

Attention – Voters and Taxpayers



Town of Sterling
Warrants, Summary
and Recommendations

MAY 13, 2013

FY 13 Special Town Meeting 6:30pm
FY 14 ANNUAL TOWN MEETING 7:00pm

Chocksett Middle School Gymnasium
40 Boutelle Road

**SPECIAL TOWN MEETING
MAY 13, 2013
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**THE COMMONWEALTH OF MASSACHUSETTS
TOWN OF STERLING
SPECIAL TOWN MEETING
MAY 13, 2013**

Worcester, ss.

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

GREETINGS:

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

MONDAY EVENING, THE THIRTEENTH DAY OF MAY, 2013

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

ARTICLE 1. Transfer Free Cash to Capital Fund

To see if the Town will vote to transfer a sum of money 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 will report at Town meeting on this article.

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

ARTICLE 2. Transfer Free Cash to Stabilization Fund

To see if the Town will vote to transfer a sum of money from Free Cash to the Stabilization Fund in accordance with the provisions of Chapter 40, Section 5B, General Laws, as amended, or take any action relative thereto.

Submitted by: Finance Committee

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

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

ARTICLE 3. Fund Deficit due to Snow and Ice

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

Submitted by: DPW Board / Town Administrator

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

Summary: This article transfers money from the Stabilization Fund into the DPW Snow and Ice Account to cover the deficit in the account caused by the snow and ice storms of this past winter and spring.

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 relative thereto.

Submitted by: Town Administrator

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

Summary: At the time this Warrant was published, there were no prior year bills outstanding.

ARTICLE 5. Transfers During FY13

To see if the Town will vote to transfer funds within the FY13 Operating Budget, from one account to another, or from available funds to the FY13 Operating Budget, or take any action relative 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, there were no known transfers needed.

ARTICLE 6. Kendall Hill Road Water Tank Rehab

To see if the town will vote to transfer from Water Enterprise Retained Earnings a sum of money to add to Article 25 from May 14, 2012 ATM 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 relative thereto.

Submitted by: Department of Public Works

Submitted by: DPW Board

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

Summary: Article 25 from the 2012 ATM designated \$100,000 for the rehabilitation. A bid opening is scheduled for April 2013, after which we will know how much additional funding is required to complete this project.

And you are directed to serve this warrant by posting up attested copies thereof, one at each of the following locations in Sterling, fourteen (14) days at least before the time for holding said meeting:

Mary Ellen Butterick Municipal Building
Conant Public Library
Sterling Post Office
Sterling Police Station
Sterling Municipal Light Building

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

Given under our hands this tenth day of April 2013.

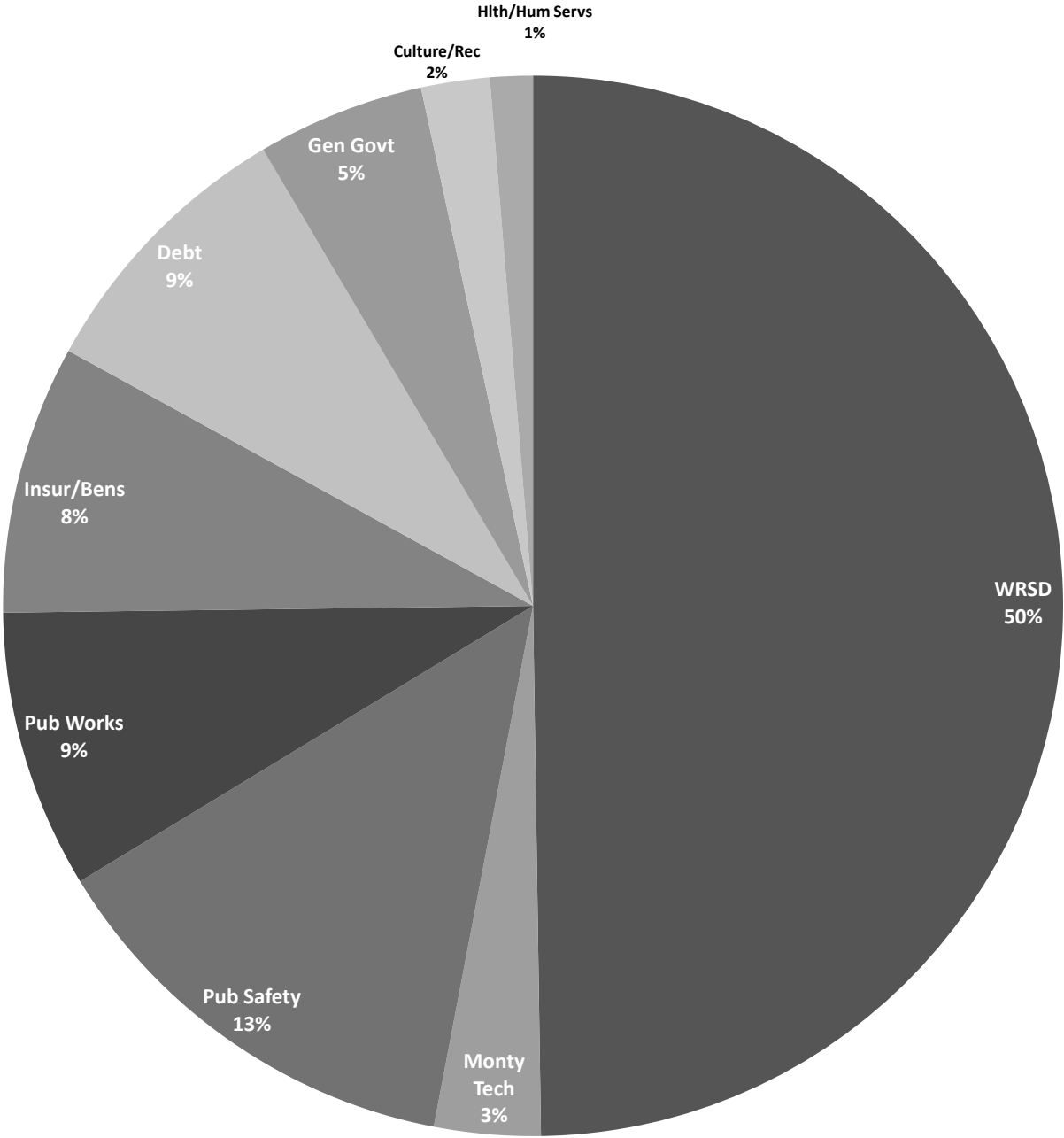
Sterling Board of Selectmen

Paul M. Sushchyk, Chairman

Ronald Furmaniuk

Brian Patacchiola

FY14 APPROPRIATIONS



Finance Committee Report

To The Voters of Sterling,

Your Finance Committee respectfully submits its report, the Departments' requests and our town budget recommendations for the Fiscal Year 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 on new items, 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

FY14 BUDGET SUMMARY

REVENUE SUMMARY	FY 11	FY 12	Original	With 11/13 STM		
	Expend.	Expend.	FY 13	FY 13	FY 14	FY 14
			Approp.	Approp.	Dept Req.	Fin Com Rec
LOCAL NON PROPERTY TAX REVENUE						
Local Receipts	\$2,072,169	\$2,184,838	\$2,024,000	\$2,075,950	\$ 2,175,838	\$ 2,208,263
Water Enterprise Receipts	\$981,754	\$950,234	\$1,055,359	\$1,055,359	\$ 925,176	\$ 940,872
Ambulance Receipts	\$200,000	\$190,000	\$300,000	\$300,000	\$ 325,000	\$ 332,500
Capital Fund	\$323,247	\$409,375	\$473,616	\$473,616	\$ 325,116	\$ 325,116
Stabilization Fund	\$441,832	\$695,101	\$725,000	\$813,820	\$ 205,000	\$ 200,000
Borrowing	\$0	\$0	\$0 (memo only)			
Abatement (Overlay) Surplus	\$100,000	\$60,188	\$48,730	\$48,730		
Certified Free Cash	\$589,572	\$547,471	\$407,810	\$407,810		
Transfers from old articles	\$20,000	\$0	\$27,389	\$29,889	\$ 14,601	\$ 14,601
Available Funds	\$161,611	\$14,404	\$0	\$0		
Cemetery Fund	\$5,000	\$5,000	\$5,000	\$5,000	\$ 5,000	\$ 5,000
TOTAL Local Non Property Tax Revenue	\$4,895,185	\$5,056,611	\$5,066,904	\$5,210,174	\$ 3,975,731	\$ 4,026,352
STATE REVENUE						
State Aid (Cherry Sheet Receipts)	\$655,517	\$620,660	\$620,660	\$691,368	\$ 701,312	\$ 701,312
SBA Reimbursement	\$1,034,230	\$1,034,230	\$1,034,230	\$1,034,230	\$1,034,230	\$1,034,230
Additional State Aid	\$0	\$0	\$42,399	\$42,399	0	0
TOTAL State Revenue	\$1,689,747	\$1,654,890	\$1,697,289	\$1,767,997	\$1,735,542	\$1,735,542
TOTAL Non Property Tax REVENUE	\$6,584,932	\$6,711,501	\$6,764,193	\$6,978,171	\$5,711,273	\$5,761,894
TAX LEVY LIMIT (Prop 2-1/2)						
Prior Year Levy Limit	\$14,081,772	\$14,593,296	\$15,009,628	\$15,009,628	\$15,483,932	\$15,483,932
Plus 2 and 1/2	\$352,044	\$364,832	\$375,241	\$375,241	\$387,098	\$387,098
New Growth	\$159,480	\$51,500	\$51,500	\$99,064	\$75,000	\$100,000
General Overrides	0	0	0			
Debt Exclusions	\$1,272,467	\$1,221,091	\$1,132,744	\$1,132,836	\$1,132,836	\$1,132,836
TOTAL Levy Limit	\$15,865,763	\$16,230,719	\$16,569,113	\$16,616,769	\$17,078,867	\$17,103,867
TOTAL available REVENUE	\$22,450,695	\$22,942,220	\$23,333,306	\$23,594,940	\$22,790,140	\$22,865,761

FY14 BUDGET SUMMARY
(continued)

EXPENSE SUMMARY	FY 11	FY 12	Original	with 11/13 STM	FY 14	FY 14
	Expend.	Expend.	FY 13 Approp.	FY 13 Approp.	Dept Req.	Fin Com Rec
LOCAL EXPENSES						
Town Operating Budget	\$8,681,605	\$8,967,649	\$9,081,724	\$9,309,630	\$9,537,675	\$9,365,935
Water Enterprise Budget	\$840,424	\$805,100	\$804,271	\$804,271	\$829,162	\$844,858
Capital Articles	\$310,008	\$398,100	\$459,618	\$459,618	\$312,926	\$312,926
Other Articles	\$1,046,632	\$1,091,416	\$936,012	\$936,012	\$209,384	\$122,130
Snow&Ice/Judgments	\$26,878				\$57,000	\$57,000
Overlay	\$98,854	\$77,986	\$90,000	\$103,504	\$90,000	\$90,000
TOTAL Local Expenses	\$11,004,401	\$11,340,251	\$11,371,625	\$11,613,035	\$11,036,147	\$10,792,849
REGIONAL SCHOOL EXPENSES						
WRSD Mandated	\$8,579,105	\$8,741,912	\$8,924,129	\$8,924,129	\$8,723,405	\$8,695,358
WRSD Additional	\$736,290	\$732,196	\$982,132	\$982,132	\$1,236,262	\$1,221,923
Monty Tech Operating	\$524,905	\$550,964	\$582,478	\$582,478	\$634,046	\$634,046
Monty Tech Debt	\$13,239	\$13,679	\$13,998	\$13,998	\$12,190	\$12,190
TOTAL Regional School Expenses	\$9,853,539	\$10,038,751	\$10,502,737	\$10,502,737	\$10,605,903	\$10,563,517
STATE ASSESSMENTS						
Cherry Sheet Charges	\$56,951	\$55,481	\$58,049	\$58,049	\$59,696	\$59,696
Cherry Sheet Offsets	\$7,210	\$7,007	\$7,216	\$7,216	\$7,198	\$7,198
TOTAL State Assessments	\$64,161	\$62,488	\$65,265	\$65,265	\$66,894	\$66,894
TOTAL EXPENSES	\$20,922,101	\$21,441,490	\$21,939,627	\$22,181,037	\$21,708,944	\$21,423,260
TOTAL REVENUE/RECEIPTS (from previous page)	\$6,584,932	\$6,711,501	\$6,764,193	\$6,978,171	\$5,711,273	\$5,761,894
TOTAL TAX REVENUE NEEDED	\$14,337,169	\$14,729,989	\$15,175,434	\$15,202,866	\$15,997,671	\$15,661,366
Tax Bill: Average House (\$283,500 in FY13)	\$ 4,416	\$ 4,546		\$ 4,635	\$ 4,907	\$ 4,776
Tax Increase on Average House	-32	\$ 130		\$ 89	\$ 272	\$ 140
Average Tax Increase estimated at ATM					5.86%	3.03%

