SEPTEMBER 14, 2010

DEMOCRATIC PARTY

GOVERNOR

Deval L. Patrick	263
Write-Ins	0
All Others	12
Blanks	86
TOTAL	361

LIEUTENANT GOVERNOR

Timothy P. Murray	281
Keith Davis (write-in)	0
Write-Ins	0
Blanks	80
TOTAL	361

ATTORNEY GENERAL

Martha Coakley	263
Write-Ins	0
All Others	5
Blanks	93
TOTAL	361

SECRETARY OF STATE

William Francis Galvin	270
Write-Ins	0
All Others	1
Blanks	90
TOTAL	361

TREASURER

Steven Grossman	181
Stephen J. Murphy	120
Write-Ins	0
All Others	0
Blanks	60
TOTAL	361

AUDITOR

Suzanne M. Bump	151
Guy William Glodis	144
Mike Lake	43
Write-Ins	0
Blanks	23
TOTAL	361

REP. IN CONGRESS 1ST DISTRICT

John Olver	256
Write-Ins	0
All Others	0
Blanks	105
TOTAL	361

COUNCILLOR

Francis A. Ford	238
Write-Ins	0
All Others	0
Blanks	123
TOTAL	361

SENATOR IN GENERAL COURT

Jennifer L. Flanagan	273
Write-Ins	0
All Others	0
Blanks	88
TOTAL	361

REP. IN GENERAL COURT

Kenneth O'Brien (Precinct 1)	112
Write-Ins	0
Blanks	50
TOTAL	162

REP. IN GENERAL COURT

Harold P. Naughton, Jr.(Precinct 2)	159
Write-Ins	0
All Others	1
Blanks	39
TOTAL	199

DISTRICT ATTORNEY

Joseph D. Early, Jr.	281
Write-Ins and All Others	0
Blanks	80
TOTAL	361

SHERIFF

Scot J. Bove	167
Thomas J. Foley	175
Write-Ins and All Others	0
Blanks	19
TOTAL	361

REPUBLICAN PARTY

GOVERNOR

Charles D. Baker	488
Scott Lively	17
Tim Cahill	3
Write-Ins	0
All Others	3
Blanks	26
TOTAL	537

LIEUTENANT GOVERNOR

Richard R. Tisei	455
Keith Davis (write-in)	19
Write-Ins	0
All Others	3
Blanks	60
TOTAL	537

ATTORNEY GENERAL

James McKenna (write-in)	92
Guy Carbone	22
Write-Ins	0
All Others	17
Blanks	406
TOTAL	537

SECRETARY OF STATE

William C. Campbell	439
Write-Ins	0
All Others	3
Blanks	95
TOTAL	537

TREASURER

Karyn E. Polito	486
Write-Ins	0
All Others	1
Blanks	50
TOTAL	537

AUDITOR

Mary Z. Connaughton	422
Kamal Jain	63
Write-Ins	0
All Others	2
Blanks	50
TOTAL	537

REP. IN CONGRESS 1ST DISTRICT

William L. Gunn, Jr.	455
Write-Ins	0
All Others	3
Blanks	70
TOTAL	537

COUNCILLOR

Jennie L. Caissie	418
Write-Ins	0
All Others	0
Blanks	119
TOTAL	537

SENATOR IN GENERAL COURT

Neal Andrew Heeren	427
Write-Ins	0
All Others	0
Blanks	110
TOTAL	537

REP. IN GENERAL COURT

Kimberly L. Ferguson (Precinct 1)	240
Write-Ins	0
All Others	0
Blanks	37
TOTAL	277

REP. IN GENERAL COURT

James F. Gettens (Precinct 2)	217
Write-Ins	0
All Others	2
Blanks	41
TOTAL	260

DISTRICT ATTORNEY

Write-Ins	0
All Others	12
Blanks	525
TOTAL	537

SHERIFF

Lewis G. Evangelidis	502
Write-Ins	0
All Others	5
Blanks	30
TOTAL	537

LIBERTARIAN PARTY

GOVERNOR	
Write-Ins	0
All Others	1
Blanks	0
TOTAL	1

LIEUTENANT GOVERNOR	
Write-Ins	0
All Others	1
Blanks	0
TOTAL	1

ATTORNEY GENERAL	
Write-Ins	0
All Others	1
Blanks	0
TOTAL	1

SECRETARY OF STATE	
Write-Ins	0
All Others	1
Blanks	0
TOTAL	1

TREASURER	
Write-Ins	0
All Others	1
Blanks	0
TOTAL	1

AUDITOR	
Write-Ins	0
All Others	1
Blanks	0
TOTAL	1

REP. IN CONGRESS 1ST DISTRICT	
Write-Ins	0
All Others	1
Blanks	0
TOTAL	1

COUNCILLOR	
Write-Ins	0
All Others	1
Blanks	0
TOTAL	1

SENATOR IN GENERAL COURT	
Write-Ins	0
All Others	1
Blanks	0
TOTAL	1

REP. IN GENERAL COURT	
Write-Ins	0
All Others	1
Blanks	0
TOTAL	1

DISTRICT ATTORNEY	
Write-Ins	0
All Others	1
Blanks	0
TOTAL	1

SHERIFF	
Write-Ins	0
All Others	0
Blanks	1
TOTAL	1

Total Votes	**899**
Total Registered	**5,673**
Voter Turnout	**15.85%**

A true copy
Attest:_____
Dawn E. Michanowicz
Town Clerk

TOWN OF STERLING
STATE ELECTION
NOVEMBER 2, 2010

GOVERNOR & Lt. GOVERNOR

Patrick & Murray	1,259
Baker & Tisei	2,211
All Others	4
Blanks	24

ATTORNEY GENERAL

Martha Coakley	1,785
James P. Mckenna	1.990
All Others	1
Blanks	55

SECRETARY OF STATE

William Francis Galvin	1,764
William C. Campbell	1,764
James D. Henderson	155
All Others	0
Blanks	148

TREASURER

Steven Grossman	1,196
Karyn E. Polito	2,516
All Others	0
Blanks	119

AUDITOR

Suzanne M. Bump	1,184
Mary Z. Connaughton	1,248
Nathaniel Alexander Fortune	153
All Others	0
Blanks	246

REP. IN CONGRESS 1ST DISTRICT

John W. Olver	1,376
William L. Gunn	2,059
Michael Engel	205
All Others	2
Blanks	189

COUNCILLOR

Jennie L. Caissie	2,165
Francis A. Ford	1,335
All Others	0
Blanks	331

SENATOR IN GENERAL COURT

Jennifer L. Flanagan	1,753
Neal Andrew Heeren	1,877
All Others	0
Blanks	201

REP. IN GENERAL COURT
Precinct 1

Kimberly N. Ferguson	994
Kenneth O'Brien	526
Jonathan B. Long	144
All Others	0
Blanks	106
TOTAL	1,770

REP. IN GENERAL COURT
Precinct 2

Harold P. Naughton	1,036
James F. Gettens	965
All Others	0
Blanks	60
TOTAL	2,061

DISTRICT ATTORNEY

Joseph D. Early, Jr.	2,380
All Others	31
Blanks	1.420

SHERIFF

Lewis G. Evangelidis	2,608
Thomas J. Foley	963
Keith E. Nicholas	137
All Others	0
Blanks	123

Total Votes	**3831**
Total Registered	**5,709**
Voter Turnout	**67.1%**

A true copy
Attest:_____
Clerk Dawn Michanowicz, Town Clerk

FINANCIAL REPORTS

2010

FINANCE COMMITTEE
2010 ANNUAL REPORT

Larry Pape, Chairman
Matt Emsley, Vice Chairman
Mike Murphy, Secretary
Lisa Call
Frank Heinemann
Bob Brown
John Kilcoyne

As in past years, the Finance Committee has spent the time since last the last Annual Town Meeting focused on preparing the coming fiscal year's (FY2012) budget as well as looking towards the years ahead. The Finance Committee continues to deal with the on-going fiscal challenges presented to the Town of Sterling given the current economic situation. We have and 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 this climate the Finance Committee has, for the past two prior years, set a goal of keeping the average real estate tax bill flat year over year. What we have actually accomplished is 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 is estimated to be $625,851 in FY2012, a reduction of $333,520 or 35%! We have continued to seek out any and all available funds to aid in this effort. 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 the current $547,471. We anticipate Free Cash will continue to become a smaller number going forward. In FY2009 we used $262,025 from Stabilization, in FY2010 we used $218,429 and in FY2011 we used $441,832. As of the date of creation of this submission to the Annual Town Report we are anticipating the use of $447,000 from the Stabilization Account. In a sense, we are using Stabilization Funds to offset the reduction in state funds. 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, such expenditures while keeping them out of and impacting on-going department operating budgets.

For FY2012, we do anticipate the need for a slight rise in the average tax bill despite the heavy use of the Stabilization Account. As previously indicated, as of the submission date of this report, we have not quite finalized all of the financial figures for the Town Warrant so it is not possible to provide more detailed figures for this annual report but this information and a more detailed report can be found in the Town Warrant for the Special and Annual Town Meetings to be held May 16th, 2011. 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

BOARD OF ASSESSORS

Fiscal Year 2010 Assessments and Property Tax Revenue Summary

Property	*ClassLevy %*	*Valuation by Class*	*Tax Rate*	*Tax Levy*
Residential	86.5801	880,724,285	14.29	12,585,550.03
Open Space	0.00	0	14.29	0.00
Commercial	4.4031	44,790,115	14.29	640,050.74
Industrial	5.8819	59,833,000	14.29	855,013.57
Personal Property	3.1349	31,888,701	14.29	455,689.54

Valuation and Tax History

Fiscal	*Tax Rate*	*Total Valuation*	*Accounts*	*Tax Levy*	*Change%*
2009	13.25	1,017,236,101	3,748	14,536,304	
2008	12.63	1,095,254,623	3,768	13,833,065	1.6413
2007	11.51	1,129,399,846	3,763	12,999,392	0.8989
2006	11.51	1,108,872,477	3,644	12,851,832	9.1942
2005	13.03	903,276,897	3,594	11,769,697	8.5309
2004	12.60	860,678,532	3,609	10,844,549	9.5044

Abstract of Assessments

Property Class Code & Description	*Accts*	*Class Valuation*	*Avg. Value*
012-043 Mixed Use Properties	17	7,646,000	449,800
101 Residential Single Family	2,505	779,876,600	311,300
102 Residential Condominiums	127	28,576,900	225,000
104 Residential Two Family	104	29,860,600	287,100
105 Residential Three Family	7	2,545,700	363,700
Miscellaneous Residential	19	6,099,900	321,000
111-125 Apartments	9	3,318,200	368,700
130-132, 106 Vacant Land	431	26,933,100	62,500
200-231 Open Space	0	-0-	-0-
300-393 Commercial	73	37,955,200	519,900
400-452 Industrial	113	59,788,500	529,100
501-506 Personal Property	202	31,888,701	160,200
600-821 Chapter 61, 61A, 61B	144	2,746,700	19,100
900-990 Exempt	258	112,931,000	
TOTALS	4,009	1,097,332,655	

Assessors' Account for Exemptions and Abatements

Description	*FY2009*	*FY2008*	*FY2007*
Assessors' Overlay	$109,562.78	$112,497.88	$109,871.23
Charges through 6/30/2008	52,438.19	44,270.53	43,431.19
Amounts Transferred	-0-	-0-	-0-
Potential ATB Liability	-0-	-0-	-0-
Balance	$57,124.59	$68,227.35	$66,440.04

New Growth Revenues

Fiscal	*Added Valuation*	*Tax Rate*	*New Revenue*
2009	15,004,900	12.63	189,512
2008	19,418,581	11.51	223,508
2007	34,187,139	11.59	396,229
2006	25,328,462	13.03	330,030
2005	17,054,473	12.60	214,887

TOWN OF STERLING
REPORT OF THE TREASURER/COLLECTOR
TAX COLLECTIONS - 12/31/10

	TAXES COMMITTED	ABATEMENTS EXEMPTIONS	TRANSFER to TAX TITLE	COLLECTIONS less Refunds	12/31/10 BALANCE OUTSTANDING
Real Estate Taxes					
Levy of 2011	$ 14,077,243.42	$ 30,622.00	$ -	$ 7,072,087.71	$ 6,974,533.71
Levy of 2010	$ 14,082,290.52	$ 58,485.87	$ 45,906.56	$ 13,889,049.76	$ 88,848.33
Levy of 2009	$ 14,116,679.40	$ 51,584.01	$ 58,470.21	$ 14,006,604.16	$ 21.02
Levy of 2008	$ 13,461,501.69	$ 47,521.91	$ 38,561.04	$ 13,375,418.74	$ 0.00
Levy of 2007	$ 12,709,131.84	$ 43,202.82	$ 30,136.98	$ 12,635,792.04	$ -
Levy of 2006	$ 12,567,023.00	$ 48,120.00	$ 36,848.81	$ 12,481,723.85	$ 330.34
Levy of 2005	$ 11,416,727.35	$ 35,276.00	$ 46,155.00	$ 11,335,021.57	$ 274.78
					$ 7,064,008.18
Personal Property Taxes					
Levy of 2011	$ 538,892.36	$ -	$ -	$ 22.04	$ 538,870.32
Levy of 2010	$ 455,688.60	$ -	$ -	$ 453,214.48	$ 2,474.12
Levy of 2009	$ 422,388.42	$ 859.18	$ -	$ 419,017.89	$ 2,511.35
Levy of 2008	$ 372,158.68	$ 3,212.84	$ -	$ 366,308.43	$ 2,637.41
Levy of 2007	$ 307,747.00	$ 230.93	$ -	$ 306,635.12	$ 880.95
Levy of 2006	$ 301,777.76	$ 143.48	$ -	$ 300,884.55	$ 749.73
Levy of 2005	$ 352,972.23	$ 452.72	$ -	$ 351,989.10	$ 530.41
					$ 548,654.29
Motor Vehicle Excise					
Levy of 2010	$ 1,000,281.59	$ 22,554.79	$ -	$ 951,510.56	$ 26,216.24
Levy of 2009	$ 1,052,796.65	$ 25,577.03	$ -	$ 1,019,427.75	$ 7,791.87
Levy of 2008	$ 1,096,483.60	$ 27,230.13	$ -	$ 1,064,910.95	$ 4,342.52
Levy of 2007	$ 1,126,533.83	$ 31,005.11	$ -	$ 1,091,322.74	$ 4,205.98
Levy of 2006	$ 1,167,386.31	$ 27,373.20	$ -	$ 1,135,864.16	$ 4,148.95
Levy of 2005	$ 1,168,549.55	$ 31,515.00	$ -	$ 1,133,639.79	$ 3,394.76
Levy of 2004	$ 1,168,546.00	$ 34,036.00	$ -	$ 1,131,554.94	$ 2,955.06
					$ 53,055.38
Taxes Liens/Tax Title 1997-2009			$ 730,291.14	$ 571,127.80	**$ 159,163.34**
Tax Foreclosure/Tax Possessions					**$ 90,803.71**
Rollback Taxes 1998-2008	$ 818,689.49	$ 39,429.94	$ -	$ 779,259.55	**$ -**

Donna M. Erickson
Treasurer/Collector

TOWN OF STERLING
REPORT OF THE TREASURER/COLLECTOR
TRUST FUNDS - DECEMBER 31, 2010

ACCOUNT	PRINCIPAL Unexpendable Funds	AVAILABLE FUNDS Expendable Funds
Jacob Conant - Fuel Fund	2,200.00	3,894.71
Emily Wilder - Fuel Fund	1,500.00	2,359.19
Clarissa A. Freeman Fund	5,000.00	4,198.73
Martha Roper Fund	500.00	1,043.64
Albert Farwell Fund	1,000.00	1,472.34
Henry Stephenson Fund	2,000.00	3,568.04
Alba Coffin Fund	1,000.00	1,416.51
TPA Trust for the Needy	0.00	1,680.90
John Houghton Needy Women	52,664.36	3,417.78
Butterick Library	11,000.00	128.51
Eli Kilburn Library	3,250.00	41.09
Conant Library	500.00	9.09
Waite Library	3,000.00	37.86
Putnam Library	2,000.00	26.73
W C Kendall Library	500.00	21.14
Charles Place Library	2,450.00	20.89
Edward Conant Library	1,200.00	10.52
Madalene Miller Library	1,000.00	7.64
Helen Houghton Library	5,726.87	106.09
June Williams Library	76,198.95	1,157.90
Flower Fund	4,530.00	5,288.35
Eli Kilburn Park Fund	1,300.00	1,541.15
Fannie Stevenson Park Fund	1,000.00	1,463.43
Perpetual Care	231,681.58	20,411.48
Florence Houghton Tree	3,434.46	4,138.85
Rosamond D. Fanning Scholarship	1,000.00	1,211.89
Butterick School Fund	10,000.00	319.64
Conant High School Scholarship	15,000.00	2,269.41
Iacobucci Scholarship	5,300.00	205.69
Maria Houghton Scholarship	52,664.36	1,996.51
Wachusett Area EMS		163,199.20
Cultural Council		3,586.91
Title 5 Septic Loans		110,520.75
George & Mary Gibbs Recreation	5,000.00	3,526.53
Conservation		30,373.57
Chocksett Crossing		36,659.57
Meter Deposit Fund	211,337.19	59,783.02
Total	714,937.77	471,115.25

