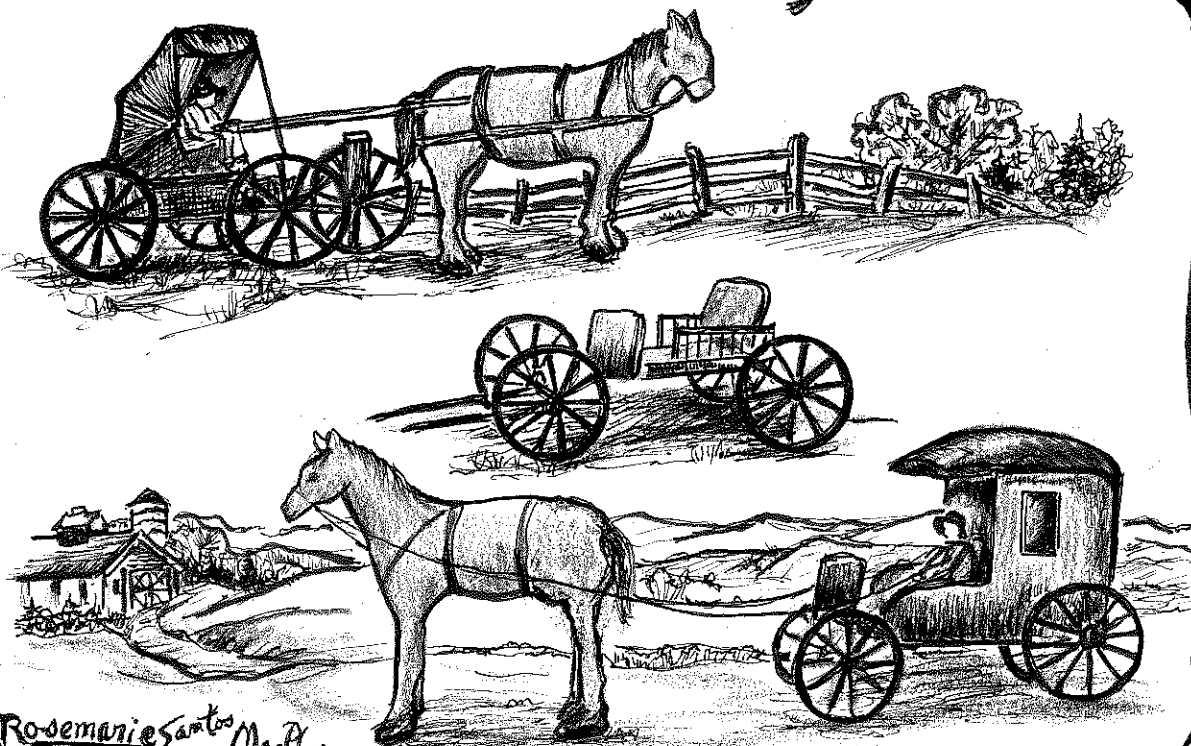


Days of
Horse & Buggy

**Town
of
Sterling, MA**

2013

Annual Report



Rosemarie Santos MacPherson
2014

TOWN OF STERLING

ANNUAL

TOWN

REPORT

2013



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TOWN OFFICIALS

2013

ELECTED OFFICIALS - TOWN OF STERLING

	TERM EXPIRES
<u>BOARD OF ASSESSORS</u> (3 year term)	
Robert F. Cutler	2014
Donlin K. Murray	2015
Michael J. Rivers	2016
<u>BOARD OF HEALTH</u> (3 year term)	
Donna M. Clark	2014
Gary C. Menin	2015
Allen Hoffman	2016
<u>LIBRARY TRUSTEES</u> (3 year term)	
John L. Dwyer	2014
Robert W. Johnson	2014
Erica Brennan	2015
Jaap F. Vermeulen	2015
Albert J. Carlin	2016
Kelly J. Corvelo	2016
<u>BOARD OF SELECTMEN</u> (3 year term)	
Ronald A. Furmaniuk	2014
Brian J. Patacchiola	2015
Robert F. Cutler	2016
<u>CONSTABLES</u> (3 year term)	
Joan M. Pineo	2014
Michael E. Pineo	2016
<u>DEPARTMENT OF PUBLIC WORKS BOARD</u> (3 year term)	
Lawrence R. Favreau	2014
Gregg W. Aubin	2015
Donald W. Harding	2016
<u>STERLING HOUSING AUTHORITY</u> (5 year term)	
Philip Campbell (<i>resigned January, 2014</i>)	2015
Linette K. Warren	2016
Elisabeth A. Earle	2017
Robert E. Kneeland	2018
State Appointee Vacancy	annual appointee
<u>MODERATOR</u> (3 year term)	
Richard A. Sheppard	2015
<u>PLANNING BOARD</u> (5 year term)	
Michael J. Radzicki	2014
Ronald F. Pichierra	2015
Kenneth I.H. Williams	2016
John J. Santoro	2017
Charles A. Hajdu	2018

TERM EXPIRES

STERLING MUNICIPAL LIGHT BOARD (3 year term)

George M. Pape	2014
Matthew V. Stelmack	2015
Michael J. Rivers	2016

WACHUSETT REGIONAL SCHOOL CMTE. (3 year term)

James A. Mason	2014
Lisa B. Call	2014
Sarah J. LaMountain	2015
Lance F. Harris	2016

APPOINTED OFFICIALS

	TERM EXPIRES
<u>ACCOUNTANT</u> (3 year appt)	
