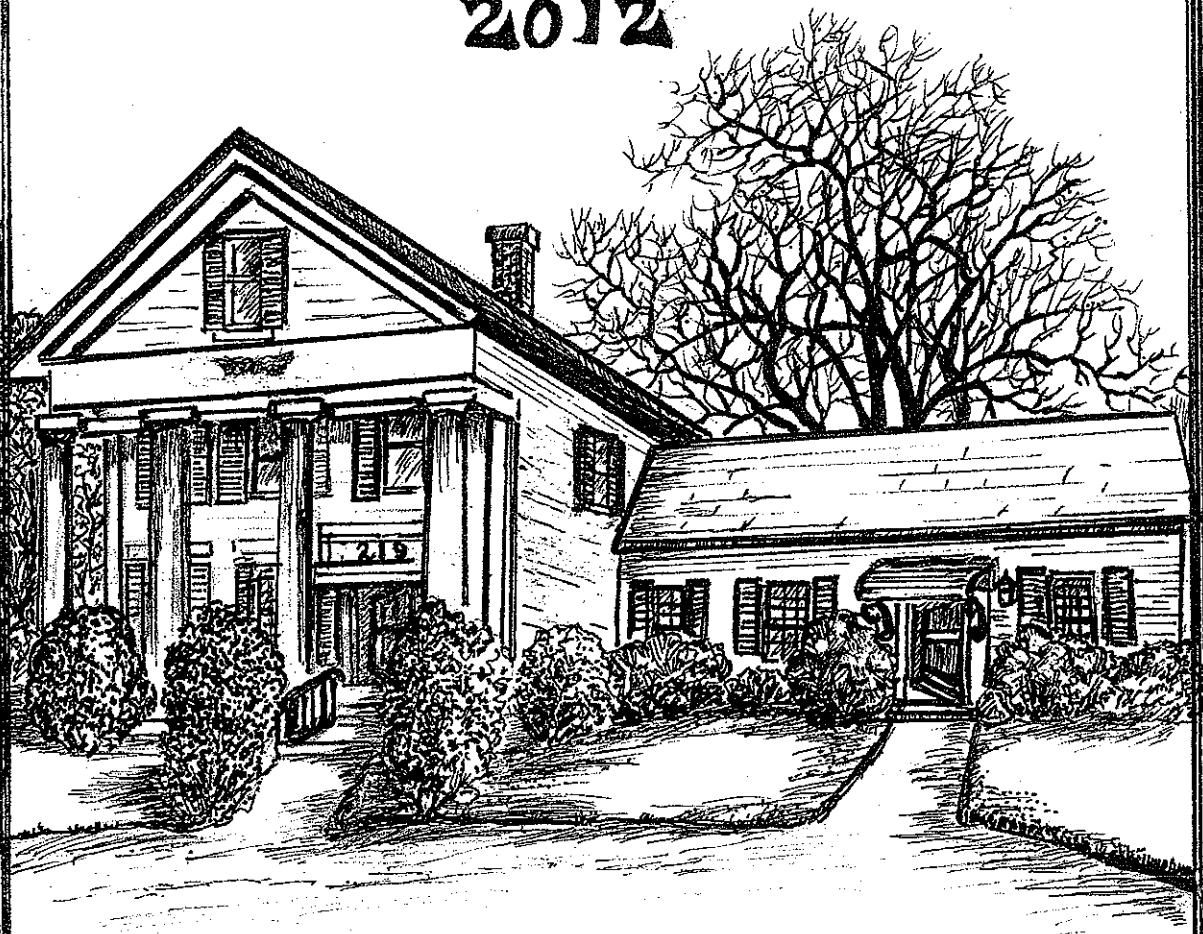


Town of Sterling MA Annual Report 2012



Home of Lois Seifert

Worcester Road
MA

Rosemarie Santos MacPherson - 2013

TOWN OF STERLING

ANNUAL

TOWN

REPORT

2012



The 2012 Sterling Annual Town Report is dedicated to Lois Seifert.

Ms. Seifert served as Sterling's Town Clerk for 32 years, from 1959 – 1991.



Lois H. (Miller) Seifert, 83, of Sterling, died Monday, Dec. 17, 2012, at Oakdale Rehabilitation and Skilled Nursing Center in West Boylston. She was born in Sterling, the daughter of Lewis S. and Elizabeth G. (Kendall) Miller.

Lois attended Anderson Junior College and later graduated from Hahnemann Hospital Nursing Program in 1952 and became a registered nurse. In 1959, Lois became the town clerk of Sterling and worked for 32 years before retiring in 1991 after suffering a stroke. From 1962 to 1991, she was also the town collector. She also served as warrant officer, burial agent, parking clerk, Town Hall administrator, handicap program coordinator, and was a member of the board of registrars and the safety committee. Lois was involved in everything in Town Hall and was an instant wealth of information, the back bone of the town. She will be remembered for her devotion to duty, courteous manner and instinctive ability to understand the problems associated with her duties for the Town of Sterling.

She was a member of the Massachusetts Collectors and Treasurers Association, Retired State and County Municipal Employees Association and a charter member of the Sterling Historical Society. She enjoyed playing Bingo, collecting stamps, growing violets, making ceramics and loving their many German shepherds. She will be remembered for her strong work ethic, strength in the face of adversity and devotion to her husband, Fran, and family.

Thank you to Patty Roy, reporter for The Landmark and friend and neighbor of Lois Seifert, for this tribute.

Local artist Rosemarie Santos MacPherson drew Lois's home for the cover of this Town Report. Some years ago, Lois gave Rosemarie the original slates from the roof of that house to use for her artwork.

TABLE OF CONTENTS

DEDICATION to Lois H. Seifert, Sterling Town Clerk from 1959-1991

TOWN OFFICIALS

Elected Officials	1
Appointed Officials	3
Board of Selectmen	13
Town Administrator	15
Town Clerk	16

TOWN MEETING MINUTES

Special Town Meeting – Minutes – May 14, 2012	21
Annual Town Meeting – Minutes – May 14, 2012	26
Special Town Meeting – Minutes – November 13, 2012	67

ELECTION RESULTS

Presidential Primary Election – March 6, 2012	83
Annual Town Election – May 21, 2012	86
State Primary Election – September 6, 2012	88
Presidential Election – November 6, 2012	91

FINANCIAL REPORTS

Finance Committee	95
Assessors.....	97
Treasurer/Collector	
Tax Collections	98
Trust Funds	99
Capital & Stabilization Funds.....	100

BOARD, COMMITTEE and DEPARTMENT REPORTS

Agricultural Commission	103
Animal Control Advisory Board	104
Animal Control Officer	105
Board of Health	107
Building, Plumbing, Gas, Electric Inspectors, Sealer of Weights & Measures ...	108
Conservation Commission (2012)	109
Conservation Commission (2011)	110
Council on Aging	111
Department of Public Works	115
Fire Department	117
Library	121
Montachusett Regional Vocational Technical School	123
Planning Board	140
Police Department	142
Recreation Department	147
Sterling Municipal Light Department	149
Wachusett Greenways	154
Wachusett Watershed Regional Recycling Center	155
Wachusett Regional School District	156
1835 Town Hall Committee	157
STATE AND FEDERAL GOVERNMENT OFFICIALS	Inside Back Cover
TOWN INFORMATION	Back Cover

TOWN OFFICIALS

2012

<p align="center">ELECTED OFFICIALS - TOWN OF STERLING</p>

TERM EXPIRES

BOARD OF ASSESSORS (3 year term)

Michael A. Olson	2013
Robert F. Cutler	2014
Donlin K. Murray	2015

BOARD OF HEALTH (3 year term)

Allen Hoffman	2013
Donna M. Clark	2014
Gary C. Menin	2015

BOARD OF LIBRARY TRUSTEES (3 year term)

Albert J. Carlin	2013
Kelly J. Corvelo	2013
John L. Dwyer	2014
Robert W. Johnson	2014
Erica Brennan	2015
Jaap F. Vermeulen	2015

BOARD OF SELECTMEN (3 year term)

Paul M. Sushchyk	2013
Ronald A. Furmaniuk	2014
Brian J. Patacchiola	2015

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	2014
Gregg W. Aubin	2015

HOUSING AUTHORITY (5 year term)

Robert E. Kneeland	2013
Philip Campbell	2015
Linette K. Warren	2016
Elisabeth A. Earle	2017
Vacancy (State Appointee)	annual appointee

MODERATOR (3 year term)

Richard A. Sheppard	2015
---------------------	------

PLANNING BOARD (5 year term)

Charles A. Hajdu	2013
Michael J. Radzicki	2014
Ronald F. Pichierri	2015
Kenneth I.H. Williams	2016
John J. Santoro	2017

TERM EXPIRES**STERLING MUNICIPAL LIGHT BOARD** (3 year term)

Michael J. Rivers	2013
George M. Pape	2014
Matthew V. Stelmack	2015

WACHUSETT REGIONAL SCHOOL CMTE. (3 year term)

Lance F. Harris	2013
James A. Mason	2014
Norman J. Plourde	2014
Sarah J. LaMountain	2015

<p align="center">APPOINTED OFFICIALS</p>
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TERM EXPIRES

ACCOUNTANT (3 year appt)

Karen Chick	2014
-------------	------

A.D.A. COORDINATOR (1 year appt)

Matthew Marro	2013
---------------	------

A.D.A. REVIEW COMMITTEE (1 year appt)

Clare Fisher	2013
Donald Harding	2013
Danielle Mattei	2013
Ronald Pichierri	2013
Kenneth Stidsen, Jr.	2013

ANIMAL CONTROL ADVISORY BOARD (1 year appt)

Scott Crossman	
Karen Kase	2013
Cynthia Miller	2013
Kathleen Rensky	2013
Theresa Sadler	2013
Frances Simonds	2013

ANIMAL CONTROL OFFICER (1 year appt)

Louis Massa	2013
-------------	------

ANIMAL CONTROL OFFICER – ALT. (1 year appt)

Steven Jones	2013
--------------	------

ANIMAL INSPECTOR (Board of Health 1 year appt)

David Favreau	2013
Louis Massa	2013

AUDITORS

Scanlon & Associates	2013
----------------------	------

BUILDING INSPECTOR (1 year appt)

Mark Brodeur	2013
--------------	------

BUILDING INSPECTOR – ALT. (1 year appt)

Norman Clemence	2013
David Johnson	2013

BURIAL AGENT (Board of Health 1 year appt)

Dawn E. Michanowicz, Town Clerk	2013
David Favreau	2013

TERM EXPIRES**CAPITAL FUND COMMITTEE** (3 year appt)

Robert Brown	2013
Michael Rivers	2013
Patrick Fox	2014
John Kilcoyne	2014
Michael Murphy	2013
Joseph Sova	2014
Scott Moroney	2015

CONSERVATION COMMISSION AGENT

Matthew Marro

CONSERVATION COMMISSION (3 year appt)

Scott Michalak	2013
Barbara Roberti	2013
Steven Pavlowich	2014
Robert Schnare	2014
Susan Valentine	2014
Joseph Curtin	2015
David Mosley	2015
Michael Pineo	2015
Alton Day Stone – Alt.	2013

COUNCIL ON AGING (3 year appt)

Ellen Sesia (<i>resigned January, 2013</i>)	2012
Susan Doucette (<i>Assoc. Member, appointed to replace Ellen Sesia, Jan., 2013</i>)	
Barbara Foster	2013
Mary Higgins	2013
Peter Watson	2013
Anita Benware	2014
Irene Camerano	2014
Constance Cleary	2014
Sharon Bloom	2015
Debra MacLennan	2015
Kenneth Day – Associate Member	

SENIOR CENTER BUILDING COMMITTEE

Terry Ackerman	2013
John Chandler	2013
Ronald Cote	2013
Maureen Cranson	2013
Richard Maki	2013
Karen Phillips	2013
Carl Strate	2013
Peter Watson	2013
Weymouth Whitney	2013

DPW SUPERINTENDENT

William P. Tuttle	2013
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	TERM EXPIRES
<u>EARTH REMOVAL BOARD</u> (3 year appt)	
Ronald Pichierri	2013
Barbara Roberti	2013
Paul Sushchuk	2013
Kenneth I.H. Williams	2014
Michael Heim	2015
Scott Michalak	2015
<u>ELECTION OFFICERS</u> (1 year appt, annually in August)	
Virginia Barriere	2013
Robert Bloom	2013
Jane Boquist	2013
Jane Brunetta	2013
Lisa Call	2013
Irene Camerano	2013
Melissa Chalmers	2013
Mary Cliett	2013
Florence Coughlin	2013
Patricia Christenson	2013
JoAnn Cummings	2013
Brenda Day	2013
Eileen DeSautels	2013
Kristen Dietel	2013
Emily Federici	2013
Madeleine Grinkis	2013
Clare Fisher	2013
Utahna Hallet	2013
Elaine Heller	2013
Carmen Huntoon	2013
Lois Kane	2013
Nancy Kristoff	2013
Marjorie Long	2013
Sandra McAllister	2013
Richard Maki	2013
Judy Mather	2013
Linda Mercier	2013
Jane Meunier	2013
Kathleen Mello	2013
Eris Nash	2013
Linda Racca	2013
Carrie Rugg	2013
Muriel Senter	2013
<u>ELECTRICAL INSPECTOR</u> (1 year appt)	
J. Bruce Dunn	2013
<u>ELECTRICAL INSPECTOR – ALT.</u> (1 year appt)	
Robert Warren	2013

	TERM EXPIRES
<u>EMERGENCY MANAGEMENT DIRECTOR</u> (1 year appt)	
David C. Hurlbut, Jr.	2013
<u>EXTENSION SERVICE</u> (1 year appt)	
Clare Fisher	2013
<u>FENCE VIEWER</u> (1 year appt)	
R. Gary Griffin	2013
<u>FIELD DRIVER</u>	
Vacancy	
<u>FINANCE COMMITTEE</u>	
(3 year appt jointly by Board of Selectmen, Moderator, Finance Cmte.)	
Robert Brown	2013
John Kilcoyne	2013
Lisa Call	2014
Patrick Fox	2014
Barbara Bartlett	2015
Mary Cliett	2015
Joseph Sova	2015
<u>FIRE CHIEF</u>	
David C. Hurlbut, Jr.	
<u>GAS INSPECTOR</u> (1 year appt)	
Robert Janda	2013
<u>HEALTH AGENT</u> (1 year appt by Board of Health)	
David Favreau	2013
<u>HISTORICAL COMMISSION</u> (3 year appt)	
Philip Nash	2013
James French	2014
Vernon Gaw	2014
Brian Patacchiola	2015
<u>INDUSTRIAL DEVELOPMENT COMMITTEE</u> (5 year appt)	
Walter Sanders	2013
Carl Strate	2015
William Haskell	2016
<u>LIBRARY DIRECTOR</u>	
Patricia Campbell	
<u>LOCAL AUCTION PERMIT AGENT</u> (1 year appt)	
Dawn E. Michanowicz, Town Clerk	2013
<u>MART ADVISORY BOARD</u>	
Vacancy	

TERM EXPIRES**MEASURER OF WOOD AND BARK**

Vacancy

MEMORIAL AREA (1 year appt)

William P. Tuttle 2013

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. 2013

PERSONNEL BOARD (3 year appt)

Annemarie Belair 2013

John Edwin Lindholm 2013

Timothy Hanrahan 2014

Bruce Baker 2015

Weymouth Whitney 2015

PLUMBING INSPECTOR (1 year appt; BOH appt)

Robert Janda 2013

POLICE CHIEF (3 year appt)

Gary Chamberland 2013

POLICE MATRON / CELL MONITOR (1 year appt)

Brooke Chandler 2013

Christopher Constantino 2013

Charles K. Lowe 2013

Danielle Mallette 2013

Beatrice Serewicz 2013

Christopher Wilder 2013

SPECIAL POLICE OFFICER (1 year appt)

David Pineo, Sr. 2013

Michael Pineo 2013

PROCUREMENT OFFICER (1 year appt)

Terri Ackerman 2013

PUBLIC WEIGHERS (1 year appt)

Charles Darlington 2013

Jeff Henningson 2013

Heidi Lindgren 2013

Edward Perkins, Jr. 2013

PUBLIC WORKS SUPERINTENDENT

(1 year appt by Dept. of Public Works Board)

William Tuttle 2013

	TERM EXPIRES
<u>RECREATION COMMITTEE</u> (5 year appt)	
JoAnn Cummings	2015
Robert Finizio	2017
Heidi Grady	2014
Mark Hryniewich	2014
Jessica Moroney	2014
Michael P. Regan, Jr.	2013
<u>STERLING PLAY AREA RECREATION COMMITTEE</u> <u>(SPARC)</u> , a sub-committee of the Recreation Committee	
Hollie Lucht	2013
Renee Yourk	2013
Patrick W. O'Connor	2013
Erin O'Connor	2013
Karen Ormsbee	2013
Ronald Furmaniuk	2013
Robert Finizio	2013
Judy Janda	2012
<u>REGISTRAR OF VOTERS</u> (3 year appt. in March)	
Dawn E. Michanowicz	ProTem
Christine K. Arsenault	2013
Sheila M. Hudson	2014
Richard O. Barriere	2015
<u>RIGHT TO KNOW COORDINATOR</u> (1 year appt)	
David C. Hurlbut, Jr.	2013
<u>SCHOOL SUPERINTENDENT</u> for Wachusett Regional School Dist. Thomas Pandiscio	
<u>SEALER OF WEIGHTS AND MEASURES</u> (1 year appt) Vacancy	
<u>TOWN ADMINISTRATOR</u> (3 year appt) Terri Ackerman	2013
<u>TOWN CLERK</u> (3 year appt) Dawn E. Michanowicz	2014
<u>TOWN COUNSEL</u> (1 year appt) Collins & Weinberg	2013
<u>TREASURER / COLLECTOR</u> (3 year appt) Anne Cervantes	2014
<u>TREE WARDEN</u> (1 year appt by Dept. of Pulic Works) William Tuttle	2013
<u>VETERANS' AGENT</u> (1 year appt) Roland Nelson	2013

	TERM EXPIRES
<u>VETERANS' GRAVE OFFICER</u> (1 year appt)	
Robert Temple	2013
<u>VAULT BUILDING COMMITTEE</u>	
Donlin K. Murray	2013
Michael Padula	2013
<u>ZONING BOARD OF APPEALS</u> (5 year appt)	
Jeffrey Donaldson	2013
David Lozier	2013
Richard Hautaniemi	2014
William Bird	2015
Joseph Curtin	2015
Matthew Campobasso – Alt.	2013
Jerry Siver – Alt.	2013

SPECIAL COMMITTEES

TERM EXPIRES

AGRICULTURAL COMMISSION (3 year appt)

Blue Favreau	2013
David Grinkis	2014
Robert Nickerson	2014
Michael Pineo	2014
Robert Smiley	2015
Ann Starbard	2015
David Fiske – Alt.	2013
Diane Melone – Alt.	2015

CULTURAL COUNCIL (3 year appt, not more than 2 terms; since 6/1980)

Virginia Beaudin-Meade	2013
Erin Martin	2013
June Quill	2013
Lynne Philpot	2013
Erica Driscoll Ribeiro	2013
Lisa Perry	2014
Kerry Bart-Raber	2014
Margaret Spaulding	2015
Andrea Driscoll	2015
Diane Pedersen	2015

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
Linda E. Davis	2013
Peter Downey	2013
Douglas Downey	2013
Carl Gronblom	2013
Shirlene Hagan	2013
Jay Hartnett	2013
Lisa Hebert	2013
Terry Heinold	2013
Donald Jewett	2013
Muriel Johnson	2013
Robert Kneeland	2013
Michaela Krafve	2013
Jeremy Kurtz	2013
Veronica Litterio	2013
Tammy Mathews	2013
Jodie Meader	2013
Joshua Pineo	2013

<u>FAIR COMMITTEE cont.</u>	TERM EXPIRES
Michael Pineo	2013
Barbara Roberti	2013
Tina Robinson	2013
Mark Pruneau	2013
Gloria Rugg	2013
Raymond Rugg, Jr.	2013
Raymond Rugg, Sr.	2013
Keith Shaughnessy	2013
Joan Strang	2013
Carl Strate	2013
Wanda Walsh	2013
 <u>INSURANCE ADVISORY COMMITTEE</u> (established 2011)	
Michelle Braconnier	2013
David Favreau	2013
Karen Gaylord	2013
Scott Johnson	2013
Tom Kokernak	2013
David Pineo	2013
 <u>OPEN SPACE COMMITTEE</u> (Ad Hoc since 8/2001)	
Marion E. Larson	2013
Maryann MacLeod	2013
Peder Pedersen	2013
Robert Protano	2013
 <u>RECYCLING COMMITTEE</u> (1 year appt)	
Kenneth I.H. Williams	2013
 <u>REGIONAL EMERGENCY PLANNING COMMITTEE</u>	
Jim Emerton (CERT representative)	2013
David Favreau (BOH representative)	2013
David C. Hurlbut, Jr. (Emergency Management Director)	2013
Mark Restuccia, M.D. (Medical Director)	2013
Peter MacDonald – Alt.	2013
 <u>TOWN FOREST COMMITTEE</u>	
Michael Pineo	2014
James French	2013
Philip Nash	2015
David Mosley	2015
 <u>WACHUSETT FUND COMMITTEE</u> (1 year appt)	
Gary Chamberland	2013
David C. Hurlbut, Jr.	2013
Peter MacDonald	2013
 <u>40B REVIEW COMMITTEE</u> (established in 2004)	
Clare Fisher	2013
Donald Harding	2013

<u>40B REVIEW COMMITTEE cont.</u>	TERM EXPIRES
Michael Pineo	2013
Kenneth I.H. Williams	2013
Barbara Roberti – Alt.	2013

140 CORRIDOR AD HOC COMMITTEE (1 year appt)

Robert Protano	2013
John Powers	2013

1835 TOWN HALL COMMITTEE (1 year appt, since 1/2001)

Cynthia Secord (<i>resigned January, 2013</i>)	2012
Paul Cormier	2013
Jo-Ann Cummings	2013
Matthew Stelmack	2013
Kenneth W. Stidsen	2014
Beth Stuerman	2014
Joann Drown	2015
Vernon Gaw	2015
Ronald Pichierri	2015

1835 TOWN HALL DESIGNER SELECTION COMMITTEE

Vernon Gaw	2013
Ronald Pichierri	2013
Cynthia Secord (<i>resigned January, 2013</i>)	2012
Matthew Stelmack	2013
Kenneth Stidsen, Jr	2013

BOARD OF SELECTMEN **2012 ANNUAL REPORT**

The past year of 2012 was a busy and productive year for the Board of Selectman. The Board continued to progress on goals and projects that it had established in prior years. The May 2012 elections brought change to the Board. Selectman Brian Patacchiola was elected to the Board. To his credit, Selectman Patacchiola, at age 24, is the youngest person to be elected to the Board.

Subsequent to his election, the Board re-organized, with Paul M. Sushchyk as Chairman, Ronald Furmaniuk as Vice Chairman and Brian Patacchiola as Clerk. One of the first projects that the Board detailed itself was to complete the groundwork for the construction of a vault to maintain essential and required Town records. At the 2012 Annual Town Meeting, the voters authorized the remainder of the funding necessary to construct the vault to house the Town records. A Vault Construction Committee was selected, consisting of Town Clerk Dawn Michanowicz, former Selectman Donlin Murray and former Planning Board member Michael Padula. Together, these individuals performed yeoman's service during 2012 by selecting a site for the location of the vault at the Butterick Municipal Building, creating a Request for Proposals to select an architect, selecting architect Kaffee Kang of Kang Associates, Sudbury, Massachusetts, working with Ms Kang to develop bid specifications for the actual construction, advertising the bids and selecting contractor D.M. Poulin & Sons of Sterling to construct the vault. As of this writing, ground has actually been broken and it is anticipated that vault construction will be completed sometime in May 2013.

During 2012, the Board also detailed itself with the completion of the codification of the Town By-laws, a project which had been underway by the Town Clerk's office for the last several years. The codification project received from newly retired Judge Patrick A. Fox over 2011 and early 2012 some very capable assistance, which allowed for a final completion of the codification project in early 2012 and inclusion of an Article on the Annual 2012 Town Meeting Warrant to approve By-law forms. As of this writing, the Board was recently presented with one of twelve copies of the complete set of Sterling By-laws, which have compiled in loose-leaf fashion, allowing for easy future updating. The codified By-Laws were also made available on the Town web-site.

The Board also received the long awaited report of the Government Study Committee during 2012. The Government Study Committee was first formed in 2009, pursuant to Town Meeting vote, with four directives, those being: to evaluate each elected and appointed Board (with the exception of the Sterling Light Board and its Department), Committee, and Commission relative to its function and responsibilities; to examine what other similar towns have for municipal government; to develop recommendations, if deemed necessary and prudent, relative to the changing the size, structure, responsibility, function and/or appointing authority of any Board (with the exception of the Sterling Light Board and its Department), Committee and Commission and to make recommendations relative to the creation or modification of paid employee positions within the town government. The Board took steps during 2012 to seek implementation of a majority of the recommendations contained in the Committee's report, through Town meeting vote. The comprehensive report will also serve as a reference for future board actions. The Board would also like to especially thank the Committee members, Robert Dumont, Kathleen Mello, Jeffrey L. Donaldson, Donlin K. Murray, Doris Bennett and John Potter for the countless hours that they spent interviewing town employees and officials, researching and writing this very valuable report.

The Board also presented at the 2012 Fall Special Town Meeting an article to create an Economic Development Committee. The purpose of the Committee is to promote industrial, commercial, and agricultural business development within Sterling; to provide advice to the Board of Selectmen on economic development policy; to meet and work with current Sterling businesses and prospective

businesses; to coordinate its activities with the activities of the Industrial Development Commission and the Agricultural Commission; and to work cooperatively with businesses and state agencies to retain current businesses and attract new businesses to Sterling. This article grew out of an idea presented by Jeffrey L. Donaldson to have the town government reach out to the local business community and develop ways and methods to assist. As of this writing, the Economic Development Committee has been formed and members appointed, after being authorized by Town Meeting vote and approved by the Attorney General. The Board anticipates that the Economic Development Committee in the future will be able to provide invaluable assistance in fostering the economic development of the Town.

The Board would be remiss in not remarking on the considerable efforts made by both the Senior Center Building Committee and the 1835 Town Hall Committee. The Senior Center Building Committee, Maureen Cranson and Jack Chandler co-chair, worked diligently throughout 2012 to develop plans which ultimately will result in Senior Center at the Boutelle Road site previously designated by the Town. The Board of Selectman has in the past supported the construction of a Senior Center and hopes that Sterling will eventually have the type of facility that the Town deserves. The 1835 Town Hall Committee, Vern Gaw chair, continued on with its diligent efforts to maintain and improve the 1835 Town Hall, allowing for its use as a community center. The 1835 Town Hall represents an integral part of Sterling's rich history and deserves to be kept for use by future generations of Sterling's residents. The Board wishes to thank the various members of these two committees for their invaluable service to the Town.

The Board would also like to recognize the efforts of the Department of Public Works, William Tuttle, Superintendant, for their capable efforts in renovating the Sterling Town Common during 2012. The Sterling Town Common has been returned, through their efforts and his leadership, to a lovely center piece for the Town.

In conclusion, your Board of Selectman would like to thank all town employees, department heads and committee members for their extraordinary efforts put forward during 2012 in making Sterling a wonderful place to live and to be part of.

Respectfully submitted,

A handwritten signature in black ink that reads "Paul M. Sushchuk". The signature is written in a cursive, flowing style.

Paul M. Sushchuk
Chairman
February 24, 2013

OFFICE OF THE TOWN ADMINISTRATOR
2012 ANNUAL REPORT

Altogether 2012 was a busy and very successful year in Sterling town government.

The Board of Selectmen made active and substantial progress on their annual goals, set in June:

- Government Study: Gather Input, Set Priorities, Implementation
- Planning: Town Planner, Economic Development Committee, Grant Writing, Strategic Planning
- Construct Vault
- Paperless Selectmen's Meetings
- Policy and Strategy Meetings

Other highlights from 2012 included these accomplishments:

- The Massachusetts Department of Transportation began actively studying and planning improvements to Chocksett Crossing.
- Town meeting approved the town-owned three-acre lot at the corner of Boutelle and Muddy Pond roads for a new senior center. Although the Nov. 13 special town meeting failed to gain a two-thirds majority to fund a project manager and architect, the Senior Center Design/Building Committee work continued to work diligently to bring more details to next year's town meeting.
- The Massachusetts Inspector General's office investigated the Town's procurement practices and gave the Town a clean bill of health, with documentation proving that most purchases had complied fully with state law.
- We launched the "Faces of Sterling" cable show and Town Administrator blog.
- The Massachusetts Municipal Association awarded Honorable Mention to Town's web site.

During 2012, we bid farewell to Donna Salluce, Executive Assistant to the Selectmen/Town Administrator. Donna had served 22 years altogether in various positions in the Town of Sterling. We welcomed new Executive Assistant Kama Jayne, promoted from her position as Assistant Town Clerk. We also said farewell to Human Resource Administrator James Kelley and welcomed new HR Administrator Donald Jacobs. Donna and Jamie will be deeply missed and we wish them the best in their new endeavors.

Despite 5 years of difficult economic times, Sterling remains a vibrant healthy town in a beautiful and natural setting. Department Heads, Finance officials, and Sterling Town Meeting continue to produce and vote a rarity in the Commonwealth:

- | | |
|-------------------------|----------------------------|
| • Balanced budget | • Healthy reserves |
| • No layoffs | • No cuts to town services |
| • Excellent bond rating | • Minimal tax increases |

Sterling citizens should take pride in these outstanding accomplishments in 2012.

Respectfully Submitted,

Terri Ackerman
Town Administrator

OFFICE OF THE TOWN CLERK 2012 ANNUAL REPORT

All three of our major goals were accomplished in 2012:

1. preservation of the oldest books in our possession are professionally archived, dating from 1794 through 1894;
2. funding for the vault construction was achieved by majority vote at November's Special Town Meeting; and
3. codification of the General bylaws into the new Town Code Book is complete.

The residents of Sterling continue to amaze me with their generosity and active participation in local government. This was the year of the Presidential Election, another primary election, the Town Election, the Annual May Town Meeting as well as a Special Town Meeting in the fall.

In September, Principal Cipro and Patricia Keeffe, Elementary School Teacher, asked me to come to the Elementary School to speak about the Constitution and the electoral process (see below: letter to a Constitutional delegate written by a 3rd grader). We also collaborated for several weeks with the Middle school student government who organized a "Mock Election" for the school children to participate and "vote" for a president of the United States. It was quite successful. We hope this sense of participation continues as they reach adulthood.

In July we were sad to say "good bye" to Kama Jayne but she has not travelled far; you may catch her cheerful smile upstairs as the *Executive Assistant to the Board of Selectmen* and Terri Ackerman, Town Administrator. In September, we hired a new Assistant Town Clerk, Jeanne Survell. She comes from another municipality where she worked in zoning and building departments and is savvy on computer applications, Excel and the website. Her background in legal issues serves to strengthen her standing with this office too. She brings strong organizational skills, a positive and professional attitude and we hope she continues with us for many years.

During this Presidential year, our department has had the benefit of 5 Senior citizens volunteering their time to work in our office:

- **Sheila Hudson** diligently reviews the 10,000+ Annual Census forms; each name is carefully assessed and entered into the State computer.
- **Melissa Chalmers** is cheerfully assuming the job of compiling all the department reports and re-formatting Word documents and Excel spreadsheets into the Annual Town Report for the permanent record and history of the town.
- **Cynthia Secord** should receive a new pair of spectacles for the time she spends reading the old record books and indexing all our existing maps (about 200+) in preparation for storage into the new vault.
- **Brenda Day** picks up the slack as we fondly call her "Gal Friday," working after closing to complete miscellaneous tasks assigned such as sorting, alphabetizing and answering the interminable phone calls.
- **Jean Jones** began working with us in the beginning of 2012 putting in 80 hours without any financial compensation. Jean we miss your smile. Come back soon.

On election day, we usually have 35 pollworkers who arrive at Houghton School at 6am and work between 8-17 hours. Several other election workers assisted during the 3 months when I had no Assistant Town Clerk, preparing for both the September Primary and the November Presidential Election. Those individuals were: **Clare Fisher, Lisa Call, Mary Cliett, Flo Coughlin, Barbara Dumont, Judy Mather, Jane Boquist, Eileen Desautel and JoAnn Cummings.**

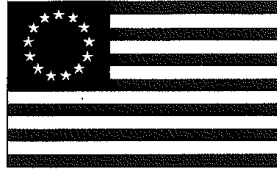
Thank you for your invaluable time. It is worth more than you realize and I appreciate your participation in your Town government. You make this office accountable *for the people by the people*.