**TOWN OF STERLING
FY14 OPERATING BUDGET**

	Expended FY2011	Expended FY2012	Approp FY2013	Dept Req FY2014	Fin Com Rec FY14
<u>GENERAL GOVERNMENT</u>					
<i>Moderator</i>					
Salary	400	500	500	500	500
Expense	-	-	150	150	150
TOTAL	400	500	650	650	650
<i>Selectmen</i>					
Salary	4,500	4,500	4,500	4,500	4,500
Expense	2,830	1,851	3,330	2,500	2,500
TOTAL	7,330	6,351	7,830	7,000	7,000
<i>Town Administrator</i>					
Salary	88,084	90,728	90,728	95,504	95,504
Wages *	47,554	49,033	50,204	73,562	73,562
Expense	56,763	57,055	67,000	67,000	67,000
TOTAL	192,401	196,816	207,932	236,066	236,066
* Beginning in FY13, Custodial salaries have been moved to Town Admin wages.					
<i>Accountant</i>					
Salary and Wages	48,578	50,022	43,795	42,911	42,911
Expense	3,664	2,202	3,900	3,900	2,900
TOTAL	52,242	52,224	47,695	46,811	45,811
<i>Financial Audit</i>					
Expense	19,250	18,000	19,500	19,500	19,500
TOTAL	19,250	18,000	19,500	19,500	19,500
<i>Treasurer/Collector</i>					
Salary	64,053	65,195	55,390	56,587	56,587
Wages	79,329	81,310	83,517	85,332	84,832
Tax Title	1,020	300	5,000	5,000	1,500
Expense	36,372	34,912	37,475	37,705	37,705
TOTAL	180,774	181,717	181,382	184,624	180,624
<i>Assessors</i>					
Salary	4,375	4,500	4,500	4,500	4,500
Wages	38,540	39,164	44,192	45,048	45,048
Expense	44,286	46,342	54,900	51,250	51,250
TOTAL	87,201	90,006	103,592	100,798	100,798

**TOWN OF STERLING
FY14 OPERATING BUDGET**

	Expended FY2011	Expended FY2012	Approp FY2013	Dept Req FY2014	Fin Com Rec FY14
<i>Town Clerk</i>					
Salary	55,573	57,591	60,433	61,741	61,741
Wages	36,333	36,615	34,819	38,878	38,878
Training	2,268	2,499	2,500	2,500	2,500
Expense	13,162	10,900	10,900	11,020	10,020
TOTAL	107,336	107,605	108,652	114,139	113,139
<i>Elections & Registration</i>					
Wages	13,153	10,691	11,446	7,834	7,834
Expense	8,318	8,259	12,794	9,600	9,600
TOTAL	21,471	18,950	24,240	17,434	17,434
<i>Information Technology</i>					
Professional services	37,540	38,400	39,360	39,360	39,360
Expenses	7,110	8,110	8,725	9,925	9,925
Hosting Services: Web	3,700	3,699	2,700	2,700	2,700
Hosting Services: GIS	-	1,800	3,600	3,600	1,800
TOTAL	48,350	52,009	54,385	55,585	53,785
<i>Professional Services</i>					
Expense	36,509	80,784	60,000	65,000	60,000
TOTAL	36,509	80,784	60,000	65,000	60,000
<i>Finance Committee</i>					
Expense	213	213	300	300	200
TOTAL	213	213	300	300	200
<i>Human Resources</i>					
Salary	21,391	24,765	23,071	28,998	28,998
Expense	367	35	500	500	500
TOTAL	21,758	24,800	23,571	29,498	29,498
<i>Personnel Board</i>					
Expenses	-	327	500	500	500
TOTAL	-	327	500	500	500
<i>ADA Committee</i>					
Stipend		750	1,500	1,500	1,500
TOTAL	-	750	1,500	1,500	1,500
<i>Facilities Management</i>					
Wages	23,586	24,207	25,003	25,553	25,553
Expense *	73,638	92,229	67,202	65,226	60,226
TOTAL	97,224	116,436	92,205	90,779	85,779
* Beginning in FY13, Custodial salaries have been moved to Town Admin wages.					
<i>Planning Board</i>					
Salary	300	300	500	500	500
Wages	16,109	17,097	17,936	17,801	17,801
MRPC & Expense	2,098	2,151	2,260	2,314	2,314
TOTAL	18,507	19,548	20,696	20,615	20,615

**TOWN OF STERLING
FY14 OPERATING BUDGET**

	Expended FY2011	Expended FY2012	Approp FY2013	Dept Req FY2014	Fin Com Rec FY14
<i>Board of Appeals</i>					
Wages	7,226	7,278	13,945	14,685	14,685
Expense	4,074	1,333	18,200	10,000	6,000
TOTAL	11,300	8,611	32,145	24,685	20,685
<i>Conservation Commission</i>					
Wages	19,335	21,251	21,209	22,341	22,341
Expense	1,479	558	1,734	1,734	734
TOTAL	20,814	21,809	22,943	24,075	23,075
<i>Agricultural Commission</i>					
Expenses	750	510	750	750	750
TOTAL	750	510	750	750	750
<i>Open Space Committee</i>					
Expenses	1,454	160	1,600	1,800	1,000
TOTAL	1,454	160	1,600	1,800	1,000
TOTAL GENERAL GOVERNMENT	925,284	998,126	1,012,068	1,042,109	1,018,409

PUBLIC SAFETY

<i>Police Department</i>					
Salary **	84,872	112,965	116,354	118,914	118,914
Wages	1,031,169	1,131,055	1,093,433	1,129,525	1,124,895
Cruiser	29,417	29,208	33,000	38,000	38,000
Expense	76,612	89,941	96,780	100,280	96,780
TOTAL	1,222,070	1,363,169	1,339,567	1,386,719	1,378,589

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

<i>Dispatch</i>					
Wages	214,046	234,831	230,752	236,201	236,201
Expense	68,833	74,906	80,590	81,650	81,650
TOTAL	282,879	309,737	311,342	317,851	317,851

<i>Fire Department</i>					
Salary **	76,389	84,600	87,504	89,697	89,697
Wages	260,876	268,999	294,158	307,978	307,978
Expense	81,731	87,935	83,885	108,120	83,120
Emergency Management Stipend		10,000	10,000	10,000	10,000
Emergency Management Expense	1,500	1,500	1,500	1,500	1,500
<i>Subtotal</i>	420,496	453,034	477,047	517,295	492,295
<i>EMS/Ambulance Service</i>					
Salary	12,200	12,571	12,200	12,200	12,200
Wages	187,543	198,297	215,140	251,736	251,736
Expense	82,911	85,505	86,500	86,050	76,268
<i>Subtotal</i>	282,654	296,373	313,840	349,986	340,204
TOTAL	703,150	749,407	790,887	867,281	832,499

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

**TOWN OF STERLING
FY14 OPERATING BUDGET**

	Expended FY2011	Expended FY2012	Approp FY2013	Dept Req FY2014	Fin Com Rec FY14
<i>Animal Control</i>					
Wages	14,559	14,828	15,428	16,054	16,054
Expense	3,574	3,499	4,500	4,500	4,000
TOTAL	18,133	18,327	19,928	20,554	20,054
<i>Inspectional Services</i>					
Bldg Inspector Contracted Servs.	47,300	47,555	49,957	51,130	51,130
Salary/Wages	14,023	14,317	16,685	17,012	17,012
Wire Inspector	8,580	10,263	14,750	14,750	11,750
Plumbing Inspector	10,000	10,000	10,000	10,000	10,000
Gas Inspector	5,500	5,245	5,500	5,500	5,500
Sealer of Weights & Measures	1,200	600	1,200	1,200	1,200
Expense	4,816	4,557	5,350	5,550	5,550
TOTAL	91,419	92,537	103,442	105,142	102,142
TOTAL PUBLIC SAFETY	2,317,651	2,533,177	2,565,166	2,697,547	2,651,135
Offset: Ambulance Receipts	200,000	190,000	300,000	325,000	332,500
NET PUBLIC SAFETY (for information only)	2,117,651	2,343,177	2,265,166	2,372,547	2,318,635

HEALTH & HUMAN SERVICES

Board of Health

Salary		515	309	309	309
Inspector(s)	67,781	70,050	73,650	75,769	75,769
Expenses	1,975	3,815	4,050	4,830	4,530
TOTAL	69,756	74,380	78,009	80,908	80,608

Home Health & Hospice

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

Animal Inspector

Salary	820	580	1,000	1,000	1,000
Expense	779	545	900	900	900
TOTAL	1,599	1,125	1,900	1,900	1,900

**TOWN OF STERLING
FY14 OPERATING BUDGET**

	Expended FY2011	Expended FY2012	Approp FY2013	Dept Req FY2014	Fin Com Rec FY14
<i>Council on Aging</i>					
Wages	63,256	70,766	76,198	97,987	96,987
Home Care	400	400	400	400	400
Title VII Nutrition/WHEAT	4,500	4,500	4,500	4,500	4,500
Senior Tax Workoff Program	10,126	9,830	15,000	15,000	15,000
Expense	9,209	11,033	13,400	13,802	13,802
TOTAL	87,491	96,529	109,498	131,689	130,689
<i>Veteran's Services</i>					
Benefits	55,606	62,317	64,000	40,000	38,000
Wages	3,500	3,900	3,900	4,200	4,200
Expense	1,500	968	1,900	1,900	1,900
TOTAL	60,606	67,185	69,800	46,100	44,100
<i>Extension Service</i>					
Expense	510	510	510	510	510
TOTAL	510	510	510	510	510
TOTAL HEALTH/HUMAN SERVS	221,462	241,229	261,217	262,607	259,307

CULTURE AND RECREATION

<i>Conant Public Library</i>					
Salary	63,053	66,565	68,592	70,070	70,070
Wages	152,293	159,791	164,584	182,663	182,663
Expense	94,030	94,594	99,955	100,350	95,017
TOTAL	309,376	320,950	333,131	353,083	347,750
<i>Recreation</i>					
Salary/Wages	55,865	56,425	55,843	57,096	57,096
Expense	7,114	5,970	6,000	6,120	6,120
TOTAL	62,979	62,395	61,843	63,216	63,216
<i>Historical Commission</i>					
Expense	750	609	1000	1,000	1,000
TOTAL	750	609	1000	1,000	1,000
<i>Memorial Day/Veterans Day</i>					
Expense	4,958	5,212	5,400	5,400	5,400
TOTAL	4,958	5,212	5,400	5,400	5,400
TOTAL CULTURE / RECREATION	378,063	389,166	401,374	422,699	417,366

**TOWN OF STERLING
FY14 OPERATING BUDGET**

	Expended FY2011	Expended FY2012	Approp FY2013	Dept Req FY2014	Fin Com Rec FY14
<u>DEPT. OF PUBLIC WORKS</u>					
Board Salary	1,800	1,800	1,800	1,800	1,800
Salary **	72,382	74,974	76,790	78,479	62,783
Wages	512,113	522,409	557,084	569,928	569,928
Expense	313,118	318,050	297,401	310,976	297,401
Hydrant Rental		26,675	26,675	26,675	26,675
Street Lights	35,810	36,500	32,983	31,090	31,090
Trash Pickup	495,661	495,661	510,530	525,845	525,845
TOTAL	1,430,884	1,476,069	1,503,263	1,544,793	1,515,522

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

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

<i>Snow and Ice Overtime</i>	44,116	21,723	60,000	60,000	60,000
<i>Snow and Ice Expense</i>	130,391	87,483	116,000	116,000	116,000
TOTAL	174,507	109,206	176,000	176,000	176,000

TOTAL PUBLIC WORKS	1,605,391	1,585,275	1,679,263	1,720,793	1,691,522
<i>Offset: Cemetery Fund</i>	5,000	5,000	5,000	5,000	5,000
NET PUBLIC WORKS (for information only)	1,600,391	1,580,275	1,674,263	1,715,793	1,686,522

INSURANCE & EMPLOYEE BENEFITS

*Workers Comp/Medicare/
Liability, Group Insurances and
Unemployment*

Expense	980,593	1,011,776	1,132,624	1,220,693	1,156,969
TOTAL	980,593	1,011,776	1,132,624	1,220,693	1,156,969

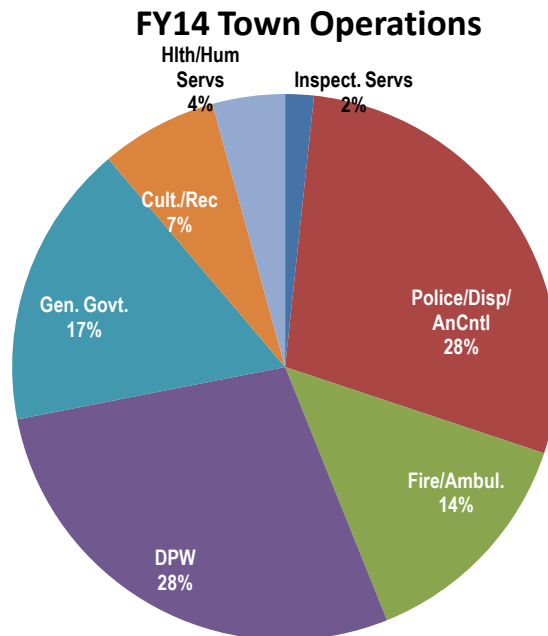
*Worcester County
Retirement Assessment*

TOTAL	350,633	402,592	440,660	475,704	475,704
	350,633	402,592	440,660	475,704	475,704

TOTAL INSURANCE & BENEFITS	1,331,226	1,414,368	1,573,284	1,696,397	1,632,673
<i>Offset: Stabilization Fund</i>	383,000				
<i>Offset: Abatement Surplus</i>	100,000				
NET INSURANCE & BENEFITS	848,226	1,414,368			
(For information only)					

TOWN OF STERLING FY14 OPERATING BUDGET

	Expended FY2011	Expended FY2012	Approp FY2013	Dept Req FY2014	Fin Com Rec FY14
	1385000				
<u>DEBT SERVICE</u>	596150				
Principal	1,320,000	1,326,500	1,304,500	1,314,500	1,314,500
Interest	582,528	479,808	423,938	381,023	381,023
TOTAL DEBT SERVICE	1,902,528	1,806,308	1,728,438	1,695,523	1,695,523
(Not including Fire Truck or Ambulance Lease/Purchase)					
 TOTAL Appropriation in Article 2	 8,681,605	 8,967,649	 9,220,810	 9,537,675	 9,365,935
 Water Enterprise (Article 7)	 840,424	 805,100	 804,271	 829,162	 844,858
	9,522,029	9,772,749	10,025,081	10,366,837	10,210,793
 TOTAL OPERATING BUDGET	 9,522,029	 9,772,749	 10,025,081	 10,366,837	 10,210,793
Minus Water Enterprise revenue	840,424	805,100	804,271	829,162	844,858
Minus Ambulance receipts	200,000	190,000	300,000	325,000	332,500
Minus Stabilization Fund	383,000	(Applied in Article 56)			
Minus Cemetery Perpetual Care	5,000	5,000	5,000	5,000	5,000
Minus Abatement Surplus	100,000	60,188	48,730	0	0
NET OPERATING BUDGET	7,993,605	8,712,461	8,867,080	9,207,675	9,028,435
(Amount raised by taxation, shown for information only)					



**THE COMMONWEALTH OF MASSACHUSETTS
TOWN OF STERLING
ANNUAL TOWN MEETING
MAY 13, 2013**

Worcester, ss.