Karen Chick	2014
<u>A.D.A. COORDINATOR</u> (1 year appt)	
Matthew Marro	2014
<u>A.D.A. REVIEW COMMITTEE</u> (1 year appt)	
Clare Fisher	2014
Donald Harding	2014
Danielle Mattei	2014
Ronald Pichierri	2014
Kenneth Stidsen, Jr.	2014
<u>ANIMAL CONTROL ADVISORY BOARD</u> (1 year appt)	
Ann Marie Catalano	2014
Scott Crossman	2014
Karen Kase	2014
Cynthia Miller	2014
Theresa Sadler	2014
Frances Simonds	2014
<u>ANIMAL CONTROL OFFICER</u> (1 year appt)	
Louis Massa	2014
<u>ANIMAL CONTROL OFFICER – ALT.</u> (1 year appt)	
Steven Jones	2014
<u>ANIMAL INSPECTOR</u> (Board of Health 1 year appt)	
Louis Massa	2014
<u>AUDITORS</u>	
Scanlon & Associates	2014
<u>BUILDING INSPECTOR</u> (1 year appt)	
Mark Brodeur	2015
<u>BUILDING INSPECTOR – ALT.</u> (1 year appt)	
Norman Clemence	2014
<u>BURIAL AGENT</u> (Board of Health 1 year appt)	
Dawn E. Michanowicz, Town Clerk	2014
David Favreau	2014

TERM EXPIRES

CAPITAL FUND COMMITTEE (3 year appt)

Mary Cliett	2014
Gerald Kokernak	2014
Joseph Sova	2014
Scott Moroney	2015
Arden Sonnenberg	2015
Robert Brown	2016
Michael Murphy	2016

CONSERVATION COMMISSION AGENT

Matthew Marro

CONSERVATION COMMISSION (3 year appt)

Steven Pavlowich	2014
Robert Schnare	2014
Susan Valentine	2014
Joseph Curtin	2015
David Mosley	2015
Michael Pineo	2015
Scott Michalak	2016
Barbara Roberti	2016

COUNCIL ON AGING (3 year appt)

Anita Benware	2014
Irene Camerano	2014
Constance Cleary	2014
Sharon Bloom	2015
Debra MacLennan	2015
Susan Doucette	2016
Barbara Foster	2016
Mary Higgins	2016
Peter Watson	2016

SENIOR CENTER BUILDING COMMITTEE

Terry Ackerman	2014
Kevin Beaupre	2014
Robert Bloom	2014
John Chandler	2014
Ronald Cote	2014
Maureen Cranson	2014
Richard Maki	2014
Karen Phillips	2014
Judy Reynolds	2014
Peter Watson	2014
Weymouth Whitney	2014