Donna M. Erickson
Treasurer/Collector

TOWN OF STERLING
REPORT OF THE TREASURER/COLLECTOR
CAPITAL & STABILIZATION FUNDS - June 30, 2010

STABILIZATION FUND	$ 1,497,223.07
CAPITAL FUND	$ 5,341,261.06
TOTAL	**$ 6,838,484.13**

TOWN OF STERLING
REPORT OF THE TREASURER/COLLECTOR
DEBT - JUNE 30, 2010

PROJECT	BOND ISSUED	BOND MATURES	INTEREST RATE	ORIGINAL BOND	FY10 INTEREST	FY10 PRINCIPAL	BALANCE
SCHOOL RENOVATION-REFINANCED PORTION	2006	2/15/2020	4.55%	$ 9,365,000.00	$ 363,200.00	$ 85,000.00	$ 8,995,000.00
SCHOOL RENOVATION-NONCALLED PORTION	2000	2/15/2011	5.25%	$ 10,010,000.00	$ 100,100.00	$ 910,000.00	$ 910,000.00
GRIFFIN ROAD LAND	2001	6/15/2019	4.00%	$ 200,000.00	$ 4,691.76	$ 11,000.00	$ 92,000.00
LIBRARY RENOVATION	2001	6/15/2021	4.00%	$ 962,000.00	$ 25,840.00	$ 50,000.00	$ 510,000.00
POLICE & FIRE STATIONS	2001	6/15/2021	4.125%	$ 3,200,000.00	$ 88,840.00	$ 160,000.00	$ 1,760,000.00
FIRE TRUCK	2005	5/15/2015	4.40%	$ 645,000.00	$ 16,407.50	$ 65,000.00	$ 320,000.00
FIRE STATION	2005	5/15/2025	4.40%	$ 1,950,000.00	$ 64,547.50	$ 100,000.00	$ 1,450,000.00
WATER TANK LAND	2001	6/15/2020	4.125%	$ 88,000.00	$ 2,387.00	$ 4,000.00	$ 48,000.00
WATER TANK	2001	6/15/2021	4.125%	$ 1,550,000.00	$ 43,566.26	$ 75,000.00	$ 865,000.00
WATER DISINFECT PLANT	2004	2/1/2021	4.00%	$ 507,082.00	$ 13,969.51	$ 9,617.61	$ 319,421.00
WATER LINES	2005	5/15/2025	4.40%	$ 660,000.00	$ 21,657.50	$ 35,000.00	$ 485,000.00
Water Well and UV Project #2	2008	1/15/2018	4.15%	$ 388,000.00	$ 14,317.50	$ 40,000.00	$ 305,000.00
Water Well and UV Project #1	2008	7/15/2027	2.00%	$ 806,740.00	$ 15,156.50	$ 33,856.00	$ 740,897.00
TOTAL					**$ 774,681.03**	**$ 1,578,473.61**	**$ 16,800,318.00**
SHORT TERM DEBT - Ice Storm Recovery Loan				**$ 750,000.00**	**$ 9,269.44**	**$ 750,000.00**	**$ -**

Donna M. Erickson
Treasurer/Collector

REPORT OF THE TOWN ACCOUNTANT
FOR THE FISCAL YEAR ENDED JUNE 30, 2010

Combined Balance Sheet
For the Year Ended June 30, 2010

	General Fund	Special Revenue Funds	Enterprise Funds	Long Term Debt	Total (memorandum)
ASSETS					
Cash & Investments	1,525,940	8,671,350	1,899,528		12,096,818
Property & Excise Tax Receivables	519,509				519,509
Other Receivables	112,642	231,376	1,095,617		1,439,635
Amount to be Provided for Long Term Debt Obligations				16,800,318	16,800,318
Total Assets	$ 2,158,091	$ 8,902,726	$ 2,995,145	$ 16,800,318	$ 30,856,280
LIABILITIES					
Payables	229,887	23,611	19,474		272,972
Tailings	478				478
Allowance for Exempt. & Abatements	122,822				122,822
Deferred Revenue:					
Property & Excise Taxes	509,329				509,329
Other Departmental		231,376	1,095,617		1,326,993
Intergovernmental					0
Notes Payable - MWPAT				1,060,318	1,060,318
Bonds Payable				15,740,000	15,740,000
Total Liabilities	$ 862,516	$ 254,987	$ 1,115,091	$ 16,800,318	$ 19,032,912
FUND BALANCE					
Reserved for Encumbrances and Continuing Appropriations	614,612		43,541		658,153
Reserved For Expenditures		8,145,338			8,145,338
Other Reserves	9,990	502,401	1,651,152		2,163,543
Retained Earnings			185,361		185,361
Undesignated	670,973				670,973
Total Fund Balances	$ 1,295,575	$ 8,647,739	$ 1,880,054	$ -	$ 11,823,368
Total Liabilities and Fund Balance	$ 2,158,091	$ 8,902,726	$ 2,995,145	$ 16,800,318	$ 30,856,280

Combined Balance Sheet – Special Revenue Funds
For the Year Ended June 30, 2010

	Grants	Revolving	Capital Projects	Trusts	Agency	Total (memorandum)
ASSETS						
Cash & Investments	91,587	7,858,571	-	605,078	116,114	8,671,350
Receivable:						
Ambulance Receipts		211,815				211,815
Title V Loan Program		19,561				19,561
Total Assets	$ 91,587	$ 8,089,947	$ -	$ 605,078	$ 116,114	$ 8,902,726
LIABILITIES						
Payables	722	22,889				23,611
Deferred Revenue:						
Departmental		231,376				231,376
Intergovernmental						-
Total Liabilities	$ 722	$ 254,265	$ -	$ -	$ -	$ 254,987
FUND BALANCE						
Reserved for Endowments				502,400		502,400
Reserved For Expenditures:						
Performance Bonds					51,441	51,441
Review Fees					64,673	64,673
Other	90,865	7,835,682	-	102,678		8,029,225
Total Fund Balances	$ 90,865	$ 7,835,682	$ -	$ 605,078	$ 116,114	$ 8,647,739
Total Liabilities & Fund Balances	$ 91,587	$ 8,089,947	$ -	$ 605,078	$ 116,114	$ 8,902,726

Combined Balance Sheet -- Enterprise Funds
For the Year Ended June 30, 2010

	Water	Electric Light	Total (memorandum)
ASSETS			
Cash & Investments	248,376	1,651,152	1,899,528
Receivables	13,810	1,081,806	1,095,617
Total Assets	$ 262,186	$ 2,732,959	$ 2,995,145
LIABILITIES			
Deferred Revenue	13,810	1,081,806	1,095,617
Payables:			
Warrant Payable	19,474		19,474
Other Payables			-
Total Liabilities	$ 33,284	$ 1,081,806	$ 1,115,091
FUND BALANCE			
Reserved for Petty Cash		2,200	2,200
Reserved for Encumbrances and Subsequent Year Expenses	43,541		43,541
Reserved for Rate Stabilization		17,522	17,522
Reserved for Depreciation Fund		739,867	739,867
Reserved for Meter Deposits		249,162	249,162
Reserved for Expenses		642,401	642,401
Retained Earnings	185,361		185,361
Total Fund Balances	$ 228,902	$ 1,651,152	$ 1,880,054
Total Liabilities & Fund Balances	$ 262,186	$ 2,732,959	$ 2,995,145

Schedule of Special Revenue Funds
As of June 30, 2010

STATE & FEDERAL GRANTS		
Community Policing	1,268	
Police Gov Hwy Safety Grant	-680	
Fire SAFE Grant	2,733	
MEMA Ice Storm Grant	56,113	
BOH City of Worc Grant	5,408	
H1N1 Grant	8,949	
Library State Grant	2,472	
Cultural Council	3,572	
Fire Homeland Security Grant	1	
CDBG Grant	11,029	90,865
REVOVLING FUNDS		
COA Revovling	20,083	
Agriculture Revovling	450	
Fair Revolving	80,560	
Gasoline Revolving	33,457	
Planning Board Revolvin	12,249	
Recycling Revolving	48,270	
1835 Town Hall Revolving	7,203	
Dare Gift	9,780	
Police Gift Acct	6,632	
Fire Dept. Donations	9,498	
Council on Aging	9,786	
Library Gift	1,579	
Wach EMS-Holden Hosp.	165,268	
Amb Receipts Reserved App	205,992	
Cemetery Sale of Lots	62,395	
Cemetery Improvements	812	
Conservation Wetland	18,953	
Sale of Real Estate	13,650	
Cable Access	3,717	
Police Law Enforcement Trust	7,155	
Recreation Revolving	107,720	
Recreation Yahoo	2,912	
Recreation Playground	5,300	
Recreation Field Funds	12,800	
Road Details	1,944	
Pistol Permits	2,463	
Title V Loan Program	109,474	
Stabilization Fund	1,497,223	
Chocksett Stabilization	37,097	
Capital Fund	5,341,261	7,835,682

TRUST FUNDS - EXPENDABLE		
G & M Recreation	3,489	
Jacob Conant Wood	3,868	
Emily Wilder Wood	2,342	
Clarissa A. Freeman	4,158	
Martha J. Roper	1,037	
Albert Farwell	1,461	
Henry S. Stephenson	3,543	
Rosamond D. Fanning	1,202	
Alba Coffin	1,406	
TPA Trust for Needy	1,673	
J Houghton Needy Women	3,169	
Butterick School	274	
Conant High School	4,195	
Iacobucci Scholarship	181	
Maria S. Houghton	2,745	
Butterick Library	79	
Eli Kilburn Library	26	
Conant Library	7	
Waite Library	24	
Putnam Library	18	
W.C. Kendall Library	19	
Charles A. Place Librar	10	
E. Conant Library	5	
Madelaine Miller Librar	3	
Helen M HoughtonLibrary	80	
Flower Fund	5,245	
Eli Kilburn Park	1,529	
Fannie Stevenson Park	1,452	
Cemetery Perpetual Care	24,278	
Florence C Houghton Tre	4,105	
J. Williams Library	816	
Conservation Land Trust	30,239	102,678
TRUST FUNDS - PRINCIPAL		
G & M Recreation	5,000	
Jacob Conant Wood	2,200	
Emily Wilder Wood	1,500	
Clarissa A. Freeman	5,000	
Martha J. Roper	500	
Albert Farwell	1,000	
Henry S. Stephenson	2,000	
Rosamond D. Fanning	1,000	
Alba Coffin	1,000	
J Houghton Needy Women	52,664	
Butterick School	10,000	
Conant High School	15,000	
Iacobucci Scholarship	5,300	
Maria S. Houghton	52,664	
Butterick Library	11,000	
Eli Kilburn Library	3,250	
Conant Library	500	

Waite Library	3,000			
Putnam Library	2,000			
W.C. Kendall Library	500			
Charles A. Place	2,450			
E. Conant Library	1,200			
Madelaine Miller Librar	1,000			
Helen M HoughtonLibrary	5,727			
Eli Kilburn Park	1,300			
Fannie Stevenson Park	1,000			
Cemetery Perpetual Care	230,482			
Flower Fund	4,530			
Florence C Houghton Tre	3,434			
J Williams Library Trust	76,199	502,401		
AGENCY FUNDS				
Mass Housing Site Work	401			
Michael Lane	4,046			
Pinecrest II VillageLane	583			
Stonecrest Drainage	16,190			
BDK Development LLC	23,153			
Sandy Ridge Rd Tree	2,464			
Lot 44 Sandy Ridge Road	5,003			
Rolling Ridge	3,568			
Flanagan Farm	1,330			
Galvin	1,058			
Ground Water Supply	686			
HilltopEstatePreliminar	304			
Runaway Brook/Griffin	449			
Robert Piemarini	2,299			
Wickapicket Knoll	79			
N. Row Estates	938			
Pheasant Hill Lane	159			
Thomas Way / SBTHoldings	7,436			
Redstone HeightsChadLane	3,158			
Primrose	411			
Barbers Crossing North	1,542			
Greenland Road	1,107			
Stonecrest	4,942			
Space Age Electronics	1,518			
Mountain View Estates	3,636			
Goulding Road	1,421			
Apple Home Care	521			
Forest Glen	2,101			
Sterling Crossing	517			
Pratts Jct Road	607			
HMEA	883			
Simpson/Off Osgood	3,398			
50 Leominster Rd	136			
1 Beverly Drive	712			
Northgate 2	8,131			
Northgate / Whitney Dev	220			
Stonegate Village LLC	8,744			
ALCAJAPE (nursing home)	2,262	116,114	$	8,647,739

Statement of Expenditures
Budget to Actual - General fund
For The Year Ended June 30, 2010

	Original Budget	Supplemental Appropriations & Transfers	Year to Date Expenditures	Carried to Fiscal 2011	Closed To Undesignated
OPERATING BUDGET					
MODERATOR					
Salary	400		400		-
Expenses	150		-		150
BOARD OF SELECTMEN					
Salaries	4,500		4,500		-
Senior Workoff Abatement Program	15,000		8,902		6,098
Expenses	5,100	7,000	10,042		2,058
Wachusett Greenways	1,300		1,300		-
TOWN ADMINISTRATOR					
Salary	83,911	964	84,875		-
Wages	60,357		58,632		1,725
Expenses	87,300		87,246		54
Professional Services / Litigation	50,000		34,704		15,296
Government Study	2,500		-	2,500	-
Human Resource - Salary	20,000		13,745		6,255
Prior Year Encumbrance	1,208		1,208		-
FINANCE COMMITTEE					
Expenses	180		173		7
Reserve Fund	100,000	(50,870)	-		49,130
ACCOUNTANT					
Salary & Wages	48,535		47,379		1,156
Expenses	3,750		3,750		-
Financial Audit	18,500	750	19,250		-
BOARD OF ASSESSORS					
Board Salary	4,500		4,500		-
Wages	50,167		34,173	53	15,941
Expenses	13,600		9,383		4,217
Revaluation - Contracted Services	68,513		31,400	37,113	-
Update Assessing Map	1,808		571	1,237	-
TREASURER / COLLECTOR					
Salary	62,216		62,216		-
Office Wages	85,115		74,559		10,556
Tax Title Foreclosures	5,000		1,255		3,745
Expenses	37,225		35,657		1,568

	Original Budget	Supplemental Appropriations & Transfers	Year to Date Expenditures	Carried to Fiscal 2011	Closed To Undesignated
INFORMATION TECHNOLOGY					
Professional Services	33,600		33,600		-
Expenses	9,500		8,960	499	41
Annual Web Site Maintenance	3,500		3,500		-
Prior Year Encumbrance - IT Expenses	2,366		2,366		-
PERSONNEL BOARD					
Expenses	100		-		100
TOWN CLERK					
Salary	52,267	2,869	55,130		6
Wages	33,272		32,722		550
Expenses	9,500		9,471		29
Training	2,500		1,578		922
Elections - Wages	5,300		5,300		-
Elections - Expenses	7,500		7,500		-
Prior Year Encumbrance -Town Clerk	268		268		-
Prior Year Encumbrance -Elections	375		375		-
CONSERVATION COMMISSION					
Salary	15,592		15,592		-
Expenses	1,734		1,400		334
PLANNING BOARD					
Regional Planning Comm Assessment	2,500		2,047		453
Board Member Salaries	500		300		200
Wages	18,576		16,439		2,137
Prior Year Encumbrance	400		300		100
ZONING APPEALS BOARD					
Wages	7,842	3,600	10,330		1,112
Expenses	6,658	12,500	18,196		962
LAND TRUST / OPEN SPACE COMMITTEE					
Sterling Land Trust	1,300		1,300		-
Open Space Committee	1,900	3,000	3,541		1,359
Prior Year Encumbrance -Open Space	250		250		-
FACILITIES MANAGEMENT					
Salary	18,855	2,944	21,737		62
Expenses	20,000	556	19,737		819

	Original Budget	Supplemental Appropriations & Transfers	Year to Date Expenditures	Carried to Fiscal 2011	Closed To Undesignated
POLICE DEPARTMENT					
Chief Salary	84,872		84,872		-
Wages	1,016,663		1,005,097		11,566
Expenses	79,630		72,015		7,615
Cruisers	33,000		31,673		1,327
COMMUNICATIONS					
Wages	222,655		198,607		24,048
Expenses	80,360		75,055	2,103	3,202
ANIMAL CONTROL OFFICER					
Salary	15,000		13,944		1,056
Expenses	5,000		3,176		1,824
FIRE DEPARTMENT					
Chief Salary	87,170		87,170		-
Wages	295,985	(20,000)	259,954		16,031
Expenses	82,295		81,793	116	386
Emergency Management	1,000		1,000		-
AMBULANCE					
Wages	153,620	26,400	179,215		805
Expenses	94,180		88,491	5,680	9
INSPECTORS					
Building Inspector - Salary & Wages	43,500		42,375		1,125
Building Inspector - Expenses	5,000		4,640		360
Gas Inspector - Salary	5,500		5,455		45
Gas Inspector - Expenses	202		43		159
Plumbing Inspector - Salary	10,000		9,944		56
Plumbing Inspector- Expense	400		325		75
Sealer Weights & Measures - Salary	1,200		1,200		-
Sealer Weights & Measures - Expenses	575		575		-
Wire Inspector - Salary	14,750		11,847		2,903
Wire Inspector - Expenses	750		743		7
Animal Inspector - Salary	820		820		-
Animal Inspector - Expenses	900		227		673
EDUCATION					
WRSD Assessment	9,171,334	(67,240)	9,104,094		-
Norfolk Cnty School Transportation	20,677	(20,000)	-		677
Norfolk Cnty School Tuition	39,000	(39,000)	-		-
Prior Yr Encumbrance -Norfolk Trans	6,100		-		6,100
Montachusetts Assessment	497,904	(4,690)	493,214		-

	Original Budget	Supplemental Appropriations & Transfers	Year to Date Expenditures	Carried to Fiscal 2011	Closed To Undesignated
DEPARTMENT OF PUBLIC WORKS					
Wages	532,680		488,175		44,505
Superintendent Salary	70,274		70,274		-
Committee Salaries	1,800		1,800		-
Expenses	757,505		757,505		-
SPARC	3,000		996		2,004
Hydrant Rentals	26,675		26,675		-
DEPARTMENT OF PUBLIC WORKS - SNOW & ICE					
Wages	58,100	(18,045)	40,055		-
Expenses	112,500	26,878	139,378		-
TOWN OFFICES					
Street Lighting	36,500		36,500		-
BOARD OF HEALTH					
Member Salaries	309		206		103
Expenses	4,050		3,105		945
Inspectors	67,550		65,915		1,635
Wachusett Home Health	1,500		1,500		-
Mental Health	6,370		4,500	1,500	370
Prior Year Encumbrance -Mental Health	6,000		6,000		-
COUNCIL ON AGING					
Wages	64,368		61,148		3,220
Home Care	600		400		200
Mini Van Vehicle Expense	1,000		962		38
Title VII Nutrition Program & "WHEAT"	4,500		4,500		-
Expenses	11,639		11,544		95
Extension Services - Expense	510		510		-
VETERANS AGENT					
Salary	3,500		3,500		-
Expenses	1,500		1,019		481
Benefits	11,000	2,000	11,021		1,979
LIBRARY					
Director Salary	61,216		61,216		-
Wages	148,624	887	149,480		31
Expenses	94,178		94,176		2
RECREATION					
Wages	60,225		58,946		1,279
Expenses	12,000		10,052		1,948