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

GREETINGS:

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

MONDAY EVENING, THE THIRTEENTH DAY OF MAY, 2013

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

ARTICLE 1. Compensation of Elected Officers

To see if the Town will vote to fix the salaries and compensation of all elected officers of the Town as provided by Section 108 of Chapter 41 of the General Laws, as amended, and as voted in Article #6 of this warrant, or take any action relative thereto.

Submitted by: Finance Committee

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

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

ARTICLE 2. Amend Personnel Classification and Compensation Plans

To see if the Town will vote to amend the Personnel Bylaw by replacing in their entirety "Attachment A – Classification Plan" and "Attachment B – Compensation Schedule" with the new "Attachment A - FY 2014 Classification Plan", and the new "Attachment B: FY 2014 Compensation Schedule, Schedule C, Schedule D, and Schedule E", all of which are shown at the end of this warrant, or take any action relative thereto.

Submitted by: Personnel Board

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: This article will adjust the Classification Plan, Attachment A, by classifying the position of Meals Site Coordinator at Grade 3, transferring the Outreach Aide position from Schedule D to Grade 4, and classifying a Town Planner position at Grade 8. Classifying a position does not obligate the town to create or fund such position. This article also adjusts the Compensation Schedule in Attachment B by 2.2% consistent with the federal inflation rate and Consumer Price Index.

ARTICLE 3. Approve Dispatchers Contract

To see whether the Town will vote to accept the new FY14 through FY16 collective bargaining agreement between the Truck Drivers Union Local #170 and the Town, and further to raise and appropriate or transfer a sum of money to fund FY14 salaries and other costs associated with the new collective bargaining agreement, or take any other action relative thereto.

Submitted by: Board of Selectmen

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

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

Summary: The current Dispatchers contract will expire on June 30, 2013. If this contract is not settled by Town Meeting, this article will be withdrawn.

ARTICLE 4. (Withdrawn)

ARTICLE 5. Create and Fund Meal Site Coordinator Position

To see if the Town will vote to create a part time position of Meal Site Coordinator at Grade 3 on the Personnel Classification System, as shown in Attachment A at the end of this warrant, and further, to transfer the balance of \$2,500 from Article 22 of the May 16, 2011 Annual Town Meeting; transfer the balance of \$1,800 from Article 22 of the May 12, 2008 Annual Town Meeting; transfer the balance of \$6,000 from Article 25 of the May 11, 2009 Annual Town Meeting, and raise and appropriate \$395, for a total of \$10,695, for the first year of salary for this position, or take any action relative thereto.

Submitted by: Council on Aging

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

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

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

Summary: One of the goals of the Senior Center is to provide nutritional assistance to seniors. To achieve this goal, we offer meals 5 times a week through Montachusett Opportunity Council (MOC). This meal allows seniors to get out and eat a balanced diet while socializing with others. For over 10 years MOC has funded the position of Meal Site Coordinator. This position runs the meal site, coordinates the meals, maintains the cleanliness of the kitchen, follows food safety measures, collects money, maintains the necessary paperwork, and directs the volunteers. Unexpectedly, MOC withdrew the funding for this position due to budget cuts; however this position is crucial if we are to maintain the current meal site.

ARTICLE 6. FY14 Town Operating Budget

To see if the Town will vote to raise and appropriate the sum of \$ 9,028,435 or any other sum; and to further appropriate, from the Ambulance Receipts Account, the sum of \$ 332,500 or any other sum; and to further appropriate, from the Cemetery Perpetual Care Account, the sum of \$ 5,000 or any other sum; for a total appropriation of \$ 9,365,935 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, 2013 and ending June 30, 2014, or take any action relative thereto.

Submitted by: Finance Committee

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

Summary: This is the general budget article that funds the Town departments for the coming fiscal year. A breakdown of the Town Department budgets can be viewed on the preceding spreadsheets.

ARTICLE 7. Water Dept. Operation Enterprise Fund

To see if the Town will vote to raise and appropriate the sum of \$ 804,858, 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 \$ 844,858 to operate the Water Department, as follows:

Salaries/Wages	\$ 234,439
Expenses	\$ 295,250
Principal & Interest	<u>\$ 275,169</u>
Subtotal	\$ 804,858 from FY14 water charges and fees
Reserve Fund	\$ 40,000 from Retained Earnings
Total Approp.	\$ 844,858

or take any action relative 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. This Reserve Fund will only be used upon recommendation of the DPW Board and approval by the Finance Committee.

The Water Enterprise will raise an additional \$ 96,014 from the ratepayers to reimburse the General Fund for indirect costs such as insurance. Total FY14 water revenue needed is \$ 900,872 , plus \$40,000 from Retained Earnings, for a total of \$ 940,872 .

ARTICLE 8. WRSD Net Minimum Contribution, Debt, & Interest

To see if the Town will vote to raise and appropriate \$ 8,695,358 , or any other sum, which is equal to Sterling's net minimum contribution, as provided by the Commonwealth of Massachusetts, plus the cost of Sterling's share of WRSD transportation costs and our portion of the WRSD debt and interest costs, in accordance with Section 16B of Chapter 71 of the General Laws, as amended, and Section 4 of the Wachusett Regional School District Agreement, as amended, for its share of operational costs and of debt and interest charges of the Wachusett Regional School District, or take any action relative 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 (\$ 7,799,324), as directed by the State, plus the costs for transportation (\$ 465,188), plus debt and interest for the high school and oil remediation (\$ 430,846).

ARTICLE 9. WRSD Above Net Minimum Contribution

To see if the Town will vote to raise and appropriate \$ 1,221,923 , 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 \$ 81,727,729 for the fiscal year 2014, or take any action relative 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 operating budget that is above the amount voted in Article 8 for fiscal year 2014. The total WRSD increase in Sterling's FY14 assessment, combining Articles 8 and 9, is 0.11% above the FY13 assessment.

ARTICLE 10. Montachusett Regional Vocational School Assessment

To see if the Town will vote to raise and appropriate \$ 634,046, in accordance with Section 16B of Chapter 71 of the General Laws, as amended, and Sections #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 \$ 12,190, 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 \$ 646,236 , or take any action relative thereto.

Submitted by: Montachusett Regional Vocational School Committee

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

Summary: This article funds the Town's portion of the Montachusett Regional Vocational School District's annual budget and debt service. Student enrollment from Sterling has increased from 54 to 59 students.

ARTICLE 11. Establish Stabilization Fund for Monty Tech Regional School

To see if the Town will vote to approve the establishment of a Stabilization Fund according to Massachusetts General Law Ch. 71 section 16 G ½ for the Montachusett Regional Vocational Technical School District, or take any action relative thereto.

Submitted by: Montachusett Regional Vocational School Committee

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

Summary: Stabilization Funds are commonplace throughout Massachusetts and in the cities and towns served by Monty Tech. State law allows regional school districts to create a Stabilization Fund, with approval from a majority of their member communities. Monty Tech is asking the Town of Sterling and the district's 17 other communities for authorization to establish a Stabilization Fund. The district is not asking to place any funds into the Stabilization Fund at this time.

ARTICLE 12. Fund Senior Center

To see if the Town will vote to raise and appropriate, borrow, or transfer from available funds, the sum of \$2,500,000 to fund the architectural design, Owner's Project Manager, complete construction, and all items and services related to construction of a new Senior Center with community usage, 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 returned to the town, or take any action relative 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 does not support the passage of this article.

Summary: The need for a Senior Center has been identified as long as a decade ago. Town owned property at Muddy Pond and Boutelle Roads has been selected and approved. An Owner's Project Manager has assisted in the preliminary design and cost analysis. After several compromises, the potential size of the new Senior Center will be approximately 6,500 SF.

Based on other recent construction projects, and the experience of the OPM, the Building Committee is recommending an amount of \$2,500,000 for the construction of the building and development of the site. A separate article will address the furniture, fixtures and equipment of the proposed Center.

A fully functional Senior Center can only enhance the offerings of our community.

ARTICLE 13. Fund Senior/Community Center

To see if the Town will vote to borrow the sum of \$1,900,000 to fund the architectural design, owner's Project Manager and any and all other costs to construct a new Senior/Community 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 returned to the Town.

Submitted by: Finance Committee

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

Recommendation: The Council on Aging does not support the passage of this article.

Recommendation: The Senior Center Design and Building Committee does not support the passage of this article.

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

Summary: The above sum provides for the construction of an approximately 5,300 square foot facility at \$275 per square foot. It provides for architectural, project manager, engineering, clerk of the works and design phase estimating costs on the same pro-rata basis as the costs associated with a 6,450 square foot facility. The proposal anticipates that future expansion will be incorporated into the design for future needs and that all costs associated with furnishings and equipment will be provided for by fundraising, donations and/or grants as available.

ARTICLE 14. Fund Equipment/Furnishings for Senior Center

To see if the Town will vote to raise and appropriate, borrow, or transfer from available funds, the sum of \$250,000 to fund the monies needed for equipment i.e. life safety generator, table top kitchen appliances, furnishings and furniture, plantings and additional landscaping, signage, storage shelving, sound system, Audio Visual, telephone system, and related items for a new Senior Center with community usage, 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 returned to the town, or take any action relative 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.

Summary: This article addresses essentials edited out of Article 12 and are listed above. All of these essentials are necessary to complete our new Senior Center. It is the intent of the Friends of Sterling Seniors to mount a Capital Fundraising Campaign as well as continuing their efforts to procure Grants. The goal would be to offset some of these costs and to provide additional amenities to the Town at no cost.

ARTICLE 15. Amend Personnel Bylaws

To see if the Town will vote to amend the Personnel Bylaw by deleting the current Personnel Bylaw Sections 1 thru 13, and by inserting in its place the proposed Town of Sterling Personnel Bylaw of April 5, copies of which are available for inspection at the Town Clerk's office and on the town website at www.sterling-ma.gov/2013Article15 , or take any action relative thereto.

Submitted by: Personnel Board

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

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

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

Summary: The majority of the changes proposed to the Personnel Bylaw are to (1) modify and include language that clarifies the role and authority of the Personnel Board and the Human Resource Administrator, by stating that the Personnel Board establishes policies, subject to Town Meeting approval, and the Human Resource Administrator administers human resource policies; (2) add definitions to clarify the meaning of terminology used in the Bylaw; (3) modify the employee grievance procedure establishing three (3) steps to include the Town Administrator and Appointing Authority; (4) enable employees to use earned vacation pay within the next fiscal year subject to the approval of the department head; (5) include a provision recognizing the Town's current practice to reimburse employees for work-related education expenses; and (6) add a provision prohibiting any work stoppage, slowdown or strike in accordance with State law.

ARTICLE 16. 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 \$1,500; Clerk \$1,500; Third member \$1,500; said sum to be an expense of the Municipal Light Department, or take any action relative thereto.

Submitted by: Sterling Municipal Light Department

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

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

Summary: This stipend has not changed since 1987, and this adjustment makes it the same paid to each Selectman and each Assessor. As the Executive body for the SMLD, the Board sets and approves the SMLD budget, reviews and approves contracts, and serves as the FinCom, Capital Committee, Personnel Board, Selectmen, and voters for the Light Dept.

ARTICLE 17. Reserve Fund for FY14

To see if the Town will vote to raise and appropriate the sum of \$100,000 into the Reserve Fund for fiscal year 2014 in accordance with the provisions of General Law Chapter 40, Section 6, as amended, or take any action relative thereto.

Submitted by: Finance Committee

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

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

ARTICLE 18. Ballot Question

A motion to amend the General Bylaws of the Town of Sterling, and to add a chapter entitled “Capital and Extraordinary Expenses” that reads:

Chapter xxx. Capital and Extraordinary Expenses

1. Definitions:

- a. “Capital Expense” shall mean any expenditure that is either:
 - i. for the purchase of land and/or buildings, for the construction of buildings, and/or for building improvements exceeding \$300,000, and having a useful life equaling or exceeding seven years, or
 - ii. for municipal infrastructure and equipment exceeding \$300,000 and having a useful life equaling or exceeding five years.
- b. “Extraordinary Expense” shall mean any expenditure, not otherwise mandated by law, and excluding the operating budgets of the various town departments as approved by the Finance Committee, which exceeds \$300,000
- c. “Emergency” shall mean any set of circumstances posing an imminent and substantial threat to the health and safety of the inhabitants of the Town of Sterling.

2. Appropriation:

No appropriation for a Capital Expense or an Extraordinary Expense shall be made unless it has been approved by a two-thirds (2/3) majority vote at a Town Meeting, and by a two-thirds (2/3) majority vote at a Town Election conducted within 60 days of the Town Meeting vote.