DPW SUPERINTENDENT

(Appointed by Dept. of Public Works Board)

William Tuttle	2014
----------------	------

TERM EXPIRES

EARTH REMOVAL BOARD (3 year appt)

Kenneth I.H. Williams	2014
Michael Heim	2015
Scott Michalak	2015
Robert Cutler	2016
Ronald Pichierri	2016
Barbara Roberti	2016

ECONOMIC DEVELOPMENT COMMITTEE

James Patacchiola	2014
Michael Pineo	2014
Jeffrey Donaldson	2015
Kevin Sanders	2015
Brian Kindorf	2016
Paul Rehrig	2016

ELECTION OFFICERS (1 year appt, annually in August)

Virginia Barriere	2014
Robert Bloom	2014
Jane Boquist	2014
Jane Brunetta	2014
Lisa Call	2014
Irene Camerano	2014
Melissa Chalmers	2014
Mary Cliett	2014
Florence Coughlin	2014
Patricia Christenson	2014
Jo-Ann Cummings	2014
Brenda Day	2014
Eileen DeSautels	2014
Kristen Dietel	2014
Emily Federici	2014
Madeleine Grinkis	2014
Clare Fisher	2014
Utahna Hallet	2014
Elaine Heller	2014
Carmen Huntoon	2014
Nancy Kristoff	2014
Marjorie Long	2014
Richard Maki	2014
Judy Mather	2014
Linda Mercier	2014
Jane Meunier	2014
Kathleen Mello	2014
Linda Racca	2014
Carrie Rugg	2014

Brenda Day died on 1/1/2014. Her service to the Town as an election officer and volunteer in the Town Clerk's office was highly valued and greatly appreciated. She is missed.

	TERM EXPIRES
<u>ELECTRICAL INSPECTOR</u> (1 year appt) J. Bruce Dunn	2014
<u>ELECTRICAL INSPECTOR – ALT.</u> (1 year appt) Robert Warren	2014
<u>EMERGENCY MANAGEMENT DIRECTOR</u> (1 year appt) David C. Hurlbut, Jr.	2014
<u>ASSISTANT EMERGENCY MANAGEMENT DIRECTOR</u> James Emerton	2014
<u>EXTENSION SERVICE</u> (1 year appt) Clare Fisher	2014
<u>FENCE VIEWER</u> (1 year appt) R. Gary Griffin	2014
<u>FIELD DRIVER</u> Vacancy	
<u>FINANCE COMMITTEE</u> (3 year appt jointly by Board of Selectmen, Moderator, Finance Cmte.)	
Edward Sweet	2014
Cynthia Secord	2014
Barbara Bartlett	2015
Mary Cliett	2015
Joseph Sova	2015
Robert Brown	2016
Gerald Kokernak	2016
<u>FIRE CHIEF</u> David C. Hurlbut, Jr.	
<u>GAS INSPECTOR</u> (1 year appt) Robert Janda	2014
<u>HEALTH AGENT</u> (1 year appt by Board of Health) David Favreau	2014
<u>HISTORICAL COMMISSION</u> (3 year appt)	
James French	2014
Vernon Gaw	2014
Brian Patacchiola	2015
Philip Nash	2016
<u>INDUSTRIAL DEVELOPMENT COMMITTEE</u> (5 year appt)	
Carl Strate	2015
William Haskell	2016

TERM EXPIRES

LIBRARY DIRECTOR

Patricia Campbell

LOCAL AUCTION PERMIT AGENT (1 year appt)

Dawn E. Michanowicz, Town Clerk

2014

MART ADVISORY BOARD

Vacancy

MEASURER OF WOOD AND BARK

Vacancy

MEMORIAL AREA (1 year appt)

William P. Tuttle

2014

MONTACHUSETT REGIONAL TECHNICAL SCHOOL

(4 year appt jointly by Selectmen and Moderator)

Kenneth I.H. Williams

2014

MUNICIPAL COORDINATOR (1 year appt)

David C. Hurlbut, Jr.