Following is a 3 year comparison of annual stats we are required to keep in this department:

	2010	2011	2012
Population as of Dec31	8077	7558	7700
Head of household	3143	3119	3212
Voters	5709	5573	5929
Unenrolled	3581	3531	3770
Democrats	1089	1025	1084
Republicans	998	980	1038
Libertarian	28	25	22
Green Rainbow	8	7	9
American Independent	2	2	2
We the People	1	1	0
Veteran Party America	0	1	1
Inter 3rd party	1	1	1
Natural Law Party	0	0	1
Socialist	1	0	1
BIRTHS	58	52	38
MARRIAGES	27	35	40
Marriage Intentions	28	36	45
DEATHS	92	88	99
DOGS	1,415	1,441	1,442
Kennels	12	12	12

Respectfully Submitted,

Dawn E. Michanowicz, Town Clerk



September 17, 1787

Dear George Mason

I believe you should have signed the constitution because you would be a founding father. Everyone would be proud of you. The Constitution is the guide lines of our country. The constitution is something you should support. The constitution is for the power of the people, all people. I really think you should have signed

Your friend,
Quinn

**SPECIAL AND ANNUAL
TOWN MEETING
MINUTES**

MAY 14, 2012

TOWN OF STERLING SPECIAL TOWN MEETING
May 14, 2012

At the Special Town Meeting duly called and held in the Chocksett School Auditorium on Boutelle Road, in said Town of Sterling, on Monday May 14, 2012 at 6:30pm, the following 9 articles were voted upon in a legal manner.

The Town Moderator, Peter Monaghan, called the Special Town Meeting to order at 6:37pm. There was a quorum present; 364 voters attended the meeting.

The following tellers were appointed by Moderator:

Ronald Pichierri, 3 Primrose Way
Brian Pierce, 49 Boutelle Road
Paul Cormier, 17 Elliott Road
Vern Gaw, 25 Princeton Road

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

Following is a list of guests in attendance:

Terri Ackerman, Town Administrator
Dawn Michanowicz, Town Clerk
Anne Cervantes, Town Treasurer/Collector
Karen Chick, Town Accountant
Kama Jayne, Assistant Town Clerk
James Kelley, Human Resources Director
Mark Brodeur, Building Inspector
Karen Phillips, COA Director
Karen Pare, IT Director
Tom Rutherford, Facilities Manager
Sean Hamilton, Superintendent Light Dept
Thomas G. Pandiscio, Superintendent of Schools
Duncan Leight, WRSD School Committee
Peter Brennan, WRSD School Committee
Margaret Morgan, Principal Chocksett School
Tony Cipro, Principal Houghton School
Steven Sharck, Superintendent Monty Tech
Lisa Deciero, DPW
Michael Ballway, Telegram & Gazette
Tammy Lajoie
Bob Becker
Rob Barwise
Kelly Gangi

The Moderator noted the receipt of the return of the Warrant for the Special and the Annual Town Meetings by Constable David Pineo.

MOTION MADE: to waive the reading of the Warrants.

MOTION PASSED UNANIMOUSLY

Clerk's Note: "MGL" refers to Massachusetts General Law

"ATM" refers to Annual Town Meeting

"STM" refers to Special Town Meeting

ARTICLE 1. Transfer Free Cash to Capital Fund

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

Submitted by: Finance Committee

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

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

REQUIRES 2/3 VOTE

MOTION MADE ON THE FLOOR: to transfer the sum of \$107,810 from Free Cash to the Stabilization Fund, as allowed by the bylaws of Sterling.

MOTION CARRIED AS DECLARED BY THE MODERATOR

ARTICLE 2. Transfer Free Cash to Stabilization Fund

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

Submitted by: Finance Committee

Recommendation: The Finance Committee recommends passage of this article.

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

REQUIRES 2/3 VOTE

MOTION MADE AS WRITTEN IN THE WARRANT

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

ARTICLE 3. Fund Deficit due to Snow and Ice

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

Submitted by: DPW Board / Town Administrator

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

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

REQUIRES 2/3 VOTE

MOTION TABLED

ARTICLE 4. Bills from Prior Fiscal Years

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

Submitted by: Town Administrator

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

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

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

REQUIRES 9/10 VOTE

MOTION MADE ON THE FLOOR: to transfer \$309 from Article 25 of the Annual Town Meeting of May 11, 2009, to Board of Health Salary, to pay for Board member stipends from FY11.

MOTION CARRIED AS DECLARED BY THE MODERATOR

ARTICLE 5. Transfers During FY12

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

Submitted by: Town Administrator

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

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

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

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

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

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

MOTION MADE ON THE FLOOR: to transfer funds within the FY12 Operating Budget, from one account to another, within the FY12 Operating Budget as follows;

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

From Snow and Ice to DPW Expense \$28,334 (to cover increase in fuel prices)

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

Total 35,543.00

MOTION CARRIED AS DECLARED BY THE MODERATOR

ARTICLE 6. Amend and Fund Library Positions

To see if the town will vote to amend the Personnel Bylaw "Attachment A – Position Description and Classification Grades", with the new "Attachment A – Position Description Classification Grades", as shown at the end of this warrant [*did not get printed in Warrant*], and to authorize appropriate step and salary increases in accordance with the Personnel Bylaw and Town of Sterling Personnel Policies, and furthermore to transfer \$3,630 from Article 25 of the ATM of May 11, 2009 , in order to fund, in whole or in part, the wage and salary increases required to move employees to their new Grade level in accordance with the changes noted in "Attachment A – Position Description Classification Grades" effective July 1, 2011, or take any action in relation thereto.

Submitted by: Library Trustees

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

Recommendation: The Personnel Board recommends passage of this article.

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

MOTION MADE ON THE FLOOR: to amend the Personnel Bylaw "Attachment A – Position Description and Classification Grades", with the new "Attachment A – Position Description Classification Grades", as shown at the end of this warrant [*see text below*], and to authorize appropriate step and salary increases in accordance with the Personnel Bylaw and Town of Sterling Personnel Policies, and furthermore to transfer \$1,621 to Library salaries and \$2,009 to Library wages, for a total of \$3,630 from Article 25 of the ATM of May 11, 2009 , in order to fund, in whole or in part, the wage and salary increases required to move employees to their new Grade level in accordance with the changes noted in "Attachment A – Position Description Classification Grades" effective July 1, 2011.

MOTION CARRIED AS DECLARED BY THE MODERATOR

FY12 CLASSIFICATION PLAN - as amended May 16, 2011**Attachment A***Proposed to be effective 7/1/2011*

Grade	Position	Department
2	Library Technician I	Library
	Program Assistant	Recreation
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	Brd of Appeals; DPW; Water; Planning Brd
	Assistant to Assessors	Assessor
	Library Associate II	Library
	Dispatcher	Police
6A	Firefighter/EMS	Fire
	Firefighter/Mechanic	Fire
	Company Officer	Fire
	Facilities Maintenance Technician	Board of Selectmen
6B	Assoc. Health Agent	Health Dept.
	Asst. Director/Head of Children Services	Library
7A	Firefighter/Paramedic	Fire
	Company Officer/Fire Inspector	Fire
	Head Dispatcher	Police
7B	Director	Recreation; Council on Aging
	Conservation Agent	Conservation
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

ARTICLE 7. Union Contract Approval and Funding - Police

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

Submitted by: Board of Selectmen

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

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

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

REQUIRES 2/3 VOTE

MOTION TABLED

ARTICLE 8. Replenish FY12 Reserve Fund

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

Submitted by: Finance Committee

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

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

MOTION MADE ON THE FLOOR: to transfer \$20,000 from the insurance line item of the FY12 Operating Budget; and further to transfer \$5,832.95 from Article 25 of ATM May 11, 2009; and further to transfer \$68.87 from Article 22 of ATM May 12, 2008; and further to transfer \$1,176.24 from Article 6 of STM May 16, 2011; and further to transfer \$142.42 from Article 28 of ATM May 16, 2005; for a total of 27,220.48 to the FY12 Reserve Fund, in order to replenish such fund for the remainder of FY12.

MOTION CARRIED AS DECLARED BY THE MODERATOR

ARTICLE 9. Fund MEGA Assessment

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

Submitted by: Treasurer/Collector / Town Administrator

Recommendation: The Finance Committee recommends passage of this article.

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

MOTION MADE AS WRITTEN IN THE WARRANT

MOTION CARRIED AS DECLARED BY THE MODERATOR

MOTION MADE: to dissolve Special Town Meeting at 6:53pm carried

TOWN OF STERLING ANNUAL TOWN MEETING
May 14, 2012

At the Annual Town Meeting duly called and held in the Chocksett School Auditorium on Boutelle Road, in said Town of Sterling, on Monday May 14, 2012 at 7:00pm, (after the Special Town Meeting) the following articles were voted upon in a legal manner.

The Town Moderator, Peter Monaghan, called the Annual Meeting to order at 7:05pm. There was a quorum present; 364 voters attended the meeting.

***Clerk's Note: "MGL" refers to Massachusetts General Law
"ATM" refers to Annual Town Meeting***

RESOLUTION: To see if the Town will resolve to acknowledge the completion of the Sterling Town Government Study Report in accordance with Article 12 of the May 11, 2009 Annual Town Meeting [*as submitted and reported by Bob Dumont, Chair of the Sterling Town Government Study Committee*].

VOTED TO ACCEPT RESOLUTION CARRIED AS DECLARED BY THE MODERATOR.

This Report was received with a round of applause for the efforts on the part of this 7 member Committee for the past 3 years. Copy of this report may be found at the end of this document or on the town website under Boards and Committees/Appointed Boards/Sterling Town Government Study Committee as follows:

http://www.sterling-ma.gov/Pages/SterlingMA_Boards/STGSCreport.pdf

Finance Committee provided a report, as printed in the Warrant, as follows:

Finance Committee Report

To The Voters of Sterling,

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

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

This is slightly higher than we had anticipated (\$4,523) for two reasons. First, the town voted for money articles which we did not support, and secondly, the state certified a much lower figure for New Growth and Local Receipts. New Growth historically has been around \$200,000 (note to Larry-the 4 year average from 08 to 11 is \$179,596) but in recent years has been around \$150,000, which is the figure we used for the FY2012 budget. The state certified a figure of \$51,500. This shows the dramatic drop in Sterling's new building activity. Local Receipts was certified at \$2,113,500 which was more than \$87,000 below our estimate, again, another indication of the drop in revenues due to the continuing economic climate. We have continued to seek out any and all available funds to offset these declines. This has included use

of unused monies from old warrant articles, overlay surpluses, etc. It has also required the use of Stabilization Account monies which, for the most part, we have avoided in previous years. The good news is we are using this source (Stabilization) for one of the key purposes it was established (tax stabilization).

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

We also continue to use a portion of Free Cash for funding the Capital Fund and continue to make use of this fund for various capital needs of the town. This has become an excellent source of funding for such purposes and has allowed the town to anticipate and plan, through the five year capital plan, for these expenditures while keeping them from impacting department operating budgets. Without a Capital Fund, Sterling would likely be faced with significant swings in the tax rate as each year's capital requests would be funded via raise and appropriate, i.e., out of real estate taxes. Due to the continuing negative economic situation, interest growth has been minimal and we have been putting less into the fund then we have been taking out, resulting in the fund balance going down year over year.

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

For FY2013, we do anticipate the need for a slight rise in the average tax bill despite the continued use of the Stabilization Account. With numbers still in flux, (state budget far from finalized, etc.) the final numbers may change right up until Town Meeting and when the actual tax rates are set towards the end of the calendar year. We are currently projecting the average tax bill to increase approximately \$30 from

FY2012. Taking the recent (FY2010 and FY2011) two year reductions into account, this adds up to less than a 2% increase in the average tax bill since FY2009. (Note to Larry-exact amount still changing daily-see 2 emails today, might be better to use % than exact dollar) We have searched high and low for available revenue sources over the past years and exhausted many onetime opportunities (unused article balances, tax overlay account, etc.). Should state aid continue to be cut and significant budget increases be sought from the WRSD we anticipate yet another challenging budget year for FY2014.

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

Respectfully Submitted by,
The Town of Sterling Finance Committee
Larry Pape, Chairman Frank Heinemann
Matt Emsley, Vice Chairman Bob Brown
Lisa Call, Secretary John Kilcoyne
Mike Murphy

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 MGL, as amended, or take any action in relation thereto.

Submitted by: Finance Committee

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

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

MOTION MADE AS WRITTEN IN THE WARRANT

MOTION CARRIED AS DECLARED BY THE MODERATOR

ARTICLE 2. Set Salary of Municipal Light Board

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

Submitted by: Sterling Municipal Light Department

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

MOTION MADE AS WRITTEN IN THE WARRANT

MOTION CARRIED AS DECLARED BY THE MODERATOR

ARTICLE 3. Reserve Fund for FY13

To see if the Town will vote to raise and appropriate the sum of \$125,000 , or any other sum, into the Reserve Fund for fiscal year 2013 in accordance with the provisions of MGL 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 ON THE FLOOR: to raise and appropriate the sum of \$125,000, into the Reserve Fund for fiscal year 2013 in accordance with the provisions of MGL Chapter 40, Section 6, as amended.

MOTION CARRIED AS DECLARED BY THE MODERATOR

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

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

Submitted by: Wachusett Regional School Committee

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

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

MOTION MADE ON THE FLOOR: to raise and appropriate \$8,924,129, 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 MGL, 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 CARRIED AS DECLARED BY THE MODERATOR

ARTICLE 5. WRSD Above Net Minimum Contribution

To see if the Town will vote to raise and appropriate \$1,308,491, or any other sum, above the net minimum contribution as requested by the Wachusett Regional School District, as Sterling's share of the WRSD annual budget, provided said budget does not exceed \$ 80,319.396 for the fiscal year 2013, or take any action in relation thereto.

Submitted by: Wachusett Regional School Committee

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

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

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

REQUIRES 2/3 VOTE

AMENDMENT TO MOTION: to raise and appropriate \$1,131,253, 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 \$79,284,670 for the fiscal year 2013.

VOTED TO MOVE THE QUESTION: PASSED

SECOND AMENDMENT TO MOTION MADE: the Town raise and appropriate only \$881,413 above net minimum contribution for a total figure that does not exceed \$78,443,179 for the fiscal year 2013.

SECOND AMENDMENT TO MOTION DEFEATED

VOTED TO MOVE THE QUESTION: PASSED

ORIGINAL MOTION WITH FIRST AMENDMENT: to raise and appropriate \$1,131,253, 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 \$79,284,670 for the fiscal year 2013.

ORIGINAL MOTION AS AMENDED CARRIED AS DECLARED BY THE MODERATOR

MOTION MADE AT 8:12pm TO RECONSIDER THIS ARTICLE

MOTION TO RECONSIDER DEFEATED

ARTICLE 6. Montachusett Regional Vocational School Assessment

To see if the Town will vote to raise and appropriate \$582,478, or any other sum, in accordance with Section 16B of Chapter 71 of the General Laws [MGL Ch71:16B], as amended, and Section #4C and E of the Montachusett Regional Vocational School District Agreement for its share of operational and capital costs of the Montachusett Regional Vocational School District, and to transfer, from the Capital Fund, the sum of \$ 13,998 , or any other sum, for the purpose of paying the Town's portion of the debt and interest for the Montachusett Regional High School Building Project for a total appropriation of \$596,476 , or take any action in relation thereto.

Submitted by: Montachusett Regional Vocational School Committee

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

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

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

REQUIRES 2/3 VOTE

MOTION MADE ON THE FLOOR: to raise and appropriate \$207,478, and transfer \$375,000 from Stabilization Fund, in accordance with Section 16B of Chapter 71 of the General Laws [MGL Ch71:16B], as amended, and Section #4C and E of the Montachusett Regional Vocational School District Agreement for its share of operational and capital costs of the Montachusett Regional Vocational School District, and to transfer, from the Capital Fund, the sum of \$13,998, for the purpose of paying the Town's portion of the debt and interest for the Montachusett Regional High School Building Project for a total appropriation of \$596,476.

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

ARTICLE 7. Create and Fund New Position-Outreach Aide

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

Submitted by: Council on Aging

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

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

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

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

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

REQUIRES 2/3 VOTE

MOTION MADE ON THE FLOOR: to create a Part Time Outreach Aide position at the rate of \$10 to \$15 per hour as shown on Schedule D at the end of this warrant, and to raise and appropriate the sum of \$5,874 , to pay for the first year of salary for this position.

VOTED TO MOVE THE QUESTION: PASSED

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

ARTICLE 8. Create and Fund new Positions-Custodians

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

Submitted by: Board of Selectmen

Recommendation: The Finance Committee will report at Town Meeting.

Recommendation: The Personnel Board will report at Town Meeting [supports this article]

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

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

REQUIRES 2/3 VOTE

MOTION MADE ON THE FLOOR: to create 2 part time non-benefitted Custodian positions and to raise and appropriate the sum of \$28,000, to pay for the first year of salary for these positions.

MOTION CARRIED AS DECLARED BY THE MODERATOR

AMENDMENT TO MOTION: to add the words “not to exceed 19 hours a week each”. [The full text of the motion as voted, reads, *To create 2 part time non-benefitted Custodian positions not to exceed 19 hours a week each, and to raise and appropriate the sum of \$28,000, to pay for the first year of salary for these positions.*]

MOTION WITH AMENDMENT CARRIED BY 2/3 VOTE AS DECLARED BY THE MODERATOR

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

To see if the Town will vote to accept the provisions of Massachusetts General Laws Chapter 64L, section 2 [MGL Ch64L:sec2], to impose a local meals excise, and further, to vote to accept the provisions of MGL Chapter 64G, section 3A, to impose a local room occupancy excise at the rate of 6 ½%.

Submitted by: Finance Committee

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

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

Summary: A city or town that accepts the provisions of this chapter in the manner provided by MGL Ch4:sec 4 may impose a local sales tax on the sale of restaurant meals originating within the city or town by a vendor at the rate of .75 percent of the gross receipts of the vendor from the sale of restaurant meals. All such receipts would be retained by the Town of Sterling. On a \$20 restaurant bill, the tax equates to 15 cents. This local excise, which is imposed in addition to the 6.25% state sales tax on meals, would take effect on the first day of the calendar quarter following thirty days after acceptance by the city or town or on the first day of a later calendar quarter that the city or town may designate. Preliminary estimates project approximately \$45,000 annually.

MOTION MADE AS WRITTEN IN THE WARRANT

MOTION DEFEATED

MODERATOR CALLED FOR A RECESS AT 7:50pm and reconvened at 8:12pm

ARTICLE 10. Approve Fraternal Order of Police Contract

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

Submitted by: Board of Selectmen

Recommendation: The Finance Committee will report at Town Meeting.

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

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

MOTION TABLED

ARTICLE 11. Approve Teamster Local #170 Contract- DPW

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

Submitted by: Board of Selectmen

Recommendation: The Finance Committee will report at Town Meeting.

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

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

MOTION MADE ON THE FLOOR: to accept the new collective bargaining agreement between the Teamsters Local #170 and the Town (DPW), which will run from July 1, 2012 to June 30, 2015, and further, to raise and appropriate \$3,515 to DPW wages, to fund the first year of this contract.

MOTION CARRIED AS DECLARED BY THE MODERATOR

ARTICLE 12. Approve Sterling Executive Assistants Association Contract- SEA

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

Submitted by: Board of Selectmen

Recommendation: The Finance Committee will report at Town Meeting.

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

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

MOTION MADE ON THE FLOOR: to accept the new collective bargaining agreement with the Sterling Executive Assistants Association, which will run from July 1, 2012 to June 30, 2015, and further, to raise and appropriate \$2,465.00 to Town Administrator wages to fund the first year of this contract.

MOTION CARRIED AS DECLARED BY THE MODERATOR

ARTICLE 13. Amend Personnel Bylaw, Classification and Compensation Schedules

To see if the Town will vote to amend the Personnel Bylaw to adopt the Compensation and Classification Schedules A through E (as shown at the end of this warrant), and further, to modify and include verbiage substantially to clarify the role and authority of the Personnel Board, to amend the provisions relative to the term of a member in the event that a replacement is not appointed, to limit the authority of the Board

when only a bare quorum of members is present, to require that individuals only be employed in positions that are approved by a vote of Annual Town Meeting and included in the Classification plan that is an appendix to the Personnel Bylaw, to update the information that must be included with every job description for a position, to clarify the circumstances under which the progressive discipline procedure may be by-passed, and also to correct some typographical errors, by making the following changes:

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

Pursuant to the authority contained in Sections 108A and 108C of Chapter 41 of the General Laws[MGL Ch41:sec 108A and 108C], the town of Sterling establishes plans which may be amended from time to time by vote of the town at a Town Meeting:

a. authorizing a Classification Plan classifying positions in the service of the Town other than those filled by popular election, those under the jurisdiction of the School Committees, those covered by collective bargaining agreements with the Town, those within the Municipal Light Department, and those in which the incumbent tenders contractual services which are not provided during regularly established working hours, into groups and classes doing substantially similar work or having substantially equal responsibilities;

a. authorizing a Compensation Plan for positions in the Classification Plan;

b. providing for the administration of said Classification and Compensation Plans; and

c. establishing certain working conditions and fringe benefits for employees occupying positions in the Classification Plan.

With the following

Pursuant to the authority contained in Sections 108A and 108C of Chapter 41 of the General Laws[MGL Ch41:sec 108A and 108C], the town of Sterling establishes a Personnel Bylaw (this bylaw) that consolidates all provisions pertaining to the administration of its personnel including among other things, the compensation plan, and a Personnel Board for the purpose of administering said plans or other provisions of its by-laws pertaining to personnel, determining any questions arising thereunder, and advising the town in any matters pertaining thereto.

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

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

a. conducting a public hearing if required under General Laws Chapter 30A Section 2 or Chapter 41 Section 108A and 108C [MGL Ch31A:sec2 or MGL Ch41:sec 108A and 108C], and

b. they have been reviewed and approved by a majority of the members of the Personnel Board at an open meeting, and

c. they have been reviewed and approved by a majority of the Board of Selectmen, the Finance Committee and the Personnel Board, each having one vote (for a total of three votes).

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

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

There shall be a Personnel Board consisting of five (5) members appointed by the Board of Selectmen, the Town Moderator and the Finance Committee, each entity having one vote for a total of three (3) votes. The Personnel Board shall be responsible for the administration of this by-law including any

classification and compensation plans. The membership of the Board shall be made up of residents of the Town who are neither employees of the Town, nor appointed or elected officials of the Town. Members should have a working knowledge of personnel practices and procedures in a municipal or corporate work setting. All members of said Board shall be residents of the town and shall serve without compensation.

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

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

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

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

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

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

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

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

With this

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

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

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

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

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

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

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

D. HIRING AND RE-CLASSIFICATION

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

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

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

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

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

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

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

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

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

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

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

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

E. JOB DESCRIPTIONS AND INTERPRETATIONS

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

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

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

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

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

- Minimum number of hours per week and Maximum number of hours per week
- Grade
- Supervisor (title)
- Department
- FLSA Status
- Author, and date created
- Approving authority, and date approved

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

SECTION 7: DISCIPLINARY ACTION

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

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

- Step 1. The supervisor will give the employee an oral warning.*
- Step 2. The supervisor may issue a written warning to the employee with a copy being placed in the personnel file in all instances.*
- Step 3. Additional infractions within one calendar year will result in more severe disciplinary actions being taken, up to and including suspension.*
- Step 4. The appointing authority terminates the employee.*

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

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

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

- gross insubordination,
- theft of Town or another employee's property,

- falsification of time records,
- imbibing alcohol on the job,
- use of an illegal substance on the job,
- fighting while on the job, and
- disclosure of confidential matters.

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

After one year following disciplinary actions, the Human Resources Administrator shall make a recommendation to the Personnel Board on the joint determination of the Department Head and the Human Resources Administrator on the disposition of the prior actions.

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

Submitted by: Personnel Board

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

Recommendation: The Finance Committee will report at Town Meeting. [took no position]

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

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

MOTION MADE AS WRITTEN IN THE WARRANT.

MOTION CARRIED AS DECLARED BY THE MODERATOR

ARTICLE 14. Fund Wage Increases

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

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

Submitted by: Personnel Board

Recommendation: Finance Committee will report at Town Meeting.

Recommendation: Board of Selectmen will report at Town Meeting.

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

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

MOTION TABLED

ARTICLE 15. Amend Personnel Bylaw

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

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

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

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

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

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

*"Notwithstanding anything in this agreement to the contrary, and subject only to statutory limitations, it is understood and agreed by all parties that the periodic salary or wage adjustments for all "On Grid Employees" (as defined in Section D. Authority of the Personnel Bylaw) shall be subject to the annual appropriation of sufficient funds by the Town Meeting providing however that such appropriation **shall** be part of the article appropriating monies towards the overall Operating Budget of the Town, and further that the periodic salary or wage*

adjustments for all “Off Grid Employees” (as defined in Section D. Authority of the Personnel Bylaw) shall be subject to the annual appropriation of sufficient funds by the Town Meeting providing however that such appropriation shall not be part of the overall Operating Budget article.”

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

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

or take any action in relation thereto.

Submitted by: Personnel Board

Recommendation: Finance Committee will report at Town Meeting. [took no position]

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

Summary: This article is being submitted as part of an effort to streamline the provisions of employment contracts and collective bargaining agreements entered into by the Town. Given the nature of the agreements and the issues that they each have to address, it is understandably not reasonable to postulate a single standard template for all of these agreements. However, it is highly advisable that there be standardization in matters related to the overall administration of the Personnel Bylaw, and Personnel policies and procedures. Further, and in line with the proposal in Article 14 (the previous article), we feel that the Annual Town Meeting needs to be the final decision making authority on the salaries and wages paid to Town employees. This article is an attempt therefore to streamline some aspects relating to Personnel, Salaries and Wages of all employment and collective bargaining agreements in the Town.

MOTION MADE AS WRITTEN IN THE WARRANT

MOTION CARRIED AS DECLARED BY THE MODERATOR

ARTICLE 16. FY13 Town Operating Budget [see appendix for full Operating Budget as voted]

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

Submitted by: Finance Committee

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

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

MOTION MADE ON THE FLOOR: to raise and appropriate the sum of \$8,727,994, and to further appropriate, from the EMS Receipts Account, the sum of \$300,000, and to further appropriate, from the Cemetery Perpetual Care Account, the sum of \$5,000, and to further appropriate, from Abatement Surplus, the sum of \$48,730, for a total appropriation of \$9,081,724 for the payment of salaries and compensation, payment of debt and interest and for charges, expenses and outlays of the Town Departments, for the ensuing fiscal year, beginning July 1, 2012 and ending June 30, 2013, as shown on pages 9 through 16 of the Town Meeting Warrant, except for the line item “Facilities Management expenses”, which shall be \$67,202. [TOTAL GENERAL GOVERNMENT BUDGET is \$1,005,004]

MOTION CARRIED AS DECLARED BY THE MODERATOR

ARTICLE 17. Water Dept. Operation Enterprise Fund

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

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

or take any action in relation thereto.

Submitted by: Department of Public Works Board

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

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

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

MOTION MADE AS WRITTEN IN THE WARRANT

MOTION CARRIED AS DECLARED BY THE MODERATOR

ARTICLE 18. Amend/Add Bylaw: Noncriminal Disposition

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

1-7. Scope and authority.

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

1-8. Enforcing persons designated.

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

1-9. Fines.

A. Unless otherwise specifically provided in these bylaws, the Town's zoning bylaws, or any rule or regulation, any violation enforceable by noncriminal disposition shall be subject to the following schedule of fines:

- | | |
|------------------------|------------------|
| 1) First offense: | Written warning. |
| 2) Second offense: | \$ 50. |
| 3) Third offense: | \$150. |
| 4) Subsequent offense: | \$300. |

B. Each calendar day during which a violation continues shall constitute a separate violation , or take any action relative thereto.

Submitted by: Police Chief /Town Clerk

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

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

MOTION MADE ON THE FLOOR: to accept Article 18 in its entirety with the following changes as incorporated in the full text below:

1-8. Enforcing persons designated.

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

MOTION CARRIED AS DECLARED BY THE MODERATOR

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

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

1. To cite statutory references to the Massachusetts General Laws in a consistent manner, to reach in the form: MGL c. __, § __, by revising former citations that previously took any of the following or similar forms:
 - Massachusetts General Laws, Chapter 40, Section 21
 - Sections seventy (70) and seventy-one (71) of Chapter one hundred sixty six (166) of the General Laws

- M.G.L. (abbreviated but with periods)
 - M.G. L. c.40,s.21
 - MGLA or M.G.L.A.
2. To consistently capitalize the word Town when it refers to the *Town of Sterling*.
 3. To consistently capitalize the terms “Annual Town Meeting” and “Special Town Meeting” and “Warrant” when referring to the Warrant for a Town Meeting.
 4. To consistently spell the word “noncriminal” without a hyphen.
 5. To consistently spell and capitalize the word “bylaw” as follows: Where “by-law” is hyphenated or two words, to standardize the spelling as “bylaw”; and to lowercase capitalized references to “this Bylaw” which are not proper nouns (however, references to “Bylaw” in titles of laws or other proper nouns shall remain capitalized).
 6. To cite numbers in the text of the bylaws in a consistent manner, so that: a) numerals one through nine are spelled out as words, and numerals 10 and higher are cited in number form only; and b) so that all monetary amounts, fractions, decimals and percentages are cited in numeric form only ,

or take any action relative thereto.

Submitted by: Board of Selectmen / Town Clerk

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

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

MOTION MADE AS WRITTEN IN THE WARRANT

MOTION CARRIED AS DECLARED BY THE MODERATOR

AT 9:58pm REQUEST WAS MADE TO RE-CONSIDER ARTICLE 19 WITH MOTION MADE ON THE FLOOR: in the words of the article as stated above with the following amendments to the draft Town Code of Sterling:

1. Amend Chapter 1, GENERAL PROVISIONS, Article 1, s. 1-2, by deleting the section and replacing it with the following: “All General Bylaws, as amended, heretofore in force and not included in the Town Code shall be repealed.”
2. Amend Chapter 1, GENERAL PROVISIONS, Article III, s. 1-8, by deleting references to “Executive Secretary” and replacing said references with “Administrator”.
3. Amend Chapter 6, AGRICULTURAL DISTRICTS, s. 6-3(B), by deleting the word “committee” and substituting the word “commission”.
4. Amend Chapter 18, ANIMAL CONTROL, s. 18-14, by deleting the reference to “c. 140” and replacing it with “c. 40”.
5. Amend Chapter 92, LICENSES, DENIAL OF, s. 92-6, by adding the words: “ H. Dog licenses, MGL c. 140, s. 137”.

MOTION CARRIED AS DECLARED BY THE MODERATOR.

ARTICLE 20. Fund Maintenance for 1835 Town Hall

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

Submitted by: 1835 Town Hall Committee

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

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

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

MOTION MADE ON THE FLOOR: to raise and appropriate the sum of \$5,000 to fund annual maintenance of the 1835 Town Hall for fiscal 2013, said sum to be expended by the 1835 Town Hall Committee.

MOTION CARRIED AS DECLARED BY THE MODERATOR

ARTICLE 21. Fund Catch Basin Truck- DPW

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

Submitted by: Department of Public Works

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

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

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

REQUIRES 2/3 VOTE

MOTION MADE ON THE FLOOR: to transfer from Capital Fund the sum of \$180,000 to purchase a new catch basin truck with cleaning attachment, said sum to be expended by the Department of Public Works.

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

ARTICLE 22. Fund Vehicle Maintenance Lift

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

Submitted by: Department of Public Works

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

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

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

REQUIRES 2/3 VOTE

MOTION MADE ON THE FLOOR: to transfer from Capital Fund the sum of \$15,500 to purchase a new vehicle maintenance lift, said sum to be expended by the Department of Public Works.

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

ARTICLE 23. Fund Vault Construction

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

Submitted by: Board of Selectmen/Town Clerk

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

Recommendation: The Finance Committee will report at Town Meeting.

Recommendation: The Capital Committee will report at Town Meeting.

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

MOTION TABLED

ARTICLE 24. Approve Site for Senior Center

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

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

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

Recommendation: The Finance Committee will report at Town Meeting.

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

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

MOTION MADE AS WRITTEN IN THE WARRANT

MOTION TO MOVE THE QUESTION PASSED

MOTION CARRIED AS DECLARED BY MODERATOR

Seven voters stood to request a hand count to carry the motion.

HAND COUNT RESULTS: 113 YES and 48 NO

MOTION CARRIED BY 2/3 HAND COUNT VOTE AS DECLARED BY MODERATOR

At 10:42pm MOTION TO RECONSIDER ARTICLE 14 WAS DEFEATED

ARTICLE 25. Water Tank Rehab: Kendall Hill Road

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

Submitted by: Department of Public Works

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

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

MOTION MADE ON THE FLOOR: to transfer from Water Enterprise Retained Earnings the sum of \$100,000 to rehabilitate the Kendall Hill Road water tank, said sum to be expended by the Department of Public Works/Water Department.