3. Utilization:

An appropriation for a Capital Expense or an Extraordinary Expense shall continue in force until the purpose for which it has been made has been accomplished or abandoned, however, the purpose of any such appropriation shall be deemed abandoned if three (3) years pass without any disbursement from, or encumbrance upon the appropriation, unless otherwise provided by vote at a Town Meeting.

4. Exemption for Emergencies:

The provisions of this chapter shall not apply to any Capital Expense or Extraordinary Expense deemed necessary to address an emergency as determined by a unanimous vote of the Board of Selectmen.

Submitted by: Petition

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

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

Summary: This article proposes to amend the Town’s general bylaws by adding a requirement that non-emergency capital and extraordinary expenditures in excess of \$300,000 be approved by a 2/3 vote at town meeting and a 2/3 vote at an election held within 60 days of the town meeting.

ARTICLE 19. Rehabilitate 2001 Volvo Loader

To see if the Town will vote to raise and appropriate, borrow, or transfer from available funds or Capital Fund the sum of \$ 15,000, or any other sum, for corrosion repair and rehabilitation of a 2001 Volvo Loader, said sum to be expended by the Department of Public Works, or any action relative thereto.

Submitted by: Department of Public Works

Recommendation: The Finance Committee recommends passage of this article.

Recommendation: The Capital Committee recommends passage of this article.

Summary: Volvo Loader #11 is one of two main line loaders Sterling owns. There is significant corrosion from use of chemicals in winter months by State and DPW as well as hydraulic hoses and fittings that need to be upgraded to ensure a longer lifespan for this machine. Replacement cost of this loader would be in excess of \$ 145,000.

ARTICLE 20. Replace Pickup Truck with Plow

To see if the Town will vote to raise and appropriate, borrow, or transfer from available funds or Capital Fund the sum of \$ 40,000 to replace truck #1 with a new ¾ ton 4X4 pickup with plow, said sum to be expended by the Department of Public Works, or take any action relative thereto.

Submitted by: Department of Public Works

Recommendation: The Finance Committee recommends passage of this article.

Recommendation: The Capital Committee recommends passage of this article.

Summary: This pickup will replace a 2005 pickup given to the DPW 2 years ago when SMLD replaced it. Transmission and electrical problems have plagued this truck since it was received, but it has served a purpose for the last 2 years by deferring the purchase of this vehicle until now.

ARTICLE 21. Fund Various Capital Items

To see if the Town will vote to transfer the sum of \$ 65,698 , or any other sum, from the Capital Fund for the purchase of the following capital items, or take any action relative thereto:

Police Dept. copier/scanner	\$ 7,400
Butterick Bldg 1 st floor copier/scanner	\$ 8,500
Police Dept. Fingerprint scanner	\$ 21,798
Info. Technology workstation replacements	\$ 8,000
Fire Replace Expired Self-Contained Breathing Apparatus Bottles	\$ 15,000
Fire Turbo-draft Suction System	\$ 5,000

Capital Total: **\$ 65,698**

Submitted By: Capital Committee

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

Recommendation: The Capital Committee will report at town meeting on this article. Most of the above items have been reviewed and approved by the Capital Committee before the warrant went to press, and the remainder are being considered at their April meeting.

Summary: This article is self-explanatory.

ARTICLE 22. Chapter 90 Funding

To see if the Town will vote to accept Chapter 90 funds, 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 relative 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 on this article.

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

Summary: This article allows the Town to expend money under the guidelines of Chapter 90 for road maintenance, equipment purchases, and other Public Works projects which are then reimbursed by the Commonwealth.

ARTICLE 23. Federal Fire Act Grant 5% Match

To see if the town will vote to raise and appropriate or transfer the sum of \$14,500 from the Capital Fund or available funds, as a 5% match for a \$290,000 Federal Fire Act Grant applied for by the Fire Department for upgrades to the fire department radio system, or take any action relative 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.

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

Summary: This grant has been awarded, and if accepted by the Town, will be used to update the infrastructure of the current fire department radio system. Updates include replacing phone lines with microwave links, adding a transmission and receiving site to cover areas where the current system has poor or no talk capability. This will greatly improve the safety and reliability of the system, the primary communications between fire apparatus, firefighters, and the dispatch center.

ARTICLE 24. Replace Ambulance 1

To see if the town will vote to transfer the sum of \$10,000 from the Capital Fund, to be used toward the \$20,000 down payment of a lease-purchase of a new ambulance to replace Ambulance 1, a ten-year old ambulance, and further, to vote to allow the Fire Chief to enter into a 5 year lease for said ambulance, or take any action relative 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 will replace Ambulance 1, a 2003 ambulance. There are significant mechanical issues that have resulted in the current ambulance being taken out of service for several months. This ambulance has reached its life expectancy. Ambulance total cost is \$200,000 , and the down payment is \$20,000, of which \$10,000 will come from the Fire Department expense line item. Annual payments will then be \$ 38,867.20 for 5 years.

ARTICLE 25. Amend Bylaws to Include and Define all Boards and Committees

To see if the Town will vote to amend its general bylaws by inserting the following new chapters, or take any action relative thereto:

1835 Town Hall Committee

Section . Establishment

There is hereby established an 1835 Town Hall Committee, consisting of not less than three (3) and not more than nine (9) residents of the Town of Sterling. Members shall be appointed by the Board of Selectmen for terms of one to three years as determined by the Board of Selectmen. Members on the Committee as of the effective date of this bylaw shall continue to serve until expiration of the term for which they were appointed. A vacancy occurring otherwise than by expiration of a term shall be filled for the unexpired term in the same manner as an original appointment. At its first regular meeting of the fiscal year, the members shall choose, by majority vote of those present and voting, a Chairperson, Vice-Chairperson, and Clerk.

Section . Duties

It shall be the duty of the Committee to make recommendations for the refurbishment, restoration, and maintenance of the 1835 Town Hall, and to oversee the use of the 1835 Town Hall as a community center and for public open meeting space. In performing its duties, the Committee shall comply with all applicable Town Bylaws and Massachusetts General Laws, including but not limited to the Open Meeting Law and the Public Records Law, as well as with directives and requests from the Board of Selectmen or Town Administrator.

Section . Removals

A member who fails to attend, whether in person or by remote participation if authorized to do so, one-third of the regular meetings of the Committee in any fiscal year shall be removed by the Board of Selectmen, either on its own initiative or upon recommendation of a majority of the remaining members of the Committee, unless the Board of Selectmen determines that there were extenuating circumstances excusing the absences and that the work of the Committee will not be impacted negatively by such member's remaining on the Committee. Any member of the Committee may, after a hearing, be removed for cause by the Board of Selectmen.

Cultural Council

Section . Establishment

There is hereby established a Cultural Council, consisting of not less than five (5) and not more than twenty-two (22) residents of the Town of Sterling. Members shall be appointed by the Board of Selectmen for staggered terms of three years and shall not be appointed to more than two consecutive terms. Members shall not be elected public officials. Members shall have demonstrated scholarship or creativity in, or distinguished service to, the arts, humanities, or interpretive sciences. Members on the Council as of the effective date of this bylaw shall continue to serve until expiration of the term for which they were appointed. Upon a vacancy, for any reason, the member's successor, if any, shall be appointed for a term of three years, and shall serve until the qualification of such member's successor. At its first regular meeting of the fiscal year, the members shall choose, by majority vote of those present and voting, a Chairperson, Vice-Chairperson, Clerk and Treasurer.

Section . Duties

Subject to rules, regulations, rulings or guidelines of the Massachusetts Cultural Council, the Sterling Cultural Council may decide the distribution of arts lottery funds or other funds that may be allocable to them, may conduct other activities to promote and encourage the arts, and may perform such other duties as authorized by Massachusetts General Laws Chapter 10, Section 58.

In performing its duties, the Council shall comply with all applicable Town Bylaws and Massachusetts General Laws, including but not limited to the Open Meeting Law and the Public Records Law, as well as with directives and requests from the Board of Selectmen or Town Administrator.

Section . Removals

A member who fails to attend, whether in person or by remote participation if authorized to do so, one-third of the regular meetings of the Council in any fiscal year shall be removed by the Board of Selectmen, either on its own initiative or upon recommendation of a majority of the remaining members of the Council, unless the Board of Selectmen determines that there were extenuating circumstances excusing the absences and that the work of the Council will not be impacted negatively by such member's remaining on the Council. Any member of the Council may, after a hearing, be removed for cause by the Board of Selectmen.

Historical Commission

Section . Establishment

There is hereby established an Historical Commission in accordance with Massachusetts General Laws Chapter 40, Section 8D, consisting of not less than three (3) and not more than seven (7) residents of the Town of Sterling. Members shall be appointed by the Board of Selectmen for staggered terms of three years. Members on the Commission as of the effective date of this bylaw shall continue to serve until expiration of the term for which they were appointed. A vacancy occurring otherwise than by expiration of a term shall be filled for the unexpired term in the same manner as an original appointment. At its first regular meeting of the fiscal year, the members shall choose, by majority vote of those present and voting, a Chairperson, Vice-Chairperson, and Clerk.

Section . Duties

It shall be the duty of the Commission to take actions and make recommendations as authorized by Massachusetts General Laws Chapter 40, Section 8D with respect to the preservation, protection and development of the historical or archeological assets of the Town. In performing its duties, the Commission shall comply with all applicable Town Bylaws and Massachusetts General Laws, including but not limited to the Open Meeting Law and the Public Records Law, as well as with directives and requests from the Board of Selectmen or Town Administrator.

Section . Removals

A member who fails to attend, whether in person or by remote participation if authorized to do so, one-third of the regular meetings of the Commission in any fiscal year shall be removed by the Board of Selectmen, either on its own initiative or upon recommendation of a majority of the remaining members of the Commission, unless the Board of Selectmen determines that there were extenuating circumstances excusing the absences and that the work of the Commission will not be impacted negatively by such member's remaining on the Commission. Any member of the Commission may, after a hearing, be removed for cause by the Board of Selectmen.

Industrial Development Commission

Section . Establishment

There is hereby established an Industrial Development Commission, consisting of five (5) residents of the Town of Sterling. Members shall be appointed by the Board of Selectmen for terms of five years, or as otherwise determined by the Board of Selectmen. Members on the Commission as of the effective date of this bylaw shall continue to serve until expiration of the term for which they were appointed. A vacancy occurring otherwise than by expiration of a term shall be filled for the unexpired term in the same manner as an original appointment. At its first regular meeting of the fiscal year, the members shall choose, by majority vote of those present and voting, a Chairperson, Vice-Chairperson, and Clerk.

Section . Duties

It shall be the duty of the Commission to encourage the creation of employment opportunities in the Town, assist and encourage business to remain in the Town, seek out and bring new industries to Sterling, and act as liaison between industries and various Town boards and officials. In performing its duties, the Commission shall comply with all applicable Town Bylaws and Massachusetts General Laws, including but not limited to the Open Meeting Law and the Public Records Law, as well as with directives and requests from the Board of Selectmen or Town Administrator.

Section . Removals

A member who fails to attend, whether in person or by remote participation if authorized to do so, one-third of the regular meetings of the Commission in any fiscal year shall be removed by the Board of Selectmen, either on its own initiative or upon recommendation of a majority of the remaining members of the Commission, unless the Board of Selectmen determines that there were extenuating circumstances excusing the absences and that the work of the Commission will not be impacted negatively by such member's remaining on the Commission. Any member of the Commission may, after a hearing, be removed for cause by the Board of Selectmen.

Open Space Implementation Committee

Section . Establishment

There is hereby established an Open Space Implementation Committee, consisting of not less than three (3) and not more than seven (7) residents of the Town of Sterling. Members shall be appointed by the Board of Selectmen for staggered terms of three years, or as otherwise determined by the Board of Selectmen. Members on the Committee as of the effective date of this bylaw shall continue to serve until expiration of the term for which they were appointed. Members shall include but not be limited to representatives from town boards such as the conservation commission, recreation department, planning board and other interested citizens as per guidelines of the MA Department of Conservation Services. A vacancy occurring otherwise than by expiration of a term shall be filled for the unexpired term in the same manner as an original appointment. At its first regular meeting of the fiscal year, the members shall choose, by majority vote of those present and voting, a Chairperson, Vice-Chairperson, and Clerk.

Section . Duties

It shall be the duty of the Committee to make recommendations for the implementation and updating of the Town's Open Space Plan, and to seek out and prepare in consultation with the Town Administrator available state and federal grants and private donations for the acquisition, preservation, and maintenance of open space. In performing its duties, the Committee shall comply with all applicable Town Bylaws and Massachusetts General Laws, including but not limited to the Open Meeting Law and the Public Records Law, as well as with directives and requests from the Board of Selectmen or Town Administrator.

Section . Removals

A member who fails to attend, whether in person or by remote participation if authorized to do so, one-third of the regular meetings of the Committee in any fiscal year shall be removed by the Board of Selectmen, either on its own initiative or upon recommendation of a majority of the remaining members of the Committee, unless the Board of Selectmen determines that there were extenuating circumstances excusing the absences and that the work of the Committee will not be impacted negatively by such member's remaining on the Committee. Any member of the Committee may, after a hearing, be removed for cause by the Board of Selectmen ,

or take any action relative thereto.

Submitted by: Board of Selectmen

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

Summary: On April 30, 2012, after 2 ½ years of research and deliberation, the Sterling Town Government Study Committee issued their Final Report containing 12 basic recommendations. This article would implement Recommendation 7 of the Government Study report, which states:

The Committee recommends that all permanent boards, committees, and commissions not created or required by statute be included in the General Bylaws. To the extent appropriate, boards, committees, and commissions created by statute should be acknowledged in the General Bylaws and expanded upon beyond the statute as determined at Town Meeting.