2014

PERSONNEL BOARD (3 year appt)

Bruce Baker

2015

Weymouth Whitney

2015

John Edwin Lindholm

2016

Karen Gaylord

2016

PLUMBING INSPECTOR (1 year appt; BOH appt)

Robert Janda

2014

POLICE CHIEF (3 year appt)

Gary Chamberland

POLICE MATRON / CELL MONITOR (1 year appt)

Brooke Chandler

2014

Michelle Chevarie

2014

Christopher Constantino

2014

Richard Farrar

2014

Charles K. Lowe

2014

Danielle Mallette

2014

Beatrice Serewicz

2014

Christopher Wilder

2014

PROCUREMENT OFFICER (1 year appt)

Jeffrey W. Ritter

2014

TERM EXPIRES

PUBLIC WEIGHERS (1 year appt)

Charles Darlington	2014
Jeff Henningson	2014
Heidi Lindgren	2014
Edward Perkins, Jr.	2014

RECREATION COMMITTEE (5 year appt)

Heidi Grady	2014
Mark Hryniewich	2014
Michael P. Regan, Jr.	2015
Jessica Moran	2016
Robert Finizio	2017
Jo-Ann Cummings	2018
Kristen Nelson	2018

STERLING PLAY AREA RECREATION COMMITTEE

(SPARC), a sub-committee of the Recreation Committee

Patrick W. O'Connor	2014
Erin O'Connor	2014
Karen Ormsbee	2014
Judy Janda	2014

REGISTRAR OF VOTERS (3 year appt. in March)

Dawn E. Michanowicz	ProTem
Sheila M. Hudson	2014
Richard O. Barriere	2015
Christine K. Arsenault	2016

RIGHT TO KNOW COORDINATOR (1 year appt)

David C. Hurlbut, Jr.	2014
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SEALER OF WEIGHTS AND MEASURES (1 year appt)

Vacancy

SUPERINTENDENT OF SCHOOLS (Wachusett Regional School Dist.)

Darryll McCall, Ed.D

TOWN ADMINISTRATOR SCREENING COMMITTEE (discharged 2/2014)

John Kilcoyne
Donlin Murray
Michael A. Olson
Michael Padula
Michael Pineo
John Potter
Loret Schur

TOWN ADMINISTRATOR (3 year appt)

Jeffrey W. Ritter	2017
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	TERM EXPIRES
<u>TOWN CLERK</u> (3 year appt) Dawn E. Michanowicz	2014
<u>TOWN COUNSEL</u> (1 year appt) Kopelman & Paige	2014
<u>TREASURER / COLLECTOR</u> (3 year appt) Anne Cervantes	2014
<u>TREE WARDEN</u> (1 year appt by Dept. of Pulic Works) William Tuttle	2014
<u>VETERANS' AGENT</u> (1 year appt) Richard Sheppard	2014
<u>VETERANS' GRAVE OFFICER</u> (1 year appt) Robert Temple	2014
<u>VAULT BUILDING COMMITTEE</u> (discharged 10/17/2013) Donlin K. Murray Michael Padula	
<u>ZONING BOARD OF APPEALS</u> (5 year appt) Richard Hautaniemi	2014
William Bird	2015
Joseph Curtin	2015
Jeffrey Donaldson	2016
David Lozier	2016
Matthew Campobasso – Alt.	2014
Jerry Siver – Alt.	2014

SPECIAL COMMITTEES

TERM EXPIRES

AGRICULTURAL COMMISSION (3 year appt)

Blue Favreau	2014
David Grinkis	2014
Robert Nickerson	2014
Michael Pineo	2014
Robert Smiley	2015
Ann Starbard	2015
Diane Melone – Alt.	2015
David Fiske – Alt.	2016

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

Lisa Perry	2014
Kerry Bart-Raber	2014
Margaret Spaulding	2015
Andrea Driscoll	2015
Diane Pedersen	2015
Susan Crimer	2016
Susan Farr	2016
Helen Hill	2016
Erin Martin	2016
Lynne Philpot	2016

FAIR COMMITTEE (3 year appt)