MOTION CARRIED AS DECLARED BY MODERATOR

ARTICLE 26. Replace Water Main: Kendall Hill Road

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

Submitted by: Department of Public Works

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

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

MOTION MADE ON THE FLOOR: to transfer from Water Enterprise Retained Earnings the sum of \$75,000 to replace the aging Kendall Hill water main between Chamberlain Road and Maple Street, said sum to be expended by the Department of Public Works.

MOTION CARRIED AS DECLARED BY MODERATOR

ARTICLE 27. Chapter 90 Funding

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

Submitted by: Department of Public Works

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

Recommendation: The Capital Committee will report at Town Meeting.

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

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

MOTION MADE ON THE FLOOR: to accept Chapter 90 funds in the amount of \$420,647 as funded by the Commonwealth of Massachusetts for highway resurfacing and/or other related work or expenditures as allowed by the State Chapter 90 regulations, said sum to be expended by the Department of Public Works, with approval of the Board of Selectmen, and in accordance with the DPW's 5-year Capital Plan reviewed annually by the Capital Plan Committee.

MOTION CARRIED AS DECLARED BY MODERATOR

ARTICLE 28. Engine 2 Corrosion Repair

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

Submitted by: Fire Chief

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

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

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

REQUIRES 2/3 VOTE

MOTION MADE ON THE FLOOR: to transfer from Capital Fund the sum of \$30,000 for corrosion repair to Engine 2, said sum to be expended by the Fire Chief.

MOTION CARRIED BY 2/3 VOTE AS DECLARED BY MODERATOR

ARTICLE 29. Fund Principal and Interest for 2004 Fire Truck

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

Submitted by: Fire Chief

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

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

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

REQUIRES 2/3 VOTE

MOTION MADE ON THE FLOOR: to transfer from the Capital Fund the sum of \$72,925 to the General Fund to offset the cost of the Fire Truck principal and interest for fiscal 2013, with any unused portion from transfer reverting back to said Capital Fund.

MOTION CARRIED BY 2/3 VOTE AS DECLARED BY MODERATOR

ARTICLE 30. Fund Lease–Purchase Payment for Ambulance

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

Submitted by: Fire Chief

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

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

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

REQUIRES 2/3 VOTE

MOTION MADE AS WRITTEN IN THE WARRANT

MOTION CARRIED BY 2/3 VOTE AS DECLARED BY MODERATOR

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

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

Submitted by: Fire Chief

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

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

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

REQUIRES 2/3 VOTE

MOTION MADE ON THE FLOOR: to transfer from the Capital Fund the sum of \$62,149 to the General Fund to offset the cost of the Pumper Tanker lease payment for FY13, with any unused portion from transfer reverting back to said Capital Fund.

MOTION CARRIED BY 2/3 VOTE AS DECLARED BY MODERATOR

ARTICLE 32. Restore and Preserve Windows in 1835 Town Hall

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

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

Recommendation: The Finance Committee will report at Town Meeting.

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

Summary: The FY12 article was based on an estimate that has proved to be low. We are getting bids from several well qualified contractors and expect to have firm information based on a detailed Request for Proposals. These windows are 127 to 177 years old and still in serviceable condition. We estimate an additional life of at least 100 years more. Tightening and weather-stripping the windows is expected to save us on our heating costs. **MOTION MADE ON THE FLOOR:** to transfer the sum of \$17,500 from FY2012 Town meeting Article 22; and furthermore to raise and appropriate the sum of \$17,500, for a total of \$35,000, for restoration and preservation of windows of the 1835 Town Hall, said sum to be expended by the 1835 Town Hall Committee.

MOTION TO MOVE THE QUESTION PASSED

MOTION CARRIED BY MAJORITY VOTE AS DECLARED BY MODERATOR

ARTICLE 33. Fund Masonry for 1835 Town Hall

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

b: 1835 Town Hall Committee

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

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

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

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

MOTION MADE ON THE FLOOR: to raise and appropriate the sum of \$20,000, for masonry repairs for the 1835 Town Hall, said sum to be expended by the 1835 Town Hall Committee.

MOTION TO MOVE THE QUESTION PASSED

MOTION CARRIED AS DECLARED BY MODERATOR

ARTICLE 34. Amend Special Legislation for Capital Investment Fund

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

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

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

Submitted by: Capital Committee

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

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

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

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

MOTION MADE AS WRITTEN IN THE WARRANT

MOTION CARRIED AS DECLARED BY MODERATOR

ARTICLE 35. Fund Various Capital Items

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

Butterick/Library	Painting interior	\$ 2,000
Library	Sump Pump/Containment	\$ 6,505
	CO2-Based Ventilation	\$ 3,995
	Energy Efficient Lighting	\$ 3,000
	Filtration for Water Circulation	\$ 1,500
Fire Dept	Thermal Imaging Camera	\$13,000
	Rescue Harnesses for FF gear	\$ 6,400
	Breathing Apparatus Tracking Devices	\$ 9,800
Info Technology	Replace workstations	\$ 5,500
	Permitting software	<u>\$14,630</u>
Total Capital Recommendation:		\$66,330

Submitted by: Capital Committee

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

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

Summary: This article is self-explanatory.

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

REQUIRES 2/3 VOTE

MOTION MADE ON THE FLOOR: to transfer the sum of \$63,830 from the Capital Fund, for the purchase of the following capital items:

Butterick/Library	Painting interior	\$ 2,000
Library	Sump Pump/Containment	\$ 6,505
	CO2-Based Ventilation	\$ 3,995
	Energy Efficient Lighting	\$ 3,000
	Filtration for Water Circulation	\$ 1,500
Fire Dept	Thermal Imaging Camera	\$13,000
	Rescue Harnesses for FF gear	\$ 6,400
	Breathing Apparatus Tracking Devices	\$ 9,800
Info Technology	Replace workstations	\$ 5,500
	Permitting software	** <u>\$12,130</u>
Total Capital Recommendation:		\$63,830

MOTION CARRIED BY 2/3 VOTE AS DECLARED BY MODERATOR

ARTICLE 36. Authorize Treasurer to Borrow Money

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

Submitted by: Treasurer/Collector

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

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

MOTION MADE AS WRITTEN IN THE WARRANT

MOTION CARRIED AS DECLARED BY MODERATOR

ARTICLE 37. Compensating Balance Agreements

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

Submitted by: Treasurer/Collector

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

Summary: This article allows the Treasurer/Collector to enter into compensating balance agreements with banking institutions, as needed, for the operation of the department. A compensating balance is a

way of paying for the services the bank provides by maintaining a specified, minimum balance in a non-interest or low interest bearing account.

MOTION MADE AS WRITTEN IN THE WARRANT

MOTION CARRIED AS DECLARED BY MODERATOR

ARTICLE 38. Fund Tree Trimming

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

Submitted by: Department of Public Works

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

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

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

MOTION MADE ON THE FLOOR: to raise and appropriate the sum of \$70,000 for the purpose of tree removal and tree trimming, said sum to be expended by the Department of Public Works'

MOTION CARRIED AS DECLARED BY MODERATOR

ARTICLE 39. Revolving Accounts

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

Revolving Fund	Authorized To Spend from Fund	Revenue Source	Use of Fund	FY2013 Spending Limit	Disposition of FY2013 Fund Balance	Spending Restrictions Or Comments
Recycling	DPW	Fees	Expenses, supplies and contracted services to run the recycling center	\$80,000	Balance available for expenditure	
Fuel	DPW	Fuel charges	Fuel charges for the Light Dept and Water Enterprise Fund	\$60,000	Balance available for expenditure	

Deputy Collector	Treasurer	Fees	Fees collected by the Deputy Collector	\$18,000	Balance available for expenditure	
1835 Town Hall	1835 Town Hall	Fees	Expenses, supplies and contracted services for the 1835 Town Hall	\$15,000	Balance available for expenditure	
Planning Board	Planning Board	Fees	Expenses, supplies and contracted services for the Planning board	\$25,000	Balance available for expenditure	
Council on Aging	Council on Aging	Fees	Expenses, supplies and contracted services for the Senior Center	\$50,000	Balance available for expenditure	
Fair Committee	Fair Committee	Fees	Expenses, supplies and contracted services for the Sterling Fair	\$135,000	Balance available for expenditure	
Hazardous Materials	Fire Chief	Fees	Costs associated with hazardous material incidents	\$55,000	Balance available for expenditure	
Radio Master Box fees	Fire Chief	Fees	Expenses, supplies and maintenance of Radio Master Box system	\$3,000	New fund	
Agricultural Commission	Agricultural Commission	Fees	Expenses and supplies for the Commission	\$5,000	Balance available for expenditure	
Recreation Committee	Recreation Committee	Fees	Salaries, expenses, supplies and contracted services to run Recreation Programs	\$155,000	Balance available for expenditure	

Submitted by: Town Accountant

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

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

MOTION MADE AS WRITTEN IN THE WARRANT

MOTION CARRIED AS DECLARED BY THE MODERATOR

ARTICLE 40. Amend Animal Control Bylaw Section 13

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

EXISTING:

Section 13 Citation

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

AMENDED:

Section 13 Citation

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

Submitted by: Animal Control Advisory Board

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

MOTION TABLED

[this article was included in Article 19 Codification]

ARTICLE 41. Fund Post-Employment Benefits

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

Submitted by: Finance Committee

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

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

MOTION MADE: to transfer \$14,150 from Article 10 of the May 17, 2010 Special Town Meeting to fund the Other Post Employment Benefits Trust Fund, as recommended under GASB 45.

MOTION CARRIED AS DECLARED BY THE MODERATOR

ARTICLE 42. Preserve and Restore Official Town Records

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

Submitted by: Historical Commission / Town Clerk

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

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

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

Summary: This article would fund the preservation and restoration of official town records from 1794-1894. These records consist of town meeting actions and votes and reports of town committees and

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

REQUIRES 2/3 VOTE

MOTION MADE: to transfer from Capital Fund, the sum of \$ 7,000, for the Preservation and restoration of official town records (Volumes 1, 2, 4 and 5).

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

ARTICLE 43. Fund Wachusett Regional Recycling Center (Earthday)

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

Submitted by: Board of Selectmen

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

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

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

MOTION MADE ON THE FLOOR: to raise and appropriate the sum of \$2,460, to satisfy the Town's financial obligation under the contract with Wachusett Earthday, Inc. for the Fiscal Year 2013.

MOTION CARRIED AS DECLARED BY THE MODERATOR

ARTICLE 44. Fund Wachusett Greenways Expenses

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

Submitted by: Board of Selectmen

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

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

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

MOTION MADE ON THE FLOOR: to raise and appropriate the sum of \$1,300 to pay for a portable toilet and trail maintenance on the Sterling Rail Trail, said funds to be administered and expended by Wachusett Greenways.

MOTION CARRIED AS DECLARED BY THE MODERATOR

ARTICLE 45. Fund Sterling Land Trust Expenses

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

Submitted by: Board of Selectmen

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

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

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

MOTION MADE ON THE FLOOR: to raise and appropriate the sum of \$1,300 to be used for maintenance and preservation of various parcels of land within the Town, for passive recreational purposes, said funds to be administered and expended by the Sterling Land Trust.

MOTION CARRIED AS DECLARED BY THE MODERATOR

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

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

Submitted by: Veterans Service Officer

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

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

Recommendation: The Finance Committee will report at Town Meeting.

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

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

AMENDMENT TO THE MOTION MADE ON THE FLOOR: To accept the article as made on the floor but striking the words “in a foreign country.”

AMENDMENT WITHDRAWN

MOTION CARRIED AS DECLARED BY THE MODERATOR

ARTICLE 47. Apply Stabilization Fund to Reduce the Tax Rate

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

Submitted by: Finance Committee

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

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

REQUIRES 2/3 VOTE

MOTION MADE ON THE FLOOR: to transfer \$350,000 from Stabilization Fund, to stabilize the tax rate.

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

ARTICLE 48. Annual Town Election

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

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

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

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

MOTION MADE AS WRITTEN IN THE WARRANT

MOTION CARRIED BY THE MODERATOR

At 11:37PM MOTION MADE TO ADJOURN ANNUAL TOWN MEETING to May 21, 2012 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 CARRIED UNANIMOUSLY

FY13 CLASSIFICATION PLAN

Attachment A

Amended: Submitted for approval at ATM in May 14, 2012 Proposed to be effective 7/1/2012

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

[Amended May 14, 2012 to reflect the removal of several positions and the regarding of the positions of Library Director and Assistant Library Director/Head of Children's Services, and to add the "Inspector of Assessors" at Grade 4, and to rename the "Facilities Manager" position to "Facilities Maintenance Technician" and to move it from Grade6B to 6A per decision at ATM in 2011]

FY13 CLASSIFICATION PLAN Attachment B

Proposed to be effective July 1, 2012

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

Schedule C

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

Schedule D

Seasonal /Part-time Employees (hourly)	
Police Special	8.25 to 9.61
Constable	9.25
Cell Monitor/Matron	15.00 to 25.00
Election Worker	8.25
Registrar of Voters	8.50
Assist. Registrar of Voters	8.25
Recycling Attendant	11.00
Seasonal Laborer	9.25 to 10.25
Seasonal Truck Driver	17.00 to 20.00
Lifeguard	10.00 to 14.00
Seasonal Recreation	8.50 to 14.00
Van Driver/COA – Spare	9.46
Food Inspector	30.00
Temporary Assistant to the	
Town Accountant	15.00 (For Fiscal Year 2013 ONLY)
Parking Clerk	\$25.00/Hour
Other Part-time positions	
Assistant Building Inspector	\$25.00/Inspection
Asst. Plumbing Inspector	\$25.00/Inspection
Wire Inspector	\$35.00/Inspection
Asst. Wire Inspector	\$35.00/Inspection

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

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

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

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

Schedule E Stipend Employees

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

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

TOWN OF STERLING
FY13 OPERATING BUDGET as voted May 14, 2012

	Expended FY2010	Expended FY2011	Approp FY2012	Dept Req FY2013	Voted 14-May-12
<u>GENERAL GOVERNMENT</u>					
<i>Moderator</i>					
Salary	400	400	500	500	500
Expense	-	-	150	150	150
TOTAL	400	400	650	650	650
<i>Selectmen</i>					
Salary	4,500	4,500	4,500	4,500	4,500
Expense	10,042	2,830	4,200	3,330	3,330
TOTAL	14,542	7,330	8,700	7,830	7,830
<i>Town Administrator</i>					
Salary	84,875	88,084	90,728	90,728	90,728
Wages *	58,632	47,554	49,810	50,204	50,204
Expense *	87,246	56,763	63,500	67,000	67,000
TOTAL	230,753	192,401	204,038	207,932	207,932
* \$27,800 Cleaning Service moved to Facilities Mgmt budget.					
<i>Accountant</i>					
Salary and Wages	47,379	48,578	52,039	50,763	40,395
Expense	3,750	3,664	3,900	3,900	3,900
TOTAL	51,129	52,242	55,939	54,663	44,295
<i>Financial Audit</i>					
Expense	19,250	19,250	19,250	19,500	19,500
TOTAL	19,250	19,250	19,250	19,500	19,500
<i>Treasurer/Collector</i>					
Salary	62,216	64,053	65,944	55,390	55,390
Wages	74,559	79,329	82,494	83,517	83,517
Tax Title	1,255	1,020	5,000	5,000	5,000
Expense	35,657	36,372	37,225	37,475	37,475
TOTAL	173,687	180,774	190,663	181,382	181,382
<i>Assessors</i>					
Salary	4,500	4,375	4,500	4,500	4,500
Wages	34,173	38,540	44,094	44,192	44,192
Expense *	9,383	44,286	49,900	54,900	54,900
TOTAL	48,056	87,201	98,494	103,592	103,592
* Includes \$20,000 previously contained in separate article for Revaluation.					
<i>Town Clerk</i>					
Salary	55,130	55,573	57,702	60,433	60,433
Wages	32,722	36,333	40,361	37,709	34,819
Training	1,578	2,268	2,500	2,500	2,500
Expense	9,471	13,162	10,900	10,900	10,900
TOTAL	98,901	107,336	111,463	111,542	108,652

	Expended FY2010	Expended FY2011	Approp FY2012	Dept Req FY2013	Voted 14-May-12
<i>Elections & Registration</i>					
Wages	5,300	13,153	9,490	10,676	10,676
Expense	7,500	8,318	7,500	9,900	9,900
TOTAL	12,800	21,471	16,990	20,576	20,576
<i>Information Technology</i>					
Professional services	33,600	37,540	38,400	39,360	39,360
Expenses	8,960	7,110	8,225	8,725	8,725
Hosting Services: Web		3,700	3,700	3,700	2,700
Hosting Services: GIS	3,500	-	-	2,600	3,600
TOTAL	46,060	48,350	50,325	54,385	54,385
<i>Professional Services</i>					
Wages					
Expense	34,704	36,509	40,000	60,000	60,000
TOTAL	34,704	36,509	40,000	60,000	60,000
<i>Finance Committee</i>					
Expense	173	213	300	300	300
TOTAL	173	213	300	300	300
<i>Human Resources</i>					
Salary	13,745	21,391	22,399	23,071	23,071
Expense	-	367	500	500	500
TOTAL	13,745	21,758	22,899	23,571	23,571
<i>Personnel Board</i>					
Expenses	-	-	500	500	500
TOTAL	-	-	500	500	500
<i>ADA Committee</i>					
Stipend	-	-	1,500	1,500	1,500
TOTAL	-	-	1,500	1,500	1,500
<i>Facilities Management</i>					
Wages	21,737	23,586	25,003	25,003	25,003
Expense *	19,737	73,638	90,911	93,053	67,202
TOTAL	41,474	97,224	115,914	118,056	92,205
* Cleaning Service moved to Facilities Mgmt. budget in FY10.					
<i>Planning Board</i>					
Salary	300	300	500	500	500
Wages	16,439	16,109	17,414	17,936	17,936
MRPC & Expense	2,047	2,098	2,160	2,260	2,260
TOTAL	18,786	18,507	20,074	20,696	20,696
<i>Board of Appeals</i>					
Wages	10,330	7,226	13,538	13,945	13,945
Expense	18,196	4,074	22,739	18,200	18,200
TOTAL	28,526	11,300	36,277	32,145	32,145
<i>Conservation Commission</i>					
Wages	15,592	19,335	20,577	21,209	21,209
Expense	1,400	1,479	1,734	1,734	1,734
TOTAL	16,992	20,814	22,311	22,943	22,943

	Expended FY2010	Expended FY2011	Approp FY2012	Dept Req FY2013	Voted 14-May-12
<i>Agricultural Commission</i>					
Expenses	-	750	750	750	750
TOTAL	-	750	750	750	750
<i>Open Space Committee</i>					
Expenses	3,541	1,454	2,000	1,600	1,600
TOTAL	3,541	1,454	2,000	1,600	1,600
TOTAL GENERAL GOVERNMENT	853,519	925,284	1,019,037	1,044,113	1,005,004
<u>PUBLIC SAFETY</u>					
<i>Police Department</i>					
Salary **	84,872	84,872	112,965	116,354	116,354
Wages	1,005,097	1,031,169	1,024,583	1,040,134	967,583
Cruiser	31,673	29,417	32,000	33,000	33,000
Expense	72,015	76,612	92,780	96,780	96,780
TOTAL	1,193,657	1,222,070	1,262,328	1,286,268	1,213,717
** Beginning in FY11, a new Chief's contract incorporates career incentive and longevity directly into the base salary.					
<i>Dispatch</i>					
Wages	198,607	214,046	225,031	230,752	230,752
Expense	75,055	68,833	87,785	90,590	80,590
TOTAL	273,662	282,879	312,816	321,342	311,342
<i>Fire Department</i>					
Salary **	74,970	76,389	84,600	87,504	87,504
Wages	259,954	260,876	284,525	294,158	294,158
Expense	81,793	81,731	77,200	106,900	83,885
Emergency Mgmt Stipend	-		10,000	10,000	10,000
Emergency Mgmt Expense	1,000	1,500	1,500	1,500	1,500
<i>Subtotal</i>	<i>417,717</i>	<i>420,496</i>	<i>457,825</i>	<i>500,062</i>	<i>477,047</i>
<i>EMS/Ambulance Service</i>					
Salary	12,200	12,200	12,200	12,200	12,200
Wages	179,215	187,543	202,401	215,140	215,140
Expense	88,491	82,911	85,515	86,500	86,500
<i>Subtotal</i>	<i>279,906</i>	<i>282,654</i>	<i>300,116</i>	<i>313,840</i>	<i>313,840</i>
TOTAL	697,623	703,150	757,941	813,902	790,887
** Beginning in FY12, Chief's salary incorporates longevity directly into base salary. (Previously in wages line item.)					
<i>Animal Control</i>					
Wages	13,944	14,559	15,000	15,691	15,428
Expense	3,176	3,574	5,000	4,500	4,500
TOTAL	17,120	18,133	20,000	20,191	19,928

	Expended FY2010	Expended FY2011	Approp FY2012	Dept Req FY2013	Voted 14-May-12
<i>Inspectional Services</i>					
Bldg Inspector					
Contracted Servs.	42,375	47,300	47,300	47,300	47,300
Salary/Wages		14,023	16,252	18,000	6,685
Wire Inspector	11,847	8,580	14,750	14,750	14,750
Plumbing					
Inspector	9,944	10,000	10,000	10,000	10,000
Gas Inspector	5,455	5,500	5,500	5,500	5,500
Sealer of Weights					
& Measures	1,200	1,200	1,200	1,500	1,200
Expense	6,325	4,816	6,150	5,350	5,350
TOTAL	77,146	91,419	101,152	102,400	100,785
TOTAL PUBLIC					
SAFETY	2,259,208	2,317,651	2,454,237	2,544,103	2,436,659
Offset: Ambulance	200,000	200,000	190,000	300,000	300,000
Receipts					
NET PUBLIC SAFETY	2,059,208	2,117,651	2,264,237	2,244,103	2,136,659
<i>(for information only)</i>					
<u>HEALTH & HUMAN SERVICES</u>					
<i>Board of Health</i>					
Salary	206		309	309	309
Inspector(s)	65,915	67,781	71,559	73,650	3,650
Expenses	3,105	1,975	4,050	4,050	4,050
TOTAL	69,226	69,756	75,918	78,009	78,009
<i>Mental Health</i>					
Expense	4,500				
TOTAL	4,500				
<i>Home Health & Hospice</i>					
Expense	1,500	1,500	1,500	1,500	1,500
TOTAL	1,500	1,500	1,500	1,500	1,500
<i>Animal Inspector</i>					
Salary	820	820	1,000	1,000	1,000
Expense	227	779	900	900	900
TOTAL	1,047	1,599	1,900	1,900	1,900
<i>Council on Aging</i>					
Wages	61,148	63,256	74,089	76,198	76,198
Home Care	400	400	400	400	400
Mini Van	962	-	-	-	-
Title VII Nutrition/ WHEAT	4,500	4,500	4,500	4,500	4,500
Senior Tax Workoff Program			15,000	15,000	15,000
Expense	11,544	9,209	12,200	13,400	13,400
TOTAL	78,554	87,491	106,189	109,498	109,498

	Expended FY2010	Expended FY2011	Approp FY2012	Dept Req FY2013	Voted 14-May-12
<i>Veteran's Services</i>					
Benefits	11,021	55,606	30,000	64,000	64,000
Wages	3,500	3,500	3,900	3,900	3,900
Expense	1,019	1,500	1,900	1,900	1,900
TOTAL	15,540	60,606	35,800	69,800	69,800
<i>Extension Service</i>					
Expense	510	510	510	510	510
TOTAL	510	510	510	510	510
TOTAL H/H SVCS	170,877	221,462	221,817	261,217	261,217

CULTURE AND RECREATION

Conant Public Library

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

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

Recreation

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

Historical Commission

Expense	179	750	750	1000	1000
TOTAL	179	750	750	1000	1000

Memorial Day/Veterans Day

Expense	2,533	4,958	5,400	5,400	5,400
TOTAL	2,533	4,958	5,400	5,400	5,400

TOTAL CULTURE /

RECREATION	376,582	378,063	388,616	401,374	401,374
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DEPT. OF PUBLIC WORKS

Board Salary	1,800	1,800	1,800	1,800	1,800
Salary **	70,274	72,382	74,553	76,790	76,790
Wages		512,113	553,569	564,997	553,569
Expense	279,601	313,118	297,401	297,401	297,401
Hydrant Rental			26,675	26,675	26,675
Street Lights		35,810	36,500	32,983	32,983
Trash Pickup	478,900	495,661	495,661	510,530	510,530
TOTAL	1,318,750	1,430,884	1,486,159	1,511,176	1,499,748

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

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

	Expended FY2010	Expended FY2011	Approp FY2012	Dept Req FY2013	Voted 14-May-12
<i>Snow, Ice Overtime</i>	40,055	44,116	60,000	60,000	60,000
<i>Snow, Ice Expense</i>	139,378	130,391	116,000	116,000	116,000
TOTAL	179,433	174,507	176,000	176,000	176,000
TOTAL PUBLIC					
WORKS	1,498,183	1,605,391	1,662,159	1,687,176	1,675,748
<i>Offset: Cemetery Fund</i>	5,000	5,000	5,000	5,000	5,000
NET PUBLIC WORKS	1,493,183	1,600,391	1,657,159	1,682,176	1,670,748
(for information only)					
<u>INSURANCE & EMPLOYEE BENEFIT</u>					
<i>Workers Comp/Medicare/ Liability, Group Insurances and Unemployment</i>					
<i>Expense</i>	867,701	980,593	1,121,314	1,208,624	1,132,624
TOTAL	867,701	980,593	1,121,314	1,208,624	1,132,624
<i>Worcester County</i>					
<i>Retirement Assessment</i>	313,609	350,633	420,786	440,660	440,660
TOTAL	313,609	350,633	420,786	440,660	440,660
TOTAL INSURANCE & BENEFITS	1,181,310	1,331,226	1,542,100	1,649,284	1,573,284
<i>Offset: Stabilization Fund</i>	95,000	383,000			
<i>Offset: Abatement Surplus</i>		100,000			
NET INSURANCE & BENEFITS	1,086,310	848,226	1,542,100		
(For information only)					
<u>DEBT SERVICE</u>					
<i>Principal</i>	1,316,000	1,320,000	1,326,500	1,304,500	1,304,500
<i>Interest</i>	647,220	582,528	479,808	423,938	423,938
TOTAL DEBT SVC.	1,963,220	1,902,528	1,806,308	1,728,438	1,728,438
(Not including Fire Truck or Ambulance Lease/Purchase)					
Total Appropriation in Article 16	8,302,899	8,681,605	9,094,274	9,315,705	9,081,724
Water Enterprise (Article 17)	867,061	840,424	805,100	804,271	804,271
TOTAL OPERATING BUDGET	9,169,960	9,522,029	9,899,374	10,119,976	9,885,995
<i>Minus Water Enterprise Revenue</i>	867,061	840,424	805,100	804,271	804,271
<i>Minus Ambulance Receipts</i>	200,000	200,000	190,000	300,000	300,000
<i>Minus Stabilization Fund</i>	95,000	383,000			
<i>Minus Cemetery Perpetual Care</i>	5,000	5,000	5,000	5,000	5,000
<i>Minus Abatement Surplus</i>	0	100,000	60,188	48,730	48,730
NET OPERATING BUDGET	8,002,899	7,993,605	8,839,086	8,961,975	8,727,994
(Amount raised by taxation, shown for information only)					

**SPECIAL TOWN MEETING
MINUTES**

NOVEMBER 13, 2012

At the Special Town Meeting duly called and held in the Chocksett School on Boutelle Road in said Town of Sterling, on Tuesday, November 13, 2012 at 7:00pm, the following 11 articles were voted in a legal manner.

The Town Moderator, Richard Sheppard, called the meeting to order at 7:03pm. There was a quorum present; 249 voters attended the meeting.

The following tellers were appointed by the Moderator and sworn in by the Town Clerk:

Robert Dow, 13 Sunset Drive
Elaine Heller, 27 Princeton Road
John Potter, 20 Country Club Road
Barbara Roberti, 51 Lakeshore Drive

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

Moderator, Richard Sheppard, noted the receipt of the posting of the warrant for the Special Town Meeting by Constable, Mike Pineo.

MOTION MADE: to waive the reading of the warrant.

MOTION PASSED UNANIMOUSLY

ARTICLE 1. Transfers within FY13 Operating Budget

To see if the Town will vote to transfer funds within the FY13 Operating Budget, from one account to another, or take any action in relation thereto.

Submitted by: Town Administrator

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

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

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

Fund constable for STM-Town Clerk \$730
Additional Retirement Assessment-Building Dept \$2,657
Additional costs for Primary and General Elections \$2,164
Additional hours-Accounting Dept \$3,400

MOTION MADE: To transfer funds within the FY13 Budget; as follows: \$2,894 from Veterans Benefits to Election Wages; \$3,400 from Board of Appeals Expense to Accountant Salary and Wages; \$1,500 from ATM May 17, 2010 Article 23 to Building Inspector Contracted Services; \$1,157 from Veterans Benefits to Building Inspector Contracted Services for a total of \$8,951.

MOTION PASSED UNANIMOUSLY.

ARTICLE 2. Fund Architect/OPM for Senior Center

To see if the Town will vote to raise and appropriate, borrow, or transfer from available funds, a sum up to \$390,000 to fund the architectural design and Owner's Project Manager for the construction of a new Senior Center to be built on the corner of Boutelle Road and Muddy Pond Road, identified as Town Assessor's Lot Number 11 on Town Assessor's Sheet Number 137, and listed in the Registry of Deeds Book Number 03588, Page Number 0132, said sum to be expended by the Senior Center Building Committee, with the advice and consent of the Board of Selectmen, with any unused funds to be applied to the overall construction costs of this project, or take any action in relation thereto.

Submitted by: Senior Center Design and Building Committee

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

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

Recommendation: The Finance Committee will report at Town Meeting on this article. At Town Meeting, Finance Committee supported the concept but not this article until final numbers are produced.

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

Summary: For more than 10 years, the Council on Aging has been exploring potential sites for a new Senior Center. The space allocated to the Senior Citizens in the Butterick Building has become inadequate for current and, certainly, future usage. At the moment, according to the Federal Census, the Seniors in Sterling represent 21% of our population. Senior growth has nearly doubled since 2000. It is projected that our senior populace will reach 38% within the next ten years.

In 2011, the Board of Selectmen appointed a Senior Center Site Development Committee, which recommended a parcel of land on the corner of Boutelle and Muddy Pond Roads. In May, 2012, Annual Town Meeting voted to accept this recommendation and designate the corner of Boutelle Road and Muddy Pond Road as the site of the future Senior Center.

Since May, the Senior Center Design and Building Committee, appointed by the Board of Selectmen, has completed a survey of the parcel, conducted successful percolation tests, received preliminary DCR approval, and met with many Town Boards and Committees to receive their input and advice.

Our next step, as required by law, is to hire an Owner's Project Manager, who will be responsible for the project from start to finish, for a fee not to exceed \$80,000. The OPM will work with the Committee to hire an architect, whose fee might be 15% of the project, or approximately \$309,000.

MOTION MADE: To borrow a sum up to \$390,000 to fund the architectural design and Owner's Project Manager for the construction of a new Senior Center to be built on the corner of Boutelle Road and Muddy Pond Road, identified as Town Assessor's Lot Number 11 on Town Assessor's Sheet Number 137, and listed in the Registry of Deeds Book Number 03588, Page Number 0132, said sum to be expended by the Senior Center Building Committee, with the advice and consent of the Board of Selectmen, with any unused funds to be applied to the overall construction costs of this project. Lengthy discussion of this article ensued by both proponents and opponents.

AMENDMENT TO MOTION: To borrow a sum up to \$390,000 to fund the architectural design and Owner's Project Manager for the construction of a new Senior Center to be built on the corner of Boutelle Road and Muddy Pond Road, identified as Town Assessor's Lot Number 11 on Town Assessor's Sheet Number 137, and listed in the Registry of Deeds Book Number 03588, Page Number 0132, said sum to be expended by the Senior Center Building Committee, with the advice and consent of the Board of Selectmen, with any unused funds to be applied to the overall construction costs of this project *subject to the requirement that the total cost of the project to the taxpayers is not to exceed 1.5 million and includes all costs.*

REQUIRES 2/3 VOTE

AMENDMENT FAILED: No 119 Yes 109

REQUIRES 2/3 VOTE

MOTION DEFEATED AS DECLARED BY MODERATOR: No 136 Yes 92

At 8:30pm Moderator declared he would not allow motion to reconsider but may bring the motion back within the hour.

MAJORITY VOTE REQUIRED

At 8:50pm **MOTION TO RECONSIDER** defeated as determined by the Moderator.