	Original Budget	Supplemental Appropriations & Transfers	Year to Date Expenditures	Carried to Fiscal 2011	Closed To Undesignated
Memorial/Veterans Day Parade	3,000		2,533		467
HISTORICAL COMMITTEE					
Expenses	750		179		571
1835 OLD TOWN HALL					
1835 Town Hall Maintenance	5,000		2,976	297	1,728
Prior Year Encumbrance	223		174		50
DEBT					
Long Term Debt - Principal	1,381,000		1,381,000		-
Long Term Debt- Interest	663,628		663,626		2
EMPLOYEE BENEFITS & INSURANCES					
Worcester Cnty Retirement Assessment	306,220	7,400	313,609		11
Insurance/Workers Comp/Unemployment	1,138,000		867,701	87	270,212
INTERGOVERNMENT					
Worcester County Assessment	6,023		6,023		-
RMV Excise	2,209		2,209		-
Air Pollution	4,640		4,940		(300)
MA Bay Tranist	37,933		37,933		-
Monatachusett RTA	12,218		12,218		-
OTHER					
Other Financing Sources	700,502		700,502		-
TOTAL - OPERATING BUDGET	19,578,052	(122,098)	18,866,003	51,185	538,766

SPECIAL ARTICLES

SELECTMEN / TOWN ADMINISTRATOR					
FY08 STM #20 - Forest Manag Study	5,070		2,400	2,670	-
FY08 STM #14 - Chocksett Crossing	106,000		-	106,000	-
FY09 ATM #34 - Earth Day	1,500		1,500		-
TREASURER					
FY08 ATM #27 Software Purchase	5,000		3,131	1,869	-
FY10 STM #11 GASB 45	-	20,000	-	20,000	-

	Original Budget	Supplemental Appropriations & Transfers	Year to Date Expenditures	Carried to Fiscal 2011	Closed To Undesignated
TOWN CLERK					
FY04 ATM#38 - Codify Bylaws	3,863		-	3,863	-
FY09 ATM #37 Vault	96,510		-	96,510	-
PLANNING BOARD					
FY04 STM Review/Write Regulations	22,434		-	22,434	-
TOWN OFFICES					
FY09 STM #8 - Butterick Bldg Maint.	19,600		5,279	14,321	-
FY06 ATM#28 - Municipal Bldg Alarms	303		88	215	-
FY09 ATM #21 - Engineer/Upgrade Air	7,309		4,789	2,521	-
FY09 ATM #22 - Computer Technology	12,145		12,145		-
FY09 ATM #36 - Bldg Need Maintenance	16,707		11,702	5,005	-
FY09 STM #2b - Cost of Community Serv	750		750		-
FY09 STM #18 - Cable License Counsel	581		-		581
1835 TOWN HALL					
FY06 Town Hall Painting	11,167		5,107	6,060	-
POLICE					
FY10 ATM#18 - Backup Generators	10,000		10,000		-
FY10 ATM#24 - Vests	845		660		185
FIRE & AMBULANCE					
FY09 ATM #18 - Protective Clothing	5,541		5,088	453	-
FY09 STM #20 - Ambulance Lease	10,970		10,970		-
FY09 ATM #23 - Capital Items	1,093		1,093		-
FY10 ATM #25 - Pumper Truck Lease	75,000		-	75,000	-
FY10 STM #24 - Capital Items	17,944		9,282	8,662	-
DEPARTMENT OF PUBLIC WORKS					
FY09 ATM #49 Landfill Closure	10,888		8,419	2,469	-
FY09 STM #8 - Cemetery Upgrades	35,000		-	35,000	-
FY09 STM #9 - Wood/Brush Chipper	35,000		34,800		200
FY10 STM #20 - Engineer New Salt Barn	15,000		-	15,000	-
FY10 STM #22 - 4 x 4 Pick Up Truck	36,470		36,355		115
COUNCIL ON AGING					
FY09 STM #7 - Potential Senior Center	46,500		2,624	43,876	-
FY10 ATM #24 - Dishwasher	1,500		-	1,500	-
LIBRARY					
FY10 ATM #24 - Computers	3,000		3,000		-
TOTAL - SPECIAL ARTICLES	613,691	20,000	169,182	463,427	1,081
TOTAL - GENERAL FUND	$ 20,191,743	$ (102,098)	$ 19,035,185	$ 514,612	$ 539,847

Statement of Expenditures
Budget to Actual - Enterprise Fund
For The Year Ended June 30, 2010

	Original Budget	Supplemental Appropriations & Transfers	Year to Date Expenditures	Carried to Fiscal 2011	Closed To Undesignated
WATER ENTERPRISE					
Payroll	193,538		174,352		19,186
Expense	293,005	3,541	292,997	3,549	-
Debt	308,528		308,528		-
Indirect Costs	76,184		76,184		-
Muddy Pond Repairs	15,000		15,000		-
Reserve Fund	35,000	(3,541)	-		31,459
TOTAL - WATER ENTERPRISE FUND	$ 921,255	$ -	$ 867,061	$ 3,549	$ 50,645

BOARD, COMMITTEE, COMMISSION & TRUSTEE REPORTS

2010

ANIMAL CONTROL ADVISORY BOARD
2010 ANNUAL REPORT

The Sterling Animal Control Bylaw, accepted in 1999 at annual town meeting, provides within section 9 for the establishment of an Animal Control Advisory Board, known as the ACAB. As stated in that section this board is appointed annually by the Board of Selectmen and may have as few as three, but no more than seven members, currently there are four appointed members. One of the functions of the ACAB is to work closely with the Animal Control Officer (ACO) and upon his request evaluate animal control problems by collecting necessary data, hearing expert opinion, holding public hearings, etc. and then recommending solutions or actions necessary to resolve such problems. In addition, the board annually reviews the bylaw, updating where needed, the ACO budget and any contracts from holding facilities used by the Town of Sterling and upon completion recommends appropriate rules, regulations or amendments.

The ACO, Louis Massa, continues to provide excellent services to the Town of Sterling. His helpful approach to assisting and educating residents has been a huge benefit to the Town of Sterling. By following up with delinquent dog owners and through diligent enforcement and conscientious service, the ACO is able to "protect people from animals and animals from people." (Animal Control By-law) In 2010, an ACO Newsletter was created and printed monthly, as well as numerous newspaper articles, to help educate and inform the citizens of Sterling on animal issues and about the Animal Control Bylaw.

The ACAB works very closely with the Chief of Police. As the head of Animal Control for the Town of Sterling, the Chief assists the ACAB with advice on issues and by putting forward all guidelines by which the ACO carries out his duties.

The ACAB has worked with the Zoning Board of Appeals, Zoning Enforcement officer and the Town Clerk to help all involved understand their role in the process of kennel licensing and dog licensing in general. With a collective effort between these groups, the ACAB was able to stream line the licensing process to adhere to the accepted 2007 Animal Control licensing standards.

At the 2009 Town meeting, residents approved amendments to the Animal Control By-law allowing the bylaw to evolve in an effort to better serve the needs of the Town. One change defined the establishment and creation of a municipal impound area at the Police station, which has been completed and is currently in use by the ACO. The impound has currently housed 17 animals in just its first year. This new impound saves the ACO a trip to the Worcester Animal Rescue League, allows Sterling residents the opportunity to claim their animals locally and collects revenue for the Town of Sterling in the form of boarding fees. It has clearly proven to be a efficient step forward for the Town. Chief Chamberland is also recognized by the ACAB and thanked for his continuous support of both the operation of Animal Control within the Town of Sterling as well as his guidance to both the ACO and the ACAB. Because of his dedicated oversight to all animal control issues, the ACAB and the ACO are able to provide the residents of Sterling and their dogs/pets a valuable service which benefits not just pet owners but all residents.

Respectfully submitted,

Doug Davis, ACAB chair

ANIMAL CONTROL OFFICER
2010 ANNUAL REPORT

In 2010, the town of Sterling had over four hundred animal control calls that came in through our dispatch center. This total does not include follow up phone calls to residents for unlicensed dogs or any other necessary phone calls.

The following statistics represent the incidents of the Animal Control Officer in 2010:

Dogs at Large	180	(10 less than 2009)
Nuisance	24	(2 more than 2009)
Hit Dogs/Cats by Vehicles	6	(2 more than 2009)
Feral/Stray Cats	*60*	*(36 more than 2009)*
Dog/Cat Bites	6	(3 less than 2009)
Farm Animal Calls	19	(4 more than 2009)
Wildlife Calls	88	(39 less than 2009)
Dead Animals Picked Up	8	(Same as 2009)
General Questions	30	
Bee's	1	

The Town of Sterling licensed 1,415 dogs in 2010, which is 50 less than 2009. In 2010, the total dollar amount of fines that I issued was $310 dollars. This total does not include the late fee of $25.00 per dog issued by the town clerk after April 15, of each calendar year. The fines that I issued in 2010 were less than those in 2009. During the first year that the Municipal Impound was implemented, the town obtained a total amount of $225 dollars. In 2011, I will continue to assist the residents of Sterling anyway that I can, and by doing so have more dogs become licensed, and have more residents of Sterling better understand the Animal Control By-laws.

As Animal Control Officer, I started a monthly newsletter in October 2010 to help educate the residents of Sterling on animal happenings within the town, which is distribute monthly in designated locations around town. These newsletters are at the Apple Town Market, Library, Recreation Department, Sterling Veterinary Clinic, Over Easy Café, Town Hall, and Senior Center. They are also available online at the sterling-ma.gov website on the Animal Control page. As of April 11, 2008, I was re-certified as a level one Animal Control Officer through the National Animal Control Association. My original certification was in May 2005 through the Animal Control Officers Association of Massachusetts. These two separate courses gave me a different range of skills and knowledge over different lengths of time. The National Animal Control Association course was 40 hours, and the Animal Control Officers Association of Massachusetts course was 96 hours, providing me with 136 hours of educational and beneficial information. Another goal for 2011 is to be able to get certified as a level two Animal Control Officer, and also take other seminars and courses throughout the year to improve my education, which will in turn will not only be beneficial to myself but will benefit the Town of Sterling as well.

I would like to thank the Town Clerks office, the Sterling Police Officers and Dispatchers for all their help and support during this past year. I would also like to thank the Animal Control Advisory Board for all their support throughout this past year as well. I look forward to being your Animal Control Officer in 2011, making positive changes to the community that will better Sterling's animal community.

Respectfully submitted,

Louis Massa
Town of Sterling Animal Control Officer

BOARD OF HEALTH
2010 ANNUAL REPORT

Massachusetts Boards of Health are responsible under Mass General Laws, state and local regulations, for disease prevention and control, health and environmental protection, and promoting a healthy community. The main purpose of the Board of Health has been to enforce Title 5 of the State Environmental Code, which is considered the minimum standard for the design and installation of subsurface disposal systems for sanitary sewage in the Town of Sterling. In addition, the Sterling Board of Health has issued supplemental regulations to Title 5 and Well Regulations. The intent of these regulations is to protect and improve the public health and welfare of the citizens. At the present time, the BOH is updating the regulations to more represent the present local environment.

The Sterling Board of Health consists of a three member board that meets the second Thursday of each month in the Municipal Office Building, The Butterick Building, at 1 Park Street. In addition, the Department consists of the Health Agent, David Favreau and the Associate Health Agent, Kathleen Nickerson who, between them, handle the day-to-day activities. Either or both may be reached at 978-422-8111 X2305.

In 2010, all operations of the Sterling Board of Health were carried out as required.

Permits and licenses include perc and deep hole tests (soil testing), septic system inspections, food establishment inspections, stable inspections, pool inspections, camp inspections, animal inspections, beach water testing and inspections, etc. We are also responsible to respond to nuisance complaints, housing complaints and to work with other state and town agencies on different activities, etc.

Public Health Emergency Preparedness is a major part of the Board's responsibilities…working alongside the Fire Department and the Police Department. Barry Lein, a volunteer, is Sterling's "Coordinator, Sterling Public Health Volunteers". He is now in full swing with such events as the upcoming Red Cross Training, which includes a mock emergency event. He is also responsible for keeping the BOH updated on Regional Preparedness Events. Please contact Barry if you wish to be a volunteer. He may be reached through the BOH Department at 978-422-8111 X2305.

Respectfully Submitted

Sterling Board of Health

BUILDING, ELECTRICAL, GAS, AND PLUMBING INSPECTORS
SEALER OF WEIGHTS AND MEASURES
2010 ANNUAL REPORTS

Report of the Building Inspector

During the year of 2010, the Building Department issued 195 building permits for various projects. The Department received a sum of $45,997.58 for building permits and $675.00 for annual inspections, which was deposited into the Town Treasury.

Mark Brodeur
Building Commissioner

Report of the Electrical Inspector

During the year of 2010, the Electrical Inspector issued 173 electrical wiring permits and received a sum of $14,211 for the electrical permits, which was deposited into the Town Treasury.

J. Bruce Dunn
Electrical Inspector

Report of the Gas Inspector

During the year of 2010, the Gas Inspector issued 59 gas permits and received a sum of $3,540 for the gas permits, which was deposited into the Town Treasury.

Robert Janda
Gas Inspector

Report of the Plumbing Inspector

During the year of 2010, the Plumbing Inspector issued 72 plumbing permits and received a sum of $7,379.00 for the plumbing permits, which was deposited into the Town Treasury.

Robert Janda
Plumbing Inspector

Report of the Sealer of Weights and Measures

During the year of 2010, the Sealer of Weights and Measures sealed 43 and received a sum of $728 which was deposited into the Town Treasury.

Edward R. Seidler
Sealer of Weights and Measures

STERLING CONSERVATION COMMISSION
2010 ANNUAL REPORT

The Sterling Conservation Commission is a seven member municipal authority dedicated to the protection of Sterling's Wetlands and other natural resources. The Commission enforces the Massachusetts Wetland Protection Act MGL. Ch 131 s 40 as amended. In the pursuit of meeting this goal the Commission processed 8 Notices of Intent and 6 Requests for Determinations of Applicability. The Commission also performed three enforcement actions with the issuance of enforcement orders.

The Commission also was active on other agencies as well with members serving on the Earth Removal Board, The Open Space and Recreation Committee and the Chapter 40 B review Committee. The Commission works hand in hand with the Board of Selectmen, the Planning Board and also the Zoning Board of Appeals.

The Commission's office agent also conducted site inspections for building permit applications and compliance inspections for existing conservation permits.

The Conservation Commission in conjunction with the Planning Board this year also authored a protective by-law as required by the EPA for storm water management which will appear at town meeting. This by-law and regulation changes will enhance the protection of our natural resources through prevention of pollution of our waterways. The coming year we will be partnering with the Planning Board, and DPW through the establishment of a storm water subcommittee of the Commission. The Commission has also established procedure to conduct hearings under storm water permitting with the establishment of regulations to compliment the by-law,

The Commission also continues to analyze conservation property to determine a stewardship plan for the maintenance of the health of our open space and potentials for enhanced passive recreation. The Commission has been walking and will continue to walk all of the Commission properties in order to continually evaluate all resource potential. We worked with the Open Space implementation Committee in providing them with updated information for the open space and recreation plan which was approved by the Commonwealth.

The Commission looks forward to another productive year in working towards the continued implementation of the open space plan and the implementation of its recently completed forest stewardship plan as well as working on storm water management.

COUNCIL ON AGING
2010 ANNUAL REPORT

The mission of the Council on Aging is to maintain the health and well being of the Sterling seniors and to assist them with preserving their independence. There are currently 1707 people over 60 living in town. In addition, there is a large boomer population in Sterling, who will be eligible for services in the coming years. For elders, quality of life is often related to the quality and continuity of relationships. The Senior Center provides a "welcoming destination" that accepts you regardless of financial status, race, creed, medical condition, or mobility. Many seniors see the Senior Center as a "home away from home". This is where they see old friends or meet new ones. The Senior Center offers a variety of programs, services, and activities that provide opportunities and support for elders to remain active and independent for as long as possible. Many studies have shown that being lonely takes a toll on the health of older people. In addition to the social impact, the Senior Center is a resource center. This is the only social service agency in town where seniors can find nutritional, physical, and educational activities created to assist a diverse demand of elderly needs and interests while attempting to foster independence and community interaction. This is also where younger residents and non-residents look for information on fuel assistance, food stamps and nutritional assistance, housing assistance, as well as services for seniors. We are celebrating our 14th year in the Senior Center.

The Council on Aging is still actively looking for a site for a new senior center. Many sites have been looked at, reviewed, and considered. We are still in the process of finding a place which will be a good fit for us and for the town. Our goal is to have an article on the Town Warrant for the 2011 Town Meeting so that you, the town residents, can vote and help us achieve our objective of a better place for the seniors in town. We have outgrown our space in the Butterick Municipal Building. The Senior Center currently occupies 1846 sq. feet (not including the hallway or bathrooms). There has been a lot of debate as to the "correct" size for a new center; however, it is obvious that our current space is too small. We need more space in order to accommodate the growing number of seniors and to expand current services to meet these needs. The elder population is growing and changing. Many younger seniors have commented that they do not like our current space, nor do we offer programming of interest. There have also been many discussions on "wants" versus "needs". The discussion should really focus on doing what is right for about 20% of the town. The seniors in Sterling have paid their taxes and put their children through school. Now they deserve a space where they can get out, relax, have fun, socialize, get information and nutrition, and stay as active as possible for as long as possible. Being active mentally, socially, and physically helps to improve the quality of life. This year 247 different seniors used services at the Senior Center. This does not include the flu clinic, AARP taxes, or people only borrowing medical equipment. Just imagine how many people would come to a newer center! We are looking forward to having this dream become a reality.

The Nutrition Program, under contract with Montachusett Opportunity Council (MOC), serves meals daily, Monday through Friday, in the Senior Center at 11:30 AM. The meal site is open to anyone over 60 years old by making a reservation the morning before you want to come in. There is a $2.00 suggested voluntary contribution for each meal. This congregate meal gives seniors a chance to socialize, get information, and interact with others. This is an opportunity to get out of your house and eat with others. Home delivered meals are also available for homebound seniors. Meals on Wheels averaged 181 meals a month delivered to Sterling seniors. This service also helps some of the frailest elders, as someone checks in on them every day.

The Council on Aging publishes an eight-page newsletter 10 times a year under a grant from the Executive Office of Elder Affairs. This newsletter is mailed to every senior household in Sterling. It is also mailed out to the Selectmen, the State Senator, and the State Representatives. The newsletter

provides information on the Senior Center itself, as well as SHINE information, legal information, and other topics of interest.

The grant also subsidizes a weekly yoga class on Thursday mornings. Katie Cohen, a certified instructor, teaches the class. The yoga class works on toning the body and mind. Yoga is held in the Selectmen's room, as there is no room in the Senior Center for this activity.