ARTICLE 26. Special Legislation - Form of Government

To see if the Town will vote to petition the Massachusetts Legislature for special legislation to enact a so-called "special act" to establish a board of selectmen-town administrator form of government in the Town of Sterling, worded as follows:

STERLING, TOWN OF--FORM OF GOVERNMENT--ESTABLISHMENT

SECTION 1. The inhabitants of the town of Sterling, within its territorial limits as now or may hereafter be established by law, shall continue to be a body politic and corporate, known as the Town of Sterling.

SECTION 2. This act shall be cited and shall be known as the Sterling Governmental Act.

SECTION 3. The intent and purpose of this act is to secure for the voters of the Town of Sterling, through the adoption of this act, all the powers possible to secure for their government under Article LXXXIX of the Amendments to the Constitution and laws of the commonwealth, as fully and as though each such power were specifically and individually enumerated herein. To the extent that the provisions of this act modify or repeal existing general laws and special laws or the body of law which constitutes the town charter under Section 9 of Article LXXXIX of the Amendments to the Constitution, this act shall govern.

SECTION 4. The legislative powers of the town shall continue to be exercised by a town meeting open to all voters of the town.

SECTION 5. There shall be a board of selectmen consisting of three members elected by the voters for three year terms, so arranged that the term of office of one member shall expire each year.

In the event that the official population of Sterling increases to 10,000 or more inhabitants in any given year, the selectmen may propose to an Annual Town Meeting that the Board of Selectmen be increased from 3 to 5 members. Upon Town Meeting approval, there shall be 2 members added to the Board of Selectmen at the annual town election held the following fiscal year, one to serve a term of 2 years and one to serve a term of 3 years, and thereafter for the five members to serve staggered terms.

The executive powers of the town shall be vested in the board of selectmen. The board of selectmen shall have all of the powers and duties given to the boards of selectmen under the constitution and laws of the commonwealth and such additional powers and duties as may be authorized by this act, by bylaw or by other town meeting vote. The board of selectmen shall cause the laws and orders for the government of the town to be enforced and shall cause a record of its official acts to be maintained. The board of selectmen shall be the chief policy making board of the town and shall act by the issuance of policy statements and guidelines to be followed and implemented by all town agencies serving under the board.

The board of selectmen shall be the licensing authority of the town, except for such licenses which by statute are issued by other town officials, officers, or boards. The board shall have the power to make necessary rules and regulations regarding the issuance of such licenses, and to attach such conditions and restrictions thereto as it deems to be in the public interest, and to enforce the laws relating to all businesses and activities for which it issues licenses.

To aid the board of selectmen in the conduct of its official business and duties, the board of selectmen shall appoint a town administrator who shall serve at the pleasure of the board, subject to any severance provisions that may be included in an employment agreement entered into with the town administrator in accordance with the provisions of chapter 41, section 108N of the Massachusetts General Laws.

SECTION 6. The town administrator shall be especially fitted by education, training and experience in public or business administration to perform the duties of the office. Any vacancy in the office of town administrator shall be filled as soon as possible by the board of selectmen. Pending the appointment of a town administrator or the filling of any vacancy, the board of selectmen shall appoint a suitable person to perform the duties of the office. In the event of temporary absence or disability of the town administrator, the board of selectmen may designate a qualified person to serve as acting town administrator and to perform the duties of the town administrator during such temporary absence or disability. The town administrator shall receive such compensation for services as the board of selectmen shall determine, but such compensation shall not exceed the amount appropriated therefor by the town.

SECTION 7. The town administrator shall be the chief administrative officer of the town, shall act as the agent for the board of selectmen and shall be responsible to the board of selectmen for the proper operation of town affairs for which the town administrator is given responsibility under this act. The town administrator, under the policy direction of the board of selectmen, shall supervise, direct and be responsible for the efficient administration of all officers appointed by the board of selectmen and their respective departments and of all functions for which the town administrator is given responsibility, authority or control by this act, by bylaw, by town meeting vote or by vote of the board of selectmen. The town administrator shall have the power to delegate, authorize or direct any subordinate or employee of the town to exercise any power, duty or responsibility which the office of town administrator is authorized to exercise under this act. All actions that are performed under such delegation shall be deemed to be the actions of the town administrator.

SECTION 8. Except as otherwise provided by this act, the board of selectmen shall appoint all department heads and officers, except employees who are elected or are under the supervision of elected officials, elected boards or elected commissions. Department Heads shall appoint all subordinates and employees within their departments, subject to the approval of the town administrator.

SECTION 9. Except as otherwise provided by this act, the board of selectmen may remove for cause all department heads and officers, subordinates and employees except employees who are elected or are under the supervision of elected officials, elected boards or elected commissions. Removals for cause shall be subject to due process requirements of federal, state or town laws and regulations or enforceable contract provisions.

SECTION 10. Annually, for the ensuing year, the board of selectmen in conjunction with the town administrator shall discuss and define the Board's goals and performance objectives for the proper operation and welfare of the town, in accordance with the policy objectives of the board. Said goals and objectives shall be reduced to writing.

SECTION 11. The town administrator shall:--

- (a) prepare and submit, after consultation with all town departments, an annual operating budget for all town departments, to be reviewed by the finance committee; and a capital improvement plan for all town departments to be reviewed by the capital fund committee;
- (b) insure that complete and full records of the financial and administrative activity of the town are maintained and to render reports to the board of selectmen as may be required;
- (c) approve warrants for payments of town funds prepared by the town accountant;
- (d) keep the board of selectmen and finance committee fully informed as to the financial condition of the town and to make recommendations to the board of selectmen and to other elected and appointed officials as the town administrator deems necessary or expedient in regard to such matters;
- (e) prepare, annually, a financial forecast of town revenue, expenditures and the general financial condition of the town;
- (f) develop and maintain a full and complete inventory of all property of the town, both real and personal;
- (g) be responsible for the efficient use, maintenance and repair of all town facilities, including oversight of all insurance policies for the same, except for those facilities under the jurisdiction of the school committee and the light department;
- (h) attend all regular and special meetings of the board of selectmen, unless excused. The town administrator shall attend all sessions of the town meeting and answer all questions addressed to him / her which are related to the warrant articles and to matters under his general supervision;
- (i) administer either directly or through a person or persons supervised by the town administrator, provisions of general or special laws, bylaws and other votes of the town meeting;
- (j) coordinate activities of all town departments, officers, boards or commissions of the town and to facilitate interdepartmental communication among them. The town administrator shall investigate or inquire into the affairs of any town department or office under his supervision and make reports in regard to such matters to the board of selectmen, if he / she deems it necessary and expedient;
- (k) administer personnel policies, practices, rules and regulations, and compensation plans for municipal employees except for employees of the light department; administer benefits and insurance programs, and any related matters, including all provisions of the personnel bylaws and all collective bargaining agreements subject to his / her jurisdiction;
- (l) be responsible, with the board of selectmen, for the negotiation of all contracts with town employees over wages and other terms and conditions of employment, except employees of the light department; such contracts shall be subject to the approval of the board of selectmen. The town administrator shall resolve union grievances according to provisions of the union contracts with the town except for light department contracts. The town administrator may, subject to the approval of the board of selectmen, employ special counsel to assist in the performance of these duties;
- (m) award, subject to the approval of the board of selectmen, all town contracts, with the exception of contracts involving elected departments, elected boards and elected commissions.
- (n) be responsible for the purchase of all supplies, materials and equipment for all town departments with the exception of purchases involving elected departments, elected boards and elected commissions. He / she shall examine and inspect, or cause to be examined and inspected, the quality, quantity and condition of supplies, materials and equipment delivered to or received by any town agency. He / she may examine services performed for any town agency secured through the purchasing procedure. The town administrator shall serve as and perform all the duties of the chief procurement officer of the town;
- (o) serve as liaison with regional, state and federal governmental organizations, local business and community leaders and the general public;

(p) serve as grants person for the town; to seek out, be responsible for the preparation of applications and administer any grants that shall become available to the town;

(q) supervise the department heads and other non-elected officials and personnel of the town that are under the jurisdiction of the board of selectmen. He / she shall evaluate the performance of all department heads annually. The town administrator shall establish procedures by which the department heads will evaluate the performance of their subordinates annually;

(r) receive correspondence and answer routine daily inquiries. He / she shall set priorities among issues that demand the board of selectmen's attention. The town administrator shall organize the agenda for the board of selectmen's meetings and perform research on issues when necessary. He / she shall prepare selectmen for meetings with briefing memos, including a list of pertinent issues with supporting data;

(s) assemble town meeting articles and town warrants in concert with the town counsel. He / she shall present such articles on the town warrant to the appropriate town boards or committees for review and recommendation;

(t) compile the town report;

(u) review and make recommendations on the status of all license applications under the jurisdiction of the board of selectmen, and to make site inspections as necessary; and

(v) perform such duties as necessary, or as may be assigned by this act, bylaw, town meeting vote, or vote by the board of selectmen.

SECTION 12. The board of selectmen shall annually set performance goals for the town administrator for the upcoming year, and shall review and evaluate the performance of the town administrator on a formal basis once annually under the terms and conditions of this act. Said review and evaluation shall include, but not be limited to, the town administrator's progress and performance on meeting the annual goals and objectives as set forth at the previous annual review. During the first year of employment, the board of selectmen and the town administrator shall meet and set the town administrator's goals and objectives after six months. The board of selectmen shall provide the town administrator with a written evaluation report after each formal annual review and shall provide the town administrator with an opportunity to discuss his /her review with the board of selectmen in a workshop session and submit written comments relative thereto.

SECTION 13. The registered voters of the town of Sterling shall elect town officials in accordance with any applicable laws, bylaws, votes of the town, or interlocal agreement.

SECTION 14. All laws, bylaws, votes, rules and regulations, or any portion or portions thereof, whether enacted by authority of the town or any other authority, which are in force in the town of Sterling on the effective date of this act and which are not inconsistent with the provisions of this act shall continue to be in full force and effect until otherwise provided by other laws, bylaws, votes, rules and regulations, respectively. Nothing contained herein shall impair contractual rights established prior to the adoption of this act, or any amendment thereto ,

or take any action relative thereto.

Submitted by: Board of Selectmen

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

Summary: On April 30, 2012, after 2 ½ years of research and deliberation, the Sterling Town Government Study Committee issued their Final Report containing 12 basic recommendations. After discussing these recommendations several times over the course of the year, particularly at Policy/Strategy Meetings, the Board of Selectmen submits this article in order to implement Recommendations 2, 3, and 6 of Government Study Report, which state:

***2. Define the Role of the Board of Selectmen.** The board should focus on reviewing performance of key management, participating in and guiding the planning and implementation of a long range plan, and addressing core structural and philosophical issues.*

***3. Define the Powers and Responsibilities of the Town Administrator.** We believe that the powers and responsibilities of the Town Administrator should be clearly articulated and documented. We recommend that the list of responsibilities set forth on Appendix B be incorporated*

***6. Seek a Special Act to Codify the Town's Structural Changes.** The Committee recommends that special legislation be sought that will establish a Town Charter and codify structural changes as required by law.*

ARTICLE 27. Special Legislation - DPW

To see if the Town will vote to petition the Massachusetts Legislature for special legislation to enact a so-called "special act" to authorize the town of Sterling to re-organize the Department of Public Works, to be worded as follows:

STERLING, TOWN OF—DEPARTMENT OF PUBLIC WORKS

SECTION 1. There shall be in the town of Sterling a Department of Public Works, in this act called the Department, which shall be under the supervision and control of the Board of Selectmen, in this act called the Board.

SECTION 2. The Board shall have all the powers and duties now or from time to time vested by general or special law or by town bylaw in the following boards, commissions, or officers: the department of public works board, the board of water commissioners, the board of park and cemetery commissioners and the board of road commissioners. No existing contract or liability shall be affected by the enactment of this special legislation.

SECTION 3. The Board of Selectmen shall appoint for staggered three year terms a 3-person Department of Public Works Advisory Board to research and advise on technical matters within public works, such as but not limited to infrastructure (road, highway and water) management, construction materials and methods. Upon the effective date of this act, the elected department of public works board shall be abolished, and each elected department of public works board member shall become a member of the new Department of Public Works Advisory Board and shall complete the term for which such member had been elected. This advisory board will study and make recommendations to the superintendent, the selectmen, the town administrator, and others in town as needed. Members shall be chosen based on their proven expertise in the field of construction, engineering, infrastructure, or related industry. Each member of the Department of Public Works Advisory Board shall earn an annual stipend, as appropriated by Annual Town Meeting.

SECTION 4. The Board shall have additional powers related to the duties and responsibilities of public works as the town may from time to time by bylaw provide, any other provisions of law to the contrary notwithstanding.

SECTION 5. The Board of Selectmen shall, if desired, hire a superintendent of public works, subject to appropriation and the provisions of the town bylaws and personnel bylaws. The superintendent shall report to the Board through the town administrator. The superintendent shall exercise and perform, under the supervision and direction of the Board, the powers, rights and duties that have been transferred to the board hereunder as the Board may from time to time designate. The superintendent shall be responsible for the efficient exercise and performance of the powers, rights and duties of the office, with other qualifications as set forth in the town bylaws. The superintendent need not be a resident of the town during tenure of office.

SECTION 6. The superintendent shall keep records of the activities and operations of his office, and render to the Board and town administrator as often as they may require, a report of all operations under his control during the period reported upon; and annually and from time to time as required by the Board or town administrator, shall make a synopsis of the reports for publication. The superintendent shall keep the Board and town administrator advised as to the needs of the town within the scope of his duties, and shall furnish to the Board and town administrator each year, upon their request, a detailed estimate in writing of the appropriations required during the next succeeding fiscal year for the proper exercise and performance of all said powers, rights and duties.

SECTION 7. Upon the effective date of this act, each permanent employee of the Sterling Department of Public Works shall remain an employee of the Department.