ARTICLE 3. Fund Vault Construction

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

Submitted by: Board of Selectmen/Vault Committee

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

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

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

Summary: At the 2009 Annual Town Meeting, voters approved \$100,000 for the construction of a records storage vault. As of Sept 24, the balance is \$68,526; funds were spent for preliminary engineering work, test borings, and an architect to design the vault and create construction drawings with written specifications. Volunteer committees have worked with all department heads to determine what records will be stored in the vault, determining the vault size at 25ft x 10ft x 8ft high, located on the westerly side (Meetinghouse Hill Road) of the Butterick Building.

REQUIRES 2/3 VOTE

MOTION MADE: To borrow the sum of \$205,000 to construct a new vault, all inclusive, said sum to be expended by the Vault Committee, with the advice and consent of the Board of Selectmen.

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

ARTICLE 4. Fund Shelving for Vault

To see if the town will vote to raise and appropriate or transfer from available funds, a sum of money to purchase and install shelving for the new vault to be constructed at the Butterick Municipal Building, said sum to be expended by the Vault Committee, with the advice and consent of Board of Selectmen, or take any action in relation thereto.

Submitted by: Vault Committee

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 recommends the passage of this article.

Summary: Pending approval of the Vault construction article, the Vault Building Committee has worked with 2 shelving unit vendors, both on the State bid list, to submit bids to construct movable shelving units to store all the permanent records in the vault. This is necessary to maximize storage space.

MOTION MADE TO TABLE as shelving costs are all inclusive in Article 3.

MOTION PASSED

ARTICLE 5. Connect Septic System for 1835 Town Hall

To see if the town will vote to raise and appropriate or transfer from the Stabilization Fund the sum of \$88,700 to install the required connector to the Sewage Treatment system located behind the Fire Department, 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 will report at Town Meeting on this article.

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

Summary: This connection is required to comply with environmental regulations as per construction of the new fire station. The project includes engineering cost, installation of a new holding tank, pump chamber, pump, wiring, and piping, including passage to the existing pipe on the South side of Waushacum Avenue.

MOTION MADE TO TABLE

MOTION PASSED

ARTICLE 6. Approve Payment in Lieu of Taxes for Solar Facility

To see whether the Town will vote to authorize the Board of Selectmen to enter into an agreement with Community Energy Solar, LLC for a Payment in Lieu of Taxes for \$22,500 per year for 20 years, and on such other terms and conditions as the Board of Selectmen deems to be in the best interests of the Town, for development of a solar energy facility at 18 Wiles Road, 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: Community Energy Solar LLC (CES) has entered into a Lease agreement to develop solar energy on a 25-acre parcel at 18 Wiles Road. The Board of Selectmen and other Town boards have voted to convert this 61A agricultural parcel owned by Davis Dairy Inc. CES has entered into a 20 year Power Purchase Agreement with the Sterling Municipal Light Plant for the capacity and energy from the 2 megawatt (MW) Solar Array.

MOTION TO MOVE THE QUESTION PASSED BY MAJORITY VOTE AS DECLARED BY THE MODERATOR

MOTION MADE: To authorize the Board of Selectmen to enter into an agreement with Community Energy Solar, LLC for a Payment in Lieu of Taxes for \$22,500 per year for 20 years, and on such other terms and conditions as the Board of Selectmen deems to be in the best interests of the Town, for development of a solar energy facility at 18 Wiles Road, or take any other action relative thereto.

MOTION PASSED BY MAJORITY VOTE AS DECLARED BY THE MODERATOR

ARTICLE 7. Rescind Quinn Bill

To see whether the Town will vote to rescind its acceptance of the so-called "Quinn Bill" (MGL c. 41, s. 108L) which was accepted by the Town at the Annual Town Meeting conducted on April 29, 1985, and which provided for pay increases for full-time members of the police department who attained various college or higher academic degrees, 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.

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

Summary: We anticipate that the new Police collective bargaining agreement will no longer include the Quinn bill for officers' educational incentive. Officers' base pay has been adjusted to include a portion of their current Quinn Bill before such officers were placed on the Personnel By-Law compensation grid. Consistent with that agreement, the Town should also vote to rescind its 1985 vote to accept the Quinn bill.

MOTION MADE: To rescind its acceptance of the so-called "Quinn Bill" (MGL c. 41, s. 108L) which was accepted by the Town at the Annual Town Meeting conducted on April 29, 1985, and which provided for pay increases for full-time members of the police department who attained various college or higher academic degrees, or take any other action relative thereto.

MOTION PASSED BY MAJORITY VOTE AS DECLARED BY THE MODERATOR

ARTICLE 8. Special Legislation to Exclude Quinn Bill

To see whether the Town will vote to have the Board of Selectmen ask the state legislature to enact a so-called "special act" exempting the Town of Sterling from the provisions of the so-called "Quinn Bill"

pursuant to which the pay for police officers was increased based on the amount of college or higher education they achieved, or to take any other action related thereto.

Submitted by: Board of Selectmen

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

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

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

Summary: As an extra precaution, in addition to voting to rescind its acceptance of the Quinn Bill concerning education incentives for police officers, this article will direct the Selectmen to ask the state legislature to exempt the Town from such law, thereby avoiding the potential of litigation challenging the rescission of acceptance of the Quinn Bill and whether or not such action alone is sufficient to apply to current as well as future members of the police department.

MOTION MADE: To have the Board of Selectmen ask the state legislature to enact a so-called "special act" exempting the Town of Sterling from the provisions of the so-called "Quinn Bill" pursuant to which the pay for police officers was increased based on the amount of college or higher education they achieved, or to take any other action related thereto.

MOTION PASSED BY MAJORITY VOTE AS DECLARED BY THE MODERATOR

ARTICLE 9. Police Collective Bargaining

To see whether the Town will vote to accept the new FY13 through FY15 collective bargaining agreement between the Fraternal Order of Police and the Town, and further to raise and appropriate, or transfer the sum of \$88,820 from the Stabilization Fund, to fund the additional costs of the FY11 and FY12 salaries and other costs, and further to raise and appropriate the sum of \$125,850, to fund the FY13 salaries and other costs associated with the new collective bargaining agreement, or take any other action in relation thereto.

Submitted by: Board of Selectmen

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

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

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

Summary: The previous Police contract expired on June 30, 2010. If this contract is not settled by Town Meeting, this article will be withdrawn.

REQUIRES 2/3 VOTE

MOTION MADE: To accept the new FY13 through FY15 collective bargaining agreement between the Fraternal Order of Police and the Town, to transfer the sum of \$88,820 from the Stabilization Fund; to fund the additional costs of the FY11 and FY12 salaries and other costs, and further to raise and appropriate the sum of \$125,850, to fund the FY13 salaries and other costs associated with the new collective bargaining agreement.

MOTION TO TABLE.

MODERATOR DECLARED NOT TO TABLE ARTICLE 9.

MOTION TO MOVE THE QUESTION PASSED

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

AT 9:35PM BREAK AND RECONVENED AT 9:42PM

ARTICLE 10. Amend Personnel By-Law, Classification and Compensation Schedules

To see if the Town will vote to amend the Personnel Bylaw by replacing in their entirety "Attachment A – Position Description Classification Grades", "Attachment B – Compensation Schedule", and "Schedule C – Call Fire Personnel" with the new "Attachment A - Position Description Classification Grades", as shown at the end of this warrant, a new "Attachment B – Compensation Schedule", as shown at the end of

this warrant, and a new "Schedule C – Call Fire Personnel", as shown at the end of this warrant, or take any action in relation thereto.

Submitted by: Personnel Board

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

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

Summary: The proposed amendment 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 is in accordance with current collective bargaining agreements (Police, Executive Assistants, and DPW) and includes all positions listed in these agreements in the Town's Classification Plan. In addition, the proposed amendment will increase the wage rates paid to Call Fire Personnel to reflect the rates approved by the Finance Committee for the May 2012 Town Meeting but omitted from that meeting's warrant.

AMENDMENT TO MOTION To strike out attachment “B” in two places.

MOTION TO MOVE THE QUESTION

MOTION TO MOVE THE QUESTION ON AMENDMENT PASSED

AMENDMENT DEFEATED

MOTION TO MOVE THE QUESTION

MOTION TO MOVE THE QUESTION PASSED

MOTION MADE: To amend the Personnel Bylaw by replacing in their entirety “Attachment A – Position Description Classification Grades”, “Attachment B – Compensation Schedule”, and "Schedule C – Call Fire Personnel" with the new “Attachment A - Position Description Classification Grades", as shown at the end of this warrant, a new “Attachment B – Compensation Schedule”, as shown at the end of this warrant, and a new "Schedule C – Call Fire Personnel", as shown at the end of this warrant.

MOTION PASSED AS DECLARED BY THE MODERATOR

ARTICLE 11. Creation of an Economic Development Committee

To see if the Town will vote to amend the General Bylaws of the Town by adding a new Chapter 71, the purpose of which is to create a permanent 7-member Economic Development Committee appointed by the Board of Selectmen on an annual basis, consisting of a member of the Board of Selectmen and six persons who are either members of the Sterling business community or registered voters of the Town who are interested in promoting business development in Sterling; in order to promote industrial, commercial, and agricultural business development within Sterling; to provide advice to the Board of Selectmen on economic development policy; to meet and work with current Sterling businesses and prospective businesses; to coordinate its activities with the activities of the Industrial Development Commission and the Agricultural Commission; and to work cooperatively with businesses and state agencies to retain current businesses and attract new businesses to Sterling; and further, to authorize the Committee any annual appropriation as the Town may vote for expenses and professional marketing materials to promote business development with the Town of Sterling; or take any action relative thereto. Members of the Committee (with the exception of the member of the Board of Selectmen serving on the Committee) will be appointed by the Board of Selectmen for terms of three years (except that initial terms will be of such lengths so that no more than two expire in any one year) and will report to the Board of Selectmen at least twice during each fiscal year of the Town.

Submitted by: Board of Selectmen

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

Summary: The purpose of the committee will be to promote industrial, commercial, and agricultural business development within Sterling; to provide advice to the Board of Selectmen on economic development policy; to meet and work with current Sterling businesses and prospective businesses; to coordinate its activities with the activities of the Industrial Development Commission and the Agricultural

Commission; and to work cooperatively with businesses and state agencies to retain current businesses and attract new businesses to Sterling.

MOTION MADE: To amend the General Bylaws of the Town by adding a new Chapter 71, the purpose of which is to create a permanent 7-member Economic Development Committee appointed by the Board of Selectmen on an annual basis, consisting of a member of the Board of Selectmen and six persons who are either members of the Sterling business community or registered voters of the Town who are interested in promoting business development in Sterling; in order to promote industrial, commercial, and agricultural business development within Sterling; to provide advice to the Board of Selectmen on economic development policy; to meet and work with current Sterling businesses and prospective businesses; to coordinate its activities with the activities of the Industrial Development Commission and the Agricultural Commission; and to work cooperatively with businesses and state agencies to retain current businesses and attract new businesses to Sterling; and further, to authorize the Committee any annual appropriation as the Town may vote for expenses and professional marketing materials to promote business development with the Town of Sterling; or take any action relative thereto. Members of the Committee (with the exception of the member of the Board of Selectmen serving on the Committee) will be appointed by the Board of Selectmen for terms of three years (except that initial terms will be of such lengths so that no more than two expire in any one year) and will report to the Board of Selectmen at least twice during each fiscal year of the Town.

MOTION PASSED AS DECLARED BY THE MODERATOR

AT 10:10pm MOTION MADE TO DISSOLVE SPECIAL TOWN MEETING PASSED UNANIMOUSLY

A true copy

Attest: _____

**Dawn E Michanowic
Town Clerk**

FY13 CLASSIFICATION PLAN

Attachment B

Effective July 1, 2012

	STEPS												
	01	02	03	04	05	06	07	08	09	10	11	12	13
GRADE													
	8.99	9.25	9.53	9.81	10.11	10.41	10.72	11.04	11.38	11.72	12.07	12.43	12.80
2	10.33	10.64	10.95	11.28	11.63	11.97	12.33	12.70	13.08	13.47	13.88	14.29	14.72
3	11.88	12.24	12.61	12.98	13.37	13.77	14.18	14.61	15.05	15.50	15.96	16.44	16.94
4	13.67	14.08	14.49	14.93	15.38	15.84	16.32	16.80	17.31	17.83	18.36	18.91	19.48
5	15.72	16.19	16.68	17.18	17.69	18.22	18.77	19.33	19.91	20.51	21.12	21.76	22.41
6A	18.06	18.60	19.16	19.74	20.33	20.93	21.56	22.20	22.87	23.56	24.26	24.99	25.74
7A	20.78	21.40	22.04	22.71	23.38	24.08	24.80	25.55	26.31	27.10	27.92	28.75	29.62
6B	37,702	38,833	39,998	41,198	42,434	43,707	45,018	46,369	47,760	49,193	50,669	52,189	53,754
7B	43,351	44,651	45,991	47,370	48,792	50,255	51,763	53,316	54,915	56,563	58,260	60,007	61,808
8	49,774	51,268	52,806	54,390	56,022	57,702	59,433	61,216	63,053	64,944	66,893	68,900	70,967
9	55,747	57,420	59,142	60,917	62,744	64,626	66,565	68,562	70,619	72,738	74,920	77,167	79,482
10	62,437	64,310	66,240	68,227	70,274	72,382	74,553	76,790	79,094	81,467	83,911	86,428	89,021
11	69,930	72,028	74,189	76,415	78,707	81,068	83,500	86,005	88,586	91,243	93,980	96,800	99,704

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

FY14 CLASSIFICATION PLAN**Attachment A***Voted at STM in Nov.13, 2012 to be effective 7/1/2013*

Grade	Position	Department
2	Library Technician I	Library
	Program Assistant	Recreation
3	Van Driver	Council on Aging
	Library Technician II	Library
	Laborer	DPW
4	Animal Control Officer	Police
	Town Custodian	Board of Selectmen
	Library Associate I	Library
	Administrative Secretary	Building Dept.
	Property Lister	Assessors
5	Assistant Town Clerk	Town Clerk
	Assistant Collector	Town Treasurer/Collector
	Assistant Treasurer	Town Treasurer/Collector
	Administrative Assistant	Board of Appeals; DPW; Water; Planning Board
	Assistant to Assessors	Assessors
	Library Associate II	Library
	Dispatcher	Police
	Assistant Mechanic/Truck Driver	DPW
	Truck Driver/Laborer	DPW
	Firefighter/EMS	Fire
6	Facilities Maintenance Technician	Board of Selectmen
	Equipment Operator	DPW
	Mechanic	DPW
	Water Technician	Water
	Assoc. Health Agent	Health Dept
	Executive Assistant	Police; Fire; Board of Selectmen/Town Administrator
	Asst. Director/Head; Children Services	Library
	Firefighter/Paramedic	Fire
7	Company Officer/Fire Inspector	Fire
	Head Dispatcher	Police
	Sr. Water Technician	Water
	Working Foreman	DPW
	Director	Recreation; Council on Aging
	Conservation Agent	Conservation
	Town Clerk	Town Clerk
	Human Resources Administrator	Board of Selectmen
8	Assistant Superintendent	DPW, Water
	Health Agent	Health Dept.
	Building/Zoning Officer	Building

continued

Grade	Position	Department
8	Town Treasurer/Collector	Treasurer/Collector
	Town Accountant	Accounting
	Police Patrolman	Police
9	Library Director	Library
10	Superintendent	DPW
	Town Administrator	Board of Selectmen
	Police Sergeant	Police
11	Police Chief	Police
	Fire Chief	Fire

[Amended Nov.13, 2012 as voted at the Special Town Meeting]

Continued with Attachment B (below)

FY14 COMPENSATION SCHEDULE

Attachment B

To be effective July 1, 2013

GRADE	STEPS												
	01	02	03	04	05	06	07	08	09	10	11	12	13
1	9.53	9.81	10.11	10.41	10.72	11.04	11.38	11.72	12.07	12.43	12.80	13.18	13.58
2	10.95	11.28	11.63	11.97	12.33	12.70	13.08	13.47	13.88	14.29	14.72	15.16	15.62
3	12.61	12.98	13.37	13.77	14.18	14.61	15.05	15.50	15.96	16.44	16.94	17.45	17.97
4	14.49	14.93	15.38	15.84	16.32	16.80	17.31	17.83	18.36	18.91	19.48	20.06	20.67
5	16.68	17.18	17.69	18.22	18.77	19.33	19.91	20.51	21.12	21.76	22.41	23.08	23.77
6	39,998	41,198	42,434	43,707	45,018	46,369	47,760	49,193	50,669	52,189	53,754	55,367	57,028
7	45,991	47,370	48,792	50,255	51,763	53,316	54,915	56,563	58,260	60,007	61,808	63,662	65,572
8	52,806	54,390	56,022	57,702	59,433	61,216	63,053	64,944	66,893	68,900	70,967	73,096	75,289
9	59,142	60,917	62,744	64,626	66,565	68,562	70,619	72,738	74,920	77,167	79,482	81,866	84,322
10	66,240	68,227	70,274	72,382	74,553	76,790	79,094	81,467	83,911	86,428	89,021	91,692	94,442
11	74,189	76,415	78,707	81,068	83,500	86,005	88,586	91,243	93,980	96,800	99,704	102,695	105,776
6	19.16	19.74	20.32	20.93	21.56	22.21	22.87	23.56	24.27	24.99	25.74	26.52	27.31
7	22.03	22.69	23.37	24.07	24.79	25.53	26.30	27.09	27.90	28.74	29.60	30.49	31.40
8	25.29	26.05	26.83	27.64	28.46	29.32	30.20	31.10	32.04	33.00	33.99	35.01	36.06
9	28.32	29.17	30.05	30.95	31.88	32.84	33.82	34.84	35.88	36.96	38.07	39.21	40.38
10	31.72	32.68	33.65	34.66	35.71	36.78	37.88	39.02	40.19	41.39	42.63	43.91	45.23
11	35.53	36.60	37.69	38.83	39.99	41.19	42.43	43.70	45.01	46.36	47.75	49.18	50.66

Positions in Grades 6 thru 11 may be based on Annual salaries or hourly rates. Hourly rates are computed by dividing the annual salary by 2088.

[Amended Nov.13, 2012 as voted at the Special Town Meeting]

Schedule C

	Step 1	Step 2	Step 3
Call Fire Personnel	Step 1	Step 2	Step 3
F-3 Assistant FF & EMT Recruit	12.54	---	---
F-4 Firefighter	14.64	15.27	16.22
F-4 EMT	14.64	15.27	16.22
F-4 EMT – Paramedic	16.76	17.40	18.34
F-5 Firefighter/EMT	15.87	16.52	17.44
F-5 Firefighter/EMT-P	17.99	18.64	19.56
F-6 Company Officer (EMT)	17.85	18.52	19.18
F-7 Deputy Chief (EMT)	19.85	20.52	21.12

[Amended Nov.13, 2012 as voted at the Special Town Meeting]

ELECTION RESULTS

2012

A true copy:

Attest _____
Dawn E. Michanowicz, Town Clerk

**PRESIDENTIAL PRIMARY ELECTION
MARCH 6, 2012
DEMOCRATIC BALLOT**

	Precinct 1	Precinct 2	Total
PRESIDENTIAL PREFERENCE			
Barack H. Obama	63	50	113
Write-ins	1	0	1
Blanks	19	10	29
TOTAL	83	60	143
STATE COMMITTEE MAN			
Harold P. Naughton, Jr.	68	54	122
Write-ins	0	0	0
Blanks	15	6	21
TOTAL	83	60	143
STATE COMMITTEE WOMAN			
Mary H Whitney	70	53	123
Write-ins	0	0	0
Blanks	13	7	20
TOTAL	83	60	143
TOWN COMMITTEE			
Write-ins:			
Ronald A. Furmaniuk	9	5	14
Melissa J. Chalmers	5	5	10
Katherine B. Cranson	7	5	12
Mary M. Cliett	5	5	10
Daniel R. Borg	6	5	11
Robert A. Bloom	8	5	13
Susan C. Templeton	4	5	9
Richard H. Maki	8	5	13
Lance E. Harris	8	5	13
Richard C. Smith	7	4	11
Irene E. Camerano	6	5	11
John P Elloian	6	5	11
TOTAL	79	59	138

**PRESIDENTIAL PRIMARY ELECTION
MARCH 6, 2012
REPUBLICAN BALLOT**

	Precinct 1	Precinct 2	Total
PRESIDENTIAL PREFERENCE			
Mitt Romney	373	360	733
Ron Paul	46	42	88
Rick Perry	0	0	0
Rick Santorum	48	67	115
Jon Huntsman	5	3	8
Michele Backmann	2	0	2
Newt Gingrich	21	20	41
Write-ins	0	0	0
Blanks	4	4	8
TOTAL	499	496	995
STATE COMMITTEE MAN			
Thomas F. Ardinger	224	225	449
Lance D. May	161	153	314
Write-ins	0	0	0
Blanks	114	118	232
TOTAL	499	496	995
STATE COMMITTEE WOMAN			
Susan E. Smiley	321	340	661
Write-ins	0	0	0
Blanks	178	156	334
TOTAL	499	496	995
TOWN COMMITTEE			
Robert C. Dumont	211	237	448
Cynthia A. Secord	219	229	448
Sara J. Petullo	210	216	426
Virginia M. Carroll	217	216	433
Michael J. Rivers	233	228	461
John L. Dwyer	226	219	445
Joel T. Schur	229	235	464
Loret R. W. Schur	243	245	488
Heather Anne Goodman	212	229	441
Thomas Attwood Goodman	207	229	436
Arthur J. Coughlin, Sr.	238	232	470
Florence J. N. Coughlin	241	235	476
John M. Davis	243	264	507
Kathleen M. Mello	224	227	451
Joann K. Drown	217	222	439
Barbara B. Happy	219	227	446
John F. Westbrook, Jr.	200	216	416
Michael E. Pineo	310	286	596
Paul M. Suschyck	275	252	527
Douglas A. Davis	244	271	515
Raymond C. Richardson	202	214	416
Joseph G. Sova	203	225	428
Group	181	192	373
Blanks	318	304	622

**PRESIDENTIAL PRIMARY ELECTION
MARCH 6, 2012
GREEN-RAINBOW BALLOT**

	Precinct 1	Precinct 2	Total
PRESIDENTIAL PREFERENCE			
Kent Mesplay	0	0	0
Jill Stein	0	0	0
Harley Mikkelson	0	0	0
Blanks	0	0	0
TOTAL	0	0	0

STATE COMMITTEE MAN			
Blanks	0	0	0
TOTAL	0	0	0

STATE COMMITTEE WOMAN			
Blanks	0	0	0
TOTAL	0	0	0

TOWN COMMITTEE			
Blanks	0	0	0
TOTAL	0	0	0

.....

	Precinct 1	Precinct 2	Total
Total Registered Voters	2,827	2,878	5,705
Democrats	507	547	1,054
Republicans	499	509	1,008
Libertarian	10	18	28
Green Rainbow	5	3	8
Unenrolled	1,804	1,798	3,602
Other	2	3	5
Total Votes	582	556	1,138
%Voter Turnout	19.95%		

**ANNUAL TOWN ELECTION
MAY 21, 2012**

	Precinct 1	Precinct 2	Total
BOARD OF SELECTMEN (3 year term)			
Brian James Patacchiola	397	369	766
Russell R. Philpot, candidate for re-election	304	246	550
Write-ins	0	1	1
Blanks	3	5	8
TOTAL	704	621	1,325

BOARD OF ASSESSORS (3 year term)			
Donlin K. Murray, candidate for re-election	552	494	1,046
Write-ins	4	3	7
Blanks	148	124	272
TOTAL	704	621	1,325

BOARD OF HEALTH (3 year term)			
Gary C. Menin, Sr, candidate for re-election	335	268	603
Carl E. Strate	304	295	599
Write-ins	0	1	1
Blanks	65	57	122
TOTAL	704	621	1,325

*RECOUNT OF BOARD OF HEALTH SEAT HELD ON
MAY 30, 2012, RESULTED IN THE ABOVE TOTALS.*

BOARD OF HEALTH (1 year term)			
Allen H. Hoffman	548	485	1,033
Write-ins	2	3	5
Blanks	154	133	287
TOTAL	704	621	1,325

BOARD OF LIBRARY TRUSTEES (3 year term)			
Jaap F. Vermeulen, candidate for re-election	387	339	726
Erica G. Brennan	374	346	720
Write-ins	1	1	2
TOTAL	704	621	1,325

DEPARTMENT OF PUBLIC WORKS BOARD (5 year term)			
Gregg W. Aubin, candidate for re-election	568	499	1,067
Write-ins	3	1	4
Blanks	133	121	254
TOTAL	704	621	1,325

STERLING HOUSING AUTHORITY (5 year term)			
Write-in Candidate: Elizabeth A. Earle	9	5	14
Write-ins	5	22	27
Blanks	690	594	1,284
TOTAL	704	621	1,325

**ANNUAL TOWN ELECTION
MAY 21, 2012**

	Precinct 1	Precinct 2	Total
STERLING HOUSING AUTHORITY			
(3 year term)			
Phillip Campbell	509	455	964
Write-ins	2	4	6
Blanks	193	162	355
TOTAL	704	621	1,325

TOWN MODERATOR (3 year term)			
Richard A. Sheppard	350	294	644
Peter T. Monaghan, candidate for re-election	330	299	629
Write-ins	1	0	1
Blanks	23	28	51
TOTAL	704	621	1,325

PLANNING BOARD (5 year term)			
Write-in Candidate: John J. Santoro	106	116	222
Write-in Candidate: Carl Corrinne	42	44	86
Write-ins	10	12	22
Blanks	546	449	995
TOTAL	704	621	1,325

STERLING MUNICIPAL LIGHT BOARD			
(3 year term)			
Matthew V. Stelmach, candidate for re-election	407	364	771
Brian J. Pierce	250	194	444
Write-ins	1	0	1
Blanks	46	63	109
TOTAL	704	621	1,325

WACHUSETT REGIONAL SCHOOL DISTRICT COMMITTEE			
(3 year term)			
Sarah J. LaMountain	376	327	703
Joseph G. Sova, candidate for re-election	267	223	490
Write-ins	1	3	4
Blanks	60	68	128
TOTAL	704	621	1,325

.....

Total Registered voters **5,717**

Total Votes **1,325**

Voter Turnout **23.18%**

**STATE PRIMARY ELECTION
SEPTEMBER 6, 2012
DEMOCRATIC BALLOT**

	Precinct 1	Precinct 2	Total
SENATOR IN CONGRESS			
Elizabeth A. Warren	88	88	176
Write-ins	2	2	4
Blanks	8	14	22
TOTAL	98	104	202
REPRESENTATIVE IN CONGRESS			
James P. McGovern	86	93	179
William Feegbeh	10	9	19
Write-ins	0	0	0
Blanks	2	2	4
TOTAL	98	104	202
COUNCILLOR			
Write-ins	1	1	2
Blanks	97	103	200
TOTAL	98	104	202
SENATOR IN GENERAL COURT			
Jennifer L. Flanagan	91	90	181
Write-ins	1	0	1
Blanks	6	14	20
TOTAL	98	104	202
REPRESENTATIVE IN GENERAL COURT			
1st WORCESTER DISTRICT			
Harold P. Naughton, Jr.	-	85	85
Write-ins	-	1	1
Blanks	98	18	116
TOTAL	98	104	202
CLERK OF COURTS			
Dennis P. McManus	83	81	164
Write-ins	0	0	0
Blanks	15	23	38
TOTAL	98	104	202
REGISTER OF DEEDS			
Anthony J. Vigliotti	85	84	169
Write-ins	0	0	0
Blanks	13	20	33
TOTAL	98	104	202

**STATE PRIMARY ELECTION
SEPTEMBER 6, 2012
REPUBLICAN BALLOT**

	Precinct 1	Precinct 2	Total
SENATOR IN CONGRESS			
Scott P. Brown	125	91	216
Write-ins	1	2	3
Blanks	0	0	0
TOTAL	126	93	219
REPRESENTATIVE IN CONGRESS			
Write-ins	1	3	4
Blanks	125	90	215
TOTAL	126	93	219
COUNCILLOR			
Jennie L. Caissie	107	70	177
Write-ins	0	1	1
Blanks	19	22	41
TOTAL	126	93	219
SENATOR IN GENERAL COURT			
Write-ins	1	2	3
Blanks	125	91	216
TOTAL	126	93	219
REPRESENTATIVE IN GENERAL COURT			
Kimberly N. Ferguson	118	-	118
Write-ins	-	1	1
Blanks	8	92	100
TOTAL	126	93	219
CLERK OF COURTS			
Write-ins	1	0	1
Blanks	125	93	218
TOTAL	126	93	219
REGISTER OF DEEDS			
Write-ins	1	0	1
Blanks	125	93	218
TOTAL	126	93	219

**STATE PRIMARY ELECTION
SEPTEMBER 6, 2012
GREEN RAINBOW BALLOT**

	Precinct 1	Precinct 2	Total
SENATOR IN CONGRESS			
Write-ins			
Blanks			
TOTAL			-
REPRESENTATIVE IN CONGRESS			
Write-ins			
Blanks			
TOTAL			-
COUNCILLOR			
Write-ins			
Blanks			
TOTAL			-
SENATOR IN GENERAL COURT			
Write-ins			
Blanks			
TOTAL			-
REPRESENTATIVE IN GENERAL COURT			
Write-ins			
Blanks			
TOTAL			-
CLERK OF COURTS			
Write-ins			
Blanks			
TOTAL			-
REGISTER OF DEEDS			
Write-ins			
Blanks			
TOTAL			-
<i>(No ballots cast)</i>			
.....			
	Precinct 1	Precinct 2	Total
Total Registered Voters	2,543	2,624	5,167
Democrats	438	485	923
Republicans	443	470	913
Libertarian	8	7	5
Green Rainbow	4	2	6
Unenrolled	1,649	1,658	3,307
Other	1	2	3
Total Votes	224	197	421
%Voter Turnout	19.95%		

**PRESIDENTIAL ELECTION
NOVEMBER 6, 2012**

	Precinct 1	Precinct 2	Total
PRESIDENT/VICE PRESIDENT			
Romney and Ryan	1,317	1,362	2,679
Obama and Biden	1,047	1,003	2,050
Johnson and Gray	41	22	63
Stein and Honkala	8	10	18
Write-ins	1	4	5
Blanks	14	14	28
TOTAL	2,428	2,415	4,843

SENATOR IN CONGRESS			
Scott P. Brown	1,530	1,596	3,126
Elizabeth A. Warren	878	804	1,682
Write-ins	1	1	2
Blanks	19	14	33
TOTAL	2,428	2,415	4,843

REPRESENTATIVE IN CONGRESS			
James P. McGovern	1,680	1,652	3,332
Write-ins	10	13	23
Blanks	738	750	1,488
TOTAL	2,428	2,415	4,843

COUNCILLOR 7th DISTRICT			
Jennie L. Caissie	1,677	1,673	3,350
Write-ins	4	7	11
Blanks	747	735	1,482
TOTAL	2,428	2,415	4,843

SENATOR IN GENERAL COURT WORCESTER & MIDDLESEX DISTRICT			
Jennifer L. Flanagan	1,646	1,645	3,291
Write-ins	2	5	7
Blanks	780	765	1,545
TOTAL	2,428	2,415	4,843

REPRESENTATIVES IN GENERAL COURT 1st WORCESTER DISTRICT			
Kimberly N. Ferguson	1,753		1,753
Write-ins	3		3
Blanks	672		672

12th WORCESTER DISTRICT			
Harold P. Naughton, Jr.		1,710	1,710
Write-ins		6	6
Blanks		699	699
TOTAL	2,428	2,415	4,843

**PRESIDENTIAL ELECTION
NOVEMBER 6, 2012**

	Precinct 1	Precinct 2	Total
CLERK OF COURTS WORCESTER COUNTY			
Dennis P. McManus	1,547	1,530	3,077
Write-ins	1	4	5
Blanks	880	881	1,761
TOTAL	2,428	2,415	4,843

REGISTER OF DEEDS WORCESTER COUNTY			
Anthony J. Vigliotti	1,568	1,563	3,104
Write-ins	2	3	5
Blanks	858	876	1,734
TOTAL	2,428	2,415	4,843

QUESTION 1			
Yes	1,911	1,873	3,784
No	282	313	595
Blanks	235	229	464
TOTAL	2,428	2,415	4,843

QUESTION 2			
Yes	1,168	1,116	2,284
No	1,192	1,216	2,408
Blanks	68	83	151
TOTAL	2,428	2,415	4,843

QUESTION 3			
Yes	1,470	1,407	2,877
No	882	931	1,813
Blanks	76	77	153
TOTAL	2,428	2,415	4,843

.....