Oriol healthcare stepped up and offered to sponsor a free Senior Fitness class, run by senior fitness instructor Marty French, once a week on Monday mornings. The class combines cardiovascular and strength training. This class is well attended. The class meets in the main room of the Senior Center. We move tables and chairs, and the space is a little tight, but the class is well attended and well liked. We have lost some people due to the lack of space, but we are doing our best to give as much room as possible.

In addition to the weekly exercise classes, the Senior Center has many ongoing activities. On Mondays, we have coffee and donuts in the morning, where seniors can catch up on conversations with old friends or make new ones. Local artist, Howard Besnia, volunteers his time to teach an art class. We recently received Internet access in the Senior Center, which has allowed us to assist seniors with getting information on-line. Sterling Senior Center started hosting "Generations On-Line" a Digital Inclusion Initiative sponsored by Senior Service America, the American Recovery and Reinvestment Act (ARRA) and Catholic Charities. This is a Web-based tutorial made simple, with step-by-step instructions shown on the computer screen, which is intended to help teach seniors how to use the Internet. Our peer advisor, Larry Simes, is available at the Senior Center for 20 hours a week to assist seniors with this program. *Starting in 2011, Larry is only available 2 days a week – Tuesdays and Thursdays.

On Tuesdays, we offer Game Day, where people play dominoes, bridge and pool. We currently have a table of bridge every week and usually 10 - 12 people playing dominoes. There is a new addition of Scrabble players. This continues to be an active afternoon. They shared the space with the arts and crafts group, who worked on various crafts for the past few years until recently completing all of their projects.

On Wednesday afternoons, the van takes a busload of up to 9 people on shopping trips every week to various places such as Wal-Mart, K-Mart, The Mall at Whitney Field, and Target. This service helps seniors get medicine, groceries, supplies, and other items on a regular basis without worrying about the ability to get out.

A needlework group meets on the first Thursday of the month, with 3 – 6 members, where people can knit, sew, tat, etc. with others.

The Senior Center has an active book club, which generally meets on the fourth Thursday of the month. Conant Public Library works with us through the interlibrary loan program to supply the books. This is a lively discussion group that has had as many as 12 people attending.

A nurse from Memorial Home Health Services visits the senior center on the first Tuesday of the month from 12 – 1 PM to host a Blood Pressure Clinic. There are no appointments needed and many seniors take advantage of this clinic. The same nurse comes almost every month, thus developing a relationship with the members and being able to catch problems early. Memorial Home Health Services also runs the yearly flu clinic both for the seniors and for the fire and police departments. 59 flu shots were administered this year to seniors in town.

The VNA Care Network holds an "Elder Keep Well Clinic" on the third Thursday of every month from 12 – 2 PM. An RN is available to meet with any seniors to check blood pressures and glucose levels, to

discuss disease management, for medication counseling, or other medical needs. The same nurse comes each month, which also helps in forming relationships and noticing changes early on.

A SHINE (Serving the Health Information Needs of Elders) volunteer is available for private appointments regarding health insurance questions. She comes to the senior center on a monthly basis and sees up to 3 people each time and comes more often during the open enrollment period in order to help as many seniors as possible. SHINE also provides an article for the newsletter every month, so that everyone is up to date on any insurance information.

The Senior Center serves as a distribution site for USDA food on the fourth Tuesday of the month. This program is open to anyone in town, regardless of age, who meets the USDA income guidelines. There is a dedicated group of volunteers who package the food every month so that others can benefit from this program.

The senior center operates a "Lender's Closet", which provides durable medical equipment, such as walkers, canes, and bath chairs, for seniors to borrow. Donations of medical equipment in good, usable condition are also accepted and gratefully appreciated.

The "Off the Rack Boutique" provides new and "gently used" clothing for seniors. The Senior Center gladly accepts donations of clothing. They are hung neatly where seniors can access them free of charge.

Clinton Hospital provides monthly talks for seniors on topics such as asthma, depression, and nutrition for diabetes. Henry Vera-Garcia oversaw this program until retiring in January 2011. These programs are free and offer much needed information to seniors.

Throughout the year, there are several special performances offered to the seniors. They are made possible through the generosity of the Sterling Cultural Council. The Women's Club, the Girl Scouts, and the Boy Scouts have also sponsored programs for the Senior Center. The students and staff at Houghton Elementary School have also provided many activities for Sterling Seniors this year.

The Senior Center is also the designated sign up center for the Sterling YAHOO program, both in the spring and the fall. These students do an amazing job of helping those seniors who cannot do their yard work anymore.

The Senior Center has also hosted special dinners, brunches, and other meals thanks to the generosity of volunteers. The volunteers also run bake sales throughout the year and a yearly yard sale, to help raise funds for the Senior Center.

AARP offers free tax preparation at the Senior Center.

The Town of Sterling also has established a property tax work-off program for taxpayers over 60 years old, managed by the Council on Aging. Under this program, participating taxpayers work in various town departments and receive an abatement on their taxes. The maximum amount of the tax reduction is $1000.00. The town of Sterling voted to fund this program with $15,000, which allows 15 people to earn the maximum amount. This program is very successful as it helps out seniors with their taxes, it helps out the town with various projects, and it builds community.

Senior Center activities are published in the Sterling Meetinghouse News, the Clinton Item, and the Landmark, as well as on the Sterling-Lancaster Cable Television station. The Senior Center also has an active page on the town's new web-site. Our page is updated regularly with a calendar and the newsletter. There are also links to important services for seniors.

Transportation is not an issue, as we provide van service for all seniors who wish to attend these activities. The van transports seniors to the meal site every day for lunch. It is also available for seniors who need rides to doctors' appointments, shopping, banking, and other activities on Monday, Tuesday, Thursday, and Friday afternoons. There is only one van in town to service all 1707 seniors, so at times there are issues with being unable to transport someone, but we do our best to help everyone who needs assistance. We transport from Worcester to Fitchburg and all points in between. The van now charges $1.00 round trip in town and $2.00 round trip out of town – there is no charge to come to the Senior Center. Van trips are scheduled by calling the Senior Center, at least 24 hours in advance.

The Senior Center is able to do so much with so little thanks to the wonderful network of volunteers who assist on a daily basis. Their help is vital to our continued progress. Last year we honored 101 people at our annual volunteer appreciation day in April.

Council on Aging Telephone Numbers:

Office, Van, Clinics: 978-422-3032
Lunch: 978-422-8022

Respectfully submitted,

Karen L. Phillips
Director, COA/Senior Center

DEPARTMENT OF PUBLIC WORKS (DPW)
2010 ANNUAL REPORT

Highway
Town vehicle repairs, roadside cleanups, patching, sweeping, brush cutting, drainage maintenance, plowing and sanding was performed during the year as our budget allowed. If you know of a particularly serious maintenance situation, please call the Department of Public Works at (978) 422-6767.

Cemeteries
There were 21 new lots sold and 28 burials in 2010. Normal maintenance as required was performed during the year.

Parks
All athletic fields were maintained and put to full use by many young people as well as many adults.

We would also like people to know that there is a permanent basketball court and volleyball court at Sholan Park. You must bring your own basketball and volleyballs to use these facilities.

Stickers For Sholan Park And Recycling Center
Any resident wishing to use this facility must stop by the Department of Public Works and pick up a sticker or permit. They will only be available at the Department of Public Works Building from 7:00 a.m. to 3:30 p.m. daily Monday through Friday. You need your car registration and if you have a leased car, proof of residency.

Sanitation
Trash collection went well, with few complaints. We are currently picking up trash at well over 600 households each Monday, Tuesday, Wednesday, Thursday, and Friday. A reminder to the residents, if your pick up day falls on a holiday or is cancelled due to a snow storm, all pick ups will be delayed by one day. **Please refer to your trash and recycling information brochure mailed to your residence for the holiday schedule.** If you have any problems with your pickup please contact Central Mass Disposal at 1-800-467-2801.

Recycling
Hours for the drop-off center are Wednesday and Friday 11:00 a.m. to 3:00 p.m. and Saturday from 8:00 a.m. to 3:30 p.m. The center is closed on Monday, Tuesday, Thursday, Sunday and all holidays. Recycling bins can be purchased for a small charge at the Department of Public Works office. The drop-off recycling center is staffed on Saturdays by a small, but dedicated group without whom the program would suffer immensely. To that entire group, our sincere thanks. A special thanks to Ken Williams and Bill Farr. **Volunteers are welcomed**. If anyone is interested in joining this group, just stop by on a Saturday morning and someone will show you around and sign you up or call the Department of Public Works.

On July 1, 1999, we began a curbside recycling program. It has been moderately successful. We strongly encourage all residents to utilize this service because doing so saves the Town a significant amount of money in tipping fees.

If you have any questions on recycling, stop by or contact the Department of Public Works Office at (978) 422-6767 Monday through Friday from 7:00 a.m. to 3:30 p.m.

Water

Total Water Sales:	$ 971,235.30
Hydrant Rental:	$ 26,675.00

There were 13 new services added this year making a total of 2273 customers who are presently being served.

Trees

Normal maintenance was performed during the year, taking down dead or dying trees and trimming as our budget allowed. If you have a roadside tree that may need attention, please let us know.

In closing, we would like to thank the men and women of this department for their efforts towards making the town a safer and better place to live.

Lawrence Favreau, Chairman
Gregg Aubin, Vice Chairman
Donald Harding, Clerk
William P. Tuttle, Superintendent

STERLING EXTENSION
2010 ANNUAL REPORT

Sterling women met with Sterling chiropractor, Dr. Michael Morgan, who suggested ways to keep our bodies pliable and working correctly. In February we learned how to turn our used Christmas and any other occasion cards into boxes. In March we made *Froebel Stern,* origami German paper stars.

We were given the pattern for knitting or crocheting pediatric IV wrist covers, which will be donated to local hospitals.

In April we toured Dunn and Co. and Legacy Co. in Clinton and learned about the printing and binding industry today. In May we held our annual auction. Items that were not auctioned were donated to the Senior Center and other agencies.

September brought Rangers Bruce Fant and Keith Vicary of the Department of Conservation and Recreation who presented a talk and slide show of the 1896-1906 Wachusett Dam and Reservoir Project. It included many never seen before historic photographs and stories of the building project itself as well as life around the watershed and reservoir today.

In October Joan Russo and Sue Stafford, who have won numerous awards for their African violets taught us how to propagate, transplant, care for, feed, and display these beautiful plants. We really never knew there were so many varieties.

In November one of our extremely talented members supplied a kit and taught us how to create a needle case with a lamb decorating the top.

December was our holiday luncheon; we each brought a covered dish and had a Yankee swap gift exchange.

This group meets the fourth Thursday of the month, except for November and December, at 9 AM at St. Richard's church hall. All are welcome to join us.

Respectfully submitted by

Joan Strang, President

FENCE VIEWER
2010 ANNUAL REPORT

The duties of the Fence Viewer are contained in Massachusetts General Laws, Chapter 49, Sections 1-20, inclusive. These statutes pertain to the historic need for partition fences on property lines of adjoining improved parcels used for agricultural purposes, generally that of keeping livestock.

The appointed fence viewer for the Town of Sterling reports no requests for review of any such partition fences for the Year 2010 Report.

Although the Fence Viewer may be regarded as an archaic position, we are here to answer questions you may have regarding new or existing fences.

Sterling property owners should review and keep the following facts in mind when planning to erect a new fence.

- The installation of a fence does not normally require a building permit.
- Property lines should be determined by survey or other reliable data.
- Massachusetts General Laws, Chapter 49, Section 21, determines when certain fences may be deemed a private nuisance and should be consulted when there is a question concerning a "spite' fence.
- Fences or obstructions at intersections of roads have specified limits of height and distance that should be respected.

To contact the Sterling Fence Viewer please call R. Gary Griffin at 978-514-3193

STERLING FIRE DEPARTMENT & FIRE DEPARTMENT AMBULANCE
STERLING EMERGENCY MANAGEMENT AGENCY
2010 Annual Report

Emergency and Service Calls

The Sterling Fire Department consists of five fulltime personnel including the fire chief and administrative assistant as well as thirty on-call, volunteer and per diem firefighters and emergency medical technicians. Department personnel responded to a total of 1,090 total incidents (*calls for service*) in calendar year 2010. The department responded to a variety of incidents including; alarm investigations, brush fires, medical emergencies, motor vehicle accidents, structure fires and service calls, just to name a few. Additional personnel hours were spent conducting training and providing work details that support emergency response and storm related standbys, as well as provide blasting, firework and special events detail coverage.

Permits and Inspections

The Fire Department issued 872 permits in 2010 and performed numerous site inspections. Inspection types include; smoke and carbon monoxide detectors, oil burners, oil tanks, LP gas tanks, tank removals, blasting and fire suppression systems and many of them require a minimum of one site visit to confirm that the work has been done properly and installed per fire and life safety codes, and that the equipment operates safely. We continued to see an increase in open burning fires as a result of the December 2008 Ice Storm with a total of 1,498 permit activations between January 15th and May 1st. In addition to daily permit inspections, annual inspections are conducted at commercial and industrial sites as well as annual liquor license inspections completed in conjunction with the building inspector. Any questions regarding permits, fees or for scheduling an inspection call the fire department business line or access the information on-line on our website.

Fire Prevention and Public Safety Education

With strong support of the pre-schools and elementary schools in Sterling, fire prevention and public safety education continues to be a large priority of the department. In 2010 these efforts continued to be coordinated by Firefighter Rick Maypother and Lieutenant Thomas Kokernak. The department conducted several educational programs including the S.A.F.E. (**S**tudent **A**wareness of **F**ire **E**ducation) program which is a major component. The department is fortunate to receive annual grant money to support the educational needs of our students. In addition to the educational programs conducted in the elementary and pre-schools the department also provides station tours, site visits, public safety day at Davis' Farmland and we host the annual Public Safety Open House at the Fire Station, which includes representatives from the Police Department, Department of Public Works, Board of Health and Community Emergency Response Team (C.E.R.T.).

Smoke & Carbon Monoxide Detectors

The largest percentage of fire deaths in the home occurs at night while people are asleep. Therefore, a working smoke alarm can provide an early warning that can make the difference between life and death. According to studies published by the National Fire Protection Association, having a smoke alarm cuts your risk of dying in a fire by nearly half. A smoke alarm should be part of an overall home fire safety strategy that also includes preventing fires by adopting fire safe behavior and developing and practicing a home fire escape plan. In a fire, escape time may be very limited. Therefore, escape plans are a critical aspect of a home fire safety strategy.

A reminder to our residents that in 2006 a new State law (Nicole's Law) took effect requiring anyone who owns residential property that contains fossil fuel burning equipment (i.e. oil, gas, wood, coal, etc.) or contains enclosed parking (i.e. attached or drive under garage) is required to install carbon monoxide (CO) alarms. The importance of having a carbon monoxide detector is often underestimated.

Unfortunately, carbon monoxide sources, such as furnaces, generators and gas heaters are common in homes and can put your family at risk for carbon monoxide poisonings.

If you do not currently have a working smoke or CO detector and would like information on obtaining or installing them in your home, please contact the Fire Department.

Emergency Management

Emergency Management continues to play a vital role in town. Often times our emergency management functions are governed by the weather. Whether it is sandbagging operations to divert water or preparing shelters activities due to impending blizzards or ice storms, Sterling's Emergency Management is the liaison to the State and Federal agencies that will provide assistance to our community such as with the December 2008 Ice Storm.

One of our most active forces within emergency management is that our Community Emergency Response Team (CERT). The CERT Program educates people about disaster preparedness for hazards that may impact our area and trains them in basic disaster response skills, such as fire safety, light search and rescue, team organization, and disaster medical operations. Using the training learned in the classroom and during exercises, CERT members can assist others following an event when professional responders are not immediately available to help.

CERT members are made up of a group of volunteer citizens including; students, teachers, retirees, ex-military, engineers and business professionals. The team is trained on a regional level along with volunteers from Boylston, Holden and West Boylston.

In 2010 CERT was utilized to provide parking and crowd management during the H1N1 Flu Shot clinics, assist with sand bagging and cellar pumping during the heavy spring rain storms and associated flooding problems as well as provided parking details at the annual Sterling Fair in September.

In addition to a regional CERT team, Sterling continues to be part of a Regional Emergency Planning Committee along with Boylston, Holden and West Boylston. The South Wachusett Regional Emergency Planning Committee has representation from all four communities and represents the major disciplines of emergency planning working closely with M.E.M.A. (Massachusetts Emergency Management Agency) regarding hazard mitigation.

Closing Narrative

In closing, I would like to thank the members of the Sterling Fire Department for their tireless commitment and dedication to the community. Our Firefighters and Emergency Medical Technician's are second to none and the citizens of Sterling should be proud of all of them. I also want to thank their families for the love and support that is afforded to them for always having to run out to an incident or training.

I would especially like to recognize two very important people from our fire department family who were lost in 2010, Ann Kirkpatrick and Rick Maypother. Both will forever leave an impression amongst our members and the community and they will be greatly missed.

On behalf of the entire department, I would like to thank the residents of Sterling for their incredible support of the fire department and its mission. Because of this support we are able to maintain the apparatus that is critical to our response and the equipment that is worn by the firefighters and emergency medical technicians for their health and safety.

In 2010 the town placed in service a new pumper / tanker (Engine 4), replacing a 30 year old Mack pumper (Engine 5).

It has always been evident in my tenure as Chief as to the important role that public safety plays to all of the citizens of Sterling. We also remain diligent in applying and receiving grant money to help offset some of the burden to the town.

We are excited as we enter into calendar year 2011 in regards to recruitment as we had a very successful call firefighter recruitment campaign in November 2010. As a result we are finishing up a four month internal recruit academy for 12 new perspective on-call firefighters.

These new on-call firefighter's will help to provide for adequate staffing to provide timely responses to the request for services and to fill voids left by retiring personnel. The new and current on-call personnel provide response to our community 24/7/365 based on their availability with job and family commitments. This response is supplemented by 3 fulltime personnel, the fire chief and a fulltime administrative assistant during weekdays when typically there are limited numbers of call personnel available due to work.

Please feel free to visit our website at www.sterlingfd.net to learn more about the Sterling Fire Department, our history, our equipment or as a reference to fire codes and regulations. There is also a photo link which has pictures of incidents and trainings from throughout the years.

The public is always welcome to stop by the fire station to visit. The Sterling Fire Department, located at 5 Main Street in the center of town is staffed daily from 7:00AM – 6:00PM.