SECTION 8. This act replaces and supersedes all previous special legislation concerning the Department of Public Works in the town of Sterling,

or take any action relative thereto.

Submitted by: Board of Selectmen

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

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

Summary: On April 30, 2012, after 2 ½ years of research and deliberation, the Sterling Town Government Study Committee issued their Final Report containing 12 basic recommendations. After careful consideration and discussion with the DPW Board, the Board of Selectmen agrees with Recommendation 5b of The Report of the Sterling Town Government Study Committee dated April 30, 2012, which states:

We recommend that the Department of Public Works Board, currently an autonomous elected board, become an advisory board appointed by the Board of Selectmen, and that the Superintendent report to the Board of Selectmen through the Town Administrator. In order to provide the most effective and efficient services to the citizens of the Town, it is important that all the services and procurement be centralized under one board that has clear authority and responsibility and can be held accountable for performance in the minds of the citizens/voters of Sterling. Currently a major portion of the services provided to the Town's residents are not the responsibility of the Board of Selectmen, something that most voters do not understand. Such independence, operating under the radar, can occasionally result in anomalies such as what occurred with the funding and construction of the DPW garage. In addition, having the management of the DPW employees under the same day-to-day direction as most other Town employees will strengthen employee communications and encourage team work.

ARTICLE 28. Special Legislation - Earth Removal / Planning Board

To see if the Town will authorize and direct the Board of Selectmen to file with the Massachusetts Legislature a petition for special legislation providing that the planning board shall, if and when authorized by town meeting vote amending its earth removal bylaw, also serve as and perform the duties and responsibilities of the town's earth removal board, or take any action relative thereto.

Submitted by: Board of Selectmen

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

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

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

Summary: Recommendation 5a of the Report of the Sterling Town Government Study Committee dated April 30, 2012 stated: "*We recommend that the Earth Removal Board be eliminated and its responsibilities transferred to the Planning Board, with the Building Inspector, acting in his role of Zoning Enforcement Officer, to be charged with enforcement.*" The Board of Selectmen discussed this recommendation with both the Planning Board and the Earth Removal Board, as well as at Selectmen Policy/Strategy Meetings, and agree with the Government Study Committee on this recommendation. In order to accomplish this, both Articles 28 and 29 will be needed.

ARTICLE 29. Amend Bylaws - Earth Removal / Planning Board

To see if the Town will vote to amend its earth removal bylaw by striking Section 63-14 and inserting in its place the following: "§ 63-14. The Planning Board shall be the Earth Removal Board." Provided, however, that this amendment is contingent on the enactment of special legislation by the Massachusetts Legislature authorizing the Planning Board to serve as and perform the duties and responsibilities of the Town's Earth Removal Board, or take any action relative thereto.

Submitted by: Board of Selectmen

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

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

Summary: Recommendation 5a of the Report of the Sterling Town Government Study Committee dated April 30, 2012 stated: "*We recommend that the Earth Removal Board be eliminated and its responsibilities transferred to the Planning Board, with the Building Inspector, acting in his role of Zoning Enforcement Officer, to be charged with enforcement.*" The Board of Selectmen discussed this recommendation with both the Planning Board and the Earth Removal Board, as well as at Selectmen Policy/Strategy Meetings, and agree with the Government Study Committee on this recommendation. In order to accomplish this, both Articles 28 and 29 will be needed.

ARTICLE 30. Fund Update to the OPEB Actuarial Valuation

To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$5,850 to retain an actuarial firm or actuarial firms to update the actuarial valuation of Other Postemployment Benefits (OPEB) provided by the Towns to existing and future retirees, said sum to be expended by the Board of Selectmen, or take any other action relative thereto.

Submitted by: Treasurer/Collector

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

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

Summary: Standards from the Government Accounting Standards Board (GASB 45) for the reporting and accounting of Benefits mandates that every three years, towns must identify the true costs of Other Postemployment Benefits (OPEB) earned by employees over their estimated years of actual service.

This article would allow the Town to update the actuarial valuation of these post retirement health benefits to determine the funding necessary to be in compliance with the provisions of GASB 45. Fees will remain unchanged from the prior valuation at \$5,850 for the three year cycle (there are no fees for the “interim” years).

ARTICLE 31. Fund Post-Employment Benefits

To see if the Town will vote to raise and appropriate or transfer from available funds, a sum of money to fund the Other Post Employment Benefits Trust Fund, as recommended under GASB 45, or take any other action relative thereto.

Submitted By: Finance Committee

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

Recommendation: The Finance Committee does not support the passage of this article, because there are insufficient funds to do so at this time.

Summary: This article would provide funding of Other Post Employment Benefits (OPEB) under the new accounting rules created by GASB 45. This article may be tabled, if there is insufficient funding.

ARTICLE 32. Fund Wachusett Regional Recycling Center (Earthday)

To see if the Town will vote to raise and appropriate or transfer \$2,748 from Article 14 of the May 16, 2011 Annual Town Meeting, and transfer the sum of \$237 from Article 12 of the Annual Town Meeting of May 11, 2009, for a total of \$2,985, to satisfy the Town's financial obligation under the contract with Wachusett Earthday, Inc. for the Fiscal Year 2014, and further to close the remaining balances of the 2 prior year articles mentioned above to General Fund, or take any other action relative thereto.

Submitted by: Board of Selectmen

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

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

Summary: Sterling residents have the opportunity to bring recycling and household hazardous materials to a permanent year-round collection center for proper disposal. In 2008, Town Meeting voted to authorize the Board of Selectmen to enter into a contract with Wachusett Earthday, Inc., pursuant to Mass. Gen. Laws Chapter 40, Section 4, and with the towns of Boylston, Holden, Paxton, Princeton, Rutland, West Boylston and any other municipality who joins said contract. The term of the contract is for an initial period of five years, renewable every five years for a maximum term of twenty-five years. Wachusett Earthday wishes to thank the Town of Sterling for participating and looks forward to providing a full range of recycling and household hazardous products collection.

ARTICLE 33. Fund Wachusett Greenways Expenses

To see if the Town will vote to raise and appropriate or transfer \$ 500 from Article 23 of the May 14, 2007 Annual Town Meeting, and transfer the sum of \$ 800 from Article 23 of the Annual Town Meeting of May 16, 2011, for a total of \$ 1,300 , to be used for expenses for Wachusett Greenways, a six Town collaborative, said funds to be administered and expended by Wachusett Greenways, and further to close the remaining balance of Article 23 of the Annual Town Meeting of May 16, 2011 to General Fund, or take any 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: This article would provide financial assistance to the six Town collaborative working on the Wachusett Greenways project, including the Rail Trail in Sterling.

ARTICLE 34. 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 expenses for The Sterling Land Trust, an organization dedicated to the preservation of various parcels of land within the Town, said funds to be administered and expended by the Trust, or take any action 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: This article would provide financial assistance to the Sterling Land Trust which maintains various parcels of land within the Town for the passive recreational use of the residents.

ARTICLE 35. Revolving Accounts

To see if the town will vote to authorize revolving funds for certain town departments under Massachusetts General Laws Chapter 44 Section 53E ½ for the fiscal year beginning July 1, 2013, 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	FY2014 Spending Limit	Disposition of FY2014 Fund Balance	Spending Restrictions Or Comments
Recycling	DPW	Fees	Expenses, supplies and contracted services to run the recycling center	\$80,000	Balance available for expenditure	
Fuel	DPW	Fuel charges	Fuel charges for the Light Dept and Water Enterprise Fund	\$60,000	Balance available for expenditure	
Deputy Collector	Treasurer	Fees	Fees collected by the Deputy Collector	\$18,000	Balance available for expenditure	
1835 Town Hall	1835 Committee	Fees	Expenses, supplies and contracted services for the 1835 Old Town Hall	\$15,000	Balance available for expenditure	
Planning Board	Planning Board	Fees	Expenses, supplies and contracted services for the Planning Board	\$25,000	Balance available for expenditure	
Council On aging	Council on Aging	Fees	Expenses, supplies and contracted services for the Senior Center	\$50,000	Balance available for expenditure	
Fair Committee	Fair Committee	Fees	Expenses, supplies and contracted services to run the Sterling Fair	\$135,000	Balance available for expenditure	
Hazardous Materials	Fire Chief	Fees	Costs associated with hazardous material incidents	\$55,000	Balance available for expenditure	

Radio Master Box fees	Fire Chief	Fees	Expenses, supplies and maintenance of Radio Master Box system	\$ 3,000	Balance available for expenditure	
Agricultural Commission	Agricultural Commission	Fees	Expenses and supplies for the Commission	\$5,000	Balance available for expenditure	
Recreation Committee	Recreation Committee	Fees	Salaries, expenses, supplies and contracted services to run the Recreation Programs	\$151,900	Balance available for expenditure	

Submitted by: Town Accountant

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

Summary: 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. This article will consider all revolving funds for the Town, but voters have the ability at town meeting to discuss, amend or reject individual revolving funds within the article.

ARTICLE 36. Rescind Unused Debt

To see if the Town will vote to rescind \$260.00 of the debt authorization from article 40 of the Annual Town Meeting dated 5/16/2005 for installation of three wells and a UV disinfecting system, and to rescind \$838,000.00 of the debt authorization from article 4 of the Special Town Meeting dated 5/11/2009 for emergency and clean up costs resulting from the ice storm of December 2008; or take any action relative thereto.

Submitted By: Treasurer/Collector

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

Summary: Both projects were completed for a lesser amount than that voted at town meeting. The excess debt authorized is not needed and passage of this article will rescind that authorization. There is no refund of actual monies involved, this is simply a clearing of the debt authorization.

ARTICLE 37. 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, 2013, 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 relative thereto.

Submitted by: Treasurer/Collector

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

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

ARTICLE 38. Compensating Balance Agreements

To see if the Town will vote, pursuant to Chapter 44, Section 53F of the General Laws, as amended, to authorize the Town Treasurer/Collector to enter into compensating balance agreements, for FY2014, or take any action relative thereto.

Submitted by: Treasurer/Collector

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

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

ARTICLE 39. Fund Maintenance for 1835 Town Hall

To see if the Town will vote to transfer from Stabilization Fund, the sum of \$5,000 , or any other sum, to fund the maintenance of the 1835 Town Hall for fiscal 2014, said sum to be expended by the 1835 Town Hall Committee, or take any action relative thereto.

Submitted by: 1835 Town Hall Committee

Recommendation: The Finance Committee does not support the passage of this article, because there are other sources of revenue available to maintain the 1835 Town Hall.

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

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

ARTICLE 40. Amend Bylaw Section 4.2 Multi-family Development

To see if the Town will vote to amend the Town of Sterling Protective Bylaw in the following manner:

1. Delete Section 4.2.2(a) of the Sterling Protective Bylaw in its entirety and substitute the following therefor:
 - (a) Lot Area. Minimum lot area shall be not less than the greater of: (i) five (5) acres; or (ii) the following minimum lot area per dwelling unit multiplied by the number of dwelling units shall not be less than the following:

District

Neighborhood Residence: 10,000 square feet¹

Rural Residence and Farming: 15,000 square feet¹

¹Notwithstanding the provisions of Section 4.2.2(a), the lot area per dwelling unit for any multi-family dwelling consisting of only two (2) units shall be 20,000 square feet per dwelling unit.

2. Delete Section 4.2.3(a)(1) of the Sterling Protective Bylaw and substitute the following therefor:

(1) All dwellings and structures shall be located a minimum of 200 feet from adjacent properties and public ways; provided, however, that any multi-family dwelling consisting of only two (2) dwelling units shall be located a minimum of 40 feet from adjacent properties and public ways. The Board of Appeals may authorize the set back reduction to a minimum of 100 feet upon its determination that existing natural vegetation and/or proposed plantings provide a protective visual screening.

3. Delete Section 4.2.3(a)(2) of the Sterling Protective Bylaw and substitute the following therefor:

(2) Principal buildings on a lot of single ownership shall be no less than 100 feet apart from each other; provided, however principal multi-family buildings consisting of only two (2) dwelling units shall be no less than 15 feet apart from each other.

4. Delete Section 4.2.3(a)(3) of the Sterling Protective Bylaw in its entirety without substitution.

5. Delete the definition of “Dwelling, Multi-Family” as same appears in Article 5 and substitute the following therefor:

“Dwelling, Multi-Family” shall mean a single building containing at least two (2) dwelling units, but not more than four (4) units.

Submitted by: Petition

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

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

Summary: This article proposes certain changes to Section 4.2 of the Sterling Protective Zoning Bylaw so as to permit, upon the issuance of a special permit by the Sterling Planning Board, a smaller, more compact form of multi-family development. By creating the ability to seek a Special Permit for a multi-family dwelling consisting of two (2) units and otherwise revising the dimensional requirements for such a multi-family development, Article 40 would promote the development of an alternative form of smaller dwellings. Even with the adoption of the changes proposed by Article 40, the Sterling Planning Board retains broad jurisdiction through the Special Permit process to insure appropriate development of these forms of dwelling.

ARTICLE 41. Surplus Property Modification

To see if the Town will vote to amend its general bylaws by deleting Chapter 166, relating to Surplus Property, and inserting in its place the following:

Chapter 166. SURPLUS PROPERTY

§ 166-1.Scope.

The disposition of tangible property no longer useful to the Town, but having a resale or salvage value, shall be in accordance with this Chapter and shall conform to the provisions of the Massachusetts Procurement Act, M.G.L. c. 30B, as it may from time to time be amended. For purposes of this Chapter, “property” shall mean all tangible property, including but not limited to motor vehicles, machinery, computers, equipment, furniture, and other supplies. This Chapter does not apply to the disposition of real property or interests therein.

§ 166-2.Procedures for Disposition.