David Agurkis	2016
Margaret Agurkis	2016
Merylee Calahan	2016
Philip Campbell	2016
Norman F. Clemence	2016
Judy Corbett	2016
Linda E. Davis	2016
Peter Downey	2016
Douglas Downey	2016
Carl Gronblom	2016
Shirlene Hagan	2016
Jay Hartnett	2016
Lisa Hebert	2016
Terry Heinold	2016
Donald Jewett	2016
Muriel Johnson	2016
Robert Kneeland	2016
Michaela Krafve	2016
Jeremy Kurtz	2016
Veronica Litterio	2016
Tammy Mathews	2016
Jodie Meader	2016
Joshua Pineo	2016
Michael Pineo	2016
Mark Pruneau	2016

TERM EXPIRES**FAIR COMMITTEE cont.**

Barbara Roberti	2016
Tina Robinson	2016
Gloria Rugg	2016
Raymond Rugg, Jr.	2016
Raymond Rugg, Sr.	2016
Keith Shaughnessy	2016
Joan Strang	2016
Wanda Walsh	2016

INSURANCE ADVISORY COMMITTEE (established 2011)

Michelle Braconnier	2014
David Favreau	2014
Karen Gaylord	2014
Scott Johnson	2014
Tom Kokernak	2014
David Pineo	2014

OPEN SPACE COMMITTEE (Ad Hoc since 8/2001)

Marion E. Larson	2014
Peder Pedersen	2014
Robert Protano	2014
James Wilkinson	2014

RECYCLING COMMITTEE (1 year appt)

Kenneth I.H. Williams	2014
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REGIONAL EMERGENCY PLANNING COMMITTEE

Jim Emerton (CERT representative)	2014
David Favreau (BOH representative)	2014
David C. Hurlbut, Jr. (Emergency Management Director)	2014
Mark Restuccia, M.D. (Medical Director)	2014
Peter MacDonald – Alt.	2014

TOWN FOREST COMMITTEE

Michael Pineo	2014
James French	2014
Philip Nash	2015
David Mosley	2015

WACHUSETT FUND COMMITTEE (1 year appt)

Gary Chamberland	2014
David C. Hurlbut, Jr.	2014
Peter MacDonald	2014

40B REVIEW COMMITTEE (established in 2004)

Clare Fisher	2014
Donald Harding	2014
Michael Pineo	2014
Kenneth I.H. Williams	2014
Barbara Roberti – Alt.	2014

1835 TOWN HALL COMMITTEE (established 1/2001)

TERM EXPIRES

Jo-Ann Cummings	2014
Joann Drown	2015
Vernon Gaw	2015
Ronald Pichierri	2015
Philip Nash	2016
Robert Jones	2016

Board of Selectmen
2013 Annual Report

The Board of Selectmen experienced a year of unexpected challenges and changes in 2013. With the 2013 elections in May, we saw a member retire from public service and a former member return after a hiatus. Chairman Paul Sushchuk, decided to not run for re-election after four terms in office. Paul was a steadying force, willing to share his knowledge and experience with the newer members of the Board and we appreciate his service to the Town of Sterling. Former Board member Robert Cutler re-joined the Board after he was elected to fill the open seat. As has been past practice, the Board re-organized after the election with Ron Furmaniuk as Chairman, Brian Patacchiola as Vice Chairman and Robert Cutler as Clerk.

With construction having begun in late 2012, the new Town Vault was completed in the spring of 2013. The Vault, located next to the Town Clerks office, allows the Clerk and staff easy and convenient access to the multiple types of records they are required to keep by state law. All town records, many going back to the founding of Sterling, are now safely secured in a climate controlled environment at one central location. The Vault Building Committee, comprising Dawn Michanowicz, Donlin Murray and Michael Padula did an admirable job completing the project on time and under budget.

After seven years of service to the Town, Terri Ackerman decided to retire as Town Administrator in December 2013. Terri oversaw many changes to Sterling over those seven years and the Board thanks her for her work and wishes her well in the future. As a result, the Town Administrator Search Committee, co-chaired by Loret Shur and Don Murray, was created by the Board and the search for a new Town Administrator was conducted. The committee moved very quickly within a short timeline to shift through many applicants and brought to the Board three excellent candidates. The Board conducted two rounds of public interviews and ultimately chose Jeff Ritter of Harvard as the new Town Administrator starting in January 2014. The Board looks forward to many years of progress with Jeff at the helm.