Wishing everyone a safe and healthy 2011

Respectively submitted,

David C. Hurlbut, Jr.
Fire Chief / Emergency Management Director

Six members of the Sterling Fire Department have recently retired or will be retiring this year. Thank you all for your service:

Deputy Chief/EMT Richard Farrar
Lieutenant Robert Lanciani
EMT Mary Lanciani
Firefighter Bruce Senter
Firefighter Earl Temple
Firefighter/EMT Brendan Windward

Fire Chief David Hurlbut was quoted in the March 12, 2011 Sterling Meetinghouse News as saying, "It was a pleasure working with each and every one of this group of retirees . . . I've worked beside and have learned from all of them." Chief Hurlbut said it will be tough to replace their years of experience and dedication (they have a combined 186 years of service to the department). "We are losing very dedicated people, leaders who have helped bring the department to where it is today. . .They have served as mentors to new firefighters and have dedicated half of their lives providing a service to their community."

CONANT PUBLIC LIBRARY

2010 ANNUAL REPORT

The Conant Free Public Library strives to provide the town access to library materials, resources and up-to-date technology in a way that is user-friendly and meets the public's need for information, enrichment and enjoyment.

An elected six member Board of Trustees governs the library and meets the second Monday of every month at 7 p.m. The public is always welcome to attend.

The library is open 45 hours a week – Monday through Thursday 10 to 8 and Saturday from 10 to 3. In the summer, the library is open from 10 to 1.

In 2010, an average of 242 people visited the library every day we were open. Our annual circulation totaled 112,516 items, our highest ever. The library staff ordered books from other states and even other countries for Sterling residents. Of the 216 libraries in our population group, Sterling was 15th in the number of special items borrowed.

The library added foreign film and documentary selections to the DVD collection and former staff member, Susan Polansky, made regular donations to the TV series and classic films offered at the library.

Library Holdings as of 12/31/2010	Adult/YA	Children's	Total
Books	16,719	10,529	27,248
Magazines & Newspapers	64	4	68
Music CDs & Audiobooks	1,431	187	1,618
Movies on DVD	1,503	504	2,007
E-Books	1,145		1,145
Downloadable Audiobooks	1,848		1,848
Downloadable Videos	249		249
Children's CD-Roms		59	59
Passes to Area Attractions	10		10
Totals	22,969	11,283	34,252

Our web site www.SterlingLibrary.org experienced 30,857 unique visits this year, an increase of 40% over last year. Of those, 2,179 returned to the site more than once, which is 22% higher than last year. Students used the research databases to do homework, people searched for ancestors on Ancestry.com and others read the daily edition of the Boston Globe or New York Times. Many used the site to order books, music and movies from other libraries for pick up here. We had a rush in December of Nook and Sony Reader owners who learned to download books from the library website. The library purchased a new electronic service called Wowbrary, that adds book or DVD covers and reviews to the home page as the

library receives new materials. People can sign up to have the information emailed to them, and then place requests for the newest materials as they arrive.

At the end of the year we had 4,879 registered active borrowers – 3,025 adults, 813 children, 634 young adults and 407 seniors. This is an increase of 5% and represents 63% of the town population.

With Town Capital Funds and State Aid the library was able to upgrade all 10 public internet access computers. Adults logged onto the computers 5,972 times, children 837 times and young adults used the computers in their room 592 times.
After receiving many requests, we added a public fax service at $1 per page. We also used State Aid to add to the collection, purchase a second public copy machine, prune trees along the sidewalk, purchase and install a bike rack and paint lines in the town parking lot.

Alexandra Grebinar, a Sterling native, joined the staff as our newest Library Associate. Alex has a background in Psychology and Criminal Justice, and worked as Group Events Manager at Davis Farmland before starting a family. She has been a great addition to the staff.

Friends of the Library President, Julie Flannery turned over the office to Ellen Zanino this year. Julie and her Executive Board built the Friends into a thriving organization that has made significant contributions to the library. Ellen left a career in international marketing to raise her family and is now contributing her skills to growing the Friends membership and increasing their fundraising efforts. Dotty Kormeluk and Alison Ripa, who remained on the Board, are joined by Christine Smith as co-coordinator of the Friends Book Sale and Paula Fogerty who is the treasurer.

In 2010 the Friends added the Pawtucket Red Sox and Higgins Armory to the other passes they fund: Davis' Farmland and Mega Maze; the Ecotarium; Massachusetts State Parks; and the Boston Museum of Science. The Davis family contributes a second pass to the popular local attraction and the Garden Club provides a pass to Tower Hill Botanic Garden. The Mystic Aquarium, Wheelock Family Theater and the Worcester Historical Museum have all donated passes to their programs.

For adults, the One Book, One Town program read Alas, Babylon, by Pat Frank. Written in 1959, the first novel of nuclear holocaust shows a community that sheds its differences to survive the most desperate of circumstances by working together for the common good. The library showed a series of movies on the same theme and held book discussions at the library and Senior Center. The library has knitting, book discussion and writing groups that meet monthly. At 16, Eamon McCarthy Earls wrote a history of the Wachusett Reservoir. He visited the library and spoke to a standing room only crowd.

Youth Services

The Sterling Public Library's services for children continued to welcome one and all for movies, school visits, story hour and the annual summer reading program. Library staff hosted the first grade classes of Houghton Elementary School for their annual field trip.

Staff also welcomed our pre-school neighbors from Village Green Pre-school for their annual get to know your library week. If other community groups are interested in a library tour, please contact Danielle Mattei, Children's Librarian at 978- 422- 6409.

Story hour remains a popular and well attended program geared towards children from birth through age five. The six week program involves songs, stories and crafts. The programs are open to all Sterling residents. Non-residents interested in children's programs will be put on a waiting list and notified of any openings. Due to the popularity of the programs, registration is required.

The Summer Reading Program theme, Going Green @ Your Library brought over 350 participants into the library. Children and young adults were rewarded with weekly prizes purchased by The Friends of the Library. Prizes included Mood pencils, Piggy Banks made from recycled currency and new library card holders. Local residents donated prizes for a raffle where readers earn tickets for hours read and logged in. Parents praise the program for helping their children keep up their reading skills over the summer and often send in family photos of their children enjoying their latest book.

Our summer reading finale, sponsored by The Sterling Cultural Council brought one of our favorite children's authors to town. Jarrett J. Krosoczka is the author of 9 successful picture books and 5 graphic novels including his new series, *Lunch Lady*. Mr. Krosoczka is a local author/ illustrator from Worcester. He attended the Rhode Island School of Design. The presentation proved inspirational for our budding authors and artists and for many audience members was their first introduction to the highly popular Lunch Lady series. All of Mr. Krosoczka's books are available at the town library.

The library has introduced a new library card designed for children featuring the lamb, of which our town is justifiably proud. Cards are available at both circulation desks. A legal guardian must be present.

The library staff has worked hard to meet the needs of our community in the past year, as many faced limited resources and the search for jobs. Library materials and programs helped young children develop literacy, even if they were not able to attend a pre-school, provided families and seniors with free entertainment and opportunities for community, and many people with access to technology necessary to function in today's economic environment and to connect with friends and family who are far away. The Trustees are grateful to all the town departments, boards and committees who have assisted us over the year and to the many volunteers and donors who have helped us offer free public library services to our town.

Respectfully Submitted,

The Board of Trustees of the Conant Free Public Library

John L. Dwyer, Chairman, Board of Library Trustees
Jaap Vermeulen, Secretary
Albert Carlin
Kelly Corvello
Robert Johnson
Sue Valentine

Patricia Campbell, Library Director
Danielle Mattei, Assistant Director/Head of Youth Services

STERING MUNICIPAL LIGHT DEPARTMENT
2010 ANNUAL REPORT

Respectfully submitted is the one hundredth report of the Sterling Municipal Light Department (SMLD).

Power

A total of 57,604,890 kilowatt hours (kWhrs) of electricity were sold during calendar year 2010. This represents an increase of 2,696,831 kWhs (4.9%) over calendar year 2009. New England Power Pool expenses increased including transmission prices that rose (60%). This increase was brought about primarily by the return on equity allowance the transmission owners received of 11%-14% . We will continue to contest these out of market returns and look to a more equitable solution to the aging transmission problem including local renewable energy centers that would not require transmission for distributing electricity. We continue to look for alternative sources of power that will provide sustainable energy without causing further damage our environment.

Sterling's hourly peak demand of 12,250 KW was set in August 2010. The Carbolon facility continued to assist the SMLD by generating electricity during 2010 that helped control operating costs.

During 2010, the System Average Interruption Duration Index (SAIDI) for outages affecting the Town of Sterling residents was 67.89 minutes per incident , this compares to National Grid SAIDI numbers of 153.98 minutes (last reported for 2009). The Average Service Availability Index (ASAI) of electricity for Sterling residents in 2010 was 99.987 %.

Operations

The Operations Crew continued to complete the repair work from the December 2008 Ice Storm, in addition to performing upgrades and maintenance throughout Town. This will help minimize outages and the number of customers affected by these outages. The distribution system grew with the addition of 24 new electrical services and 115 pole installations. Upgrades and conversions throughout 2010 resulted in the removal of 86,209 feet of wire. In addition, 101,095 feet of wire was installed for all overhead and underground services and upgrades.

The SMLD's customer base has increased to 3699 as of December 31, 2010: 3301 residential customers, 151 industrial customers, 214 commercial customers and 33 municipal services.

Power Supply

The Lighting Plant provides for its customers through both fixed contracts and open market power purchases in an effort to diversify the town's power resources and stabilize our purchased power costs.

Purchased power costs reflect the costs of buying electric generating capacity and energy and having electricity delivered to the Town of Sterling. Many circumstances beyond our control make the cost of electric energy fluctuate. These include periods of peak power demands during extreme temperatures, unexpected plant shutdowns and spikes in fuel prices caused by any number of unpredictable events, from fluctuating fuel commodity markets to global unrest. During 2010, our power costs remained stable as gas and oil prices declined.

Although fuel prices declined in 2010, our transmission costs continue to rise. During the last five years, our transmission costs have increased due in part because transmission owners received large returns between 12-14% on their investments in regional transmission line upgrades. This comes at a time when rate payers can least afford it. Other increased cost due to the regional transmission upgrades will be the Regional Network Service (RNS) rate that is expected to rise in Sterling from $662,189.00 in 2010 to $1,136,877 in June of 2014. We continue to contest these charges with other municipal light plants

including travelling to Washington DC to meet with the Federal energy Regulatory Commission (FERC) and members of Congress to demonstrate the effects these cost will have on our businesses and residents. The result of these meetings has been positive including the filings of various bills to review these incentives and to see if they are still warranted.

SMLD continues to monitor and contest these transmission charges as well as other charges from ISO New England, which operates the region's electric power system. We certainly share the goal of making reliability a top priority in operating the power grid, but we also believe the cost to consumers should be considered more carefully before implementing expensive new rules and procedures to enhance reliability.

The Lighting Plant remains an active participant in development of a new 280-megawatt power plant at our bulk power supply The Massachusetts Municipal Wholesale Electric Company (MMWEC) existing power plant site in Ludlow. This new unit is expected to be online in mid-2015.

Sterling's power supply consists of a mixed portfolio of power agreements that includes hydro power from the Baltic Mills Hydro plant , Contoocook Hydro, Macquarie Energy , Mechanicsville Hydro, Methuen Falls Hydro, Public Authority State of New York (PASNY) hydro and the Centennial Falls Hydro Electric Facility. We continue to explore cost efficient renewable energy supply options for our power portfolio and in 2010 over 20% of our power received was Hydro, this exceeds Massachusetts requirements (for Investor owned utilities, we are exempt) for renewable energy supply in power portfolios. We also receive Nuclear power from the Millstone III plant and the Seabrook power plant in NH , other sources of our power supply come from the MMWEC Stony Brook combined cycle units I & II and the Carbolon generating facility.

The SMLD continues to offer the HELPS home energy audits program at no cost to residents along with the Energy Star® Rebate program, Mass Energy discount heating oil program (discontinued in 2011), SMLD Green Support program, the SMLD's Solar Installation Offerings, Kill-A-Watt™ Electricity Usage Monitor, the TESCO surge arrester program . The SMLD Green Support Program is a voluntary program where the customer is charged 1.5 cents more per kWh to help support the SMLD's efforts to promote and maintain the purchase of power from renewable energy resources. Please call Customer Service (978-422-8267) with any questions regarding the programs listed above.

Other community activities/contributions sanctioned by the SMLD Light Board during 2010 were:

1. $42,000 in-lieu-of tax payment for year 2010
2. 25% discount for December 2010
3. Our Successful Annual Open House
4. Annual Outdoor Holiday Lighting
5. Town Common Lighting
6. Sterling Fair
7. Banner Hanging
8. SMLD's Climate Action Plan is a resolution to voluntarily purchase non-polluting generation in which the SMLD exceeds Massachusetts' requirements for IOU's by 15.5%
9. Town street lighting continued to be retrofitted and maintained by the SMLD for the Selectmen and Townspeople.

In May 2010, Michael Rivers was elected to a three-year term on the Light Board Commission, he replaced long-term Board member Dick Sheppard. In June, John Kilgo announced his retirement from SMLD after 18 years as General Manager and Greg Destasi was named interim manager. In November 2010 Greg accepted the position as the new General manager of the Paxton Municipal Light Department.

And In November 2010 following the recommendation of the search committee and interviews by the Board of Commissioners Sean Hamilton was named the new General Manager at SMLD. Sean had been serving as the General Manager at Templeton Municipal Light and Water since 2004 and had previously been employed at SMLD from 1992-1999. In December 2010, George Pape was appointed as the third member of the commission following the retirement of Arthur Coughlin from the Board.

A special thank you to all of the SMLD employees for their hard work and loyal service to the community throughout the year. We would also like to say thank you to all the other Town Departments for assistance throughout the year.

Respectfully Submitted,

Sean Hamilton., General Manager

Sterling Municipal Light Board Members:
Matthew Stelmach, Chairman
Michael Rivers, Clerk
George Pape, Third Member

MONTACHUSETT REGIONAL VOCATIONAL TECHNICAL SCHOOL
2010 ANNUAL REPORT

The Montachusett Regional Vocational Technical School District Committee presents this report to the citizens of the District. The Committee consists of twenty-two members – four from Fitchburg, represented by LeRoy Clark, Mark Louney, Robert Campbell and Brian Walker, two from Gardner, represented by Helen Lepkowski and Eric Commodore, and one from each of the communities of Ashburnham – represented by Diane Swenson, Ashby – represented by Warren Landry, Athol – represented by Toni L. Phillips, Barre – represented by John Scott, Harvard – represented by Sue Tokay, Holden – represented by James Cournoyer, Hubbardston – represented by Jacqueline B. Kaminski, Lunenburg – represented by Barbara Reynolds, Petersham – represented by Ed Simms, Phillipston – represented by Eric Olson, Princeton – represented by John Mollica, Royalston – represented by Mary Barclay, Sterling – represented by Dr. Kenneth I.H. Williams, Templeton – represented by James M. Gilbert, Westminster – represented by Jeff Schutt and Winchendon – represented by Burton E. Gould, Jr.

Financial Report

Numerous challenges were faced during the development of the fiscal year 2009-2010 budget including rising health insurance, student transportation, and utility costs coupled with a decrease of State Aid Chapter 70 of $246,009 and a decrease in State Transportation Aid of $406,008.

Considerable effort was put forth by the School Committee, administration and staff to develop a cost-effective budget. The final fiscal year 2009-2010 Educational Plan totaled $22,104,281, which represents a $284,389 decrease from the 2008-2009 Educational Plan.

The District was audited in August 2010 as part of the yearly financial audit by the accounting firm of Melanson, Heath and Co. from Greenfield, MA and an "excellent" report is anticipated.

Student Body

Monty Tech's October 1, 2010, enrollment included 1,401 students in grades nine through twelve. Students are represented from every community in the district: Ashburnham (46), Ashby (42), Athol (122), Barre (37), Fitchurg (394), Gardner (193), Harvard (3), Holden (46), Hubbardston (53), Lunenburg (63), Petersham (6), Phillipston (20), Princeton (I4), Royalston (21), Sterling (53), Templeton (104), Westminster (57), and Winchendon (115).

The Guidance/Admissions Department received 736 applications for admission for the class of 2014. Of these, 636 were for the available ninth grade openings. Due to the retention rate of our upper classes, there were a limited number of openings for upperclassmen. Monty Tech admitted 28 students to the tenth and eleventh grades.

Monty Tech continued to offer a variety of opportunities for students, parents and community members to learn about and visit the school. In October, 1,340 district eighth graders participated in Tour Days. Students toured many of our twenty vocational/technical areas and learned about the challenging academic offerings and exciting athletic and extracurricular programs. Career Awareness Night offered interested students the opportunity to return at night, with their family members, to explore the facilities and talk with staff members. Career Awareness Night, as well as last spring's Open House, was attended by an estimated one thousand individuals per event, comprised of students, parents, and community members from throughout the district.

The Vocational Interest Program (V.I.P.) continued to attract large numbers of 7th and 8th grade students during the 2009-2010 school year. Due to the high enrollment, a third five-week session was implemented. Participants had opportunities to attend hands-on after-school sessions in a variety of

vocational/technical areas. A satisfaction survey rated this program 4.8 out of 5. The 2009-2010 enrollment is the second highest ever at 742 seventh and eighth graders.

The Scholarship Committee awarded approximately $37,560 in scholarships to members of the class of 2010. In addition, they awarded $6,000 to the practical nursing graduates. Once again, local (Business Education Enrichment Foundation) and state organizations, as well as generous individuals, continue to recognize the ability and potential of Monty Tech graduates in the form of donations. The School Committee, administration, faculty, and graduates themselves, are grateful for this support.

Articulation Agreements with local colleges continue to play an important role in helping our graduates enter college through credits earned at Monty Tech. Approximately 65% of our graduates entered a two- or four-year college. This number has continued to grow over the years.

Achievement

Based on the tenth grade MCAS scores, Montachusett Regional Vocational Technical School continued to see an improvement during the 2009-2010 school year in student achievement in both English/Language Arts and Mathematics. In the spring of 2010, Monty Tech's passing rate on the mathematics portion of the test declined slightly from 99% to 97% while the percentage of students scoring in the proficient and advance categories in math went from 78% to 80%. The school's passing rate on the English portion of the test was 100% in 2008, 99% in 2009 and 99% in 2010, while the students scoring in proficient and advanced categories in English went from 81% to 83%.

The following data represents the percentage of students who met the competency score in English/Language Arts and Mathematics at the time of graduation:

	English/Language Arts	Mathematics
Class of 2010	100%	100%
Class of 2009	100%	100%
Class of 2008	100%	100%
Class of 2007	100%	100%
Class of 2006	100%	98.3%
Class of 2005	100%	98.6%
Class of 2004	100%	94.8%

Faculty And Staff

In the 2009-2010 fiscal year, Monty Tech was again affected by the slowing economy. Our Chapter 70 aid was reduced by 2%. As a result of this, our staff was reduced by four positions, due to retiring employees not replaced.