A.General Provisions

- 1.The Town’s Chief Procurement Officer shall oversee the disposition of all surplus property.
- 2.Prior to disposition of surplus property, the department head, official, board, commission, or other Town entity in control of the property shall notify the Chief Procurement Officer in writing that it is surplus and no longer needed or useful and shall provide the Chief Procurement Officer with an estimate of its value based upon a reasonable investigation and determination of the value of similar property being offered for resale or salvage by other public or private sellers.
- 3.Any property determined to be surplus may be transferred by the Board of Selectmen to another Town department, officer, board, commission, or other Town entity which has expressed its interest in acquiring the surplus property.
- 4.Surplus property may be traded-in as part of the purchase of other property if it is listed for trade-in in the invitation for bids or requests for proposals for such other property.
- 5.Surplus property shall be disposed of on an “as is” basis, with no warranty of any kind, either express or implied.
- 6.All money received from the sale of surplus property shall be deposited into the Town’s general fund.

B. Value Less Than \$5,000

1. The Chief Procurement Officer shall dispose of surplus property with an estimated net value of less than \$5,000 by using written procedures approved by the Board of Selectmen.

2. If no purchase offer is made for the surplus property, the Chief Procurement Officer may dispose of it in any commercially reasonable manner.

C. Value of \$5000 or More

1. The Chief Procurement Officer shall dispose of surplus property with an estimated net value of \$5,000 or more by either competitive sealed bids, public auction, including online auction, or established markets.

2. Public notice of sale by bid or auction shall (a) describe the surplus property offered for sale; (b) designate the dates, times, location and method for inspection of such property; (c) state the terms and conditions of sale; (d) state the place, date and time for the bid opening or auction; (e) remain posted for at least two weeks in a conspicuous place in or near the offices of the Town until the time specified for the bid opening or auction; (f) be published at least once, not less than two weeks prior to the time specified for the bid opening or auction, in a newspaper of general circulation within the area served by the Town; (g) conform to such other notice requirements as are required by M.G.L. c. 30B, § 5; and (h) state that the Town retains the right to reject any and all bids.

3. If the Town rejects the bid of the highest responsive bidder, the Town may (a) negotiate a sale of such supply as long as the negotiated sale price is higher than the bid price; or (b) resolicit bids.

or take any action relative thereto.

Submitted by: Board of Selectmen

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

Summary: This article is intended to bring the Town's general bylaws relating to the disposal of surplus property into compliance with recent changes to the Massachusetts Procurement Act, M.G.L. c. 30B.

ARTICLE 42. (Withdrawn)

ARTICLE 43. Join Central Massachusetts Mosquito Control Project

To see if the Town will vote to become a member of the Central Massachusetts Mosquito Control Project for a minimum of three years at a cost of \$63,000/year and a total commitment of \$189,000 over the three-year period, pursuant to Massachusetts General Laws Chapter 252, Section 5A and other applicable sections of said law or take any action relative thereto.

Submitted by: Board of Health

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

Recommendation: The Finance Committee does not support the passage of this article, because there are insufficient funds to do so at this time. Although a town meeting appropriation is not required, a vote to approve this article would cause the money to be deducted from the Town's state aid, as an assessment on the Cherry Sheet.

Summary: The Board of Health is united in the opinion that the Mosquito Control article should be decided by the voters present at the Town Meeting. The cost is withheld from the State Cherry Sheet assessment, so there is no need for the town to appropriate a direct payment for this service.

ARTICLE 44. Resolution-Citizens United

WHEREAS: The Town of Sterling is committed to ensuring the rights of all individual Sterling Voters and believes that those participating Sterling voters, along with individual voters across America, should be the only decision makers in our election process; and

WHEREAS: The recent U.S. Supreme Court ruling in Citizens United v. Federal Election Commission presents a serious and direct threat to the role and influence of individual voters in Worcester and across America ...

- Overturning longstanding precedent prohibiting corporations from spending corporate general treasury funds in our elections;
- Unleashing a torrent of corporate money in our political process unmatched by any campaign expenditure totals in United States history; and
- Invalidating state laws and even state Constitutional provisions separating corporate money from elections;

WHEREAS: We the people adopted and ratified the United States Constitution to protect the free speech and other rights of people, not corporations;

WHEREAS: Corporations are not people with constitutional rights, but instead are entities created by the law of states and nations, rightfully subservient to people and our governments;

WHEREAS: Article V of the United States Constitution empowers and obligates the people and states of the United States of America to use the constitutional amendment process to correct those egregiously wrong decisions of the United States Supreme Court that go to the heart of our democracy and republican self-government; and

WHEREAS: The people and states of the United States of America have strengthened the nation and preserved liberty and equality for all by using the amendment process throughout our history, including in seven of the ten decades of the 20th Century;

AND NOW THEREFORE, BE IT RESOLVED: That the Town of Sterling does hereby urge the U.S. Congress to protect the rights of Sterling voters, and individual voters across America by adopting House Resolution 88, proposed by U.S. Representative James McGovern, and begin efforts through the constitutional amendment process to reverse Citizens United v. Federal Election Commission and ensure that voters in Sterling and across America remain the sole decision makers in our election process.

AND, BE IT FURTHER RESOLVED that a copy of this resolution shall be sent to every member of the Massachusetts Congressional Delegation as well as the State Representatives of and State Senator of the Town of Sterling.

Submitted by: Petition

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

Summary: In *Citizens United v. FEC (2010)* the Supreme Court declared that corporations have the same constitutional rights as people and can make unlimited expenditures in favor of or against political candidates. This overturned the longstanding precedent prohibiting corporations from spending corporate general treasury funds in our elections. This resolution would allow the Town of Sterling to urge the U.S. Congress to protect the rights of Sterling voters by adopting one of the Congressional resolutions, and begin efforts through the constitutional amendment process to reverse Citizens United v. Federal Election Commission.

ARTICLE 45. Amend WRSD Agreement Section 1: School Committee Members

To see if the Town will vote to approve the Amendment of Section 1 of the Amended Wachusett Regional School District Agreement, as approved and recommended by vote of the Wachusett Regional District School Committee on March 18, 2013 by deleting the existing Section 1. Members of the Regional District School Committee, subparagraphs 1.1. through 1.6. inclusive and by substituting therein the following language:

Section 1. MEMBERS OF THE WACHUSETT REGIONAL DISTRICT SCHOOL COMMITTEE

1.1. The Wachusett Regional District School Committee shall consist of members from each participating town, each such member to be a registered voter of the town that the member represents. The Wachusett Regional District School Committee shall consist of twelve (12) members with representation as follows:

Holden	Four (4) members
Paxton	Two (2) members
Princeton	Two (2) members
Rutland	Two (2) members
Sterling	Two (2) members

Each committee member shall be entitled to one weighted vote at all committee meetings.

1.2. ALLOCATION OF PROPORTIONAL WEIGHTED VOTES FOR MEMBERS AND TOWNS.

The total voting value for members from each town represented on the Wachusett Regional District School Committee shall be in proportion to the population of the member town compared to the total population of all member towns combined. Population data shall be the latest annual official Town census, as certified by the Town Clerk of each of the member towns. The calculated total voting value for a member town shall be equally divided amongst the elected and/or appointed members from the member town to determine the assigned weighted voting factor for individual committee members of the member town.

The calculated weighted voting factors for each member and town based upon the 2012 Town census figures are set forth in Table 1.

TABLE 1

Town	2012 Census Population [Towns]	Percentage of Combined Population	K-12 Committee Members	Weight Member	Weight Town
Holden	18,568	43.18%	4	10.795%	43.18%
Paxton	4,590	10.68%	2	5.34%	10.68%
Princeton	3,562	8.28%	2	4.14%	8.28%
Rutland	8,787	20.44%	2	10.22%	20.44%
Sterling	7,488	17.42%	2	8.71%	17.42%
TOTALS:	42,995	100%	12		100%

1.3. Such allocation of weighted votes shall be reviewed, and adjusted if necessary, annually on or before July 1st. The allocation of weighted votes will be so calculated as to have all representatives from a member town assigned the same vote value.

1.4. With the exception of the terms of office of the existing membership of the Committee, the Committee membership shall remain constant at twelve (12) members.

Downsizing of the current Committee (22) will be accomplished by reducing by half the number of open seats rounded up to the next whole number for a member town at each town election until the member town attains the required number of seats as set forth in Table 1. Should a member resign and the Town is still above the required number of seats, that seat shall be eliminated as of the effective date of the resignation.

1.5. Each member's voting weight will be calculated on a yearly basis as of July 1st of any given year in accordance with the Member Towns' annual census. Should a member resign and the position will not be replaced due to downsizing, or after an election where the size of the Committee is reduced, the weight of votes will be recalculated immediately.

1.6. The District shall annually request and obtain from the Town Clerks' official annual census figures before July 1st of each year. The District shall give written notice to the Board of Selectmen of the member towns of any resulting changes in the voting allocation of any member town.

1.7. The method of nomination or election of the members to the Wachusett Regional District School Committee from a member town shall be the same as candidates for an elective office in the member town. All members shall be elected for a three (3) year term. If a vacancy occurs in the Wachusett Regional District School Committee, or if there is a failure to elect, the Selectmen of the member town to which the vacancy relates shall fill the vacancy by appointment. The person so appointed shall be a registered voter of such town and shall perform the duties of the office until such town's next annual meeting and his successor is qualified; at such annual meeting a successor shall be elected to fill the balance of the unexpired term.

1.8. Weighing the votes of Committee Members according to the population of the Town they represent shall be effective at the first organizational meeting of the Committee after the approval of the Amendments by the member towns of the Wachusett Regional School District. A majority of the Members' weighted vote shall constitute a quorum of the full School Committee and not a majority of its members.

or take any action relative thereto.

Submitted by: Wachusett Regional School Committee

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

ARTICLE 46. Amend WRSD Agreement Section 9: Annual Report

To see if the Town will vote to approve the Amendment of Section 9, Annual Report, of the Amended Wachusett Regional School District Agreement, as approved and recommended by vote of the Wachusett Regional District School Committee on March 18, 2013, by adding the following sentence:

"When requested by a representative of Member Town's government, an electronic version of budget documents will be furnished at no charge." so that Section 9 reads as follows:

The District shall submit to each of the Member Towns an annual report containing a detailed financial statement and a statement showing the methods by which the annual charges assessed against each town were computed, together with such additional information relating to the operation and maintenance of such schools as may be deemed necessary by the Committee or by the Selectboard of any Member Town. When requested by a representative of Member Town's government, an electronic version of budget documents will be furnished at no charge.

or take any action relative thereto.

Submitted by: Wachusett Regional School Committee

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

ARTICLE 47. Amend WRSD Agreement Section 14: Amendments

To see if the Town will vote to approve the Amendments of Section 14, Amendments, of the Amended Wachusett Regional School District Agreement, as approved and recommended by vote of the Wachusett Regional District School Committee on March 18, 2013, as follows:

- A. Amend Section 14.1 by deleting the number "five (5)" and inserting the number "three (3)" so that the Section reads as follows:

The Wachusett Regional School District Agreement shall be reviewed every three (3) years by the Committee. The Committee shall hold a public hearing to receive comment and proposed changes from the citizens of the Member Towns. The Committee shall prepare and submit a written report to the Selectboards of the Member Towns.

- B. Amend Section 14.2. by deleting the name "Commonwealth of Massachusetts Department of Education" in Section 14.2. and inserting the name "Commonwealth of Massachusetts Department of Elementary and Secondary Education" so that Section 14.2 reads as follows:

This Agreement may be amended by recommendation of the Committee and approval of Member Towns of the District by majority vote at an annual or special town meeting provided that not more than one Member Town disagrees and subject to the approval by the Commonwealth of Massachusetts Department of Elementary and Secondary Education. No such amendment shall be made which shall substantially impair the rights of the holders of any bonds or notes of the District then outstanding or the rights of the District to procure the means for payment thereof; provided, that this provision shall not prevent the admission of new towns to the District and the reapportionment accordingly of that part of the cost of construction represented by bonds or notes of the District then outstanding and of interest thereon (Chapter 116 of the Acts of 1951)

or take any action relative thereto.

Submitted by: Wachusett Regional School Committee

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

ARTICLE 48. Amend WRSD Agreement Section 17: Lease of Schools

To see if the Town will vote to approve the Amendment of Section 17. Lease of Schools of the Amended Wachusett Regional School District Agreement, as approved and recommended by vote of the Wachusett Regional District School Committee on March 18, 2013, by adding a new Section 17.7 which reads as follows:

17.7. Each maintenance agreement shall have a provision for the emergency use of school buildings and an annual maintenance audit ,

or take any action relative thereto.

Submitted by: Wachusett Regional School Committee

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

ARTICLE 49. Amend Animal Control Bylaw: Define Special Permit

To see if the Town will vote to amend Section 18-2, Definitions, of the Animal Control Bylaw as follows:

Under the definition “SPECIAL PERMIT -- A permit issues pursuant to MGL c. 40A, § 9, and the Sterling Protective Bylaw”, change the word “issues” to “issued”, or take any action relative thereto.

Submitted by: Animal Control Advisory Board

Summary: This to correct a clerical error.

ARTICLE 50. Amend Animal Control Bylaw: Kennels

To see if the Town will vote to amend Section 18-2, Definitions, of the Animal Control Bylaw as follows:

Delete:

DOMESTIC CHARITABLE CORPORATION

A facility operated, owned or maintained by a domestic charitable corporation registered with the Massachusetts Department of Agriculture, or an animal welfare society or other nonprofit organization incorporated for the purpose of providing for and promoting the welfare, protection and humane treatment of animals, including a veterinary hospital or clinic operated by a licensed veterinarian, which may operate for the above purpose in addition to providing medical treatment and care to animals.