The Board also made a change in town legal representation during the last year. After many years with one firm, the Board decided to put our legal services contract out to bid. Many firms applied offering a wide array of legal services options. While our longtime firm Collins & Weinberg provided excellent service during their time as counsel, the Board decided to retain the firm of Kopelman and Paige who offered the widest range of legal services to the town at a reduced cost.

Due to the 2011 Expanded Gaming Act, which allows for one slots parlor and three casinos in the state, the Town was unexpectedly faced with the prospect of a casino right on our border when a slots parlor was proposed for a site in Leominster. While the Board was not in favor of this site for numerous reasons, we attempted in good faith to negotiate a “Surrounding Community Agreement” with the proposed casino operator. After repeated attempts to negotiate with the company to redress potential harm and negative effects the Board felt this project would have on the town, no agreement was reached. The Board appealed to the state Gaming Commission that Sterling be declared a “surrounding community” but we were surprisingly denied, even though this project was with ¼ mile of the town line. The Board made another futile attempt to negotiate with the casino company. In late February 2014, the Gaming Commission wisely decided to select another town for the slot parlor thus ending our dealings with a casino operator.

Significant progress has been made with the issue of the Chocksett Road intersection. The Board has been working with Mass. DOT on efforts to make the intersection safer for over two years and this effort was increased after another serious accident early in 2013. The Board has met with the DOT to review final proposed changes to the intersection and those are expected to be presented during a public hearing in the spring of 2014. The redesign project is on the state project list for FY 15. Temporary striping measures to

decrease the number of lanes from two to one and creating well marked turning lanes were completed in mid-2013 with a result of fewer traffic accidents. The Board thanks Chief Hurlbut and Chief Chamberland for their assistance during this public safety effort.

The Senior Center Building Committee should be recognized for their tireless efforts to create a quality facility that will suit the needs of our seniors and the community as a whole for decades to come. The Committee has undertaken multiple opportunities over the past year for fund raising, including the successful recent “Taste of Sterling” evening, in an effort to diminish the cost to the town of the Senior Center. Additionally, the Committee has been working with a firm to develop a site and septic plan at no cost, further increasing the value of their efforts.

Lastly, the Board would like to thank all town employees, elected officials and volunteer board or committee members for your time and efforts to make Sterling the great town that it is. Without a collaborative effort from us all, we would not be the success we are as a community.

Respectfully Submitted,

Ronald Furmaniuk
Chairman

Office of the Town Administrator
2013 Annual Report

The Board of Selectmen was quite active in 2013, **setting a broad agenda** to make Sterling a stronger, better, and more vibrant community, including the following:

- **The legal creation**, and the appointment, of **the newly established Economic Development Committee**. The Board adopted new policy in the area of economic development and it completed or carried out other duties to achieve their stated goals, including:
- **Negotiation and signing of an agreement for a substantial Payment In Lieu Of Taxes** with CES Solar, the developer of the solar farm constructed on Wiles Road.
- **Moderating the discussion** with Montachusett Regional Planning Commission and MassDOT **to alleviate/eradicate dangerous traffic conditions on Rt. 12--especially at the Chocksett Road Crossing**. The solution resulted in new lane configurations, clarified turning lanes, and a committed long range solution which is now being designed—the complete reconstruction of the intersection. Construction of this state funded project is currently scheduled for late summer 2015.
- **Negotiation of an impact fee with the developer of a proposed gaming parlor** to be built on Jungle Road in Leominister. Given the immediate proximity to Sterling, the “slot parlor” would produce serious impacts on town services, especially public safety. The negotiations, and the ensuing legal issues and problems, were mooted when the Commonwealth Gaming Commission awarded the license for the gaming parlor to another town at some great distance from Sterling, on the south shore.
- **The Board heard a proposal from a medical marijuana growing facility** which was to be located in the Webster Building in Sterling. The BOS voted to support the proposed facility as an economic development initiative for the town. The proposed facility would use great quantities of electricity and water, which Sterling has in abundance. The facility has not yet been awarded a grower’s license, but an appeal is underway as this town report goes to press.
- After many, many years of representation by the law firm of Collins and Weinberg, the Board determined it was time to change town counsel. The Board of Selectmen sent out a public Request for Proposals, and after a review, ultimately **selected the firm of Kopelman and Paige as the new town counsel**, beginning on January 1, 2014.