The current staff includes 56 vocational teachers, 2 vocational teaching assistants, 44 academic teachers, 4 guidance counselors, 1 school social worker, 1 school adjustment counselor, 1 school psychologist, 1 speech and language therapist and 1 media specialist.

SkillsUSA

SkillsUSA is a partnership of students, teachers and industry, working together, to ensure America has a skilled workforce. Through our association with SkillsUSA, our students develop job skills, leadership and professional skills.

SkillsUSA Massachusetts has the second largest membership in the nation, boasting 19,300 students and 800 professional members. The state has 42 secondary schools and one post-secondary school, 34 of which are total participation SkillsUSA Chapters.

The 2009-2010 school year was an extraordinary one for our chapter of SkillsUSA. The students met the challenges of district competitions, performed well at state-level competitions and took back to Monty Tech five national medals and four top-ten placements. Serving as co-advisors were First Sergeant Paul Jornet, JROTC instructor, Timothy Gately, English teacher, and Anne Marie Cataldo, Early Childhood Education instructor.

Highlights of the year included:

- A total of 51 medals were captured at the District Competition held in March at Bay Path Regional Vocational Technical School – 20 gold, 17 silver and 14 bronze. Students in four contests swept the events, obtaining all three medals. These included: Dental Assisting, Medical Assisting, Preschool Teaching Assistant and Technical Drafting.
- Forty-five District Medalists and qualifiers, 24 local Leadership contestants, 1 state officer candidate and 14 voting delegates, for a total of 84 students attended the State Leadership and Skills Conference, held in April at Blackstone Valley Vocational Technical School and the Best Western Royal Plaza (Marlboro). Monty Tech finished the competition with 27 Medals of which 15 earned the right to compete at the National Leadership & Skills Conference held in Kansas City, Missouri, in late June. In addition, Victoria Holbert was elected to the State Executive Council and Paula Araujo was selected as a National Voting Delegate.
- Of the nine students competing at the National Conference, five earned medals and the remaining four earned a spot in the top ten in the nation. Michelle Gosselin, Early Childhood Education, earned her second Gold Medal in a row in the Action Skills Competition. Arielle Maddocks, also from Early Childhood Education, earned a Gold Medal in the Job Skill Demonstration – Open Competition. Eunices Gonzalez, Dental Assisting, earned a Silver Medal in the Job Skill Demonstration – A Category. Matthew DiBara, Masonry, earned a Silver Medal in the Masonry Competition. Conner Bailey, Drafting Technology, earned a Silver Medal in the Extemporaneous Speech Competition.
- Victoria Holbert, state officer elect, attended leadership training over the summer. Following the training, she was elected to the position of State President by her peers on the officer team.
- Monty Tech's SkillsUSA Chapter completed the restoration of Moran Park in Fitchburg, through the generosity of a grant from Lowes, Inc.

Women In Technology

During the 2009-2010 school year, Monty Tech had one of its largest groups of young ladies participate in the eighth year of the North Central Massachusetts Women in Technology Program, also known as Project WATCH (Women Achieving Technical Career Heights).

Our enrollment included: nine Business Technology students, five from Drafting Technology, and one from Engineering Technology, for a total of fifteen students. The students participated in a variety of high-tech, real-world work projects, under the mentorship of professionals at SimplexGrinnell and Tyco Safety Products. The projects covered a wide range of business and technology areas, such as finance, software development, IT hardware and software, event planning, marketing intelligence and video screening.

Through the program, qualified students from four area high schools – Monty Tech, Gardner High School, Leominster's Center for Technical Education and Narragansett Regional High School – have the

opportunity to spend two days a month exploring career opportunities in high-tech fields, at Tyco Safety Products Co. and SimplexGrinnell, two Fortune 500 companies located off Route 2 in Westminster.

The Greater Gardner Chamber of Commerce, serving as fiscal agent for the program, provides transportation to the industry site through a private-sector grant.

Students interested in participating in the program must first pass a pre-screening process at their sending schools, and then attend an all-day Orientation Program, where they are interviewed by company personnel.

Of the six scholarships awarded at the program's annual Final Projects Presentation, held in May, Monty Tech students received four. Their selection was based on their outstanding performance during the year.

In addition, three Monty Tech graduates were hired to work in SimplexGrinnell's Monitoring Call Center this summer. All three graduates will be attending college this fall. Two of the students participated in the WIT Program, and the other student, a male, worked as a Co-op student in Monty Tech's Technology Department the past two years.

Monty Tech, with the support of Superintendent-Director James R. Culkeen, has played a pivotal role in the WIT Program the past three years by hosting three of the program's major annual events: the annual Orientation Day, the Final Projects Presentation, and the all-day rehearsal the day before.

Curriculum

In addition to the house building projects, the vocational/technical programs continue to provide communities in the Monty Tech District with a range of services as a component of the curricula. The projects listed below are a sampling of services provided during the 2009-2010 school year.

Auto Body/Collision Repair Technology
Gardner, MWCC - security car repairs
Winchendon, YMCA - rebuilt & painted Ford truck
Templeton, Cemetery Department – repainted car

Automotive Technology
Winchendon, YMCA - Repairs

Cabinetmaking
Fitchburg Police Department- podium
Fitchburg Moran Park – sign
Athol/Orange Boy Scouts – birdhouses
Fitchburg, nursing home – cutting boards

Cosmetology
Gardner High Rise – Cosmetology Services

Culinary Arts
Fitchburg Art Museum - "Art in Bloom" pastries
Gardner Relay for Life – Pastries
Holden - "Taste of the Town"
Fitchburg, Nashua River Watershed Association – pastries
Independent Restaurant Group – hors d'oeuvres - Fundraiser

Dental Assisting
Lunenburg, Winchendon, Westminster, Ashburnham - CHIP Program
Westminster, Winchendon - Dental Health Fairs

Drafting Technology
Barre, Farmers Market - Banner
Fitchburg, Silver Sponsors - Banner
Fitchburg, Design of Shed for Moran Park
Fitchburg, Police Department –podium design
Fitchburg, Montachusett Challenger Little League Field – vinyls
Fitchburg, Street Hockey - Banner
Fitchburg, Christian Fellowship Youth Group - Banner
Fitchburg, Jump Off Program - Designs
Gardner, Relay for Life - Banner
Fitchburg, Soccer League - Banner
Gardner, Festival of Trees - Banner
Westminster, Historical Society - Banner
Westminster, 250th Anniversary - Banner
Winchendon, Toy Town Elementary - courtyard design

Early Childhood Education
Fitchburg Community Partnership - Math/Literacy Fair
Montachusett Association for Education of Young Children

Electrical
Templeton, Fire Station - installation of lights
Gardner, Fire Station - data wiring
Winchendon, Toy Town Elementary School - light fixtures

Graphic Communications
Westminster, Forbush Memorial Library - posters and flyers
Interfaith Hospitality Network - bookmarks
Gardner, Relay for Life - posters
North Central - tickets
Gardner, Memorial Lights - booklets/envelopes
Ashburnham News - postcards
Peoples Church - Letterhead/cards/envelopes
Ashburnham, Friends of Senior Center - logo
Ashby, Middlesex Camp - flyers
Athol, Athletic Association - tickets
Athol, District 33A Lions Club - Ad Book
Athol, New England Select - tickets
Athol/Orange, YMCA - dinner tickets
Baldwinville, Elementary School - Race and Carnival tickets
Fitchburg, St. Anthony's Church - Tickets
Fitchburg, St. Bernard's – Dance Tickets/Programs
Fitchburg, High School – Tickets/Programs
Fitchburg, Senior Center - Writing Project Book
Fitchburg Longsjo School - poster/yearbooks
Fitchburg, Boy Scouts - envelopes/letterhead
Fitchburg, Forge Inn - tickets

Fitchburg, Art Museum - brochure
Fitchburg, St. Denis - tickets
Fitchburg, MOC kindergarten - calendars
Fitchburg, Troop 17 - decals
Fitchburg, Police Academy - pamphlets
Gardner, H.O.P.E. - tickets
Gardner, MWCC - Handbook and booklet
Gardner, Holy Rosary School - tickets/yearbook
Gardner, High School - raffle tickets
Gardner, Heywood Hospital - tickets
Gardner, CAC - envelopes/letterhead/postcards, GALA Programs
Gardner, Golf Commission - brochures/membership
Gardner, Knights of Columbus - tickets
Gardner, Athletic - Certificates
Gardner, Doug Flutie Autism - posters
Gardner, Public Health - pamphlets
Westminster, Agriculture Commission - flyers
Westminster, Pumpkinfest - flyers
Westminster - placemats
Winchendon, Ahimsa-Haven - Letterhead/brochures
Winchendon - By-Laws Booklet
Winchendon - Senior Center
Winchendon, North Central Pathways - pamphlets

Health Occupations
Blood Drive
Haiti donations
Pediatric Day

House Carpentry
Holden Police Dept. – 20 sawhorses made
Fitchburg, Moran Park - Refreshment stand

Industrial Technology
Fitchburg - Baseball shelters
Fitchburg, Historical Society - bronze markers
Phillipston - Build/fabricate offices, DPW Barn

Machine Technology
Fitchburg, Coggshall Park - manufactured plates and columns

Masonry
Barre - repaint steps at Town Hall
Fitchburg, High School - dugouts
Winchendon Public School - concrete sidewalk repairs

Welding/Metal Fabrication
Fitchburg, Fire Dept. - ladder brackets
Winchendon, YMCA - modify brackets for showers

Special Services

During the 2009-2010 school year, the Montachusett Regional Vocational Technical School District provided special education services to over two hundred students. In September 2009, the Student Support Services Department is actively providing services to approximately two hundred and eighty-seven students identified with disabilities, both on 504 plans and Individual Education programs (IEP's).

The federal special education law, the Individuals with Disabilities Education Act (IDEA), was reauthorized in December of 2004 and came fully into effect on July 1, 2005. In August 2006, the U.S. Department of Education released new Regulations for Part B of IDEA, which went into effect on October 13, 2006. The 2004 Amendments to IDEA expand upon the 1997 reauthorization and include new requirements. The reauthorized act continues to emphasize the role of parents and expands opportunities for parents, general educators and special educators to work together in partnerships that support student learning and the success of students in adult life.

The Student Support Services Department at Montachusett Regional Vocational Technical School provides support to all students. We have full-time nursing staff that administer medications, perform state mandated health screening exams, and provide, when necessary, health information to the TEAM for a student's IEP meeting. We employ a full-time school social worker that is able to participate in TEAM meetings and assist students who have needs concerning finances, family issues, homelessness, maternity, health issues, and proper food and clothing. Our students have access to the services of a full-time adjustment counselor, part-time school psychologist and school social worker. All of these individuals are available for scheduled counseling sessions and mental health emergency treatment, as well as crisis intervention. We do have on staff a full-time psychologist, whose role it is to evaluate all students referred for an initial evaluation or who require a three-year re-evaluation. In addition, we have a full-time speech pathologist that is available to service students with disabilities, assess these students and consult the teachers within the building.

The Special Education Program at Montachusett Regional Vocational Technical School District is reviewed annually in May, in accordance with regulatory requirements. The results of this evaluation are used to improve the special education procedures and programs at Montachusett Regional Vocational Technical School. The Parent Advisory Council participates in this review and evaluation.

The Montachusett Regional Vocational Technical School District adheres to federal and state laws regarding confidentiality of personally identifiable student information.

Student Athletics

The Monty Tech Athletic Program enjoyed successes again in the 2009-2010 school year. Our numbers keep increasing every year. We had sixteen teams compete in the fall of 2008, eleven in the winter of 2008-2009, and seven last spring.

Last fall, the Varsity Football team broke a long losing streak and won three games in a row during a good stretch in October. They improved every week and gave their all during practice and games. They finished the year at 3 – 8 and 2 – 4 in Division 3A. The Varsity Boys Soccer team finished at 8 – 7 – 4, qualifying for the post-season tournament, where they lost to Northbridge 3 – 1 in an exciting game. The JV Boys Soccer team was 5 – 11. The Golf team was 10 – 2 – 2, playing in the Central Mass Division 3 Tournament where they finished 4th. They placed 5th in the State Vocational Tournament. We had three JV Golf tournaments at the Red Farm Golf Course in Upton and played five other matches in an attempt to improve our program. The Field Hockey team was 3 – 15. The Monty Tech faculty held their annual Teacher vs. Student Field Hockey game to raise money for a scholarship for a deserving Monty Tech female athlete. It was very successful. The Boys Cross Country team was 3 – 6 and the Girls Cross Country team was 3 – 3. The Girls Volleyball team had a 5 – 15 record. The JV Girls Volleyball team

was 5 – 12 and the Freshmen Girls team 5 – 6, as they continue to improve. The Varsity Girls Soccer team was 7 – 9 – 2, just missing the post-season berth. The JV Girls Soccer team finished at 8 – 4 – 3, with most of the girls moving up this fall. Our girls' program looks very promising.

The Girls Varsity Basketball team finished at 10 – 10 and made the Central Mass. Division 3 Tournament, where they lost to Littleton 57 – 34. The JV Girls were 9 – 10 and the Freshmen Girls were 10 – 5, as they prepared to move up to the JV Program this year. The Varsity Boys Basketball team finished at 8 – 12. The JV Boys Basketball team was 15 – 3 and played with a lot of desire and pride. The Freshmen Boys were 9 – 6 and showed vast improvement over the year. The Wrestling Team participated in many dual meets and tournaments and finished at 3 – 11. The Co-op Ice Hockey Team did very well, as they participated in the District Tournament, losing in the finals to Oakmont. The JV Hockey team played very well as the younger players look to improve their skills. We participated in a Co-op Swim Team with Leominster and again, it went very well. They swam at the Fitchburg State University pool, one of the best in the area.

In the spring, the Varsity Softball team again gave Monty Tech a lot to be proud of, as they won 23 straight games before losing to Blackstone Valley Tech in the Central Mass. Division 3 semi-finals. They won the Colonial Athletic League Championship for the 21st time in 25 years. They won the State Vocational Tournament for the 4th time since it started in 2000, as they beat Greater New Bedford Voc. 11 – 1 and Shawsheen Tech 5 – 1. They finished the year at 23 – 1. The JV Softball team was 6 – 12. The Boys Volleyball team was 7 – 11. The Varsity Baseball team finished at 10 – 8 and qualified for the Central Mass. Division 2 Tournament for the first time in many years. They played a good game against Millbury before losing 7 – 0. The JV Baseball team was 3 – 12. The Boys Track and Field team was 4 – 5, while the Girls Track and Field team was 8 – 2.

The outstanding Male and Female athletes for 2009 – 2010 were:

Male: Chris LaPlante of Westminster Female: Ivette Tejada of Fitchburg

Technology

Monty Tech is fortunate to have the support of School Committee and the administrative team that recognize the need to provide our staff with the tools to prepare our students for the workforce, military, or college. Monty Tech's technology spending could have been severely affected by the economic downturn in recent years. Fortunately, a portion of ARRA (American Recovery and Reinvestment Act) funds was directed toward technology spending. We were able to purchase computers and software for our students with reading and learning difficulties. We were able to purchase software that standardized the applications used in several vocational programs. We were also able to implement a portion of our disaster recovering planning needs.

Monty Tech's electrical department has made improvements to the infrastructure of the building by completing the replacement of old network wiring in the original academic wing of the building. As we look to the future, we will need to evaluate the need for wireless access throughout the building.

Data continues to be an important tool for timely administrative decisions at the school and state level. The Massachusetts Department of Elementary and Secondary Education implemented online testing for MEPA (Massachusetts English Proficiency Assessment), and Monty Tech participated as a pilot school.

Grants and contracts

Monty Tech continues to pursue grant funding on an annual basis. These funds assist in providing many educational and social services to the student population. For fiscal year 2010, state and federal grant sources provided the school with $1,616,244. Programs funded by these grants include: Essential Health

Services, Social Intervention and Mediation, Improving Teacher Quality, Special Education Services and Program Improvement, Title I Support, Drug Free Schools, Perkins Occupational Education, and Summer Academic Support.

In addition to state and federal grant sources, Monty Tech was also the recipient of private and competitive grant awards totaling $140,990. For Fiscal Year 2010, Monty Tech received $26,175 in grant funds to support instructional services and equipment in the Auto Body/Collision Repair Department, The Community Foundation of North Central Massachusetts awarded the school $20,000 to pursue a biodiesel project (project end date June 30, 2010), while the Massachusetts Clean Energy Center and the Massachusetts Department of Elementary and Secondary Education awarded competitive funds to support the construction of a renewable energy center at Monty Tech. Funds awarded for the Monty Tech Renewable Energy Center (REC) project total $94,815.

Total grant awards for fiscal year 2010 was $1,757,234.

Concluding Statement

Again, on behalf of the School Committee, administration, students and staff of the Montachusett Regional Vocational Technical School, I thank all the member communities for their continued support of Monty Tech.

PLANNING BOARD
2010 ANNUAL REPORT

During 2010 the Board endorsed seven (7) ANR plans (plans for which **A**pproval under the Subdivision Control Law is **N**ot **R**equired).

We reviewed and approved two (2) Site Plans; Sterling Village Plaza, 50 Leominster Road (the home of Dunkin Donuts) was granted approval to expand both the facility and the parking area. In-Sync, an education and child care facility for school age children with high functioning Autism, Asperger Syndrome, non-verbal learning disabilities, receptive/expressive language delay and general social communication challenges opened in the former Moonlight Realty building at 1 Beverly Drive, fka as 299 Leominster Road.

No new subdivisions were brought before the Board in 2010; however Redstone Heights (Chad Lane), a six lot subdivision approved in 2005, broke ground with construction of the infrastructure. The development of Chad Lane and its storm water management system was met with some opposition from abutters and several Planning Board meetings were focused on resolution of the abutters concerns, hopefully to the satisfaction of all.

Homestead Lane, a six lot subdivision off of Osgood Road, approved November 18, 2009, was endorsed on February 9, 2010.

In a follow up to last year's implementation of a Contractor's Bond, in which all contractors' are required to secure a bond prior to development of any lot where access is provided from a public way, the Planning Board was presented with seven (7) such bonds.

The Planning Board, working with the Sterling Municipal Light Department, had several meetings with the Davis family and their consultants for a preliminary review of the installation of a Wind Energy Conversion System on the site of Davis Farmland.