KENNEL

One pack or collection of dogs on a single premises, whether maintained for breeding, boarding, sale, training, hunting, or other purposes and including any shop where dogs are on sale, and also including every pack or collection of more than four dogs six months old or over owned or kept by a person on a single premises irrespective of the purpose for which they are maintained. (MGL c. 140, § 135A)

KENNEL COMMERCIAL

Pack or collection of dogs in a single premises, whether maintained for breeding, boarding, sale, training, hunting, or other purposes and including any shop where dogs are on sale, and also including every pack or collection of more than four dogs, three months old or older, owned or kept by a person on a single premises regardless of the purpose for which they are maintained or kept. (Sterling Protective Bylaws, Article 5) *Editor's Note: The Sterling Protective Bylaw is on file in the Town offices.*

SERVICE DOG/ANIMAL

Any guide dog, signal dog, or other animal trained to provide assistance to an individual with a disability.

Insert the following:

COMMERCIAL BOARDING OR TRAINING KENNEL

An establishment used for boarding, holding, day care, overnight stays or training of animals that are not the property of the owner of the establishment, at which such services are rendered in exchange for consideration and in the absence of the owner of any such animal; provided, however, that "commercial boarding or training kennel" shall not include an animal shelter or animal control facility, a pet shop licensed under section 39A of chapter 129, a grooming facility operated solely for the purpose of grooming and not for overnight boarding or an individual who temporarily, and not in the normal course of business, boards or cares for animals owned by others. (MGL c. 140, § 136A)

COMMERCIAL BREEDER KENNEL

An establishment, other than a personal kennel, engaged in the business of breeding animals for sale or exchange to wholesalers, brokers or pet shops in return for consideration. (MGL c. 140, § 136A)

DOMESTIC CHARITABLE CORPORATION KENNEL

A facility operated, owned or maintained by a domestic charitable corporation registered with the Massachusetts Department of Agricultural Resources or an animal welfare society or other nonprofit organization incorporated for the purpose of providing for and promoting the welfare, protection and humane treatment of animals, including a veterinary hospital or clinic operated by a licensed veterinarian, which operates consistent with such purposes while providing veterinary treatment and care. (MGL c. 140, § 136A)

KENNEL

A pack or collection of dogs on a single premise, including a commercial boarding or training kennel, commercial breeder kennel, domestic charitable corporation kennel, personal kennel or veterinary kennel. (MGL c. 140, § 136A)

PERSONAL KENNEL

A pack or collection of more than 4 dogs, 3 months old or older, owned or kept under single ownership, for private personal use; provided, however, that breeding of personally owned dogs may take place for the purpose of improving, exhibiting or showing the breed or for use in legal sporting activity or for other personal reasons; provided further, that selling, trading, bartering or distributing such breeding from a personal kennel shall be to other breeders or individuals by private sale only and not to wholesalers, brokers or pet shops; provided further, that a personal kennel shall not sell, trade, barter or distribute a dog not bred from its personally-owned dog; and provided further, that dogs temporarily housed at a personal kennel, in conjunction with an animal shelter or rescue registered with the department, may be sold, traded, bartered or distributed if the transfer is not for profit. (MGL c. 140, § 136A)

SERVICE DOG/ANIMAL

A service dog or animal as defined by the Americans with Disabilities Act or regulations promulgated there under. (MGL c. 140, § 139C)

VETERINARY KENNEL

A veterinary hospital or clinic that boards dogs for reasons in addition to medical treatment or care; provided, however, that "veterinary kennel" shall not include a hospital or clinic used solely to house dogs that have undergone veterinary treatment or observation or will do so only for the period of time necessary to accomplish that veterinary care (MGL c. 140, § 136A) ,

or take any action relative thereto.

Submitted by: Animal Control Advisory Board

Summary: The proposed amendments to the Animal Control Bylaw will bring the Town of Sterling's General Bylaw into compliance with Massachusetts General Law Chapter 140, sections 136A to 174E which was recently amended by CHAPTER 193, AN ACT FURTHER REGULATING ANIMAL CONTROL (Massachusetts S. 2192). Failure to pass this amendment would result in conflicts between state law and town bylaws which will undermine the enforcement efforts by the Animal Control Division of the Town of Sterling.

ARTICLE 51. Special Act-Wekepeke

To see if the town will vote to authorize the Select Board to petition the Massachusetts State Legislature to enact a law designating all the waters of the Wekepeke reservoir aquifer, owned by the town of Clinton, both above and below ground, to be available for municipal usage only, such as for a drinking water supply, fighting fires, and local businesses and farms, and to prevent any and all commercial bottling in any form of said waters.

Submitted by: Petition

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

Recommendation: The Conservation Commission will report at Town Meeting on this article.

Summary: The Conservation Restriction on the Wekepeke aquifer land owned by the town of Clinton and passed in 2009 protected the land from development. However, it did not protect the waters of the aquifer from commercial business or development. The purpose of this article addresses the need to also protect the water.

ARTICLE 52. Lake Treatment

To see if the Town will vote to transfer the remaining balance, previously appropriated under Article 27 of the May 16, 2011 Annual Town Meeting, for the maintenance of the water quality of East Lake Waushacum by the application of approved chemical treatments such as alum and copper sulfate or the use of alternative technologies, said sum to be expended by the Conservation Commission, or take any action relative thereto.

Submitted by: Conservation Commission

Summary: In the time since the passing of the last article, the lake has been in fine condition due to the continued efforts of the association and the Town of Sterling to ensure better monitoring and control of activities in the water shed. However, continued monitoring by a Certified Laboratory and Lycott Environmental shows a different type of Algae occurring in the lake this year. Alum would not be an effective form of treatment this season and the use of another chemical such as copper sulfate may be necessary and will not incur additional funding to the already secured monies. This article seeks only to amend the previous one passed to allow flexibility in the use of chemical.

ARTICLE 53. Fund Principal and Interest for 2004 Fire Truck

To see if the Town will vote to transfer from the Capital Fund the sum of \$ 70,163, or any other sum, to offset the cost of the Fire Truck principal and interest for fiscal 2014, or take any action relative 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 2014. The Town approved the purchase of the new truck at the May 2004 Town Meeting. At that time, it was explained that the truck would be paid for out of the Capital Fund.

ARTICLE 54. Fund Lease-Purchase Payment for Ambulance

To see if the Town will vote to transfer \$ 35,416 from the Capital Fund to offset the cost of the Ambulance lease payment, or take any action relative 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 FY14 lease payment for the ambulance. The Town approved the lease-purchase of the new ambulance at the November 2008 Special Town Meeting. This is the fifth payment of a five-year lease-purchase.

ARTICLE 55. 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 offset the cost of the Pumper-Tanker lease payment, or take any action relative 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 FY14 lease payment associated with the Pumper Tanker for fiscal year 2014. The Town approved the purchase of the new truck at the May 2011 Town Meeting. At that time, it was explained the truck would be paid for out of the Capital Fund through a ten-year lease-purchase.

ARTICLE 56. Apply Stabilization Fund to Reduce Tax Rate

To see if the Town will vote to transfer \$ 200,000, 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.

ARTICLE 57. Annual Town Election

To elect by ballot on Monday, May 20, 2013, from 7:00am to 8:00pm at the Houghton Elementary School on 32 Boutelle Road, the following officers:

One Board of Assessor to serve for three years
One Board of Health Member to serve for three years
Two Library Trustees to serve for three years each
One Selectman to serve for three years
Two Constables to serve for one three year term and a one year term
One Public Works Board Member to serve for three years
One Planning Board Member to serve for five years
One Sterling Housing Authority Member to serve for five years
One Sterling Municipal Light Board Member to serve for three years
One Wachusett Regional School District Committee Member to serve for three years

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

The polls shall be opened on Monday, May 20, 2013 at seven (7:00) o'clock in the forenoon and shall remain open until eight (8:00) o'clock in the evening.

And you are directed to serve this warrant by posting up attested copies thereof, one at each of the following locations in Sterling, seven (7) days at least before the time for holding said meeting:

Mary Ellen Butterick Municipal Building
Conant Public Library
Sterling Post Office
Sterling Police Station
Sterling Municipal Light Building

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

Given under our hands this tenth day of April 2013.

Sterling Board of Selectmen

Paul M. Sushchyk, Chairman

Ronald Furmaniuk

Brian Patacchiola

Attachment A
FY 14 CLASSIFICATION PLAN
Proposed to be effective 7/01/2013

Grade	Position	Department
2	Library Technician I	Library
	Program Assistant	Recreation
3	Van Driver	Council on Aging
	Clerk Typist	Police
	Meals Site Coordinator	Council on Aging
	Library Technician II	Library
4	Animal Control Officer	Police
	Outreach Aide	Council on Aging
	Town Custodian	Bd. Of Selectmen
	Library Associate I	Library
	Administrative Secretary	Building Dept.
	Asst. Town Clerk	Town Clerk
5	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
	Firefighter/EMS	Fire
6A	Firefighter/Mechanic	Fire
	Company Officer	Fire
	Company Officer	Fire
6B	Facilities Manager	Board of Selectmen
	Assoc. Health Agent	Health Dept.
	Asst. Director/Head of Children Services	Library
7A	Firefighter/Paramedic	Fire
	Company Officer/Fire Inspector	Fire
	Head Dispatcher	Police
7B	Director	Recreation; Council on Aging
	Conservation Agent	Conservation
8	Town Clerk	Town Clerk
	Town Planner	Planning
	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
	Deputy Fire Chief	Fire
10	Superintendent	DPW
	Town Administrator	Board of Selectmen
11	Police Chief	Police
	Fire Chief	Fire

ATTACHMENT B
FY 14 COMPENSATION SCHEDULE
Proposed to be effective 7/1/2013

GRADE	STEPS												
	1	2	3	4	5	6	7	8	9	10	11	12	13
1	9.74	10.03	10.33	10.64	10.96	11.28	11.63	11.98	12.34	12.70	13.08	13.47	13.88
2	11.19	11.53	11.89	12.23	12.60	12.98	13.37	13.77	14.19	14.60	15.04	15.49	15.96
3	12.89	13.27	13.66	14.07	14.49	14.93	15.38	15.84	16.31	16.80	17.31	17.83	18.37
4	14.81	15.26	15.72	16.19	16.68	17.17	17.69	18.22	18.76	19.33	19.91	20.50	21.12
5	17.05	17.56	18.08	18.62	19.18	19.76	20.35	20.96	21.58	22.24	22.90	23.59	24.29
6	40,886	42,124	43,383	44,663	46,008	47,373	48,803	50,276	51,791	53,327	54,928	56,571	58,278
7	47,032	48,462	49,891	51,385	52,922	54,522	56,144	57,830	59,579	61,351	63,207	65,106	67,046
8	53,968	55,587	57,254	58,971	60,741	62,563	64,440	66,373	68,365	70,416	72,528	74,704	76,945
9	60,443	62,257	64,124	66,048	68,029	70,070	72,173	74,338	76,568	78,865	81,231	83,667	86,177
10	67,697	69,728	71,820	73,974	76,193	78,479	80,834	83,259	85,757	88,329	90,979	93,709	96,520
11	75,821	78,096	80,439	82,851	85,337	87,897	90,535	93,250	96,048	98,930	101,897	104,954	108,103
6	19.58	20.17	20.78	21.39	22.03	22.69	23.37	24.08	24.80	25.54	26.31	27.09	27.91
7	22.52	23.21	23.89	24.61	25.35	26.11	26.89	27.70	28.53	29.38	30.27	31.18	32.11
8	25.85	26.62	27.42	28.25	29.09	29.97	30.86	31.78	32.74	33.73	34.74	35.78	36.85
9	28.94	29.81	30.71	31.63	32.58	33.56	34.56	35.61	36.67	37.77	38.91	40.07	41.27
10	32.42	33.40	34.39	35.42	36.50	37.59	38.71	39.88	41.07	42.30	43.57	44.88	46.23
11	36.31	37.41	38.52	39.68	40.87	42.10	43.36	44.66	46.00	47.38	48.80	50.26	51.77

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.

ATTACHMENT B (continued)

FY 14 COMPENSATION SCHEDULE

Proposed to be effective 7/1/2013

<u>Schedule C Call Fire Personnel</u>				<u>Schedule D Part Time Positions</u>	
		Step 1	Step 2	Step 3	
F-3	Assistant FF & EMT Recruit	12.54			Police Special Constable \$8.25 - \$9.61
F-4	Firefighter	14.64	15.27	16.22	\$9.25
F-4	EMT	14.64	15.27	16.22	Cell Monitor/Matron \$15.00 to \$25.00
F-4	EMT - Paramedic	16.76	17.40	18.34	Election Worker \$8.25
F-5	Firefighter / EMT	15.87	16.52	17.44	Registrar of Voters \$8.50
F-5	Firefighter / EMT-P	17.99	18.64	19.56	Asst. Registrar of Voters \$8.25
F-6	Company Officer (EMT)	17.85	18.52	19.18	Recycling Attendant \$11.00
F-7	Deputy Chief (EMT)	19.85	20.52	21.12	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
					Temp. Assistant to Town Accountant \$15.00
					Parking Clerk \$25.00
					Assistant Building Inspector 25.00 per inspection
					Assistant Plumbing Inspector 25.00 per inspection
					Wire Inspector 35.00 per inspection
					Assistant Wiring Inspector 35.00 per inspection
<u>Schedule E Stipend Positions</u>					
	ADA Coordinator		\$1,500		
	Animal Inspector		\$1,000		
	Emergency Management Director		\$10,000		
	Gas Inspector		\$5,500		
	Plumbing Inspector		\$10,000		
	Sealer of Weights and Measures		\$1,200		
	Veteran Agent		\$3,900		