	Precinct 1	Precinct 2	Total
Total Registered Voters	2,944	2,977	5,921
Democrats	528	556	1,084
Republicans	507	532	1,039
Libertarian	10	13	23
Green Rainbow	6	3	9
Unenrolled	1,890	1,870	3,760
Other	3	3	6
Total Votes	2,428	2,415	4,843

%Voter Turnout 82%

FINANCIAL REPORTS

2012

FINANCE COMMITTEE REPORT

To The Voters of Sterling,

Your Finance Committee respectfully submits its report, the Departments' requests and our town budget recommendations for the Fiscal Year 2014, beginning July 1, 2013 and ending June 30, 2014. As in past years, the Finance Committee has spent the time since the last Annual Town Meeting focused on preparing the coming fiscal year's (FY2014) budget as well as looking toward 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 strive to work in a positive and productive relationship with town boards, committees and departments to jointly address the fiscal side of the town's operations.

In response to the challenging economic climate, the Finance Committee has in recent years set a goal of keeping the average real estate tax bill level from one year to the next. What we actually accomplished was to slightly lower the average real estate tax bill in two of those years as well as avoiding layoffs and significant reductions in town services each year. The average bill in FY2009 was \$4,493 and was reduced to \$4,448 in FY2010 and further reduced to \$4,416 in FY2011. The single family tax bill increased by 2.94% to \$4,546 in FY12 and as of December of 2012 was projected to rise by 1.97% to \$4,635 for FY13. *At this writing, the estimated tax bill increase for FY14 is between 3% and 5%.* To offset rising costs, we have continued to seek out any and all available funds and we have also needed to utilize the **Stabilization Fund** more than in the past. While we continue to use the Stabilization Fund for the purpose for which it was established, tax stabilization, the balance has declined rapidly this past year going from an approximate balance of **\$1,000,000** in FY12 to an approximate current balance of only **\$422,526**.

Our challenge as in the past will be not to 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. *Unfortunately, Free Cash has declined from \$589,572 in FY11 to \$547,471 in FY12 to \$407,810 in FY13 and is estimated to be close to zero for the current year, at least as of the date of this report.* The number is not known due to Free Cash still not being certified, but hopefully this amount will be known by the Annual Town Meeting. We have used Free Cash in the past to fund both the Stabilization and Capital Funds, so the present situation is of great concern to the Finance Committee as to the effect this could have on the tax rate if both our so-called "rainy day" funds continue to be depleted at the current rate! As an example of the use of the Stabilization Fund, in FY2009 we used \$262,025, in FY2010 we used \$218,429, in FY2011 we used \$441,832 and last year we used \$695,101. The current balance is less than what was spent last year alone! In a sense, we are using Stabilization Funds to offset the reduction in other revenue sources in order to keep tax increases as low as possible; however, as you can see, that strategy is no longer feasible.

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 from impacting on-going department operating budgets. *We do not anticipate any Free Cash at the end of FY13 to fund either Stabilization or the Capital Fund for FY14.* The **Capital Fund** was approximately \$4,415,644 at the end of FY12 and is **\$4,433,527** as of the date of this report, April 3, 2013. In view of the current situation, the Finance Committee is recommending *less than \$150,000* be expended from Capital for FY14, unless changes occur in Free Cash early in the next fiscal year. We are hopeful that Free Cash will improve in FY14 and that by-law changes to our Investment Policy will also help the Town generate better investment returns from these funds.

Looking beyond FY2013, we continue to be concerned with the financial strains on the WRSD budget. The recent FY12 accountant's Management Letter warned that the School Committee should take measures to offset a major decline in the school system's Excess & Deficiency account, which has decreased over two years by \$2.3M to a balance of only \$233,000. Our portion of the total assessment for FY14 is expected to increase by less than .5%, but numbers are not yet final. The overall school budget increase from last year is again projected at 3.5%. In addition, the Route 140 road project is moving forward and the local schools will also be soon needing significant repairs and maintenance.

For FY2014, we do anticipate a rise in the average tax bill due to an increase in funding requested by many Departments, the separate spending articles and the condition of Stabilization and Free Cash. Despite all the challenges mentioned, we are working with town departments and other committees to hold the rise in the average homeowners' tax bill for FY14 to approximately 3%. *This target will of course be affected by what voters do at the Annual Town Meeting, so we encourage as much participation as possible!*

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

John Kilcoyne, Chairman
Robert Brown, Vice Chairman
Barbara Bartlett, Secretary
Patrick Fox

Lisa Call
Joseph Sova
Mary Cliett

BOARD OF ASSESSORS

Fiscal Year 2011 Assessments and Property Tax Revenue Summary

<i>Property</i>	<i>Class</i>	<i>Levy %</i>	<i>Valuation by Class</i>	<i>Tax Rate</i>	<i>Tax Levy</i>
Residential	85.7194		840,864,470	14.57	12,251,395.33
Open Space	0.0000		0	14.57	0.00
Commercial	4.6395		45,511,230	14.57	663,098.62
Industrial	5.9541		58,406,900	14.57	850,988.53
Personal Property	3.6870		36,167,338	14.57	526,958.11
TOTALS	100.0000		980,949,938		14,292,440.59

Valuation and Tax History

<i>Fiscal</i>	<i>Tax Rate</i>	<i>Total Valuation</i>	<i>Accounts</i>	<i>Tax Levy</i>	<i>Change%</i>
2010	14.29	1,017,236,101	3,748	14,536,304	-0.0189
2009	13.25	1,097,287,455	3,801	14,539,059	5.1036
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

Abstract of Assessments

<i>Property Class Code & Description</i>	<i>Accts</i>	<i>Class Valuation</i>	<i>Avg. Value</i>
012-043 Mixed Use Properties	16	6,754,800	422,200
101 Residential Single Family	2,509	743,765,900	296,400
102 Residential Condominiums	133	28,142,100	211,600
104 Residential Two Family	102	27,685,400	271,400
105 Residential Three Family	7	2,424,700	346,400
Miscellaneous Residential	21	6,501,300	309,600
111-125 Apartments	9	3,151,500	350,200
130-132, 106 Vacant Land	428	25,821,500	60,300
200-231 Open Space	0	-0-	-0-
300-393 Commercial	74	39,391,200	532,300
400-452 Industrial	113	58,363,200	516,500
501-506 Personal Property	195	36,167,338	185,500
600-821 Chapter 61, 61A, 61B	145	2,781,000	19,200
900-990 Exempt	258	138,891,700	
TOTALS	4,010	1,097,332,655	

Assessors' Account for Exemptions and Abatements

<i>Description</i>	<i>FY2010</i>	<i>FY2009</i>	<i>FY2008</i>
Assessors' Overlay	\$101,785.39	\$109,562.78	\$112,497.88
Charges through 6/30/2010	57,342.67	52,438.19	46,774.23
Amounts Transferred	-0-	-0-	-0-
Potential ATB Liability	-0-	-0-	-0-
Balance	\$57,342.67	\$52,438.19	\$46,774.23

New Growth Revenues

<i>Fiscal</i>	<i>Added Valuation</i>	<i>Tax Rate</i>	<i>New Revenue</i>
2011	11,160,253	14.29	159,480
2010	11,010,313	13.25	145,887
2009	15,004,900	12.63	189,512
2008	19,418,581	11.51	223,508
2007	34,187,139	11.59	396,229

REPORT OF THE TREASURER/COLLECTOR
TAX COLLECTIONS - 12/31/12

	TAXES COMMITTED	ABATEMENTS EXEMPTIONS	TRANSFER to TAX TITLE	COLLECTIONS less Refunds	12/31/12 BALANCE OUTSTANDING
Real Estate Taxes					
Levy of 2013	\$ 14,586,299.93	\$ 31,982.00	\$ -	\$ 7,145,378.21	\$ 7,408,939.72
Levy of 2012	\$ 14,339,236.77	\$ 59,778.05	\$ 91,622.14	\$ 14,089,183.38	\$ 114,452.28
Levy of 2011	\$ 14,077,243.42	\$ 75,384.60	\$ 83,838.00	\$ 13,918,020.82	\$ -
Levy of 2010	\$ 14,082,290.52	\$ 60,062.05	\$ 68,711.35	\$ 13,950,214.87	\$ 3,302.25
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	\$ 44,739.99	\$ 39,432.99	\$ 13,377,328.71	\$ -
Levy of 2007	\$ 12,709,131.84	\$ 43,202.82	\$ 30,136.98	\$ 12,635,792.04	\$ -
Levy of 2006	\$ 12,567,052.89	\$ 52,248.07	\$ 36,848.81	\$ 12,477,625.70	\$ 330.31
Levy of 2005	\$ 11,416,727.35	\$ 35,263.94	\$ 46,155.08	\$ 11,335,038.39	\$ 274.94
					\$ 7,527,320.52
Personal Property Taxes					
Levy of 2013	\$ 604,838.65	\$ -	\$ -	\$ -	\$ 604,838.65
Levy of 2012	\$ 592,766.33	\$ 7,402.20	\$ -	\$ 582,817.00	\$ 3,533.08
Levy of 2011	\$ 538,892.36	\$ 2,916.26	\$ -	\$ 533,694.86	\$ 2,281.24
Levy of 2010	\$ 455,688.60	\$ -	\$ -	\$ 453,956.73	\$ 1,731.87
Levy of 2009	\$ 422,388.42	\$ 859.18	\$ -	\$ 420,110.11	\$ 1,419.13
Levy of 2008	\$ 372,158.68	\$ 3,212.84	\$ -	\$ 366,809.99	\$ 2,135.85
Levy of 2007	\$ 307,746.94	\$ 230.93	\$ -	\$ 306,660.55	\$ 855.46
Levy of 2006	\$ 301,777.76	\$ 143.48	\$ -	\$ 300,884.55	\$ 749.73
Levy of 2005	\$ 352,972.23	\$ 452.74	\$ -	\$ 351,989.08	\$ 530.41
					\$ 618,075.42
Motor Vehicle Excise					
Levy of 2012	\$ 1,084,910.18	\$ 23,578.82	\$ -	\$ 1,036,322.16	\$ 25,009.20
Levy of 2011	\$ 1,062,800.64	\$ 25,066.18	\$ -	\$ 1,029,502.95	\$ 8,231.51
Levy of 2010	\$ 1,028,070.80	\$ 25,072.71	\$ -	\$ 998,756.31	\$ 4,241.78
Levy of 2009	\$ 1,052,796.65	\$ 25,655.84	\$ -	\$ 1,022,541.12	\$ 4,599.69
Levy of 2008	\$ 1,096,483.60	\$ 27,230.14	\$ -	\$ 1,065,857.10	\$ 3,396.36
Levy of 2007	\$ 1,126,533.83	\$ 31,007.97	\$ -	\$ 1,092,041.80	\$ 3,484.06
Levy of 2006	\$ 1,157,273.74	\$ 28,087.25	\$ -	\$ 1,126,028.66	\$ 3,157.83
Levy of 2005	\$ 1,154,167.25	\$ 31,563.01	\$ -	\$ 1,119,407.03	\$ 3,197.21
Levy of 2004	\$ 1,151,250.39	\$ 34,035.76	\$ -	\$ 1,114,266.82	\$ 2,947.81
					\$ 58,265.45
Taxes Liens/Tax Title					\$ 272,688.77
Tax Foreclosure/Tax Possessions					\$ 90,803.71

REPORT OF THE TREASURER/COLLECTOR
TRUST FUNDS - DECEMBER 31, 2012

ACCOUNT	PRINCIPAL	AVAILABLE FUNDS
	Unexpendable Funds	Expendable Funds
Jacob Conant - Fuel Fund	2,200.00	4,012.33
Emily Wilder - Fuel Fund	1,500.00	2,433.69
Clarissa A. Freeman Fund	5,000.00	2,132.46
Martha Roper Fund	500.00	1,073.46
Albert Farwell Fund	1,000.00	720.06
Henry Stephenson Fund	2,000.00	3,675.47
Alba Coffin Fund	1,000.00	1,463.14
TPA Trust for the Needy	0.00	1,713.33
John Houghton Needy Women	52,664.36	3,056.59
Neighbor to Neighbor	0.00	6,463.91
Butterick Library	11,000.00	98.32
Eli Kilburn Library	3,250.00	30.41
Conant Library	500.00	6.32
Waite Library	3,000.00	28.12
Putnam Library	2,000.00	23.60
W C Kendall Library	500.00	31.20
Charles Place Library	2,450.00	24.60
Edward Conant Library	1,200.00	13.98
Madaline Miller Library	1,000.00	27.08
Helen Houghton Library	5,726.87	55.89
June Williams Library	76,198.95	654.82
Allen Library	0.00	396,161.96
Flower Fund	4,530.00	5,477.86
Eli Kilburn Park Fund	1,300.00	1,596.00
Fannie Stevenson Park Fund	1,000.00	1,510.98
Perpetual Care	231,681.58	20,224.73
Florence Houghton Tree	3,434.46	4,285.06
Rosamond D. Fanning Scholarship	1,000.00	1,254.58
Butterick School Fund	10,000.00	518.80
Conant High School Scholarship	15,000.00	0.00
Iacobucci Scholarship	5,300.00	311.94
Maria Houghton Scholarship	52,664.36	90.02
Wachusett Area EMS	0.00	98,146.51
Cultural Council	0.00	1,510.04
Title 5 Septic Loans	0.00	135,564.40
George & Mary Gibbs Recreation	5,000.00	3,691.09
Conservation	0.00	33,691.21
Chocksett Crossing	0.00	37,973.25
Total	503,600.58	769,747.21

REPORT OF THE TREASURER/COLLECTOR
DEBT - JUNE 30, 2012

PROJECT	BOND ISSUED	BOND MATURES	INT. RATE	ORIGINAL BOND	FY12 INTEREST	FY12 PRINCIPAL	BALANCE
School Renovation	2006	2/15/2020	4.00%	\$ 9,365,000.00	\$ 356,200.00	\$ 1,000,000.00	\$ 7,905,000.00
Griffin Road Land	2011	6/15/2019	2.00%	\$ 82,000.00	\$ 2,389.67	\$ 10,000.00	\$ 72,000.00
Library Renovation	2011	6/15/2021	2.00%	\$ 455,000.00	\$ 14,684.17	\$ 50,000.00	\$ 405,000.00
Police & Fire Stations	2011	6/15/2021	2.00%	\$ 1,580,500.00	\$ 50,786.00	\$ 166,500.00	\$ 1,414,000.00
Fire Truck	2005	5/15/2015	4.25%	\$ 645,000.00	\$ 10,687.50	\$ 65,000.00	\$ 190,000.00
Fire Station	2005	5/15/2025	4.25%	\$ 1,950,000.00	\$ 55,747.50	\$ 100,000.00	\$ 1,250,000.00
Water Tank Land	2011	6/15/2020	2.00%	\$ 44,000.00	\$ 1,351.17	\$ 5,000.00	\$ 39,000.00
Water Tank	2011	6/15/2021	2.00%	\$ 798,500.00	\$ 25,873.17	\$ 78,500.00	\$ 720,000.00
Water Disinfecting Plant	2004	2/1/2021	5.25%	\$ 451,269.00	\$ 4,335.79	\$ 19,089.03	\$ 270,000.00
Water Mains	2005	5/15/2025	4.25%	\$ 660,000.00	\$ 18,577.50	\$ 35,000.00	\$ 415,000.00
Water Well and UV Project #1	2007	7/15/2027	2.00%	\$ 806,740.00	\$ 13,774.77	\$ 35,237.00	\$ 671,120.00
Water Well and UV Project #2	2008	1/15/2018	4.15%	\$ 388,000.00	\$ 10,997.50	\$ 40,000.00	\$ 225,000.00
TOTAL					\$ 565,404.74	\$ 1,604,326.03	\$13,576,120.00

Anne M. Cervantes
Treasurer/Collector

**BOARD, COMMITTEE &
DEPARTMENT REPORTS**

2012

STERLING AGRICULTURAL COMMISSION
2012 ANNUAL REPORT

The Sterling Agricultural Commission is comprised of seven (7) regular members and three (3) numbered alternates all of whom are appointed by the Selectmen to serve for a term of three years. A majority of the membership must be substantially engaged in the pursuit of agriculture. The purpose of the Commission is to conserve, protect and encourage the development and improvement of the town's agricultural land for the production of food and other agricultural products. Meetings are held on the first Monday of each month at 7:30 PM in the Town Hall. Agendas are available on the town website.

The Agricultural Commission worked with a local sign maker to design a Right To Farm sign declaring Sterling as a Right To Farm community to be placed at each entrance to the town. The design was completed and signs have been posted at entrances to the town on routes 12, 62 and 140. Several additional signs have been ordered and will be placed in other entrances to the town.

The Agricultural Commission created a display using the 1830 Town of Sterling map and a short description of the historical significance of a number of the older farms in the town. The display was presented at the Sterling Fair and was manned by several of the Commissions members who interacted with the public by explaining the significance of agriculture in the town.

Several Agricultural Commission members worked with a town member and the Sterling Historical Society to develop a project which shows the history of agriculture in the town and focusses on the current state of farmers on those farms. The project will result in a presentation of Sterling agriculture as well as a web site with histories, pictures, videos and interviews of town farmers. The project will be presented early in 2013.

The annual notification required by the Right To Farm bylaw was accomplished in February 2012 through a notice in the Meeting House News. This publication is delivered to each household in the town of Sterling. The notification is a reminder to the town's residents that Sterling is a 'Right To Farm' town and as such affords specific protection to the town's agricultural businesses for current accepted agricultural practices.

The Agricultural Commission continues to support the Farmers Market that is held in front of the Sterling Town Hall. This market operates on Fridays during the growing season and provides town residents with locally grown fresh farm products.

ANIMAL CONTROL ADVISORY BOARD (ACAB)
2012 ANNUAL REPORT

The Sterling Animal Control Bylaw was approved by Town meeting vote in 1999. Upon its acceptance and per requirement of section nine, members at large are appointed annually to the Animal Control Advisory Board, ("ACAB"), by the Board of Selectmen. ACAB meetings are all open public meetings, scheduled once a month and more often when necessary and conducted in accordance with the open meeting law with regard to their agenda and meeting minutes.

One of the more important functions for the ACAB is to work closely with the Animal Control Officer ("ACO"). Upon his request the ACAB evaluates animal control problems, assembles necessary data, hears expert opinion, holds public hearings, informational meetings and makes recommendations for solutions or actions which may be deemed necessary to resolve animal control problems/issues. In addition, the ACAB reviews the bylaw, the ACO budget and any animal control contracts entered into by the Town of Sterling recommending appropriate updates, rules, regulations and/or amendments to residents at the annual Town meeting.

ACO, Louis Massa, has excellent animal knowledge and skills perfected over many years of working with animals, in addition to ongoing animal control education. He reflects a good working knowledge and understanding of both, the content as well as the intent, of the Animal Control Bylaw thus providing a valuable resource to all residents who may experience animal control issues relating to the safety of animals and/or residents. In addition, he edits and publishes a monthly Animal Control newsletter, available at numerous locations throughout town, which strives to keep residents current on topics of safety, health or legal issues with regard to dogs and animals in general. Gary Chamberland, Chief of Police, is the department head for Animal Control in Sterling. As such he establishes, submits and manages the ACO budget formulating policies as guidelines by which the ACO performs his duties and he conducts the annual ACO job performance review.

During 2012 the ACAB conducted several informational meetings for various animal control issues and/or bylaw violations. ACO Massa, with the support of ACAB, the Town Clerk's office and the local veterinarian, orchestrated two rabies and microchip clinics which facilitated the process for residents to license their dogs. In addition, the ACAB entertained several appointments with residents and interested parties fielding concerns about animal control issues in Sterling.

Submitted by,

Terry Sadler
Chairman, Animal Control Advisory Board



Town of Sterling

Animal Control Officer

135 Leominster Rd., Sterling, MA 01564

Phone: 978-422-7331

ANIMAL CONTROL OFFICER 2012 ANNUAL REPORT

In 2012, the town of Sterling had just under 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 that the Animal Control Officer was involved with in 2012:

Dogs at Large.....	156	(40 less than 2011)
Nuisance.....	20	(17 less than 2011)
Hit Dogs/Cats by Vehicles.....	6	(same as 2011)
Feral/Stray Cats.....	50	(10 less than 2011)
Dog/Cat Bites Sterling residents.....	12	(same as 2011)
Farm Animal Calls.....	23	(4 more than 2011)
Wildlife Calls.....	72	(10 more than 2011)
Dead Animals Picked Up.....	17	(9 more than 2011)
General questions	34	(4 more than 2011)
Court cases for unlicensed dogs.....	4	

The Town of Sterling licensed 1,480 dogs in 2012, which is 40 more than 2011. In 2012, the total dollar amount of fines that were issued was \$550.00 dollars for animal control by-law violations. This total does not include the late fees of \$25.00 per dog for not being licensed after April 15, of each calendar year; that total came to \$5,975.00, which was due to 239 unlicensed dogs. The Municipal Impound (holding facility) that was implemented in 2010, led the town to obtain a total amount of \$100.00 dollars in 2012. In 2013, I will continue to assist the residents of Sterling in any way I can by getting them to understand the animal control by-laws. My hope is that by doing this, the violations that occur will decrease. I also hope to get more dogs licensed in 2013.

In October 2010 I started an Animal Control Officer news letter to help educate the residents of Sterling on animal happenings, facts within the town and tips to ensue animal safety. This newsletter is continuing to obtain very good responses by Sterling residents. These newsletters are distributed monthly in designated locations around town. They are distributed at the Apple Town Market, Library, Recreation Department, Sterling Veterinary Clinic, Light Department, Over Easy Café, Town Hall, Village Pizza 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. October 4, 2012 I attended a seminar at Tufts Veterinary School of Medicine in North Grafton pertaining to the new law changes that took affect October 31st of 2012 in chapter 140 (state law) for animal control officers, it was an all day seminar and I was issued a diploma. Another goal for 2013 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.

Over the past two years the town of Sterling has offered two rabies clinics; one in the spring and one in the fall held at the Sterling Veterinary Clinic. Both of these clinics have been very successful, therefore will continue them yearly. During the rabies clinic in the fall of 2012 we tried Micro Chipping which did well so we will continue to do this in the spring of 2013. I do want to thank Dr. Dettlinger and the Staff at the Sterling Veterinary Clinic for all their support and help with these rabies/micro chipping clinics.

I also would like to thank the following town departments for their help and support throughout this past year, The Town Clerks office, The Sterling Police Officers and Dispatchers, Animal Control Advisory Board, Board of Health and the Light Department. I look forward to being your Animal Control Officer for the year of 2013, making positive changes to the town of Sterling's animal community.

Respectfully submitted,

Louis Massa
Town of Sterling Animal Control Officer

BOARD OF HEALTH **2012 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. The updating of these Subsurface Disposal System Regulations, a six-month project, was completed in 2011. The implementation process for the revised regulations has been a success.

The Sterling Board of Health consists of a three member board that meets the second Thursday of each month in the Municipal Office 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 2012, all operations of the Sterling Board of Health were carried out as required.

Results from all permits and licenses issued include the witnessing of 54 percolation tests, 106 deep hole tests (soil testing), 63 Title 5 inspections, 69 food establishment inspections performed twice annually, 48 stable inspections, 3 pool inspections, 3 camp inspections, animal inspections (included 35 animal quarantines and 5 state lab testings for possible rabies), 9 samples taken from the public beach for 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.

Actual Permits/Licenses issued by the Board of Health are: Beaver Permits 3; Camp Permits 3; Septic Construction Permits 43; Food Permits 69; Funeral Home Permit 1; Septic Hauler Licenses 13; Septic Installer Licenses 21; Pool Permits 3; Stable Permits 48; and Well Permits 4.

Public Health Emergency Preparedness is a major part of the Board's responsibilities...working alongside the Fire Department, the Police Department. Barry Lein, a volunteer, is Sterling's "Coordinator, Sterling Public Health Volunteers". There were a number of related activities in 2012:

- During the reorganization of Central Massachusetts' Medical Reserve Corps, the Sterling public health volunteers have been transitioned to the Wachusett Medical Reserve Corps operated out of Hubbardston.
- The Board of Health is host to Department of Public Health regional assets: a satellite phone for emergency communications and an AM Advisory Radio Transmitter to be used to transmit emergency or advisory information to the public. This equipment is made available if requested by other local boards of health.
- Staff, Board Members and Volunteers undertook training in some of the following areas: "Working with the Deaf and Hearing Impaired", "Psychological Resilience", MAVEN", Long Term Care Emergency Preparedness", "Hazard & Vulnerability Assessment".

Please contact the Board of Health if you wish to learn more about being a volunteer to assist during health related emergencies, 978-422-8111 X2305.

Sterling Board of Health

Allen Hoffman, Chairman

Donna Clark

Gary Menin

BUILDING, ELECTRICAL, GAS, AND PLUMBING INSPECTORS
2012 ANNUAL REPORTS

Report of the Building Inspector

During the year of 2012, the Building Department issued 200 building permits for various projects. The Department received a sum of \$68,744 for building permits and \$975 for annual inspections, which was deposited into the Town Treasury.

Mark Brodeur
Building Commissioner

Report of the Electrical Inspector

During the year of 2012, the Electrical Inspector issued 179 electrical wiring permits and received a sum of \$15,491 for the electrical permits, which was deposited into the Town Treasury.

J. Bruce Dunn
Electrical Inspector

Report of the Gas Inspector

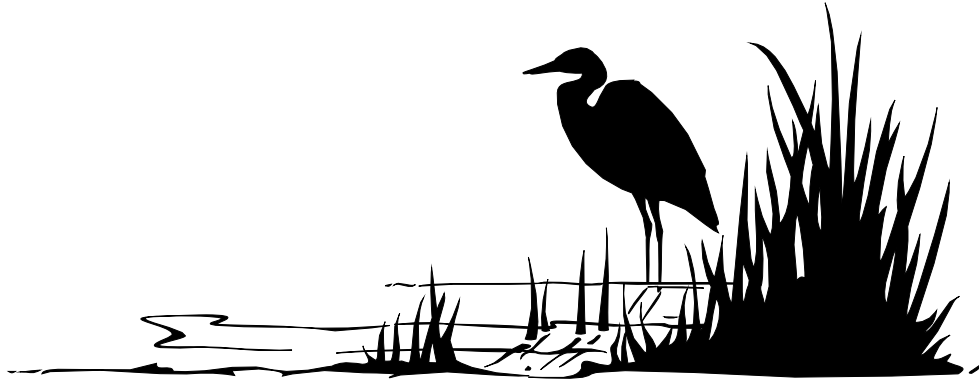
During the year of 2012, the Gas Inspector issued 61 gas permits and received a sum of \$3,765 for the gas permits, which was deposited into the Town Treasury.

Robert Janda
Gas Inspector

Report of the Plumbing Inspector

During the year of 2012, the Plumbing Inspector issued 71 plumbing permits and received a sum of \$6,725 for the plumbing permits, which was deposited into the Town Treasury.

Robert Janda
Plumbing Inspector



STERLING CONSERVATION COMMISSION **2012 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 6 Notices of Intent and 9 Requests for Determinations of Applicability. The Commission also performed four enforcement actions with the issuance of enforcement orders and issued 11 Certificates of Compliance and Three Stormwater Hearings.

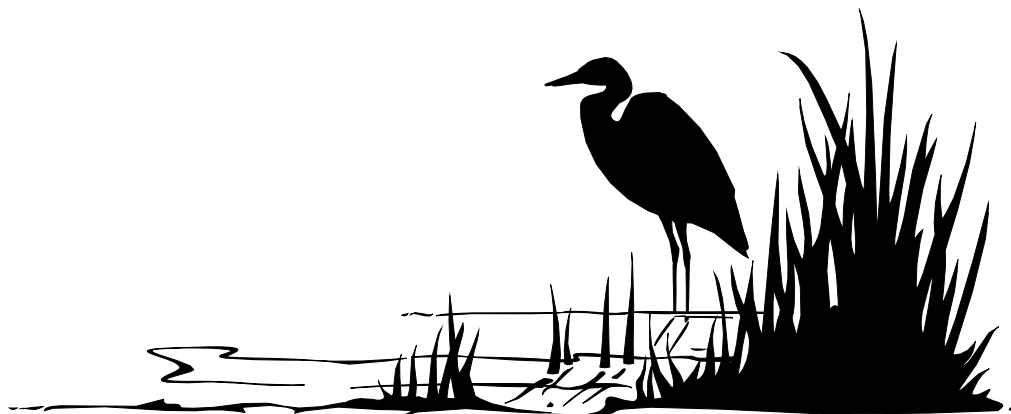
The Commission also was active on other agencies as well with members serving on the Earth Removal Board, The Open Space and Recreation Committee and the Chapter 40 B review Committee. The Commission works hand in hand with the Board of Selectmen, the Planning Board and also the Zoning Board of Appeals.

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

The Conservation Commission in conjunction with the Planning Board this has authored a protective by-law as required by the EPA for storm water management which will be passed at town meeting. This by-law and regulation will enhance the protection of our natural resources through prevention of pollution of our waterways. The coming year we will continue enacting recently passed regulation for storm water and updating procedure forms and applications. The Commission has also enacted procedure to conduct hearings under storm water permitting implementing the regulations passed to complement the by-law, and is working with Sterling DPW on both storm water and flooding issues.

The Commission also continues to analyze conservation property to determine a stewardship/trail maintenance 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 Board of Selectmen and the Towns people to secure funding for the continued protection of East Lake Washacum through alum treatment and watershed analysis as well as funding approval for open space parcels currently under consideration.

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.



STERLING CONSERVATION COMMISSION **2011 ANNUAL REPORT**

The Conservation Commission's 2011 Annual Report was inadvertently omitted from the 2011 Annual Town Report. We include it in this year's Report with our apologies.

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 12 Notices of Intent and 10 Requests for Determinations of Applicability. The Commission also performed four enforcement actions with the issuance of enforcement orders and issued 12 Certificates of Compliance.

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 and storm water management.

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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 **2012 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 1811 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. People over 60 account for about 20% of the population. If you count those residents over 50, this number jumps to 38%. 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 16th year in the Senior Center.

The Council on Aging is still actively looking for a site for a new senior center. The Board of Selectmen appointed a Site Development Committee who looked at many sites in town and finally suggested the property on the corner of Muddy Pond and Boutelle Roads. This site was approved for the future Senior Center at the Annual Town Meeting. The Building Committee has been meeting weekly to come up with plans for the Senior Center which will meet our programming needs while working on keeping the cost down. We have outgrown our space in the Butterick Municipal Building. If we count all of the space used by the Senior Center (the main room, office, kitchen, bathrooms, hallway, storage under the stairs, and the BOS room), we are currently utilizing 3627 sq ft. 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 353 different seniors used services at the Senior Center. Just imagine how many people would come to a newer center! We are looking forward to having this dream become a reality.

The Council on Aging was grateful that the Outreach Aide position was passed at the Annual Town Meeting in May. In November, the COA hired Nickole Boardman to the 15 hour a week position. In this role, Nickole works with elders to help with health insurance, fuel assistance, food stamps, legal issues, tax abatement questions, home health aides, paperwork, or any other issue that may come up. She has been focusing on making contact with our seniors over 80. This position is partially funded by a grant from the Executive Office of Elder Affairs.

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 \$2.25 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. This service 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. Katie also teaches a Chair Yoga class on Wednesday mornings to involve those with some mobility issues in an exercise program. This class is beginning to catch on with more people coming. It is a great way to learn yoga while remaining seated. Both of these classes cost \$3.00 a class. This is a pay as you go program.

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 twice a week. We have Internet access in the Senior Center, which has allowed us to assist seniors with getting information on-line. Many seniors check their emails or Facebook accounts while visiting the Senior Center.

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.

During the warmer months, we have a Walking Club who meet on Wednesdays at the Rail Trail by the Cider Mill. The walkers meet and go out together to get much needed fresh air and exercise 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.

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. The VNA took over Memorial Home Health, who used to run our monthly blood pressure clinic. The VNA stepped up and ran our flu clinic this year.

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 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.

Throughout the year, there are several special performances offered to the seniors. They are made possible through the generosity of the Sterling Cultural Council. Some local Girl Scouts came and caroled at the center in December. The students and staff at Houghton Elementary School have also provided many activities for Sterling Seniors this year, including a wonderful Holiday Concert. The students and staff at Chocksett School ran another well visited Holiday breakfast for seniors.

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.

The Wachusett Area Rotary donated turkeys at Thanksgiving and hams at Christmas. They also host a Senior Breakfast for the Wachusett Area seniors at the Manor, which is well attended.

AARP provided free tax preparation for 15 people at the Senior Center.

A group of dedicated people have started FOSS: Friends of the Sterling Seniors. Similar to the Friends of the Library, they are an independent group whose mission is to raise funds to assist the Senior Center. They had their first Corned Beef and Cabbage dinner in March, which was well attended. They also had a cookie sale. The Friends are getting their feet wet and will be doing more fundraising to help out the Senior Center. We are very excited about their new role.

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.