The Planning Board held a Public Hearing to consider the request by the applicants, Atlanta Gadoua and James & Christine Innamoratti, 59 Lakeshore Drive, for consent to file a petition for a special permit with the Sterling Board of Appeals within two years of a decision of the Sterling Zoning Board of Appeals denying a special permit on the same property. The applicants' wishes were to build a new home on the site of an existing home at the above noted address. The Repetitive Petition was denied by the Planning Board.

The Planning Board continues to see developers requesting an extension of time for the completion of approved projects, due to the state of the economy. The Stonecrest Definitive Subdivision, off of Meetinghouse Hill Road (not yet constructed), was taken in foreclosure proceedings and subsequently purchased by an abutter of the property; its future use is yet to be determined.

This year saw the implementation of Land Use Permit Extensions, under the "Act Relative to Economic Development Reorganization" signed into law by the Governor on August 5, 2010. This act extends the duration of certain land use approvals by two years.

In the fall of 2010 the Board was presented an overview of the draft entitled "A Community Guide to Growing Greener", given by Deb Shriver of the MA Watershed Coalition. The MA Watershed Coalition recently helped Sterling draft its Stormwater Bylaw and Regulations which 'will advance effective, low-cost methods to cleanse stormwater runoff and keep water clean". The purpose of this guide is to support the measures as spelled out in the bylaw "by giving practical guidance for better site design and low

impact techniques that will help local builders, businesses and community residents to use techniques that will clean runoff from their property and prevent it from harming water supplies and habitats".

Several Board members have given their time to various endeavors; Rob Protano has worked with the Rte 140 Task Force as well as the Regional Housing Committee. Mike Radzicki has been instrumental in working with the Government Study Committee. Ron Pichierri and Ken Williams continue to serve on the Earth Removal Board. Ken Williams serves on the Sterling Land Trust and Charlie Hajdu is our representative for the Montachusett Regional Planning Commission (MRPC).

Ron Pichierri was re-elected for a five year term to the Planning Board.

The Board continues to review proposed street names and issue street numbers.

We continue to be represented on the 40B Review Committee, the Earth Removal Board (aka "Dirt Board"), the Open Space and Implementation Committee, the 1835 Town Hall Committee, the ADA Committee and the Montachusett Regional Planning Commission.

Board members continue to keep abreast of changes and trends through participation in various endeavors, attendance of informational programs and educational opportunities, including the Annual Conference "Advanced Tools and Techniques for Planning and Zoning".

Respectfully Submitted,

Robert Protano, Chairman	Michael Radzicki, Vice Chairman
Kenneth I.H. Williams, Clerk	Charles Hajdu, MRPC Representative
Ronald Pichierri, ANR Agent	Melissa French, Administrative Assistant

STERLING POLICE DEPARTMENT
2010 ANNUAL REPORT

The Police department and its support divisions continue our mission of protecting the residents and guest of the Town of Sterling. We do this by providing around the clock coverage and are always available to serve the needs of the public.

Every year as we prepare the annual report there are a generally events or trends that stand out to define that year. Some are as poignant as the ice storm, or terrorist attacks. Other years may be defined by a series of events that effect a more segmented population, such as a localized series of crimes. In 2010 we had a combination of both.

The economic condition of the Country and State has affected our department. We have we seen a reduction in grants and funding. Much of that funding had been used to enhance our community police activities. We have been able to continue to participate in many local activities such as the Spooky Walk parade, public safety day, Veterans Day parade, Memorial Day parade, Promenade walk, and opening day for Little League. We realize how important these events are to the community and will strive to participate in them in the future.

It is impossible to continue all the programs and specialized patrols with the cutbacks. We have been forced to reduce specialized and directed patrols. These patrols were used to augment patrol shifts during times when activity increased.

The economic condition may have been a contributing factor in a number of changes in criminal trends. The high price of gold and other precious metals resulted in many gold buying business springing up. This was a tempting target for thieves who found that they could quickly turn gold to cash by committing burglaries. A separate criminal trend was the theft of metal from work sites, cell towers and power supply companies. The police department was successful in making a number of arrests and recovering thousands of dollars in stolen property.

Another trend we saw was an unscrupulous group perpetrating several successful scams of senior citizens. Seniors were contacted by phone and asked to assist a grandchild who was in either a medical or legal emergency in another state or country. The senior was asked to wire a sum of money immediately so the relative could get home. The police department made an aggressive media campaign to get the word out to the senior population.

The news is not all bad. Though the trends may have changed we saw a reduction of five percent in overall offenses reported. (See list of offenses on following page.)

Crimes (IBR) By Month

TOTALS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	
FORCIBLE RAPE							1		3			2	6
FORCIBLE FONDLING												1	1
AGGRAVATED ASSAULT		1			1		1		5				8
SIMPLE ASSAULT	1	1	1	1	3	2	6	2	2	4	1	3	27
INTIMIDATION	1	1	1		2	1	3	2	4	7		4	26
ARSON							1		1				2
BURGLARY/BREAKING AND ENTERI		1		2	9	9	6	4	11	3	1	2	48
SHOPLIFTING	1												1
THEFT FROM BUILDING				1	3	1	3	3	1	3			15
THEFT FROM MOTOR VEHICLE	1						1						2
ALL OTHER LARCENY		1	3	1	8	3	4	3	3	3	4	3	36
MOTOR VEHICLE THEFT	1		1				2	1					5
COUNTERFEITING / FORGERY				1								1	2
FALSE PRETENSES / SWINDLE / CO			1				1	1			2	3	8
CREDIT CARD / AUTOMATIC TELLER	1				1								2
IMPERSONATION			1	2									3
STOLEN PROPERTY OFFENSES							1		4				5
DESTRUCTION / DAMAGE / VANDALI	2	1	3	5	3	5	4	7	6	7	6	8	57
DRUG / NARCOTIC VIOLATIONS	1	2	8	2	5	5	4		1	4	1	2	35
WEAPON LAW VIOLATIONS										2			2
BAD CHECKS												1	1
DISORDERLY CONDUCT	4							4		2	3		13
DRIVING UNDER THE INFLUENCE	5	2		5	1		2			1	1	1	18
DRUNKENNESS		1	1	1		1	1	1	2	1			9
FAMILY OFFENSES, NONVIOLENT	1												1
LIQUOR LAW VIOLATIONS						1	1						2
TRESPASS OF REAL PROPERTY		1		4				3		1		1	10
TOTALS	19	12	20	25	36	28	42	31	43	38	19	32	345

Dispatch/Communications

One of the divisions within the police department is the communications section. The dispatch center is staffed twenty-four hours a day three hundred and sixty five days a year. Their duties are to receive all 911 calls that originate in Sterling either by land or cellular phone. They receive all emergency calls for the police, fire and ambulance. They receive all business calls for the police department as well as business calls for the light department, DPW and fire department during non-normal business hours.

The below chart indicates calls for various departments. These calls do not represent all calls given that some calls cannot be assigned to a specific entity.

Entity	2008	2009	2010
Police	9200	8962	9039
Fire	1268	1616	1109
Animal Control	503	439	436
Light Department	169	101	110
DPW	147	75	79

In addition to the above calls there were six hundred sixty three 911 calls requiring a response as well.

There are four full time dispatchers who staff the dispatch center. The staff has remained constant for the past four years. By having a stable work force we have employees who are familiar with the town and its uniqueness. These employees attend many training sessions throughout the year to keep updated on the most current trends. Three of the four full time dispatchers are certified in Emergency Medical Dispatch (EMD). Our goal for 2012 is to have the entire dispatch certified as EMD

During the year there was a statewide move to regionalize many public safety answering points (PSAP) throughout the Commonwealth. Sterling participated in these studies and is currently continuing to investigate this possibility. There are many questions that need answers before we move in that direction. We need a frank discussion on what level of service will be lost and how to make up for that loss and at what cost.

Training/Planning

Training is an integral part of our department. Both our officers and civilian staff, including dispatchers, matrons and animal control officers attend training regularly. We have and plan to continue taking advantage of any grant funding available and tuition free classes.

By maintaining a properly trained police force we improve morale, reduce complaints, maintain a professional organization, reduce cost by receiving discounts on insurance premiums and generally allow us to provide an enhanced level of service.

Some of the training the staff participated in this year was:

Emergency vehicle operation
Administering Computer Software
Digital Crime Scene Photography
Cyber-bullying
Sexual Assault investigations
Domestic Violence
Less than lethal weapons training
Legal updates
Emergency medical dispatch
Practical handgun
Drug impaired driving
Dealing with difficult people
Stopping the School Shooter
Firearms handgun/rifle/shotgun
CPR first responder
Domestic Violence

Traffic/Accidents

One of the primary duties of the officers is traffic duty. This entails enforcing traffic regulations and responding to and investigating accidents. For the fourth year in a row we have seen a reduction in motor vehicle collisions. In 2010 we investigated ninety-nine accidents (99), in 2009 we investigated one hundred and twenty six crashes (126) and in 2008 we investigated one hundred and thirty-five (135) and in 2007 there were one hundred and forty three (143).

Thirty-five percent of all the accidents in Town occur on either Leominster Rd (Rt 12) or Redemption Rock Trail (RT 140). Many of those are at the intersections of route 190. There was one fatal accident in town this year. This crash was on Route 12 at the off ramp of 190. Our department and the State Police have requested a review by the State of this intersection.

The month with the most collisions is April and the month with the least is May.

Traffic enforcement is one area that we have been forced to reduce our efforts because of reduction in funding. Previously, state grants were used to respond to citizen complaints regarding speeding and other motor vehicle infractions. We can no longer dedicate additional patrol units specifically to traffic enforcement.

Professional Standards

Integrity is an integral part of any police organization. We have a professional staff of dedicated employees. In any organization that interacts with the public often times under stressful conditions there will be complaints. By maintaining a high level of integrity and accountability we receive very few complaints.

All complaints against employees are investigated. There are four potential findings of each investigation; Unfounded, Exonerated, Sustained or Unresolved. In any case where the findings are sustained the Chief of police will impose sanctions.

There were three internal investigations during 2010. There was once deemed unfounded, and two sustained. There was a letter of reprimand issued in one case and the other case resulted in a suspension without pay.

Conclusion

On behalf of the staff of the entire police department I want to thank all the citizens for their continued support. We are fully aware of the economic conditions and are making efforts to keep spending low and maintain our level of service to you our customers.

Submitted by,

Gary M. Chamberland
Chief of Police

RECREATON DEPARTMENT
2010 ANNUAL REPORT

Throughout the year the Recreation Department has remained committed to its mission. The Recreation Department is dedicated to providing affordable, quality recreational programs that will enhance the quality of life for all residents. We are committed to providing year-round programs that include active and passive recreational activities. The department strives to promote our programs and offer safe, accessible and well-maintained recreation facilities. Projects to improve recreational facilities were completed by volunteers, hired contractors, and assistance from other town departments. New programs implemented in 2010 and the modification of existing activities proved to be a success for the Recreation Department with increased enrollment.

Projects included the assembling and maintenance of the ice rink at Memorial Park in early January by a group of volunteers, the Fire department, and DPW. In the early spring protective fencing and repairs to dug outs at the Babe Ruth fields was completed by the late Rick Maypother. Materials purchased from Ace fencing totaled $750.00, their time was donated. This project was funded through the field's funds-money that's allocated through donations of organizations that use the fields. George P. Gibbs Little League Organization, Grass Roots landscaping, Simpson's Construction, and the Department of Public Works was once again credited for the maintenance of the fields. They kept the fields in great shape via aggressive over-seeding, aerification, and mowing, which was supported by sufficient rainfall. The maintenance of the fields performed by the landscaper was funded through the Recreation Field Fund. Summer time projects included replacement of the floats for the raft at Sholan Park. The DPW replaced the floats that had weathered and both departments split the cost through appropriated funds for the material, $356.00. The Recreation Department's primary project for 2010 was the repairs of the tennis courts in West Sterling. The courts condition prior to repairs were so deteriorated that it may have been necessary to close the courts for liability reasons due to wide cracks in the surface. The total cost for the courts repair was $16,026.00 which was paid through the revolving fund. This fund is money that is collected from program revenue and trip commissions. Late fall a new feature at the Griffin Road fields was the installation of wooden trash barrel holders. Eagle Scout recipient, David Giard raised funds and organized the construction of the holders with his scout master. The gazebo at Memorial Park received another face lift this year by Girl Scout Silver Award recipient, Elizabeth Roy and volunteer D.J. Johnson. The floor was painted, broken post were replaced, and the steps were replaced with decking material. The cost for materials for the gazebo was $236.55.

Super Safari Adventure was a new program for the summer of 2010. The program was offered to children in grades 3-8 that ran for 4 days-2 sessions. The children were bused to Coco Keys, Kimball's Farm, Roll on America, as well as kayking, games and swimming at Sholan Park. It was a very successful program thanks to the passionate dedication and creative work efforts of the Summer Lake Staff and Lifeguards. The number of activities and programs offered by the Recreation department this year continued to improve. The community had an opportunity to participate in forty-two plus programs that are provided year-round and are self-funded. Child oriented programs included, basketball, cooking, music boating, swimming lessons, art, sewing, sports adventure, multi-sports, theater, yoga, skiing/snowboarding, cribbage, lacrosse, and zumba. Children that participated in the Summer Lake program had an added feature this year thanks to the kindness of Mike Cove. He donated the use of the inflatable obstacle course each session-it was the highlight of the program! Adults had the continued opportunity to participate in exercise programs that were offered all year, such as several types of yoga, zumba, volleyball, basketball, and exercise programs that included weight training. Those who like to travel took advantage of the eleven trips we offered. They had the opportunity to choose from a variety of trips from watching the Boston Red Sox or Celtic's games, to Newport at Christmas time, or live music at Tanglewood to name a few.

Through out the year, the Recreation Department looks forward to offering several free Community oriented events in appreciation of the residents in Sterling. In the Annual Easter Egg Hunt, approximately eighty plus excited children searched for the special colored eggs filled with prizes. They also had the opportunity to sit with the Easter Bunny for a photo. The fourteen free Summer Band Concerts held at Memorial Park in July and August is one of the community's favorite events. The performance by the Air National Guard in early July was one of the most memorable performances of this program. The support of the American Legion helped to make it a spectacular evening. Large crowds came to relax and enjoy the variety of music that was played on warm evenings all summer long. The concerts were funded by sponsors, Appletown Market, Sterling Deli, Village Pizza, Music Trust Fund, and commission raised from trips and programs. The 2nd annual Holiday Tree Lighting was a great success due to the generosity of volunteers, other departments, and local businesses that helped make it happen. Clearview Farms provided hayrides for everyone which was nice twist to the festive event.

Over 3000 residents participated in the Recreation Department's events and programs in 2010. All activities that the Recreation Department offers are self-supportive. Our success is mainly due to the support of the community, the dedication of the many volunteers who give a helping hand in numerous ways, the support of other town departments, program instructors, summer staff, lifeguards, ski chaperones, school administrators, school custodians, sponsors, and the town's departments that assist in maintaining a safe environment for all events. We thank all for your constant support throughout the year.

The Recreation Department will continue to work to improve the quality of Recreational facilities, programs, and services. Your feedback is important to us, please contact the Recreation Department at 978-422-3041, e-mail recreation@sterling-ma.gov or stop in at our office- 1835 Town Hall. For listings and descriptions of programs and events, visit the web site: www.sterling-ma.gov

Recreation meetings are held on the 3rd Tuesday of each month in the Recreation Office, room 1, 1835 Town Hall.

Respectively submitted,

Judy Janda- Recreation Director
Jessica Moroney- Chairperson Recreation Committee
Jo-Ann Cummings
Bob Finizio
Mark Hryniewich
Heather Ruziak

THE STERLING PLAY AREA RECREATION (SUB) COMMITTEE UPDATES
SPARC 2010 REPORT

SPARC is pleased to announce that the two pieces of play equipment sponsored by the town, including the final large structure, have been ordered and will arrive in May. Installation will take place in late May or early June.

Also being planned is installation of the remaining paver bricks, generously purchased by Park supporters, and a park completion celebration! Please check the Sterling Greenery Community Park website http://www.sgpark.org/ or our Facebook page for dates and times.

We are also looking to create a "Friends of Sterling Greenery Community Park" group to help with maintaining this tremendous community asset. As we move from a building to maintenance phase, SPARC would like to thank all our supporters throughout the last 6 years who have graciously donated their time, money and labor to build a great new Park for the community to share for years to come. Creating this special place would not have been possible without you.

Thank you Sterling!

TOWN COMMON REVITALIZATION COMMITTEE
2010 ANNUAL REPORT

In August of 2008, in a memo to All Boards and Groups, the Sterling Board of Selectmen "recognized the need to revitalize the Town Common". They requested formation of a "short term committee charged with the objective of formulating a plan, developing cost projections and a completion matrix". Members from several Boards or Groups including Building Needs & Utilization, DPW, Planning Board, Council on Aging, First Church , Historical Commission, Sterling Municipal Light Department, Garden Club and Open Space Committee were sought to participate. Adding a member from the Woman's Club and making the DPW and Light Dept. designees Ad Hoc members, the eight member group of volunteers held their initial meeting on Oct. 10, 2008.

Members drafted a Mission Statement in September of 2009 with clear goals to 1) identify the elements of the task, 2). develop a plan, 3). execute the plan in a timely manner, rendering an aesthetically pleasing condition, taking into account historical concerns and developing an effective maintenance plan to insure the long term preservation of the restorative efforts. The final plan approval would incorporate input from all affected and interested parties before execution. Revitalization to be conducted "exercising common sense and within financial reason and feasibility". Comparative information from other towns, materials research and period details were all incorporated into the final presentation.

In December of 2009 an action plan of work items was compiled and included: 1). replace broken granite posts as needed 2). replace and paint all railings 3).replace walkways with new brick or pavers 4). remove miscellaneous signage 5). develop theme landscape around monuments 6). replace or repair Sterling Crest sign 7). refurbish town posting board, standardize size, design and location 8). power wash monuments . Addition of permanent period lighting fixtures (1830's) and compliance with ADA requirements were also listed as paramount to a total plan and should tie in with any Master Plan developed for the town. Lastly, the members concurred on the importance of developing a *comprehensive maintenance program* and accountability centers for monthly, quarterly and annual review.