Administrator Terri Ackerman retired effective December 31st, after six years of service to the Town. The search process resulted in the selection of Mr. Jeffrey Ritter of Harvard Massachusetts, from a pool of 35 candidates. He began his Sterling tenure on January 21st 2014.

The town once again **produced a balanced budget** during a period of very modest economic growth, in large part by reducing cash reserves.

Written for Terri Ackerman by
Jeff Ritter
Town Administrator

Office Of The Town Clerk
2013 Annual Report

The Office of the Town Clerk is never busier than just before and just after elections. This year, Special State Elections were held in April and in June. In May, we held our Annual Town Meeting and Town Election. In December, a Special Town Meeting was conducted with a single article to vote on a proposal to allow the Sterling Municipal Department to become an electric and gas company.

This year, the Town Clerk's Office can boast of three major accomplishments:

NEW STORAGE VAULT

After 37 years of deliberation (see attached letter, dated 1975), our much needed new vault is up and running. The 250 square foot (10 ft. x 25 ft. x 8 ft.) climate controlled facility was designed by architect Kaffe Kang of Sudbury and built by contractor Jon Poulin of Sterling. The addition was completed in October – **under budget** – at a cost of \$287,000. The input and recommendations of Tom Rutherford, Town Facilities Manager, were very helpful to the contractor. The diligence and commitment of time by the Vault Building Committee – Donny Murray, Mike Padula and Dawn Michanowicz – were major factors in the success of the project. The records and files which were moved into the new vault were rearranged for greater efficiency and convenience of use.

OFFICE RENOVATION

With the relocation and rearrangement of both old and current records to the new vault, valuable space became available in the Town Clerk's 20 ft. x 21 ft. office area. Accordingly, office furniture donated by a corporation, and used furniture, purchased from Habitat for Humanity's ReStore, has been used to enhance the efficiency and safety of the office's four workstations. Other changes have been made to improve the office's accessibility and convenience to the public. Overall, the appearance of the entire space has been greatly enhanced.

NEW COMPUTER SOFTWARE

A new computer application was purchased in July which has greatly streamlined the manipulation of data we are required by state mandate to track. This includes oaths of office, term dates and vacancies of all Boards and Committees. These data should be fully installed by the summer of 2014, and operational efficiencies should begin to be realized.

OTHER

The remarkable achievement of **Jeanne Survell**, Assistant Town Clerk, in committing to memory a majority of the 78 election laws and other statutes pertinent to her work, should not go unmentioned. Jeanne has also become highly adept at navigating the Town web site and is comfortable with the intricacies of eight different computer databases. Her competence and strong work ethic serve the Town well.

Without our loyal Senior volunteers, the professional staff of this office could not fully cope with the myriad of tasks required of it. These dedicated people are listed below, together with their assigned responsibilities:

- **Melissa Chalmers**, who, again this year, compiled the annual reports submitted by the Town's Boards, Committees and Departments to create a polished and comprehensive Annual Report of the government of the Town of Sterling.
- **Sheila Hudson**, who, between January and April, processed nearly 10,000 names for the Town's Census – a time consuming procedure required by law. Changes of residence and of political

party affiliation on the part of every Town voter must be recorded in the statewide Voter Registration Information System.