With the help of a grant from MassALFA, we started a SALT (Seniors and Law Enforcement Together) Council in Sterling. Chief Chamberland was gracious enough to appoint Det. Johnson as the senior

liaison in town. We met with police, local clergy, MHCC, MOC, the DA's office, the Sheriff's office, and other organizations to discuss scams against seniors. We meet quarterly to discuss safety tips and how to best share the information with seniors.

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 1811 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 48 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 88 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
2012 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 45 new lots sold and 37 burials in 2012. 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 Allied Waste Disposal at 1-800-551-5584.

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. **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: \$ 1,037,000.00
 Hydrant Rental: \$ 26,675.00

There were 76 new services added this year making a total of 2287 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.

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

STERLING FIRE DEPARTMENT & FIRE DEPARTMENT AMBULANCE
STERLING EMERGENCY MANAGEMENT AGENCY
2012 Annual Report

The Department

The Sterling Fire Department is a predominantly on-call department with five fulltime personnel including the fire chief and administrative assistant. Forty-three on-call personnel provide response to the community 24/7/365 based on their availability with job and family commitments. The fulltime personnel supplement this response, during weekdays when typically there are a limited number of call personnel available due to work and other commitments. We operate out of a single fire station located at 5 Main Street. Our response apparatus includes; two engines, one ladder, one rescue, two advanced life support ambulances, three forestry trucks, a boat, and hazardous materials trailer. In addition, we host a regional mass casualty trailer and regional off-road response vehicle.

Mission Statement

The mission of the Sterling Fire Department is to protect life, property and the environment from fires, accidents, disasters and other hazards. Two programs support this mission: Emergency Services and Prevention.

The department's emergency service mission is to deliver emergency services promptly and with sufficient resources to establish rapid control, prevent further damage or injury, effectively resolve the incident, and provide support to those affected by the emergency. Our goal is to accomplish this mission consistently, and with the highest priority being the personal safety and well-being of the members.

The department's prevention goal is to prevent fires, accidents and other hazards from occurring through a well-developed hazard prevention and public safety education program.

Emergency services include; fire suppression; rescue and extrication; emergency medical treatment and transport; hazardous materials mitigation and property protection. Prevention services include: permitting and inspection services; fire protection and pre-fire planning; code enforcement activities; fire prevention and accident safety education; smoke and carbon monoxide detector programs; and public information.

Internal fire department operations supporting this mission include; administration and management chain-of command; emergency preparedness; consistent and dedicated department training; and the procurement of supplies to support fire department personnel and building operations.

Emergency and Service Calls. Department personnel responded to a total of 1,031 total incidents (*calls for service*) in calendar year 2012. The department responded to a variety of incidents including; alarm investigations, brush fires, medical emergencies, motor vehicle accidents, structure fires, mutual-aid and service calls. Department personnel provided coverage for an anticipated significant weather event, Hurricane Sandy in October.

In addition to incident response, there are many hours spent conducting training and providing work details that support emergency response. Fire department personnel provide; storm related stand-bys, sporting event coverage, fireworks and special events detail coverage, most significantly, the Sterling Fair, throughout the year.

Permits and Inspections. The Fire Department Inspection and Code Enforcement Bureau is headed by Lieutenant Thomas Kokernak. The Fire Department issued 641 permits in 2012 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. 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 via our website.

Fire Prevention and Public Safety Education. Strongly advocated by the schools, fire prevention and public safety education continues to be a large priority of the department. In 2012, these efforts were coordinated by Firefighter Charlie Baker. Other members of the department assist with several programs throughout the year. The department conducts several educational programs supported by the S.A.F.E. (Student Awareness of Fire Education) program. The department received \$4,665 in grant money through the S.A.F.E. program 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 Weekend 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.

Special consideration should be given to the fact that smoke detectors and carbon monoxide detectors do have effective lives to them – similar to a car battery. It is recommended that a smoke detector be replaced every ten years and a carbon monoxide detector every five to seven years.

Beat the Beep: Replace Aging CO Alarms – They Don't Last Forever. Carbon monoxide (CO) alarms have been required in nearly every residence since March of 2006. The life expectancy of carbon monoxide alarms is 5-7 years, depending on the alarm manufacturer. Many CO alarms installed after the state's CO Law ("Nicole's Law") was passed are now reaching the end of their useful life and need to be replaced. No home appliance lasts forever.

The life of a CO alarm begins once it is first powered up. Most CO alarms have a date of manufacture stamped on them, which can be used as a guide if the activation date was not recorded. Many of the alphanumeric carbon monoxide detectors will actually display a reading of "ERR, E09 or EOL" indicating the end of their useful life. To learn more about your CO alarm, contact your manufacturer.

Please note that even if you have electric hard-wired detectors in your home, there is still a 9-volt battery back up in them. A good rule of thumb is; "When you Change your Clocks – Change your Batteries." If you do not currently have a working smoke or carbon monoxide detector in your home 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, especially with the continued challenges of weather-related events. Often times our emergency management functions are activated as a result of severe 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 provide assistance to our community,

particularly storm response reimbursement. In 2012, 75% reimbursement was received from the Federal Government (FEMA) for the town's response to the Halloween Snowstorm of 2011.

Thanks to an Emergency Management Planning Grant of \$8,500 in April state of the art equipment was purchased to upgrade the Emergency Operations Center at the fire station. Resources included a digital white board for tracking public safety resources and overhead monitors to track active weather radar and monitor state emergency operation requests throughout major storms. Our EOC was activated during Hurricane Sandy and these resources were utilized throughout the storm.

One of the most critical additions to Emergency Management and the Town was the implementation of the CodeRED Emergency Notification System.



Beginning on July 1, 2012, the Town of Sterling has contracted with Emergency Communications Network to deliver Emergency Notification Messages (previously known as *Reverse 911*) through the CodeRED high-speed notification solution. The CodeRED system provides town officials the ability to quickly deliver messages to targeted areas or the entire town. If your phone number is not in the database, you will not be called. One of the reasons the CodeRED system was selected is it gives individuals and businesses the ability to add their own phone numbers directly into the system's database.

If you have not already done so, you can access the CodeRED Database to sign up by clicking the link on the Town of Sterling's website, www.sterling-ma.gov, or the Sterling Fire Department website, www.sterlingfd.net, and follow the link to the "CodeRED Community Notification Enrollment" page.

One of our most active forces within emergency management is that of our Community Emergency Response Team (CERT). The CERT Program, managed and coordinated by Assistant Emergency Management Director Jim Emerton, 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 consist of a group of volunteer citizens including; students, teachers, retirees, ex-military, engineers, and business professionals. The team trains on a regional level along with volunteers from Boylston, Holden, and West Boylston.

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.

Be Prepared. Plan to protect yourself and your family. Your family may not be together when a disaster strikes so it is important to plan in advance: how you will get to a safe place; how you will contact one another; how you will get back together; and what you will do in different situations. Refer to the Town's Emergency Response Planning Guide that was mailed to all Sterling residents in 2011 or can be found on-line at www.sterlingfd.net for additional reference on personal and family preparedness. Please keep these guides readily available and have a plan in place to help your family and BE PREPARED.

Personnel Updates. We were extremely fortunate in 2012 to add two new on-call firefighters to our roster, Roy Backstrom and Joshua Tamulen, and to promote two emergency medical technicians to the paramedic level, Christopher Baker and Everard Hayes. The need for on- call firefighters and emergency

medical technicians is critical for the success of the Sterling Fire Department.

In November, the Fire and EMS Associations hosted a retirement dinner for two longtime department members, James Harper and Cathie Martin.

Jim started in Sterling in 1984 and retired at the end of September giving him 28 years of dedicated service – most notably Jim served as a volunteer to the town. Jim was instrumental in starting the Paramedic (Advanced Life Support) program for the town.

Cathie began her career in 1985 running with the Sterling Firefighters Ambulance Service, Sterling EMS, Inc. and finally as an EMT with the Sterling Fire Department ambulance giving her 27 years of dedicated service providing EMS to the town.

These members leave behind a combined fifty-five years of service and dedication to the Sterling Fire Department but more importantly to the Town of Sterling.

Closing Narrative. In closing, I would like to thank the members of the Sterling Fire Department for their tireless commitment and dedication to the department and the community. We are fortunate in that our firefighters and emergency medical technicians are outstanding at what they do and the citizens of Sterling should be proud of them. I also want to thank their families for the love and support given to them throughout the year in order to accomplish this mission.

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 and equipment that is vital to our response, especially the safety equipment and gear worn by the firefighters and emergency medical technicians for their health and safety.

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. In 2012, we utilized grant money to purchase new forestry equipment, update the Emergency Operations Center, obtain shelter management equipment and additional gear for our C.E.R.T. personnel, received a multi-gas meter for monitoring hazardous environments, and continued to provide the S.A.F.E. Program.

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. This site also provides real time updates for major events involving public safety. There is also a photo link, which has pictures of incidents and trainings that we respond to throughout the year.

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 2013!

Respectively submitted,

David C. Hurlbut, Jr.

Fire Chief / Emergency Management Director



2012 ANNUAL REPORT

Mission

Your town library provides residents with information and materials for life long learning and entertainment, is a resource for up-to-date-technology, and connects children to the literacy skills they need to succeed in school and life. The library brings a wealth of resources to our town from across the state and across the country.

Governance

The citizens of Sterling elect a 6-member board of trustees to govern the town free public library, as outlined in Massachusetts General Law. Two members are elected each year in rotation. The trustees meet the second Monday of every month and welcome everyone to attend. This year appointee, Erica Brennan, was elected to a 3 year term, along with incumbent Jaap Vermeulen, who was elected chairman.

John Dwyer, who served as chairman for more than 10 years, remains on the board but has stepped down from the responsibility of chairman to devote time to other town organizations, especially The George P. Gibbs, Jr. Little League. John led the library from date stamps and filing cards into the age of computers and resource sharing. He also headed up the expansion and renovation of the library building, which resulted in the beautiful and vibrant Conant Library building we enjoy today.

Services

Your town library is open 45 hours a week – Monday through Thursday 10 to 8 and on Saturday from 10 to 3. From the 4th of July to Labor Day the library is open 10 to 1 on Saturday. We are located at 4 Meetinghouse Hill Road in the center of Sterling.

In addition to books in print form, the library provides audio books, movies, full season television series, music, and high speed Internet, both direct and wireless - all at no charge. The library offers copy, fax and printing services. This year Wii games are now available for loan at the library. Our family friendly collection is growing and extremely popular.

The website, www.sterlinglibrary.org, offers access to library services 24/7 through your personal account. Patrons may also download audio and E-books. People can order or renew books and movies, use extensive databases, research their ancestors or play reading games with their children.

Friends of the Library

The Friends of the Conant Library have always played a very important role in providing the town with enhanced library services. Ellen Zanino, the Friends president, has led a dynamic executive committee and a committed corps of volunteers in making 2012 their most successful ever - both increasing membership and total funds raised.

In addition to the many programs and services they already support, this year they added Mango Languages, an online program that provides instruction in basic conversation for over 50 languages. Most notably though, the Friends created a collection of popular titles in E-book format that can be downloaded to Nook, Kindle, iPad and Android. This collection is for Sterling residents only, to reduce the wait for titles through the CW MARS shared collection. Sterling is now one of only 4 libraries in central and western Massachusetts to provide this service thanks to our Friends.

Annual Benchmarks

Library Cards

At year-end, Sterling had 5,037 active library cardholders, which represents 64% of the entire town.

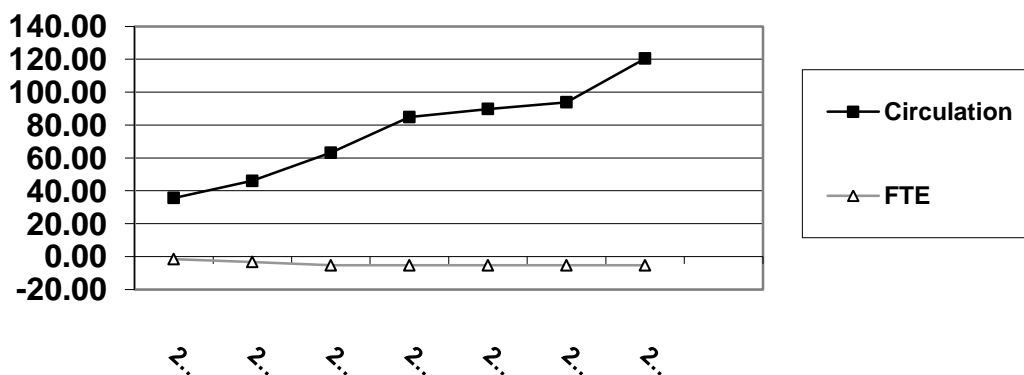
Programs

The library held 248 programs for children and young adults with total attendance of 3,667. An adult book club met monthly and several more were held for the One Book, One Town program. Prayers for Sale by Sandra Dallas was the 2012 selection. The library knitting group met weekly, and book discussions were held once a month.

Circulation

A total of 103,596 items circulated from our library, and we received 13,154 items from other libraries. The library had 57,269 visits at the library and 27,923 virtual visitors.

**Percentate Increase in Library Circulation and FTE's
2005-2012**



A special thank you to our new custodian, Paul Valentino, a long-time Sterling resident and dedicated town employee. His hard work has made the library building a more welcoming environment for everyone.

Respectfully Submitted,

The Board of Trustees of the Conant Free Public Library

Jaap Vermeulen
Chairman, Board of Library Trustees
Erica Brennan, Secretary
Al Carlin

Kelly Corvelo
John Dwyer
Robert Johnson

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

MONTACHUSETT REGIONAL VOCATIONAL TECHNICAL SCHOOL
2012 ANNUAL REPORT

Overview

The year 2011-2012 was an exciting one at Monty Tech, marked by student achievement, faculty and staff distinctions, and leadership development. I am honored to serve as Superintendent-Director of Monty Tech, a school that continues to transform secondary education in North Central Massachusetts, bringing to life lessons learned in a classroom, at the workplace, and in the community. This school exemplifies what I believe good education is all about.

A Monty Tech education is grounded in workforce preparedness, balanced by a rigorous academic curriculum. Our students are prepared not only to enter the workforce, but to also continue their education by enrolling in college. Each year Monty Tech conducts a *One-Year-Out Survey*, measuring “positive placements,” as defined by the Carl D. Perkins Vocational and Technical Education Act. By tracking students who have enrolled in post-secondary education programs, secured employment aligned to their vocational training, or are serving our country in the United States military, we are better able to inform potential students, advise current students, and deliver vocational-technical programs that are relevant to today’s workforce trends and labor market needs. One year after leaving Monty Tech, the graduates of 2011 reported the following:

- 33% are currently employed in a field related to their Monty Tech trade
- 12% are employed in a field unrelated to their vocational education
- 45% are currently pursuing a higher education, and
- 8% have elected to serve in the United States military

Compiling information for the Annual Report has provided me with an opportunity to reflect on the achievements and activities of our students, faculty and staff. I am fortunate to work closely with a talented leadership team, many of whom have contributed to this report, and given great insight into some of the more notable highlights of the 2011-2012 academic year, including:

- 95% of our students scored Advanced or Proficient in the state’s English Language Arts exam, up from 87% in 2010-2011.
- 88% of our students scored Advanced or Proficient in the state’s mathematics exam, up from 87% in 2010-2011.
- Class of 2012 graduate Victoria Holbert served as the National SkillsUSA President, traveling across the country and abroad to advocate for vocational-technical education. She participated in the “Education Nation Summit,” engaging in high-level discussions on the state of the American Education system.
- Seven students advanced through local, district and state competitions to earn the right to compete at the National SkillsUSA Conference in Kansas City, Missouri. The Monty Tech national delegation was awarded four gold medals and two bronze medals.
- For the third consecutive year, the Monty Tech Marine Corps JROTC program was awarded the distinction of “Naval Honor School,” in recognition of exemplary community service.
- One outstanding JROTC Cadet was awarded the Naval Reserve Officers Training Corps Scholarship, receiving full tuition, fees, books, uniforms, summer experiences, as well as monthly stipends. She is now attending Norwich University.
- Monty Tech continues to participate in the highly selective Student Spaceflight Experiment Program, representing the only vocational school in the nation to have a student science experiment launch into

space, and providing students with an opportunity to study the effects of gravity on their science project.

Much like districts across the state, Monty Tech has been affected by the nationwide economic recession. Maintaining high standards of fiscal responsibility, with an eye on our over-arching mission of increasing student achievement, this school has been able to maintain our high standards of academic success, while presenting a budget that is fiscally conservative. Our FY12 Annual Budget was unanimously accepted by each of the eighteen member communities, and reflected a 2.4% increase over the 2010-2011 Educational Plan. We deeply appreciate the public's support for Monty Tech. We recognize that we are in the midst of some of the most difficult economic times faced by residents of our member cities and towns. As a result, we will continue to strive to seek creative ways to keep down costs to our 18 member communities.

Our Mission

Every student will graduate from Montachusett Regional Vocational Technical School with the skills, knowledge, and abilities to be a productive and effective member of an ever-changing society.

Our District

Montachusett Regional Vocational Technical School is a four-year career and technical high school serving the member towns of:

Ashburnham	Harvard	Princeton
Ashby	Holden	Royalston
Athol	Hubbardston	Sterling
Barre	Lunenburg	Templeton
Fitchburg	Petersham	Westminster
Gardner	Phillipston	Winchendon

Leadership

The leadership team at Montachusett Regional Vocational Technical School is comprised of ten talented administrators whose varied educational backgrounds, professional experiences, and areas of expertise contribute to the success of the school. Working collaboratively, and under the direction of the Superintendent and Principal, the team has been able to transform the school into one of the most sought-after high schools in North Central Massachusetts.

Nicholas DeSimone, Principal
Francine Duncan, Director of Technology
Christina Favreau, Director of Academic Programs
James Hachey, Dean of Admissions
Richard Ikonen, Director of Facilities

Tammy Lajoie, Business Manager
Richard Nutt, Director of Vocational Programs
Steven C. Sharek, Superintendent-Director
Katy Whitaker, Development Coordinator
Victoria Zarozinski, Director of Student Support Services

Enrollment

On October 1, 2011, student enrollment at Monty Tech included 1,435 students in grades nine through twelve. Students are represented from every community in the district: Ashburnham (58), Ashby (37), Athol (110), Barre (39), Fitchburg (376), Gardner (173), Harvard (4), Holden (60), Hubbardston (56), Lunenburg (72), Petersham (8), Phillipston (17), Princeton (14), Royalston (24), Sterling (58), Templeton (110), Westminster (70), and Winchendon (127).

Throughout 2011-2012, Monty Tech offered a variety of opportunities for students, parents, and community members to learn about and visit the school. In October 2011, approximately 1,000 district eighth graders participated in the annual "Tour Day" event. Students toured our twenty vocational/technical areas and learned about the school's challenging academic offerings and exciting athletic and extracurricular programs. Career Awareness Night offered interested students the opportunity to return in the evening with their family members, to further explore the facilities and talk with staff members.

Each year, the Dean of Admissions conducts school visits, student interviews, and accepts applications for admissions. 2011-2012 proved to be an exceptionally busy year for him, as the school received a record 823 applications for admission. Of those, 773 were from students hoping to enter our incoming freshman class. The balance of the applications came from students hoping to enter the school as upperclassmen. Because there are only a limited number of students the school can accept each year, 380 freshmen and 24 upperclassmen were admitted.

The Vocational Interest Program (V.I.P.) offers area seventh and eighth grade students the chance to visit Monty Tech after school, and participate in hands-on learning experiences across a variety of vocational/technical areas. The program continued to attract a large number of students during the 2011-2012 school year, serving approximately 675 area students.

Class of 2012 Awards

Members of the Class of 2012 were awarded approximately \$50,000 in scholarships. The Monty Tech Foundation generously provided \$21,000 in scholarships to graduating seniors, ranging in amounts of \$100 to \$1,500. The Foundation also awarded \$6,000 to the practical nursing graduates. Once again, local and state organizations, as well as generous individuals, continue to recognize the ability and potential of Monty Tech graduates in the form of financial donations. The School Committee, administration, faculty, and graduates themselves, are grateful for this support.

Articulation Agreements with local colleges also play an important role in helping reduce the cost of higher education. Qualified Monty Tech students are eligible to receive college credits through a number of articulation agreements with public and private colleges across the country. Just over 70% of the graduating class of 2012 reported plans to enroll at either a 2-year college, 4-year college/university, or a technical/trade school upon graduation. By earning college credits while still in high school, these students will benefit by saving both time and money as they pursue advanced educational programs.

Financial Report

Numerous challenges were faced during the development of the fiscal year 2011-2012 budget, including rising health insurance and student transportation costs. Considerable effort was put forth by the School Committee, administration, and staff to develop a cost-effective budget. The final fiscal year 2011-2012

Educational Plan totaled \$22,744,779, which represents a \$2.4% increase over the 2010-2011 Educational Plan.

The District was audited in August 2012 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.

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 2012, state and federal grant sources provided the school with \$1,407,959. 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 \$20,918. For Fiscal Year 2012, Monty Tech received \$13,251 in grant funds from the Community Foundation of North Central Massachusetts, to support the Student Spaceflight Experiment Program. The Massachusetts Space Grant Consortium and Nypro also contributed to this ground-breaking program, by adding an additional \$7,667 in grant funds.

Grants totaled \$1,428,877 for fiscal year 2012.













Academic Achievement

Montachusett Regional Vocational Technical School continued to see significant improvement in MCAS scores in English Language Arts, Mathematics, and Biology. In the spring of 2012, Monty Tech’s passing rate on the English Language Arts exam was 100%, Mathematics 99%, and Biology 98%.

English Language Arts	2010	2011	2012	Mathematics	2010	2011	2012
Students Tested	351	358	361	Students Tested	351	358	360
Passing	99.9%	100%	100%	Passing	97%	98%	99%
Advanced/Proficient	83%	87%	95%	Advanced/Proficient	80%	86%	87%
Needs Improvement	17%	13%	5%	Needs Improvement	17%	12%	12%
Failing	.0001%	0%	0%	Failing	3%	2%	1%

Biology	2010	2011	2012
Students Tested	383	362	361
Passing	95%	97%	98%
Advanced/Proficient	68%	71%	73%
Needs Improvement	27%	27%	24%
Failing	5%	3%	2%

The district continues to make progress toward narrowing proficiency gaps. Students in all subgroups have met their progress and performance targets, moving the school into a Level 1 Status.

Student Group	On Target = 75 or higher	Performance	Progress
All Students		85	Met Target
High Needs		75	Met Target
Low Income		79	Met Target
ELL and Former ELL		-	-
Students with Disabilities		76	Met Target
American Indian/Alaska Native		-	-
Asian		-	-
African/American/Black		-	-
Hispanic/Latino		84	Met Target
Multi-Race, Non-Hispanic/Latino		-	-
Native Hawaiian/ Pacific Islander		-	-
White		91	Met Target

Vocational Projects in the District Communities

Unlike students in traditional, comprehensive high schools, students at Monty Tech are asked to put their education into practice on a daily basis. Students across the twenty different vocational technical education programs are building homes, reconstructing damaged properties, repairing service vehicles, making walkways more accessible, and performing countless community services.

The 2011-2012 school year was a busy one for our vocational educators, as each trade aimed to provide practical, hands-on learning experiences for our students, while helping to improve each of the eighteen member communities.

Auto Body: Collision Repair Technology: During 2011-2012, the program was fortunate to receive equipment upgrades including new tool boards and hand tools. The program also introduced students to a virtual 3-D spray system, designed to provide students with the opportunity to practice the technique of painting without using any materials. The program's waterborne paint spray booth continues to provide students with training with more efficient waterborne paint systems. Throughout the year, the program

received over one hundred requests for service and repair work, including a number of requests from local school, police and fire departments. Students and instructors refinished a Fitchburg police cruiser and two bumper covers, repaired the Fitchburg Firefighter's Association Mack fire truck, and repaired the back of a damaged Cushing Academy student bus. (Total enrollment: 63; 44 males, 19 females)

Automotive Technology: Two of our top students were asked to compete in the underclass division at the state level in the Mass Tech Competition. Juniors Hunter Manley and Mike Pauplis (Class of 2013) represented Monty Tech, and placed 2nd in the state. Hunter Manley was also recognized for receiving the highest written score in the state. The program also supported three students in the Co-Operative Education program. These students gained valuable workplace experience, applying the skills they learned in the rigorous automotive technology program, and received high praise from their employers. The program performed over four hundred services, and was fortunate to receive a new air conditioning station, providing students with an opportunity to be trained in this updated equipment/technology. Total enrollment: 63; 52 males, 11 females)

Business Technology: Students and instructors in the Business Technology continue to enjoy an increased presence in the school community, providing assistance to shops and offices throughout the school by coordinating bulk mailing, labeling, organizing, and collating jobs. Offices that receive direct support from the Business Technology program include: Monty Tech Nurses' Office, front office, and Student Support Services. Students also assist wherever there is a customer service need, as in the annual greenhouse project, directed by Mr. Dylan Hager. Students serve as customer service representatives and cashiers for this very busy seasonal operation. Students also run a successful school store, refining their skills in cash handling, customer service, organization, and marketing. (Total enrollment: 76; 17 males, 59 females)

Cabinetmaking: Cabinetmaking students spent a great deal of time building and installing cabinetry in a number of public offices throughout the Monty Tech district. During the 2011-2012 school year, students and instructors were particularly busy renovating the Gardner Mayor's office. Using quarter sewn red oak, students carefully tried to match the architectural details of the building with the new cabinetry, creating a beautiful wall unit for the office. Work continued in Gardner at the Fire Station, where solid cherry cabinetry was built and installed to update the facility. Building podiums, storage units, and all of the gifts for the annual Superintendent's Dinner kept the students and instructors extremely busy throughout the remainder of the year. Finally, the program was also fortunate to receive a dovetailing machine, capable of dovetailing a drawer box in under one minute. Monty Tech is the only vocational school in the state to provide education and training on such technology. (Total enrollment: 73; 44 males, 29 females)

Cosmetology: Providing students with educational space that closely reflects industry trends and a typical workplace environment are paramount in the cosmetology program. In September 2011, students returned from summer vacation to find their shop space renovated to more accurately reflect industry. The clinic floor was remodeled, twenty-three stations were replaced, sound tiles were recovered, and the shop area was reconstructed to increase the visibility of the students and provide an "open concept" layout. Each of the twenty-two graduating seniors successfully obtained their cosmetology license before graduation- the largest number of licensed cosmetologists per graduating class in Monty Tech's history! In April the students gained invaluable experience, travelling with the instructors to New York City to attend the International Beauty Show. Monty Tech cosmetology instructors continued to promote community service, encouraging all students to participate in meaningful activities at the Gardner High Rise. Students provide free hair and nail services to the elderly once a month, a program that began in 1998. (Total enrollment: 91; 1 male, 90 females)

Culinary Arts: Students and instructors in the Monty Tech Culinary Arts program are among the busiest in our school. In addition to operating a full-service dining room and bakery, culinary students and instructors participated in the Wachusett Chamber of Commerce “Taste of Wachusett” at Wachusett Mountain, and continue to showcase their talents at similar trade shows and events throughout the year. The program provided breakfast, luncheon and dinner, as well as support staff, for a number of events for public organizations, including the Fitchburg Rotary Club, Nashua River Watershed Association, Senate Ways and Means Committee, and the Fitchburg City Council. (Total enrollment: 100; 36 males, 64 females)

Dental Assistant: 2011-2012 proved to be a busy one for the students and instructors in the Dental Assisting program. The program supported four students who competed at the district level for SkillsUSA. One went on to compete at the state level, where she earned a silver medal. Monty Tech welcomed Community Health Connections, a school-based dental hygiene program whose goal is to provide dental services to students in need. Through this initiative, approximately thirty-nine students were examined by a dentist, had their teeth cleaned, and had sealants or temporary fillings applied as needed. Monty Tech Dental Assisting students were given hands-on, practical experience, as they assisted the staff from CHC during each dental procedure that was performed. Dental Assisting students also attended the Yankee Dental Convention, and learned about the most current trends and practices in the field. Finally, the program received new equipment, including a model trimmer, whip mix, an X-ray developer, and instrument cassettes. (Total enrollment: 57; 4 males, 53 females)

Drafting Technology: The Drafting program is proud to announce that out of ten seniors, seven were offered (and accepted) full-time employment in the drafting and design trade prior to high school graduation. We expect these students will be extremely successful applying skills they acquired through their vocational training at local companies, including the following: Aubuchon, Process Cooling, Nypro, Inc., and Essco Manufacturing. 2011-2012 brought new equipment and technology to the program, and students particularly enjoyed working with the new Dimension Elite Printer. The shop continued to provide countless community services in the form of banners, signage, building plans, interior design plans, and decorating for school-sponsored events. A capstone project for the 2011-2012 year came in the form of developing plans for a much-needed school reconfiguration. The Student Support Services Department was relocated, centralizing all offices the public visits frequently. Students and instructors worked closely with administration, instructors, and officials to design a more efficient and modernized space. (Total enrollment: 41; 28 males, 13 females)

Early Childhood Education: The Early Childhood Education program at Monty Tech proudly graduated sixteen students, all college bound, from the program in June. The program continues to be a popular trade, with an emphasis on community service and continued education. During 2011-2012, Early Childhood Education students participated in the Fitchburg Public Schools: Math & Literacy Fair, operating a table, and engaging children in an activity-based scavenger hunt, based on two popular children’s books. Four students from the program represented Monty Tech at the SkillsUSA National Skills and Leadership Conference in Kansas City, MO. Whether the students were competing, singing the national anthem, or receiving a volunteer service award, each of these young ladies represented the school and the Early Childhood Education program very well. The Monty Tech Childcare Center continues to operate at full capacity, serves as a co-operative education site for two students, and successfully prepares their young students for transition into Kindergarten. The Center’s Director, Ms. Kelley Booth, visits with prospective parents almost daily and handles frequent calls for Fall placement. (Total enrollment: 66; 4 males, 62 females)

Electrical: The Electrical program at Monty Tech continues to be one of the busiest trades in the school. During the 2011-2012 year, students and instructors completed in excess of two hundred projects that required repair or installation. Some of the more notable accomplishments from this shop include: all

electrical work (including wiring and installation) at the Ashburnham Bresnahan Scouting Center, all electrical work (including wiring and installation) for the Mayor's Office in the City of Gardner, and work in Winchendon Public Schools, including installing new outside lighting, installing new hand dryers in bathrooms, installing and wiring new stage lighting, and performing a number of energy saving upgrades to benefit our local partners in education. The Electrical program is particularly proud to have trained a top student included in the Team Works competition for SkillsUSA. The Monty Tech Team Works unit won a gold medal at the state level and then travelled to Kansas City, MO to compete with other teams from across the country. There, the Monty Tech Team Works unit was awarded the gold medal, receiving the highest honor in the country for their outstanding building and teamwork skill. (Total enrollment: 86; 81 males, 5 females)

Engineering Technology: The Monty Tech Engineering program has undergone a great transformation over the course of the past four years. During the 2010-2011 exploratory process, the process was changed to attract the interest of more students, and the exploratory project was changed from a robot to an IPOD stereo amplifier. The exploratory project for 2011-2012 remained the same, and as a result, eighteen listed this program as their top choice. Seven of the eight graduating seniors report positive placements; six graduates enrolled at 2- or 4-year institutions, while one graduate is now serving in the U.S. Coast Guard. The instructors were pleased with the addition of new equipment, including scopes, signal generators, and computers, aiding students as they continue to complete numerous repairs for faculty, staff and students, including: in excess of one-hundred fifty headphones, video game systems, iPods, phones, and other electronic devices. (Total enrollment: 52; 43 males, 9 females)

Graphic Communications: The Monty Tech Graphic Communications program is pleased to have graduated twenty-two students, all of whom were accepted at a variety of colleges, including 2-year, 4-year, public, and private institutions. Throughout the 2011-2012 school year, the shop continued to produce large quantities of print projects for district towns and community service organizations. This year, the shop produced approximately three hundred forty projects, billing in excess of \$15,000. This may be calculated as a savings of up to \$65,000. The shop also produced yearbooks for local institutions, saving each school approximately \$8,000 - \$10,000, as the billing only reflects cost of materials. In our student-operated copy center, over three million black and white copies, two hundred fifty thousand color copies, and over five hundred wide format prints were completed. The program was fortunate to receive a number of equipment upgrades and pieces of new technology, including: booklet maker, spiral binder, wide format printer, color proofing machine, folding/perforating machine, computer-to-plate system, paper cutter, shrinkwrap machine, automatic creaser, four new Macintosh computers, and new student chairs. (Total enrollment: 93; 27 males, 66 females)