In early February 2010 a resource list and budget cost estimate for all services and supplies was submitted to the BOS. To date, all signage has been removed and maintenance, which was formally carried out by the DPW, remains in limbo while ownership of this parcel is debated. Approval for final design plans is still pending budget approvals, determination of ownership and Master Plan considerations. After Special Town Counsel and counsel for the First Church could not prove satisfactorily the issue of ownership, the Committee in November 2010, sent a letter of concern to the BOS supporting the FinCom decision to seek final clear title via Land Court. The Committee members continue to be united in their quest to meet their mission, establish a time line for the work outlined and see the revitalization plans come to fruition. Continued efforts to move the mission forward include ongoing research on ownership and attendance at BOS meetings.

Submitted by

Carol Stewart-Grinkis, Chair

STERLING TOWN GOVERNMENT STUDY COMMITTEE
2010 ANNUAL REPORT

Last year we provided an interim report about our work. We refer you to it for the details of our beginning and the charge that we were given by the Annual Town Meeting of May 11, 2009, for we have chosen not to repeat it here. We asked for and received a six months extension of time from the Annual Town Meeting of May 17, 2010, which will come to an end on March 31, 2011.

This year, as we submit this report (March 11), the information gathering phase of our work is almost complete. We conducted 55 interviews of persons who have held key positions in Sterling Town Government and held a Town Government Café on Saturday, November 13, 2010 to allow Sterling citizens to contribute their ideas and observations about how the town operates. By the time we have finished, we will have reviewed information about other comparable towns, including the structure of their government, and met with representatives from some of them to seek, first hand, the answers to our questions.

We are now in the process of forming the conclusions and recommendations on which our Report will be based, and if all goes well we hope to have our report completed by the Annual Town Meeting in May.

Respectfully,

Doris Bennett
Jeffrey Donaldson
Robert Dumont
Kathleen Mello
Donlin Murray
John Potter
Michael Radzicki

VETERANS' SERVICES
2010 ANNUAL REPORT

The Town of Sterling continues to give great support to the veterans of the town through the Office of Veterans' Services.

The general economy has not been kind to our veterans as their limited income is being eaten up by the high cost of living and the ever rising cost of medical care. The budget that the Town of Sterling allows the Veterans' Service Office has grown dramatically. This is caused by increasing numbers of veterans seeking financial help and medical assistance.

Another benefit that is proving helpful is the fuel assistance program. When a veteran has used up help from other agencies, he is allowed to apply for a one time grant to help pay for additional fuel.

The amount of federal money sent to veterans in the form of pensions and disability allowances remains the same in the Town of Sterling. I have not received the latest report on the total for 2010.

The Commonwealth of Massachusetts returns 75% of the money the town expends on veterans and is placed in the general treasury.

Once again I thank the Town of Sterling taxpayers for the continued support of the veterans of our town in their time of need.

Roland A. Nelson
Veterans Service Officer

WACHUSETT EARTHDAY
2010 ANNUAL REPORT

Wachusett Watershed Regional Recycling Center and Wachusett Recycled Resource Center

2011 marks the start of the second full year of collections at the Wachusett Watershed Regional Recycling Center at 131 Raymond Huntington Highway in West Boylston. The center is the result of a continuing partnership between seven Wachusett Towns, the MA Department of Conservation and Recreation and volunteers from Wachusett Earthday, Inc. This center provides year-round collections of household hazardous products (e.g., oil-based paints, aerosols, pesticides) and bulk recyclables (e.g., appliances, electronics, tires, batteries, fluorescent tubes) and re-useable.. The participating Watershed Towns are Boylston, Holden, Paxton, Princeton, Rutland, Sterling and West Boylston.

Designated town representatives (AKA: Site Team members), the MA Department of Conservation and Recreation (AKA: DCR) and the volunteer board of Wachusett Earthday, Incorporated continue to meet on a regular basis to plan on-going operations and the next phase of site development. A septic system, water well and electric service were established on the site in 2010. Participating town's municipal light companies worked together to extend electric service to the site including approximately six new utility poles, wires, transformer, etc. DCR personnel moved one of the two donated office trailers into position to serve as a temporary shelter and storage space until a permanent building can be constructed. Planning for a future building is on-going and construction is anticipated in FY 2013.

A total of twenty-five (25) collections were held in calendar 2010 with four of those including Household Hazardous Waste disposal. 2,792 car trips were made to the center by residents from across the seven town region. At least 5,000 pounds of household hazardous waste have been safely removed from the watershed along with 1,302 computer monitors and TV's; 1,272 appliances and refrigerators; 815 pieces of furniture; 133 cubic yards of project debris; 824 tires, 316 propane cylinders and 118 tons of recyclable metals, cardboard, plastic, styrofoam and other waste.

The Watershed Recycling Center is open every Wednesday from 2:30 to 4:30 p.m. and the third Saturday of each month from 8 a.m. to 11 a.m. when bulk, recycling and reuse items are collected. Four Household Hazardous Products collections are planned for 2011 between April and November to be held on Saturdays along with the bulk collections. The first HHP in 2011 is scheduled for Saturday, April 16th.

The Wachusett Recycled Resource Center offering free recycled materials remained open at 52 Boyden Road in Holden. The Resource Center is open three times each week (Monday 6-8 p.m., Tuesday 9 to 11a.m., Thursday 3 to 5 p.m) and is operated by volunteers. Wachusett Towns contribute the utilities, and Oriol Health Care provides the space. During 2010 more than 11,000 visitors received free items for use in classrooms, theater programs, community programs and homes.

2010 Members of the Site Team:
Boylston—Nancy Colbert
Holden—Jack Chandler
Paxton—Charles Blanchard, Carol Riches, Diane Dillman
Princeton—Arthur Allen
Rutland—Don D'Auteuil
Sterling—Bill Tuttle
West Boylston—Leon Gaumond
Wachusett Earthday—Colleen Abrams
MA Department of Conservation and Recreation—John Scannell

2010 Directors of Wachusett Earthday:
Colleen Abrams, Susan Abramson, Arthur Allen, Karl Barry, Kelly Calamari, , Eric Johansen, Michael Kacprzicki, Douglas Kimball, Mary McLaughlin, Stanley Miller, Kerry Raber, William Rand, Diane Spindler, Robert Spindler.

Resigned: Patricia Charbonneau, Andre Gaudet

WACHUSETT GREENWAYS
2010 ANNUAL REPORT

Colleen Abrams, Chair	Gordon Elliot	Ida Nystrom
Karl Barry	Stanley Miller	John Rives
Steven Dubrule	Christine Nichols	Edward P. Yaglou

Longest Bridge as Rail Trail Extends West

In 2010 Wachusett Greenways installed the eighth bridge on the Mass Central Rail Trail and extended the trail to the west. The new 110' bridge, located in Oakham just west of the Route 122 crossing, spans Parker Brook and is the longest to date. The bridge replaced one washed out in the 1938 hurricane. Construction of the Rail Trail continued west in Oakham from the Route 122 crossing to Coldbrook Road. East Hill Enterprises, Mark Sadowski and R. D. Salvadore Excavating, Bob Salvadore were construction contractors.

In March, 2010, torrential rains caused high water in Parker Brook. Water made its way behind the hundred year old walls supporting the slab bridge (behind the highway rest area on Route 122 in Oakham). Water washed behind the old and newly repaired walls causing the collapse of several stones. In December Greenways contracted Bob Salvadore to replace the slab with a new culvert. Salvadore removed the slab before winter for safety, and the new repair will be completed in 2011.

Greenways will apply the stone dust surface from Muddy Pond outlet west to Coldbrook Road in 2011. Greenways donor funds, Recreational Trails Grants through the MA Department of Conservation and Recreation, and MA Department of Conservation and Recreation Partnership Grants all help fund the bridge installation, trail extension and final surfacing.

The Pommogussett Tunnel under Route 56 in Rutland is the major project for 2011. This long-awaited project to connect the Mass Central Rail Trail in the heart of the Commonwealth will be completed between mid July and mid August.

The westward extension of the MCRT to the bridge across the Ware River at the MWRA garage in Barre is planned for 2012. Wachusett Greenways volunteers will do trail clearing during 2011 in preparation for construction.

Partners for Rail Trail Maintenance

The Towns and the MA DCR carried out trail maintenance including mowing rail trail shoulders, plowing parking lots and removing leaves. Greenways volunteers trimmed brush, cleared drainage, raked leaves, removed downed or leaning trees, and planted and cared for flowers at the trailheads. Trail patrollers, who have adopted each trail section, provide regular care for the trail by clearing brush and removing any litter at parking lots or along the trail.
In 2010 volunteers completed clearing damage from the December 2008 ice storm and cleared trees as the trail was extended. Hundreds of hours by dozens of volunteers and trail neighbors got the job done.

Beginning in December 2010 an abundance of snow began falling and continued into 2011. Trail enthusiasts were grateful for the Town DPWs and Massachusetts DCR, who plowed the trail entrance parking areas. With wonderful snow, many enthusiastic neighbors were happy to hike, snow shoe or cross-country ski.

Families and Friends Give a Day!

"Give a Day, Get a Disney Day" resulted in many families participating in trail clearing. Enthusiastic young people and their parents took on the challenge of cutting small trees and brush and planting

WIDE LOAD
91051A

seedlings for trail entrance gardens. Bancroft middle-school students and WPI students from the Alpha Phi Omega coed service fraternity helped on several trail days and special events. First Baptist Church community service volunteers also helped clear the trail. Vertex Pharmaceuticals provided a strong team of volunteers on their community service day to help repair the stonework and fence at the Quag bridge in Sterling.

Brian Walsh, Adam Mayer and Jonathan Staruk carried out Eagle projects. Brian installed interpretive signage and a marker for the location of the water tower on rail trail in Rutland. Jonathan and Adam improved the White Oak/Trout Brook trails and trailheads.

Springdale Mill Celebration

On the last Saturday of September, Wachusett Greenways held the annual Family Fun Day and the Springdale Mill Celebration. The day was cosponsored by Wachusett Fitness and included a walk in memory of Dylan Seymour.

Year Round Events

Outdoor events included hikes, interpretive walks, bicycling, snowshoeing, cross-country skiing; canoeing and moonlight adventures designed to offer fun and improved health.

Memorial

Robert Price and Stanton Whitman, two enthusiastic outdoorsmen who were steadfast encouragers of Greenways and other conservation groups, died in 2010. Robert Price performed the incorporation for Wachusett Greenways in 1998.

Greenways Planning for Future

Nearly 50 dedicated Greenways volunteers met in March to review progress and turned their eyes to the future. Plans underway include improved trail signage and more fun outreach to the community.

Welcome Center!

In December, Greenways took a big step by purchasing property at 21 Miles Road in Rutland. The house will become Greenways' new Welcome Center and administration center. In addition 15 acres will be preserved and an important rail trail connection will be made along Miles Road.

Pommogussett Tunnel and Trail Campaign

In 2010 Greenways initiated the campaign to raise $500,000 for the Pommogussett Tunnel and the Welcome Center purchase. Nearly half of the campaign goal was met by individual donors, foundations in central Massachusetts and the MA Department of Conservation and Recreation Partnership Grant. Greenways will seek contributions from friends, members and grantors to complete the capital campaign in 2011.

Onward!

Wachusett Greenways presses on to connect our communities with trails and greenways in partnership with the Commonwealth, Wachusett Towns, local foundations, businesses and nonprofit groups. Since 1995 more than 2,300 generous donors and members have supported Greenways. In 2010 582 members joined Wachusett Greenways. Each year more than 200 volunteers help carry out our mission. This partnership has built and today maintains more than 15 miles of the Mass Central Rail Trail (MCRT), including eight bridges, a 70-foot tunnel and several major culverts. Greenways has built and maintains the 4-mile White Oak Trail in Holden.

Wachusett Regional School District

Holden, Paxton, Princeton, Rutland, Sterling

March 2011

The budget season is once again upon us and, as such, it is time to deliberate regarding the best possible use of our limited funds. As we begin the process, I want to take this opportunity to thank the taxpayers of our communities for the consistent support that has been shown to our schools. While we have not been able to fund our schools at a level that is appropriate, our Member Towns have done the very best possible for our students considering our economic circumstances.

The real culprit behind the problems that our schools face is the failure of the State to fund the Foundation Budget in an adequate manner. Educational reform in Massachusetts was intended to fund our schools in a manner that was adequate, equitable and predictable. In order to do so, the State developed a foundation formula that encompassed funding levels for each and every expense that schools require to function adequately. Unfortunately, the foundation has not been adjusted to reflect the changing economic conditions that have affected a number of its categories. For example, in the area of health costs, because only a general inflation factor has been applied to foundation increases, schools in the Commonwealth collectively spend $1 billion above the amount that the foundation allows for health costs. In our district this amounts to over $5 million which is diverted from expense categories that directly affect the education of our students. We raise this issue not to complain, but to encourage you to join us in bringing this matter to the attention of our state legislature. Write a letter or send an email to let those on Beacon Hill know that the inability to fund education with state dollars, as promised by education reform, has placed a tremendous burden on local governments to pick up the slack.

Even though state funding for education has failed to keep pace with changing economic conditions, the schools of the Commonwealth have met the challenges that were laid out for them when school reform began in our state in 1993. Massachusetts public school students now top the nation, and nearly all industrialized nations, on virtually every creditable form of performance assessment, and students in the Wachusett District significantly outperform the State. Lost in the broad-brush criticism of national school failure that we often hear is the fact that schools in our state and community are meeting a world-class standard of excellence. Our students, teachers and administrators are working hard to make education reform work in Massachusetts. Their hard work deserves our support.

Sincerely,

Thomas G. Pandiscio, Ed.D.
Superintendent of Schools

TGP:rlp

Jefferson School
1745 Main Street, Jefferson, MA 01522
Telephone: (508) 829-1670 Facsimile: (508) 829-1680
www.wrsd.net

ZONING BOARD OF APPEALS
2010 ANNUAL REPORT

Overview of 2010

In 2010, the Zoning Board of Appeals received 11 new cases. The Board received 2applications for Variances, 8 applications for Special Permits, and 1 Administrative Appeal. One of the Variances was granted and 1 was denied, 6 Special Permits were granted, and 2 Withdrew without Prejudice. The administrative appeal was granted. The Board also heard a request for abeyance for a decision it made in December 2009 granting a special permit. The abeyance was approved and the case was granted in 2010.

ZBA News

- The Board has made extensive discussions and research on laws related to kennels of more than four dogs in town. The Board researched Massachusetts General Laws, judicial decisions, Sterling Zoning Bylaws, Attorney General Opinions, and solicited legal opinions to reach a better comprehensive policy that governs the need for kennel owners to apply for Special Permits. The Board had several meetings with the Town Clerk, the Building Inspector, and the Animal Control Advisory Board to reach a better coordinated procedure for kennel licensing that can easily guarantee that kennel owners do not derogate from the Town and Massachusetts policies. This also included the rights provided to kennel owners under the Chapter 40A Section 3 agricultural exemptions. The process proved to be a great experience for the collaboration amongst the different Town Departments and Boards for a better understanding of their specific roles and duties toward the citizens of the town. The Board of Selectmen and Town Administrator were also being updated on the process.

- The appeal for 59 Lakeshore Drive that was filed against the Board's decision in 2009 was dismissed in court.

- Attorney Matthew Campobasso was appointed as an Alternate member to the Board.

Town of Sterling

Incorporated in 1781

OFFICERS OF THE UNITED STATES OF AMERICA

President _____ Barack H. Obama
Vice President _____ Joseph R. Biden
U.S. Senators in Congress _____ John F. Kerry and Scott P. Brown
U.S. Representative in Congress, First District _____ John Olver

STATE OFFICIALS

Governor _____ Deval L. Patrick
Lieutenant Governor _____ Timothy P. Murray
Secretary of State _____ William Francis Galvin
Attorney General _____ Martha Coakley
Treasurer _____ Steven Grossman
Auditor _____ Suzanne Bump
State Senator _____ Jennifer L. Flanagan
State Representative, Precinct 1 _____ Kimberly N. Ferguson, 1st Worcester District
State Representative, Precinct 2 _____ Harold P. Naughton, 12th Worcester District

COUNTY AND DISTRICT OFFICIALS

District Attorney – Middle District _____ Joseph D. Early, Jr.
Sheriff – Worcester County _____ Lewis G. Evangelidis
Register of Deeds – Worcester District _____ Anthony J. Vigliotti
Register of Probate – Worcester County _____ Stephen G. Abraham
Clerk of Courts _____ Dennis P. McManus

Links to all the above officials may be found on the Town's website.

TOWN INFORMATION

www.sterling-ma.gov

Main phone number at the **Butterick Municipal Building -- 978-422-8111**

Assessors	ext. 3	Municipal Light Dept.	978-422-8267
Board of Health	ext. 5	Planning	ext. 8
Conservation	ext. 8	Recreation	978-422-3041
Council on Aging (COA)	ext. 4	Town Administrator	ext. 7
or dial COA directly at	978-422-3032	Town Clerk	ext. 1
DPW and Water Dept	978-422-6767	Treasurer/Collector	ext. 3
Inspections	ext. 2	Zoning Board	ext. 2

NOTE: each department has different business hours.

Annual Town Meeting is voted by the Board of Selectmen, usually the second Monday in May.
Annual Town Meeting - May 16, 2011 at the Chocksett School Auditorium
Annual Town Election - May 23, 2011. Polls are open from 7am – 8pm at the Houghton School.

Complete lists of Board and Committee members' names are included on the Elected and Appointed Officials pages at the beginning of this Report.

Fishing and Hunting licenses are available at the **Town Clerk's Office** in the **Butterick Municipal Building, Monday – Thursday, 7:30 am – 5:00 pm, and Friday, 7:30 am – 11:30 am**. Licenses are also available online.

DOGS

Dog Licenses are sold at the **Town Clerk's Office between January 1st and April 15th** of each year. A Penalty of $25.00 per dog will be added as of April 15th for dogs that were not licensed by the due date. You may remit payment by check or in person. Clerk's Office hours are 7:30-5:00 pm Mon-Thur and 7:30-11:30 on Friday.

Dog License Fees

Male	$12.00
Female	$12.00
Neutered Male	$ 8.00
Spayed Female	$ 8.00

Kennel Fees:	Up to and incl. 4 dogs	$40.00
	5 and up to 10 dogs	$50.00
	11 or more dogs	$60.00

If you are over the age of 70, there is no charge to license your dog(s).

If you have a problem with a dog or if you need to speak with the **Animal Control Officer**, please call **978-422-7331.**

* * * * * * * *

NEED A RIDE?

Any handicapped or elderly person is entitled to use the **MART Van** for doctor, dentist or therapy appointments. Call the **Council on Aging**, 24 hours in advance of your appointment, at **978-422-3032** (direct line).