Health Occupations: The Health Occupations program at Monty Tech continues to incorporate the EMT curriculum into the program, providing students with a wide range of medical knowledge and exposure to a variety of health-related career options. In an effort to increase opportunities for hands-on application and deeper understanding, the number of program affiliation sites has been increased. Instructors have also approached offices at Heywood Hospital, to discuss expanded opportunities for students to gain more acute care experience. The program, which boasts an enrollment of over one hundred students, continues to participate in community service programs, including the annual Red Cross Blood Drive, Pediatric Day (in conjunction with students from the Early Childhood Education program), and a "baby shower" for women living in a local battered women's shelter. The program was also instrumental in bringing a powerful guest speaker, Chris Herren, to the school to discuss drug addiction and recovery. (Total enrollment: 101; 6 males, 95 females)

House Carpentry: Most of the work done by the students and instructors in the Monty Tech House Carpentry program is done off-campus, completing renovation, building, and repair work for member communities. Some of the more notable projects from the 2011-2012 school year include: beginning

work on the Bresnahan Scouting Center (Ashburnham), leading renovation efforts at the offices of the Mayor of the City of Gardner, constructing and installing kiosks for the Ashburnham Conservation Trust, constructing and installing a set of exterior stairs to train dogs to walk with blind individuals (Fitchburg), constructing, painting and installing eight flower boxes for the Fitchburg Rotary Club (Fitchburg), and building a number of sheds on location. (Total enrollment: 68; 51 males, 17 females)

Industrial Technology: Students and instructors in the Monty Tech Industrial Technology program are called on for “a little bit of everything.” Whether busy on campus or off, these students contribute to the educational community in countless ways. During 2011-2012, some of the more notable accomplishments include: stripping and shingling 6,000 square feet of roofing at the Princeton Light and Power Company, the installation of storage sheds at the Briggs Elementary School (Ashburnham), and working closely with the school’s House Carpentry program to construct the Bresnahan Scouting Center (Ashburnham). In-house projects included the creation and construction of décor for the annual Superintendent’s dinner and countless repairs, maintenance and troubleshooting efforts throughout the school. The co-operative education program continues to be a highlight for students in the Industrial Technology program, as seven students were awarded co-op placements during the year. Student experience in the program was enhanced with the purchase of two pieces of equipment, a power equipment lift and heavy-duty band saw. (Total enrollment: 58; 48 males, 10 females)

Information Technology: While 2011-2012 proved to be a year marked by many changes for the Information Technology program, including large-scale relocation efforts, curriculum and instruction remained steady. As with any school, information technology provides key services to the educational community. In addition to the critical in-house Help Desk services offered by the program, students and instructors performed in excess of two hundred hours of repair, upgrading, and troubleshooting computer problems for Monty Tech community members. Thirty-one students earned Internet Computing Core (IC3) certification, and eighteen students completed the Occupational Safety & Health Administration 10-hour training and certification course. Students in Information Technology competed in the Fall and Spring Programming competition at Fitchburg State University, as well as the local, district and state levels of the SkillsUSA competitions. Eight students travelled to the Massachusetts SkillsUSA state competition to compete in three categories: Internetworking, Mobile Robotics, and 3-D Animation. Monty Tech Information Technology students were awarded bronze medals in all three categories. (Total enrollment: 68; 59 males, 9 females)

Machine Technology: The Monty Tech Machine Technology program saw several key improvements during the 2011-2012 school year. The program benefited from new technology, including: a surface grinder, three tabletop CNC simulators, and a CNC laser engraver. Two students advanced from the SkillsUSA district competition to compete at the state level, one in Precision Machining and the other in CNC Milling. The program is particularly proud of student efforts in CNC Milling at the state SkillsUSA competition, where Monty Tech students placed 1st, 3rd, 4th, and 5th! Three students were offered co-op employment, and were able to put their vocational education into practice at area machine shops. Students who remained at the school refined their skills by completing a number of special projects, including: manufacturing brass plaques to mark projects within the school and outside projects in Monty Tech communities, laser engraving over three hundred Superintendent’s Dinner gifts, laser engraving over three hundred eighty ball markers for the school’s annual golf tournament, laser engraving the town seal on a podium built by Cabinetmaking (Town of Holden), laser engraving plaques for the school’s annual car show, and machining parts for the school’s maintenance department including pins for the backhoe, shafts for the rooftop heating system, and rebuilding the sander unit. (Total enrollment: 60; 51 males, 9 females)

Masonry: Students and instructors in the Monty Tech Masonry program were busy on our campus, as well as in many of the member communities throughout the 2011-2012 school year. Community services

included: designing and installing the stone patio at Coggshall Park (Fitchburg), restoring a local cemetery garage (Fitchburg), brick restoration at a local senior center (Fitchburg), tiling the bathroom in the Mayor's Office (Gardner), tiling the kitchen at the fire station (Gardner), ensuring handicap accessibility by installing ramps and new sidewalks at Lunenburg High School, repointing the brickwork on Pearl Street, Cross Street, and Ipswich Street for the Winchendon Housing Authority, and repointing the brick basement at an area senior center (Winchendon). When students weren't busy in our district communities, they were preparing for and competing in the Massachusetts Trowel Trades Association (MTTA) competition, where our students placed 1st in Hardscape, were recognized with the following distinctions: Seniors – 1st place, Juniors – 2nd place and 3rd place, Sophomores – 1st place and 3rd place. Students and instructors also worked to beautify our own campus by installing a rainwater recovery system and waterfall, constructing three planters in front of the school, and pouring concrete for the school's new MART bus station. (Total enrollment: 58; 50 males, 8 females)

Plumbing: The Monty Tech Plumbing program, like others throughout the school, is committed to community service, and as a result, during the 2011-2012 school year, students and instructors participated in the construction of a new community function center for the William T. Bresnahan Scouting and Community Center, Inc. in Ashburnham. Students and instructors also worked to complete rough plumbing, radiant floor heating, and radon mitigation systems in a new commercial building in Ashburnham. On our own campus, students worked daily on fixing leaks, cleaning drains, and repairing and maintaining the plumbing system in the school. The Plumbing program is particularly proud to have trained one student included in the Team Works competition for SkillsUSA. The Monty Tech Team Works unit won a gold medal at the state level and then travelled to Kansas City, MO to compete with other teams from across the country. There, the Monty Tech Team Works unit was awarded the gold medal, receiving the highest honor in the country for their outstanding building and teamwork skill. The Monty Tech Plumbing program proudly graduated seventeen students in the Class of 2012. Two students, in particular, received prestigious trade awards/recognitions: Jon Sweeney of Ashby won the Central Massachusetts Plumbing & Gasfitting Inspectors Association scholarship, and Vinny Acito of Petersham won the New England Plumbing, Gas, and Mechanical Inspectors Association scholarship. Several graduates of the class of 2012 have been hired as plumbing apprentices at local plumbing companies. (Total enrollment: 70; 65 males, 5 females)

Welding/Metal Fabrication: The Welding/Metal Fabrication program is charged with successfully completing numerous projects on the Monty Tech campus, including repair work, layout, design and installation. In conjunction with other trades at the school, students and instructors in the Welding/Metal Fabrication program are instrumental in the successful completion of many of the school's capstone projects. Their contributions include: fabricating and installing one hundred twenty feet of guard rail for Barre Municipal Building, repairing an antique hand rail for Barre Municipal Building, fabricating and installing over one hundred feet of handicap railing for Lunenburg High School, and fabricating a stainless steel backsplash for the Gardner Fire House. The program benefited from the addition of new equipment, including a Millermatic® 211 Auto-Set Mig Welder and a four foot box & pan brake. The program was pleased to place three top students in Co-Operative Education work experiences across the district. (Total enrollment: 55; 52 males, 3 females)

Special Services

During the 2011-2012 school year, Montachusett Regional Vocational Technical School District provided special services to over three hundred students – measuring progress of approximately two hundred students on Individual Education Plans (IEPs) and just over one hundred students adhering to individualized 504 plans. While the Student Support Services (SSS) Department encompasses special education, the department provides support and is available to all Monty Tech students.

The department includes a full-time nursing staff that administers medications, performs state-mandated health screening exams, and provides, when necessary, health information to the special education team for a student's IEP meeting. The department is fortunate to be able to support a full-time school social worker who participates in departmental meetings and assists students who have needs concerning finances, family issues, homelessness, maternity, health issues, and proper food and clothing. The school is fortunate to 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, who is available to assist students with disabilities, assess these students and consult with teachers. Our students also have access to the services of a full-time adjustment counselor and part-time school psychologist. All of these individuals are available for scheduled counseling sessions and mental health emergency treatment, as well as crisis intervention.

The school's Director of Student Support Services oversees the district's Special Education Program, which is reviewed annually in May, in accordance with regulatory requirements. This comprehensive review and evaluation is done in collaboration with the Parent Advisory Council, and the results of the evaluation are used to improve the special education procedures and programs in place at Montachusett Regional Vocational Technical School.

Technology

In the area of technology, Montachusett Regional Vocational Technical School continues to move forward. iPads are being used by students utilizing ASSISTments, a software program designed to identify student strengths and weaknesses and to improve student achievement in mathematics. SmartBoards have been added to the Information Technology program, and computers have been replaced in accordance with the district's computer replacement plan.

Monty Tech launched a new website in January 2012. The website includes many new features designed to improve communication with Monty Tech students and parents, as well as the public. Web pages can be translated into several languages, and content has been added to provide more information about the school. School Committee and Subcommittee meeting notices and agendas have also been added to the school website.

In an effort to promote effective communication with parents of our students, school administration has encouraged the teaching staff to use the student information system online gradebook, which provides up-to-date information about student grades, attendance, and conduct. Participation on the part of staff and parents continues to increase.

SkillsUSA

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

The 2011-2012 school year was an extraordinary one for our chapter of SkillsUSA. The students met the challenges of district competitions, performed well at the state level, and took back to Monty Tech five national medals. Another first for the Monty Tech SkillsUSA chapter – class of 2012 graduate, Victoria Holbert, was elected National SkillsUSA President, representing the school and the Commonwealth of Massachusetts respectfully at a number of high profile engagements. Serving as advisors for the 2011-

2012 school year were Timothy Gately (English Instructor), Anne Marie Cataldo (Early Childhood Education Instructor), and Dan Starr (Graphic Communications Instructor).

Highlights of the year included:

- Victoria Holbert served as National SkillsUSA President.
- In the fall of 2011, the Monty Tech SkillsUSA chapter led a “Change for Children” campaign to benefit a Holiday Party for disadvantaged children. Throughout the year, the chapter continued to focus their efforts on disadvantaged children, raising over \$500 for the Doug Flutie Foundation for Autism.
- In November, thirteen students traveled to the three-day Annual Fall State Leadership Conference where they developed leadership skills and performed community service at an area YMCA Day Camp.
- In March 2012, a total of fifty-seven medals were captured at the District Competition hosted by Bay Path Regional Vocational Technical School: 20 gold medals, 15 silver medal, and 22 bronze medals. Also, two students qualified to run for the State Executive Council.
- Class of 2013 student, Russell Holbert, was selected to serve on the State Advisory Committee to aid in the planning of the State Conference.
- In April 2012, more than seventy students traveled to Blackstone Valley Regional Vocational Technical High School to participate in the State Leadership and Skills Conference, where seventeen students were awarded medals for their outstanding achievements. Among the medalists were seven students who earned gold medals in their competition, qualifying them for the annual National Leadership & Skills Conference held in Kansas City, Missouri, in late June.
- Several students were invited to participate in the National Leadership conference for outstanding personal achievements. Suzanne Sanford was recognized for winning State Pin Design Contest, Shawna Babineau was selected to sing the National Anthem at the Opening General Session and at the Kansas City Royals Game, and Jessica Shattuck was presented with the President’s Volunteer Service Award.
- Six students returned from the annual National Leadership & Skills Conference with awards. *TeamWorks*: consisting of James Grenier (Carpentry), Aaron Beals (Plumbing), Max Hitchcock (Electrical), and Allen Bourgeois (Masonry), earned a gold medal. In *Power Equipment Technology*: Troy Jollimore (Industrial Technology) earned a bronze medal and in *CNC Milling Technology*: Jeremy LeBlanc (Machine Technology) earned a bronze medal.

Marine Corps Junior ROTC

The 2011-2012 school year was a strong, effective and rewarding year for the Monty Tech Marine Corps Junior ROTC program. The year started with our July 4th parades, where our Color Guard detail was in high demand. The Color Guard remained busy throughout the year, presenting Colors at more than fifty ceremonies that varied in size and location, from small town ceremonies, professional sporting events, and even within the Senate chambers at the Massachusetts State House.

In addition to leadership exercises, the Cadets were actively engaged in community service activities, raising funds for deserving charitable organizations in the area. The Cadet Corps selected “Canine’s For Combat Veterans” from Princeton, Massachusetts as its primary recipient for their fundraising efforts. Efforts led by 1st Sgt. Paul Jornet, the Cadet Corps, and a few friends, resulted in a record donation of just over \$21,000 dollars to support this very worthy cause.

For the third consecutive year, the Monty Tech MCJROTC Cadet Corps was awarded the distinction of Naval Honor School, in recognition of exemplary performance. Other notable highlights for the year include:

- Ten-mile March-A-Thon to support “Canine’s for Combat Veterans”
- Annual raffle to support leadership trips
- Veterans’ Day Ceremonies hosted by Monty Tech
- National High School Cyber Defense Competition, 4th place overall.
- National High School Cyber Defense Competition, Best Marine Corps Team
- Military airlift to Camp Shelby, Mississippi, for a seven day training package
- One deserving Cadet awarded a full National Reserve Officers Training Corps Scholarship
- Memorial Day Observation in five sending communities
- Five Cadets attended advance leadership training in Boswell, Pennsylvania
- Unit conducted in excess of six thousand hours of community service

Women in Technology

This year, the Women In Technology Program (WIT) observed its 10th anniversary of providing opportunities for young women from high schools located throughout the district to learn firsthand about careers in high-tech and business. Qualified applicants spent two days a month working on real-world work projects under the mentorship of company managers at SimplexGrinnell and Tyco Safety Products, subsidiaries of Tyco International, a Fortune 500 company.

Students from six area high schools - Monty Tech, Leominster’s Center for Technical Education, Oakmont, Quabbin, Gardner and Narragansett - participate in the program, working on a wide variety of projects. Their projects are unveiled at an annual end-of-the-year presentation held in Monty Tech’s Performing Arts Center. Corporate sponsors, along with families, friends and teachers, are invited to attend and see what the students have accomplished.

This long-standing program continues to offer opportunities to young ladies interested in gaining work experience in a corporate setting. Affiliation with the program and skills acquired through participation in the Women in Technology program will open doors to career opportunities not otherwise available to high school students. Graduates of the program are also equipped with a foundation to better meet the challenges of an ever-changing and demanding work force.

A number of Monty Tech students who have completed the program have gone on to rewarding and well-paying careers, made possible by this unique experience.

Student Athletics

The Monty Tech athletic program continues expand in scope and skill each year. More students and teams compete every season. In the fall of 2011, Monty Tech was well-represented by eighteen teams. In the winter months, there were twelve teams, and wrapping up the year, spring saw nine teams come together at Monty Tech.

Last fall, the Varsity Football team was 3-8, but they lost three very close games. The team produced five Colonial Athletic League All-Stars. The Freshman Football team was 3-3 and had twenty-seven players finish the season. The Varsity Boys Soccer team finished at 10-6-1, qualifying for the post-season

tournament, where they lost to Blackstone Valley Tech, 2-1, in a very tight game. They had two players named to the Colonial Athletic League All-Star team. The JV Boys Soccer team was 4-5-2, an improvement over the last year. The Varsity Golf team was 8-8 overall, playing in the Central Mass Division 3 Tournament. They also played in the State Vocational Tournament and finished 3rd in the CAL Tournament. Three Monty Tech golfers were named to the Colonial Athletic League All-Star team. The Field Hockey team was 9-5-1, qualifying for the Central Mass Tournament for only the third time in the program's history. There they lost to Auburn 3-1. The JV Field Hockey team finished at 4-2-1. The Boys Cross Country team was 7-3 and finished 2nd in the CAL with a 6-1 record.

The Varsity Girls Volleyball team went 4-16, but continued to play hard throughout the season. They organized their annual Bump-Set-Spike competition, to fight Breast Cancer, in October and raised a large sum of money. Two players were named to the Colonial Athletic League All-Star team. The JV Girls Volleyball team was 6-8 and the Freshman Girls team continued to improve each match. The Varsity Girls Soccer team was 7-7-1, and qualified for a post-season berth. While the team lost to Oakmont High School, 4-1 to finish the season, two stand-outs were named to Colonial Athletic League All-Star team. The JV Girls Soccer team finished at 5-7-1. With most of the girls moving up next fall, our girls program looks very promising.

The Girls Varsity Basketball finished at 8-12 on the season. With only two seniors on the team, they look to improve next year. They had two players named to the Colonial Athletic League All-Star team. The JV Girls were 10-11 and the Freshmen Girls were 9-5, as they prepared to move up to the JV and Varsity programs next year. The Varsity Boys Basketball team finished at 7-13. Two players represented Monty Tech on the Colonial Athletic League All-Star team. The JV Boys Basketball team was 14-8 and played with a lot of desire and pride. The Freshmen Boys were 6-10. The Co-op Wrestling team participated in many dual meets and tournaments finishing at 2-10. The Co-op Ice Hockey team did very well again as they won the Central Mass Coughlan Conference and participated in the District Tournament losing to Auburn. The JV Ice Hockey team played very well, as the younger players look to improve their skills. Monty Tech also participated in a Co-op Swim team with Leominster and North Middlesex and again it went very well. The program benefits from area facilities, swimming at the Fitchburg State University pool, one of the best in the area.

In the spring, the Varsity Softball team qualified for the Central Mass Tournament with a 11-9 record, losing to Uxbridge. The JV Softball team was 4-4, due to a very wet May. The Varsity Boys Volleyball team was 7-10 and the new JV Boys Volleyball team was 6-6. The Varsity Baseball team finished at 7-13. The JV Baseball team was 10-5 and the Freshmen Baseball team was 1-10. Due to a wet season, the Monty Tech baseball program proved to be flexible, travelling to the Westminster Babe Ruth field for many of their home games. The Boys Track & Field team was 7-3, placing second in the Colonial Athletic League with a 5-2 record. The Girls Track & Field team finished with an overall 5-5 record, 3-3 in the Colonial Athletic League.

Congratulations to the Outstanding Male and Female athletes for 2011-2012, Korey Wilson and Meredith Carrier.

Postgraduate and Continuing Studies

The Postgraduate & Continuing Studies Program, also known as Monty Tech Nites, continues to update and add courses that emphasize a commitment to excellence through the provision of affordable, quality, and enjoyable educational experiences.

For the Fall of 2011, there were 108 postgraduate and continuing education courses offered, with approximately 954 seats sold. There were 106 courses offered during the Spring 2012 semester, with over 960 seats sold.

In March 2012 the postgraduate program successfully graduated our first class of fifteen Emergency Medical Technicians. The students took their practical exam at Monty Tech and proceeded to take their written exam at a state-designated facility. Several graduates have already found employment in their chosen field.

The Director of the Postgraduate & Continuing Studies Program actively seeks information to develop new (and expand existing) certificate and licensure programs that align with regional workforce needs and employment trends.

Practical Nursing Program

The Practical Nursing Program is a post-secondary licensure program, offered through the Postgraduate & Continuing Studies Department. The widely popular program is designed to prepare graduates to practice safely, ethically and in a caring manner for patients who are experiencing common variations in health status in diverse health care settings.

In October 2010, Monty Tech's Practical Nursing Program was reviewed by the Massachusetts Board of Nursing and received full approval status. The program has since maintained that accreditation, and in June 2011 the program became a candidate for accreditation by the Council on Occupational Education (COE). The Practical Nursing Program is scheduled for a full review and site visit by COE in November 2012.

In June 2012, the Practical Nursing Program graduated twenty-eight students bound for the nursing profession. Upon completion of the program, the cohort achieved an initial NCLEX pass rate of 94%, up from 87.5% in 2011. The program is pleased to announce that over one third of our graduates have elected to continue their education, in pursuit of a bachelor's degree in nursing through the LPN to BSN Bridge program at Fitchburg State University.

The Monty Tech School Committee

The Montachusett Regional Vocational Technical School District Committee is comprised of twenty-two dedicated individuals, whose expertise proves invaluable in advising the district's operations, policies, and procedures.

Our students continue to benefit from the broad scope of their experience and varying perspectives, and we are thankful to the following members of the School Committee for their outstanding service.

Diane Swenson, Ashburnham
Chair

Eric Olson, Phillipston
Vice Chair

Warren Landry, Ashby
Toni L. Phillips, Athol
John Scott, Barre
Brian J. Walker, Fitchburg
Robert H. Campbell, Fitchburg
LeRoy Clark, Fitchburg
Thomas J. Conry, Jr., Fitchburg
Helen Lepkowski, Gardner
Eric D. Commodore, Gardner
Joann Sueltenfuss, Harvard

James Cournoyer, Holden
Kathleen Airoidi, Hubbardston
Barbara Reynolds, Lunenburg
Edward Simms, Petersham
John P. Mollica, Princeton
Mary C. Barclay, Royalston
Dr. Kenneth I.H. Williams, Sterling
James M. Gilbert, Templeton
Gary Candelet, Westminster
Burton E. Gould, Jr., Winchendon

Terri Hillman, Winchendon
Secretary

Norman J. LeBlanc

Looking Ahead

While the Montachusett Regional Vocational Technical School District educational community is certainly proud of the achievements of our talented students, faculty, and staff, we remain ever-focused on improvement. As we look ahead, there are a number of programs and initiatives that we expect will have a positive impact on our school and students for years to come.

Increasing Collaboration with Area Colleges

In recent years, Monty Tech has enjoyed increased collaboration with post-secondary partner, Mount Wachusett Community College. The college has been instrumental in our efforts to ensure students are college and career ready, and our students have benefited from this partnership by participating in early college placement testing, early intervention strategies to ensure college preparedness, and dual enrollment courses for only \$30. In the coming years, we expect to expand our dual enrollment offerings, to include courses such as Introduction to Sociology, Introduction to Psychology, Introduction to Criminal Justice, and Introduction to Biotechnology, making a college education more affordable and attainable.

Implementing the Recently Revised Curriculum Frameworks

During the summer of 2012, Monty Tech led statewide efforts to revise some thirty-four career vocational technical education frameworks. Working with educators from across the state, Monty Tech instructors were instrumental in designing curriculum frameworks that will define Chapter 74 educational programs for years to come. We look forward to implementing the new frameworks.

Collecting Data on Our Advanced Placement (AP) Pilot Program

Monty Tech launched our first Advanced Placement courses in September 2012. Today's vocational programs are rigorous, technical and complex; such programs, then, must be balanced by academic programs that are defined by rigor and relevance. Monty Tech will continue to examine best practices in academic offerings. As the first year of the AP Pilot Program comes to an end, district educators and administrators will collect and analyze achievement data to determine program effectiveness, and if/when to roll out additional Advanced Placement offerings.

Undertaking a Performance Contracting Project

In light of pending federal and state budget cuts, it is imperative that we continue to seek creative ways to pay for large capital expenses, such as the replacement of the roof and rooftop HVAC units. After a great deal of research and data collection, Monty Tech has elected to pursue performance contracting measures that would allow the school to perform much-needed updates to the school facility. After selecting an approved Energy Service Company (ESCO), the school will undergo a comprehensive audit, identifying energy and conservation projects. We are hopeful that in the coming months, performance contracting will prove to be a viable tool to fund capital improvements, minimizing up-front costs, while improving operational efficiencies.

Renovating the School's Library

In my view, a school is not truly a school without a vibrant, well-utilized library, and so the school's administration, faculty, and staff have come together to develop plans to update our existing facility. This library renovation project will be undertaken by Monty Tech students and staff, thus saving thousands of dollars for taxpayers of the district. We look forward to the library's grand re-opening in the Fall of 2013, providing the Monty Tech educational community with a library that reflects the learning and research needs of today's 21st Century vocational-technical student. Monty Tech students will have access to a wide range of electronic and audio books as the library undergoes this major transformation and renovation.

Implementing the New Educator Evaluation System

Because Montachusett Regional Vocational Technical School District is not a Race to the Top district, district officials have been given until the Fall of 2013 to negotiate and implement a new educator evaluation system. Throughout the 2012-2013 school year, district administrators were scheduled to participate in workshops and professional development coursework to develop a broad understanding of the scope of the state's new model evaluation system. When an evaluation system has been agreed upon, teachers and administrators will work collaboratively to implement it. The new system will be designed to promote personal growth, improve professional practice, and increase student achievement. Implementing this new system effectively will be a huge undertaking, but I am confident that we can do it successfully, working together.

Respectfully submitted,

Steven C. Sharek
Superintendent-Director
Montachusett Regional Vocational Technical School
Fitchburg, Massachusetts
November 30, 2012

Montachusett Regional Vocational Technical School
1050 Westminster Street
Fitchburg, MA 01420
(978) 345-9200
www.montytech.net

PLANNING BOARD
2012 ANNUAL REPORT

During 2012, the Planning Board endorsed three (3) ANR Plans (plans for which Approval under the Subdivision Control Law is **Not Required**).

The Planning Board reviewed and approved three (3) Site Plans: Sterling Ice Cream Bar, Clinton Road, expansion of the facility; Laddawn, Northeast Blvd., plant expansion; and Davis Solar Array, Wiles & Clinton Roads, solar array panels.

No new subdivisions were brought before the Planning Board in 2012; however Redstone Heights (Chad Lane), a six lot subdivision approved in 2005, continues with its development that began in 2010.

The Planning Board, working with Davis Dairy, INC, oversaw the planning and implementation of a solar photovoltaic ground mounted facility on Wiles Road. This project was brought before the Board by CES Sterling, LLC, Community Energy Solar, LLC with the intent to sell the power generated from the solar project to the Sterling Municipal Light Department.

Michael Radzicki, Vice Chairman of the Planning Board and a professor at WPI, has been involved with the Montachusett Regional Planning Commission (MRPC) on an endeavor to connect WPI students with MRPC to develop a Master Plan for Sterling. MRPC has proposed the creation of a regional master plan along with a separate master plan for one of the towns in the region. Sterling has been chosen as the one town. MRPC's plan is to obtain a grant to fund the development of the master plan, thereby keeping the cost to the town minimal. The Planning Board concluded that a Master Plan would be beneficial if it gets accomplished within a three year time period, isn't costly to the town and is utilized as a living document.

Michael Radzicki, Vice Chairman, renewed his role of MRPC (Montachusett Regional Planning Commission) Representative.

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.

Several Board members have given their time to various endeavors; 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. Ron Pichierri serves on the 1835 Town Hall Committee.

Melissa French, after serving as Administrative Assistant for the Planning Board since 2007, resigned to pursue other opportunities. In August, the board hired Lucinda Oates, with prior planning experience, to fill the Administrative Assistant position.

John J. Santoro was elected for a five year term to the Planning Board.

The Board continues to review proposed street names and issue street numbers.

The Planning Board continues 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 at informational programs and educational opportunities, including the Annual Conference “Advanced Tools and Techniques for Planning and Zoning”.

Respectfully Submitted,

Ronald Pichierri, Chairman, ANR Agent
Michael Radzicki, Vice Chairman, MRPC Rep
Kenneth I.H. Williams, Clerk
John Santoro, Member
Charles Hajdu, Member
Lucinda Oates, Administrative Assistant

STERLING POLICE DEPARTMENT
2012 ANNUAL REPORT

On behalf of the entire Sterling Police Department, I present our 2012 annual report. I hope you find this report informative and our efforts worthy; we are fully aware that your hard earned tax dollars pay our salary and support our efforts to keep you safe while you live, work, play and learn in Sterling.

In this past year we doubled our efforts to reach out to the public. Utilizing social media we started a Facebook page and enhanced our Twitter account. We updated our town web site making it more user friendly and added many links to help you accomplish what you need to do and provide you with information on how to interact with the police officers. We put the daily logs on our web site so you can see what is happening in town and in your neighborhood. We began using CodeRed, a community notification system to alert you of important events or activities taking place. We have utilized the Sterling Lancaster Television Channel SLTV to get out our message of crimes being perpetrated on our senior population and how they can protect themselves from the predators.

The staff of the police department, dispatch and animal control remained constant throughout the year with one significant change. Karen Gaylord who served the town in various capacities on the police department for more than 35 years, separated from the department. Karen plans to retire in early 2013 and she will be sorely missed. Karen was a wealth of information about the town and was often times consulted by officers on various matters. Personally, as my administrative assistant for nine years, I valued her input and often times sought her advice on matters. Replacing Karen was difficult and many applications for the position were received. After an extensive hiring process, Michelle Chevaire was hired. Michelle served in a similar capacity for the Westminster Police and is thoroughly familiar with the administrative function of a police department. Michelle has adapted very well to her new position.

Like everyone else, we keep anticipating an economic recovery that never seems to come. We are utilizing all possible avenues to keep our employees trained and up to date. The State has placed mandates on police training, but they fail to provide us with training opportunities. In addition to going to more web based training to save overtime cost, we seek out as much free training opportunities as we can. We have also obtained training grants to keep our 911 emergency medical dispatchers certified and ready to meet your needs in a medical emergency.

All officers received annual training in their duty handgun, shotgun, patrol rifle, and Tasers. Additionally, annual recertification in CPR, first aid, legal updates, defensive tactics and breathalyzer were completed. There were also numerous specific and specialized trainings held for individual officers. Some of these were:

Responding to the needs of the elderly
Principles of Force Science
Virtual Town Hall web site
Animal Control laws
Locating and writing grants
LEOKA Street Survival

Advanced Roadside Impaired Driving Investigations
Child passenger seat installation technician
Sergeants Leadership
Family medical leave act issues
Commercial Vehicle Enforcement Training

In addition to the 911 training grant that we received, two other significant grants were obtained. All officers were outfitted with bullet resistant vests. This federal grant applied for and managed by Sergeant Gaudette allowed us to replace our older vests with new lightweight vests.

Utilizing funding from a Homeland Security Grant awarded in 2011, all the police cruisers were equipped with Mobile Data Terminals. These MDT's allow officers to obtain registration data, license data and a whole host of other information right from the vehicle.

In July, a fatal motorcycle accident occurred at the intersection of Leominster Road and Chocksett Road. We again called for action to get this intersection looked at and reconfigured. After compiling and reviewing the crash data, as well as reviewing the intersection, it appears that there may be some changes taking place at this site in the future. We will work with the State Department of Transportation to bring about positive changes for this intersection. We will recommend that there be local meetings where the opinions of Sterling residents can be heard and have the opportunity to voice their ideas and concerns about this location.

In 2012, we continued our community policing activities. This is also becoming more difficult each year with the elimination of our community policing grants. Just some of the activities we participated in were:

Community reading day at the school	Public Safety Day
Directed neighborhood patrols and traffic post	School visits and presentations
Home security checks	Child seat inspections
S.A.L.T. Senior and law enforcement together	Little League opening day
Promenade Walk	Town parades
Bicycle Helmet giveaway	Spooky Walk
Tree lighting ceremony	Toy's for Toys
Sterling Fair	

The 2012 annual report would not be complete without mentioning the Newtown Connecticut School shooting. Not only are the events that occurred in Newtown the nightmare of every parent, but law enforcement officials as well.

Parents should know that the Sterling Police Department has trained for these incidents long before the Newtown incident occurred. We meet annually at the beginning of the school year with the school principals and develop a school safety plan. We schedule and conduct lock down drills throughout the year. After each drill, we critique the status and make recommendations to the school on how we can improve our response.

We also maintain a daily presence at the school. Officers are at the school during the students' arrival and dismissal time as much as possible. They are also encouraged to stop in occasionally to add a presence. We have a school liaison officer (Detective David Johnson) who works closely with the staff on school related incidents. By having an officer dedicated to school issues, both the students and staff become comfortable working with Detective Johnson

We will continue our school safety efforts in 2013 and beyond. Our goal is to add additional emergency school response training. We know that we can never guarantee one hundred percent safety, but we can strive to be prepared.

For the second year in a row, we saw a reduction in vehicle crashes. This year we investigated 129 crashes, a reduction of 33 from 2011. The following chart indicates the breakdown by month and location of crashes.

ACCIDENTS BY STREET NAME													
<u>STREET/LOCATION NAME</u>	<u>JAN</u>	<u>FEB</u>	<u>MAR</u>	<u>APR</u>	<u>MAY</u>	<u>JUN</u>	<u>JUL</u>	<u>AUG</u>	<u>SEP</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>TOTALS</u>
Bartlett Pond Drive	1	0	0	0	0	0	0	0	0	0	0	0	1
Boutelle Road	0	0	0	0	0	0	1	0	0	0	0	0	1
Campground Road	0	1	0	0	0	0	0	0	0	0	0	0	1
Chace Hill Road	1	0	0	0	0	0	1	0	0	2	1	0	5
Chocksett Road	0	1	2	2	0	2	0	0	1	0	3	1	12
Clinton Road	0	0	0	2	0	3	0	0	0	0	2	3	10
Flanagan Hill Road	2	0	0	0	0	0	0	0	0	0	0	0	2
Greenland Road	0	0	0	0	0	0	0	0	1	0	0	0	1
Heywood Road	0	0	0	0	1	0	0	0	0	0	0	0	1
Interstate 190 EXWY	1	1	1	0	0	0	0	0	0	0	0	0	3
Jewett Road	1	0	0	0	0	0	0	0	0	0	1	0	2
John Dee Road	0	1	0	0	0	0	0	0	0	0	0	0	1
Justice Hill Road	1	0	0	0	0	0	1	0	0	0	0	0	2
Kendall Hill Road	0	0	0	0	0	0	0	0	0	0	0	1	1
Legg Road	0	1	0	0	0	0	0	0	0	0	0	0	1
Leominster Road	1	0	2	2	5	1	7	2	1	1	1	2	25
Main Street	0	0	0	0	0	1	0	0	0	1	0	0	2
Maple Street	0	0	0	0	0	1	0	1	0	0	0	0	2
Meetinghouse Hill Road	0	0	1	0	0	0	0	0	0	0	0	0	1
Metropolitan Road	1	0	0	0	0	0	0	0	0	0	0	0	1
Muddy Pond Road	1	0	0	0	0	0	0	0	0	0	0	1	2
Newell Hill Road	0	0	0	0	0	0	0	0	0	0	1	0	1
North Row Road	0	0	0	0	0	0	1	1	1	0	0	1	4
Northeast Blvd.	0	0	0	0	0	0	0	0	0	1	0	0	1
Pratts Junction Road	0	1	0	1	0	1	0	0	0	1	0	0	4
Princeton Road	2	0	3	0	0	0	1	1	1	1	2	0	11
Redemption Rock Trail	4	2	2	1	1	0	0	0	2	6	2	0	20
Redstone Hill Road	1	0	0	0	0	0	0	0	0	0	0	0	1
Rowley Hill Road	0	0	1	1	0	0	0	0	0	0	0	0	2
South Nelson Road	0	0	0	0	0	0	1	0	0	0	0	0	1
Tuttle Road	1	0	0	0	0	0	0	0	0	0	0	0	1
Twine Road	0	0	0	0	0	0	0	0	0	0	0	1	1
Upper North Row Road	0	0	0	0	0	0	0	0	0	1	0	0	1
Wiles Road	0	0	0	0	0	0	0	0	0	0	0	1	1
Worcester Road	0	0	0	0	0	1	0	0	0	0	1	1	3

TOTALS (accidents by street name	18	8	12	9	7	10	13	5	7	14	14	12	129
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The following chart illustrates the crimes that were reported and investigated in Sterling during the year. It should be noted that these only represent criminal activity and do not represent the majority of calls we respond to.

OFFENSES (IBR) by MONTH													
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTALS
FORCIBLE FONDLING	1										1		2
AGGRAVATED ASSAULT		2		1				9			1		13
SIMPLE ASSAULT	1	1	2	1	1	2	4	3	4	2	2	1	24
INTIMIDATION			3	3	3	1		5	1	1	2		19
ARSON												1	1
BURGLARY/BREAKING & ENTERING	3	1	1		9	2	7	2	4		2	5	36
PURSE-SNATCHING											1		1
SHOPLIFTING									1				1
THEFT FROM BUILDING	2	1	5	1	5	3	6	1			2		26
THEFT FROM MOTOR VEHICLE						1	3	2	1	10			17
ALL OTHER LARCENY	2	2	4	6	1	3	11	4	2	1	4	1	41
MOTOR VEHICLE THEFT											1		1
CONTERFEITING/FORGERY					1		1			1	2		5
FALSE PRESENSES/SWINDLE/CO		1				1	1				1		4
CREDIT CARD/AUTOMATIC TELLER				1		1							2
IMPERSONATION			2	1	1			1			4		9
STOLEN PROPERTY OFFENSES										1			1
DESTRUCTION/DAMAGE/VANDALISM	3	3	7	6	7	5	8	4	8	1	4	3	59
DRUG/NARCOTIC VIOLATIONS		1	1			1	4	1		1			9
STATUTORY RAPE											1		1
PORNOGRAPNY/OBSCENE MATERIAL												1	1
WEAPON LAW VIOLATIONS					1								1
BAD CHECKS											1		1
DISPORDERLY CONDUCT			1				1		1		1	1	5
DRIVING UNDER THE INFLUENCE	2				1		5	2	1	4	1		16
DRUNKENNESS		1					1		1	1	1	2	7
LIQUOR LAW VILTIONS							1			1			2
TRESPASS OF REAL PROPERTY			1	1	1	2	2	1		1			9
ALL OTHER OFFENSES	2	5	2	3	5	3	12	6	3	3	7	6	57
TRAFFIC, TOWN BY-LAW OFFENSES	9	7	6	7	8	19	17	6	10	10	9	8	116
TOTALS	25	25	35	31	44	44	84	47	37	38	48	29	487

In total, there were six thousand and fifty two (6,052) calls for service that the Sterling Police Department responded to.

In closing, we continue to appreciate the support we receive from the citizens of Sterling and look forward to working with you in the coming year. If we can be of service, please do not hesitate to contact us.

Sincerely,

Gary M. Chamberland

Gary M. Chamberland
Chief of Police

THE RECREATION DEPARTMENT **2012 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 & activities implemented in 2012 and the modification of existing activities proved to be a success for the Recreation Department with increased enrollment.

Projects included resurfacing of the track on Griffin Road. The track is frequented by citizens of all ages for walking, running and general exercise; they all appreciate the improvements on the track for their activities. The roof on the Babe Ruth field dug-outs were repaired by volunteers Mark and Val Pruneau and painted by employee Neal Kelley. Extensive work on the Babe Ruth field by Jeff Pingeton & others improved the ball field. The fields are in great shape due to aggressive over-seeding, aerification, and mowing, by the maintenance provided performed by Princeton Scapes Landscape, Inc. Other summer projects included replacement of the some ropes and floats at Sholan Park. These projects were funded through the field's funds revenue and the general revolving account. The field fund is money that is collected through users' fees from organizations that use the fields. General fund account is revenue generated from the many recreation programs that are offered throughout the year.

Super Safari Adventure was in its 3rd year and continued with its popularity to kick off the summer. The program was offered to children in grades 3-8 that ran for 5 days. The children were bused to Coco Keys, Kimball's Farm, Canobie Lake Park, and Wachusett Mountain. Participants also enjoyed time at Sholan Beach and ice cream from Rota Spring Farm. 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 over fifty five programs which were 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, lacrosse, and zumba. 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 weight training. We also reintroduced women's pick-up basketball, which has become a great opportunity to stay active and have fun. Those who like to travel took advantage of the eight trips we offered. They had the opportunity to choose from a variety of trips from watching the Boston Red Sox game, New York City shopping, or a weekend in Atlantic City.

The Recreation Department looks forward to offering a variety of free community oriented events throughout the year. This is an opportunity for the Recreation Department to give back to this great community who support our programs and activities. 2012 was an exciting year with the 1st annual *Scarecrow Contest*. Many families entered very creative scarecrows that were displayed around the common for the month of October. We also, had a *Pumpkin Carving contest* which added to the fall festivities. December brings on the Tree lighting ceremony, hayrides, and a visit from Santa, echoed by beautiful signing by the large crowd that attended this beautiful event. *Holiday Tree Lighting* was a great success, due to the generosity of these volunteers -- Girl Scouts, parents, other departments, and local businesses. Clearview Farm provided free hayrides for all to enjoy and the tree was provided by Evergreen Farm. During the holiday season we also facilitated the *Holiday House Lighting Contest*. Sterling residents submitted their homes to be judged and their light displays to be shared with all. The arrival of spring begins on the *Annual Easter Egg Hunt*. Approximately one hundred 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. Our *Summer Concert Series* held throughout July and August continues to be a community favorite and highlight of summer. We welcome fourteen talented groups to Memorial Park where they were met by large crowds, who came to relax and enjoy the many varieties of music on warm summer evenings. The concerts were funded by sponsors, Sterling Cultural Council, Sterling Deli, Village Pizza, and commission generated from trips and programs. Sterling Lancaster Cable filmed many of the concerts and ran them on the local cable channel for viewers to enjoy all year long.

The Recreation Department is a vehicle for volunteers that are willing to help and as a result, we have the opportunity to improve and expand activities. 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, volunteer ski chaperones, school administrators, school custodians, sponsors, volunteer basketball coaches, and the town's departments that assist in maintaining a safe environment for all events. With this network of supporters we are able to provide top notch events for the community. Over 3600 individuals participated in the Recreation Department's events and programs in 2012. The Recreation Department is proud to that all of the programs and activities that the Recreation Department offers are self-funded. 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 each month in the Recreation Office, Room 1, at the 1835 Town Hall.

Respectively submitted,

Judy Janda- Recreation Director
Jessica Moroney- Chairperson Recreation Committee
Jo-Ann Cummings
Bob Finizio
Mark Hryniewicz
Heidi Grady
Mike Regan

Sterling Municipal Light Department

50 Main Street

Sterling, Massachusetts 01564-2135

Tel: (978) 422-8267

Fax: (978) 422-8054

www.energysterling.com

2012 ANNUAL TOWN REPORT

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

POWER

The SMLD's Customer base has decreased to 3,717 (-9 accounts) as of December 31, 2012. We have 3,334 Residential, 138 Industrial, 204 Commercial, 31 Municipal, 9 Government and 1 Town Streetlight accounts.

A total of 58,958,846 kilowatt hours (kWhrs) of electricity were sold during the calendar year 2012. This represents an increase of 435,368 kWhrs over calendar the year 2011. Sterling's hourly peak demand was 12,468 kw set in July of 2012, a 780 kw reduction from the peak set in 2011 of 13,247 kw.

The 2012 *System Average Interruption Duration Index* (SAIDI) for normal outages affecting the Town of Sterling residents was 53.01 minutes per incident this compares to National Grid SAIDI numbers that averaged 102 minutes per incident in 2011. The *Average Service Availability Index* (ASAI) of electricity for Sterling residents in 2012 was 99.99525 %.

The New England Power Pool expenses continue to increase primarily driven by the return on equity (profit) allowance that the transmission owners received (11%-14%) for the reliability transmission projects. Through various associations including the Northeast Public Power Association (NEPPA) and the Massachusetts Municipal Wholesale Electric Company (MMWEC), we continue to contest these out of market returns. As a result of our efforts the Attorney General's office of Massachusetts and Connecticut, as well as a number of Washington Legislators have joined us in asking the Federal Energy Regulatory Commission (FERC) to review these returns again and look to a more equitable solution to the aging transmission problem.

Although we cannot control the transmission cost, we are able to lower our demand and locally produce our own energy by using alternatives that do not require transmission. The Pandolf Perkins solar array on Jewett Road is a 1 megawatt (MW) solar energy source that went online on December 19, 2011. In 2012 this project provided 1,138,000 kWhrs of clean renewable energy at below market prices to the residents of Sterling and does not require transmission for distribution purposes. During 2012 we also signed a contract with Community Energy Services (CES) Sterling LLC on a project to build two 1 megawatt solar arrays on Wiles Road. The construction on these projects began in October of 2012 and is expected to be online in early 2013. We anticipate that these projects will provide us with an additional renewable power source capable of producing over 2,500,000 kWhrs. These two projects combined are expected to produce enough energy to power approximately 450 average residential customers for one year. We continue to pursue alternative sources of power with competitive pricing to provide us with sustainable energy without producing damage to our environment.

OPERATIONS

The following list summarizes completed and projects in progress for the Operations Department.

- Completed the transfer to the new overhead cable on Wiles Road and removed 2,400 circuit feet (7,200') of aged spacer cable.
- On Holden Road we installed 5,600' of 1/0 neutral wire to compliment the tree wire installed in 2011 and to provide better grounding on the system.
- On Pratts Junction Road we replaced 3,120 circuit feet (9,360') of spacer cable, the conductor had been in operation for over 35 years and was also damaged during the 2008 ice storm.
- On Osgood Road we installed 6,200' of 1/0 tree wire, transferred onto the new cable and removed 6,200 of bare #4 copper wire, we also installed new secondary cable and 1/0 neutral for better system grounding.
- On Wilder Road we completed the installation of 6,365 feet of 1/0 tree wire and installed 3,720 feet of 1/0 neutral and 760 feet of 1/0 triplex for secondary distribution and better system grounding, we also removed 5,400' of # 2 bare copper wire and 3,040' of # 6 bare copper wire.
- On Chad Lane we installed 800' of 1/0 underground primary cable and 300' of secondary cable.
- On Homestead Lane we installed 2,600' of underground primary cable and 400' of secondary cable.
- On Fox Run Road and Birch Drive we installed 9,800' of underground primary cable to replace the existing 30+ year old direct buried cable that has had multiple failures. Weather permitting, we expect to install the new replacement transformers and complete the transfer to the new cable in the first quarter of 2013.
- The above mentioned projects were performed as part of our continuing effort to upgrade our distribution system to minimize outages and improve our reliability.
- Installed two new house services and removed two.
- We Installed 10 new poles. 3 were relocated on Maple Street to assist the DPW with the water project and allow for sidewalk installation along Maple Street.
- Replaced the underground cable in the third of four switches at the Chocksett Substation after the failure in 2008. A future project will include changing out the remaining wire raceway in 2013. This has been performed by changing one per year for 4 years at an expected cost of \$23,000 each.

POWER SUPPLY

In an effort to diversify our power resources and stabilize purchased power costs, we purchase electricity through fixed contracts and open market power purchases. Purchased power costs reflect the generation and delivery of electricity to the Town of Sterling. There are many circumstances beyond our control that 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. Changing costs are triggered by a number of unpredictable events from the fluctuating fuel commodity markets to global unrest. Natural gas prices have declined in the last few years, but challenged with the uncertainty of the delivery. During cold spells gas constraints on the gas transmission lines are common. This leads to curtailments at the generating plants requiring them to switch to oil, a costlier alternative. Energy produced from natural gas

has risen from 5% in 2000 to 55% in 2012 and is expected to continue to rise until new gas transmission pipelines can be put in place. Despite these concerns in 2012 our power costs have remained stable.

Although fuel remained steady our transmission costs continued to rise. These costs have increased mainly in part that transmission owners receive large returns between 11-14% on their investments in transmission line upgrades in New England. Other increased costs are due to the regional transmission upgrades. The Regional Network Service (RNS) rate rose by 22% from a \$605,664 (From June 2011 to May 2012) to \$739,853 (June 2012-May 2013). These costs are expected to continue to rise at an annual rate of 10%. Along with other Municipal Light Plants and Associations we continue to contest these charges in Washington with our Legislators and FERC. The outcome of these meetings resulted in the filing of various bills that will determine if these incentives are still warranted.

The SMLD continues to monitor the transmission charges that we receive from ISO New England that operates the region's electric power system. The shared goal is making reliability a top priority in the operation of the power grid. Before new rules and procedures are implemented we must carefully take into consideration the cost to the consumers.

The SMLD had been an active participant in the development of a new 280-megawatt natural gas power plant by The Massachusetts Municipal Wholesale Electric Company (MMWEC). The reduction in natural gas prices had a negative effect on the economics of this project. This project has been temporarily suspended until economics can prove ownership in this plant to be the better alternative to current market purchases.

Our power supply consists of a mixed portfolio of power agreements. These agreements consist of Hydro Power, (specifically from Baltic Mills Hydro), Contoocook Hydro, Mechanicsville Hydro, Methuen Falls Hydro, Public Authority State of New York Hydro (PASNY) and Centennial Falls Hydro Electric Facility. We are continuously exploring other cost efficient renewable energy supply options for our power portfolio. In 2012 over 22% of our power was received from renewable energy sources that includes 2,491,368 kWhrs from the Berkshire Wind Project which has maintained a capacity factor of over 35% in 2012. This 22% exceeds the Massachusetts requirement (Municipal Light Plants are exempt) for renewable energy supply in power portfolios of 20% by 2020. In addition, we receive nuclear power from the Millstone III Plant and the Seabrook Power Plant in New Hampshire. Other sources of our power supply come from the MMWEC Stony Brook Plant, combined cycle units I & II, and the Carbolon generating facility.

We continue to offer the following assistance programs to our Residents:

- HELPS Home Energy Audit (no cost to residents)
- Energy Star® Rebate Program
- Solar Installation Assistance
- Kill-A-Watt™ Electricity Usage Monitor
- TESCO Surge Arrester
- Customer Data/Billing Portals

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

- \$44,000 in-lieu-of tax payment, paid in January 2012
- Our Annual Open House
- Town Common Lighting
- Sterling Fair
- Banner Hanging
- Help fund roadside brush cutting with DPW

- Donated 2 surplus vehicles to the DPW
- Town Street Lights –reduced rate and full maintenance of the 489 streetlights by the SMLD for the Town of Sterling.
- Provide funds for annual maintenance of town owned generators.
- As a pilot program we installed 6 new Light emitting Diode (LED) streetlights along Main Street that use 67 % less electricity. We expect continued installation of the LED lights in 2013.
- In November 2012 SMLD contracted with GDS Associates Inc. at a cost of \$35,000 to perform energy audits on 7 of Sterling Municipal buildings. These audits are based on a level II, American Society of Heating, Refrigeration and Air Conditioners Engineers (ASHRAE) standards and will include a written report for each building and recommendations. We expect this to be completed in early 2013.

Changes at SMLD

Personnel changes continued in 2012 with Tom Sparks becoming the Line Superintendent and Darren Borge filling in as the Operations and Metering Supervisor. With the completion of the Advanced Meter Infrastructure (AMI) the meter reader is working with the line crew as well as the Meter Department.. As a result of our succession plan we have two men in linemen training that will achieve Lineman 1st class status in early 2013. Our current staff of twelve employees puts us in line with similar municipal light plants our size.

Tree trimming services are primarily provided by outside contractors using a competitive bid process while additional tree trimming is also performed by the SMLD line crew.

In 2012 we finalized the purchase of our new Digger Derrick from James A. Kiley Company, replacing the 1996 International Digger Derrick. In October we purchased a new cab/chassis for anew bucket truck to be built in 2013.

We completed the installation of the SEDC billing system. The system allows for greater billing flexibility, payment options and access to a customer portal.

With the completion of the billing system we were able to install the remaining 2,500 meters for the AMI system. The AMI system enables us to read meters remotely, construct and outage management plan and to work with our customers to lower demand.

We continued to perform energy conservation measures at our own facilities with the installation of new Electric Thermal Storage (ETS). The ETS is designed to charge off peak at a lower rate and slowly dissipate heat during the day. We also replaced the electric baseboard units with ETS units at our Operations building at 2 Leominster Road. Other conservation measures included the replacement of the garage pass through doors and replacement of the bulkhead at 50 Main Street by the Montachusett Regional Technical School.

In 2012 there were no Workmen's Compensation claims or lost time reported. If we continue to have a clean record for two years with no claims we will be eligible for a reduction in our July 2013 policy.

The DPW has assisted us throughout the year with vehicle maintenance by providing oil changes and small repairs. The Water Department contributes in the reduction of our power demand by shedding loads during peak periods, reducing our transmission costs. We also shared in the cost of performing roadside mowing with the DPW to continue preventive tree trimming and increase the reliability of our system.

Starting in 2011 and throughout 2012 a cost service study was performed . This study reviewed our rates, revenues and expenses. In October of 2012 the Board of Commissioners accepted the recommendations from the study and beginning in April 2013, as a result of this study, the number of rates we offer will be reduces from 32 to 8. We will also be making rate changes to assure that we are providing fairness to each rate classification. With the exception of the Heat Storage and Controlled Service rates, the Residential rates will not be affected. Our Commercial and Industrial customers will see an increase of about 6-7% with the new rates. A good portion of this increase will be off-set by the two year reduction in the PPAC (.0340/kwhr to .0140/kwhr), averaging a 15% decrease in the rates. A letter explaining these changes will be enclosed with the bills during the month of February 2013 billing.

In May 2012 Matthew V. Stelmach was re-elected to a three-year term on the Light Board Commission.

In order for the SMLD to provide the best possible service to the residents and businesses it is essential that we work closely with other town departments. I would like to take this time to extend a sincere thank you to all the town departments and their employees for the assistance that they provided to the SMLD throughout the year.

I want to offer a special thank you and acknowledgement to the SMLD employees who have been nothing short of exemplary in their positions throughout the many changes that occurred at the SMLD during 2012.

Respectfully Submitted,

Sean Hamilton
General Manager

Sterling Municipal Light Board Members:
Michael Rivers, Chairman
Matthew Stelmach, Vice-Chairman
George Pape, Clerk

WACHUSETT GREENWAYS

2012 ANNUAL REPORT

Mass Central Rail Trail Milestones

In 2012 Wachusett Greenways developed major Mass Central Rail Trail connections with support from the MA Department of Conservation and Recreation, local foundations and many individual donors. Wachusett Greenways extended the Mass Central Rail Trail west from Coldbrook Road, Oakham crossing the Ware River in Barre and continuing west to the Route 122 Mass Highway rest stop. The trail development included establishing a connection from the Mass Central rail route to the Boston and Albany rail route. A new 98' heavy-duty bridge will be installed in March 2013. Later in 2013, the stone dust 'paving' will be applied.

Teaming Up for Trail Maintenance

During 2012 dozens of volunteers gave hundreds of hours to clean up the storm damage from the big snow of October 2011. Trail patrollers continued to serve on each section of the rail trail including removing branches, clearing drainage and checking for litter. Volunteers John Rives and Roland Veaudry completed many hours of rail trail shoulder mowing. The Towns and the MA Department of Conservation and Recreation also carried out vital trail maintenance including mowing rail trail shoulders and plowing parking lots.

Community Volunteers

Bancroft middle-school students returned for their annual series of volunteer days and this year the Bancroft 5th grade came out for a field day including service and learning on the rail trail and at the Springdale Mill. WPI students from the Alpha Phi Omega coed service fraternity and the management graduate students served for several trail days including the Springdale Mill celebration. Vertex Pharmaceuticals volunteers returned for their third annual community service day on the MCRT. This intrepid group braved some cold, torrential rain to install benches, clear trail and restore the banks at the Quag bridge in Sterling in October.

Community Outreach

Greenways marched in the Oakham 250th parade with the Mass Central Rail Trail float and welcomed visitors at Holden Days. We also held several hospitality days and trail counts on the rail trail.

Welcome Center

Development of the accessible Welcome Center at 21 Miles Road in Rutland continued, and Greenways is now committed to opening in spring 2013. Neighbors, Dave Camarra, Roland Veaudry and Doug Hagman donated snow plowing, mowing and leaf removal.

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. This partnership has built and today maintains more than 17 miles of the Mass Central Rail Trail (MCRT), including nine bridges (soon to be ten) and two tunnels. Greenways has also built and maintains the 4-mile White Oak Trail in Holden.

In 2012 more than 200 volunteers helped carry out our mission. This year 700 members joined Wachusett Greenways and 470 donors contributed to the MCRT Construction Fund. Since 1995, 2560 generous donors and members have supported Greenways.

Colleen Abrams, Chair
Christy Barnes
Edward Tarquinio

Gordon Elliot
Steven Dubrule
Edward P. Yaglou

WACHUSETT WATERSHED REGIONAL RECYCLING CENTER
WACHUSETT EARTHDAY
2012 ANNUAL REPORT

Wachusett Earthday conducted weekly recycling collections during 2012 at the Wachusett Watershed Regional Recycling Center at 131 Raymond Huntington Highway in West Boylston. The Center is a partnership of seven Wachusett Towns, the MA Department of Conservation and Recreation (DCR), and the volunteer non-profit Wachusett Earthday, Incorporated. The Center provides year-round collections of bulk, recyclable and re-useable items and four collections of household hazardous products. The participating Watershed Towns are Boylston, Holden, Paxton, Princeton, Rutland, Sterling and West Boylston.

In 2012 Earthday volunteers held 61 collections with four of those including Household Hazardous Products disposal. Wachusett Earthday provided two free document shredding days in 2012. Continuous collection of pharmaceuticals and sharps is now provided at Holden Police Department for all. In addition several of the Wachusett Towns are participating in national Drug Take-Back Days in the Towns.

In 2012, the number of visits to the center by residents from across the seven town region increased by 50% to reach 6,566. Over 6,000 gallons of household hazardous products were safely removed from the watershed along with 38 tons of electronics including computer monitors and TVs, 50 tons of appliances and metals, 868 tires, 330 propane cylinders, 32 fire extinguishers, 46 tons of cardboard, paper, plastic and mixed recycling, 207 tons of project debris and furniture, one ton of alkaline batteries, more than 1000 pounds of fluorescent tubes, and many boxes of rechargeable batteries and mercury.

The Wachusett Watershed Regional 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. to collect bulk, recycling and reuse items. Four Household Hazardous Products collections are set for 2013 from 8 a.m. to noon on, April 20, June 15, September 21 and November 16. Free document shredding will be held on March 16, May 18 and October 19, 2013 from 8 to 11 a.m. The Center will be closed on November 27 and December 25, 2013.

Reuse and swap operated from the temporary trailer throughout 2012. The new building for recycling and reuse was completed at the end of 2012. The 6000 sq. building is being prepared to open early in 2013. The building was constructed through Department of Conservation and Recreation Partnership Matching Fund Grants with matching funds donated to Wachusett Earthday. More than 600 donors contributed more than \$100,000.

The Wachusett Regional Recycle Site Team includes designated representatives of the seven Wachusett Towns, the MA Department of Conservation and Recreation and Wachusett Earthday, Incorporated. The Site Team meets periodically to review and plan operations. The volunteer board of Wachusett Earthday, Incorporated meets monthly to manage on-going operations.

2012 Members of the Wachusett Regional Recycle Center Site Team:

Boylston—Martin McNamara	Rutland—Sheila Dibb
Holden—Dennis Lipka	Sterling—William Tuttle
Paxton—Carol Riches	West Boylston—Leon Gaumond, Christopher Rucho
Princeton—Arthur Allen	Wachusett Earthday—Colleen Abrams
MA Department of Conservation and Recreation—John Scannell	

2012 Directors of Wachusett Earthday:

Colleen Abrams, Arthur Allen, Andre Gaudet, Eric Johansen, C. Mary McLoughlin, Kerry Raber, William Rand, David Ryan, Helen Townsend, Robert Troy.

WATCHUSETT REGIONAL SCHOOL DISTRICT
HOLDEN * PAXTON * PRINCETON * RUTLAND * STERLING
2012 ANNUAL REPORT

January 2013

Dear Residents of Holden, Paxton, Princeton, Rutland, and Sterling,

The 2011-2012 school year in the Wachusett Regional School District started with much promise as we began to position ourselves toward the new Common Core of Standards and a joint effort to incorporate 21st Century Skills into our instruction for all students. District faculty, staff, and administration were energized as new initiatives were outlined during the State of the District presentation and the community was galvanized in a united effort.

Any momentum created came to an abrupt halt as information about budget shortfalls surfaced during the summer and school stakeholders united in efforts to maintain much needed services in their schools. As 2013 begins, District personnel have been replaced and the District finds itself under intense scrutiny as citizens demand transparency, integrity, and assurance that their hard earned dollars are being used for the benefit of all students.

As the Interim Superintendent, I can assure you that the re-establishment of relational trust that is the foundation of any working team will be restored. District personnel are poised to work with local leaders to prepare a fair and honest budget to meet the needs of all students and one that can pass muster at the Annual Town Meetings. Through honest dialogue and collaboration, we will be united to provide the education that our students need and deserve as they compete with students around the world during this 21st century.

My hope is that you will be involved with the democratic process by learning about the district and the town budgets by asking questions, getting them answered with satisfaction, and then supporting the children in your community. By uniting in a concerted effort behind the goal of preparing students for the future, we can give our students the chance they need to be responsible citizens.

Thank you for your continued support of our students, faculty, and staff.

Sincerely,

Anthony A. Gasbarro
Interim Superintendent of Schools

AAG:rlp

1835 TOWN HALL COMMITTEE
2012 ANNUAL REPORT

The 1835 Town Hall Committee is moving forward to the goal of accessibility and restoration to implement its use as a Community Center as voted at the 2011 Town Meeting. This past year we have been working with Menders, Torrey and Spencer architects to achieve the design and code objectives at the most reasonable price. Seven design schemes have been drafted and examined. The final choice puts an enclosed elevator and stairway generally in the location of the existing iron fire escape.

The 2012 Town meeting voted funds for the repair and restoration of the windows, including effective weather seals and restoration of the balances for ease of operation. This project has been advertised for bids and the successful bid came in at \$34,400.00.

A visible setback was a warning by a roofer, who did not get up on the roof, that tiles might fall from the roof. Maintenance had been performed in 2010 at a cost of about \$3600.00. Temporary barriers were place around the sides of the building. Closer investigation by a qualified slate roofer found no danger; no tiles have been observed on the ground. In response to the concerns another \$3500 was spent to inspect and repair all potential slate hazards. All agree that the roof, now 120 years old, needs replacement or it will continue to need repairs. This replacement will be a part of the accessibility and restoration project.

The committee also investigated costs to connect the septage to the Sterling Fire Department as originally required for the permitting of the Fire Station. An article for \$87,700.00 was placed on the warrant for the November Special Town Meeting. The article was tabled by motion of the 1835 Town Hall Committee as it was felt it would be better to present the septic plan as a part of the accessibility and restoration project rather than asking the voters to fund it piecemeal.

In December the Committee completed arrangements for the Sheriff's Department Community Service crew to paint much of the interior of the hall. Work is to commence in January 2013 and should be done by the time of publication of the annual Report.

The Recreation Department and the Veterans' office are presently housed in the 1835 building; current records show more than 5500 individual uses annually. Two thirds of this use is for Recreation activities and one third is for other groups, clubs and functions. We are looking forward to the time when we can fully use the upstairs auditorium with access for all. We invite all residents to visit the building and encourage you to feel welcome to use this attractive and unique Sterling meeting space.

For the 1835 Town Hall Committee,

Vern Gaw

Town of Sterling
Incorporated in 1781

OFFICERS OF THE UNITED STATES OF AMERICA

PresidentBarack H. Obama
Vice President.....Joseph R. Biden

U.S. Senators in Congress - Elizabeth Warren202-224-4543; Boston Office: 617-565-3170
- William Cowan, Interim Senator -- *A Special Election is scheduled for June 25th to fill this seat.*

U.S. Representative in Congress, 2nd District - James McGovern202-225-6101
Leominster Office: 978-466-3552

STATE OFFICIALS

Governor -- Deval L. Patrick..... Governor's Office: 617-725-4005
Lieutenant Governor -- Timothy P. MurrayGovernor's Office: 617-725-4005
Secretary of the Commonwealth -- William Francis Galvin1-800-392-6090
Attorney General -- Martha Coakley617-727-2200; Worcester Office: 508-792-7600
Treasurer -- Steven Grossman.....617-367-6900
Auditor -- Suzanne Bump.....617-727-2075
State Senator -- Jennifer L. Flanagan617-722-1230; District Office: 978-534-3388
State Representative, Precinct 1 -- Kimberly N. Ferguson, 1st Worcester District617-722-2263
State Representative, Precinct 2 -- Harold P. Naughton, 12th Worcester District.....617-722-2230

COUNTY AND DISTRICT OFFICIALS

District Attorney -- Middle District -- Joseph D. Early, Jr.508-755-8601
Sheriff -- Worcester County -- Lewis G. Evangelidis508-854-1800
Register of Deeds -- Worcester District -- Anthony J. Vigliotti508-798-7717
Register of Probate -- Worcester County -- Stephen G. Abraham508-831-2000
Clerk of Courts -- Dennis P. McManus.....508-831-2000

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
Board of Health _____ ext. 5
Conservation _____ ext. 8
Council on Aging (COA) _____ ext. 4
or dial COA directly at ____ 978-422-3032
DPW and Water Dept ____ 978-422-6767
Inspections _____ ext. 2

Municipal Light Dept. 978-422-8267
Planning _____ ext. 8
Recreation _____ 978-422-3041
Town Administrator _____ ext. 7
Town Clerk _____ ext. 1
Treasurer/Collector _____ ext. 3
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 13, 2013 at the Chocksett School Auditorium

Annual Town Election - May 20, 2013. 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.

DOGS

Dog Licenses are sold at the **Town Clerk's Office between January 1st and April 15th** of each year. (When April 15 falls on a weekend, the deadline is extended to the next business day.) 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



Intact Male ____ \$12.00
Intact 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**.

* * * * *

Fishing, hunting, trapping and sporting licenses are no longer available at the Sterling Town Clerk's Office. Licenses are available **online** at www.sport.state.ma.us and at **WalMart in West Boylston**. For information, call ActiveOutdoors Help Desk at 1-888-773-8450 or e-mail mahfwebmaster@als-xtn.com.

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).