- **Cynthia Secord**, who is responsible for researching historical information, this year discovered a trove of baptismal "notes" and death records dating to the early 1700's which were thought to have been destroyed in a fire about 150 years ago. She also added to the list of Sterling notables by finding an account of a local "mulatto boy" named George Bush, who died at the battle of Ticonderoga in 1746.
- **Elaine Heller**, who joined us last fall to alphabetize and file our fuel tank permits and almost 1,500 dogs' rabies certificates. She is also tasked with collating over 300 business certificates which we must update annually.
- **Brenda Day**, sadly, passed away on January 1, 2014. Every day she worked, Brenda brought her cheerful smile and positive attitude to the job. Her unique laugh reminded us all that our days ought to be filled with humor and joy.

The following is a three year comparison of annual statistics compiled and maintained by the Office of the Town Clerk:.

	2011	2012	2013
Population as of Dec31	7558	7700	7925
Head of Household	3119	3212	3165
VOTERS	5573	5929	5723
Unenrolled	3531	3770	3648
Democrats	1025	1084	1043
Republicans	980	1038	999
Libertarian	25	22	17
Green Rainbow	7	9	9
American Independent	2	2	2
We the People	1	0	0
Veteran Party America	1	1	1
Inter 3 rd Party	1	1	1
Natural Law Party	1	1	1
Socialist	0	1	1
MA Independent Party	n/a	n/a	1
VITALS			
BIRTHS	52	38	45
MARRIAGES	35	40	27
Marriage Intentions	36	45	27
DEATHS	88	99	95
DOGS	1441	1442	1472
Kennels	13	13	13

Respectfully Submitted,

Dawn E. Michanowicz, Town Clerk



The Commonwealth of Massachusetts

Office of the Secretary

State House, Boston 02133

PAUL GUZZI

Secretary of the Commonwealth

Storage of Public Records

RECEIVED
TOWN OF STERLING
STERLING, MASS.

July 22, 1975

James A. Jeffrey, Chairman
Board of Selectmen
Town Hall
Sterling, Massachusetts 01564

JUL 25 1975

Dear Mr. Jeffrey:

On June 30, 1975 I conducted a survey of the public records and related storage facilities in the Sterling Town Hall. Below you will find my observations and recommendations based on that survey which I hope will be of assistance in upgrading the preservation and management of your town records.

ORGANIZATION

Most of your town records are in very good condition. Each department head has done a fine job creating efficient office procedures and excellent record-keeping and retrieval systems. To ensure the safety of your community's important historic records, we shall be happy to cooperate in your effort to commence with a disposal program of non-archival records. The continued storage of these records makes more difficult the organization of records which must be retained permanently as well as creating a potential fire hazard.

SAFETY OF RECORDS

The construction of the present records repository outside and to the rear of the town hall does not meet with standards specified by this office and for this reason, this repository cannot be considered adequate for the long-term storage of public records. Further, this office does not feel that upgrading this repository would be advisable due to limited accessibility in inclement weather, and the fact that when all walls are exposed to the elements, maintaining a controlled environment becomes extremely difficult. We must, therefore, require that a new vault be constructed in the town hall

Mr. James A. Jeffrey
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within one year in accordance with the enclosed "Specifications for Safes and Vaults" approved by the Supervisor of Public Records.

ENVIRONMENT

Vault temperatures of $68 \pm 2^{\circ}$ F. and a relative humidity of $50 \pm 2\%$ should be maintained throughout the year to provide an optimum environment for the long-term storage of records.

Excessive humidities promote mold growth, acid-hydrolysis, and the overall degeneration of leather, paper, and adhesives. Great fluctuations in the environment cause physical strain and rupture of such materials. The importance of environmental control to the preservation of your records simply cannot be overemphasized.

DOCUMENT CONSERVATION

Some of your town records in the safes are visibly disintegrating as a result of improper environment. I strongly urge that you first identify all such records in your custody and then commence with a regular program of document conservation as soon as possible. It is here that the technical staff of the New England Document Conservation Center can be of professional service to you. (See enclosure)

We trust that our evaluation and recommendations will assist the town of Sterling in meeting its responsibility to properly preserve and manage its town records. We shall expect to be advised of your progress in effecting the changes recommended here. Members of our staff will be happy to visit Sterling again to further assist in the implementation of these required and recommended changes. Please feel free to contact us by telephoning (617) 727-2832 or by writing to the Division of Public Records,

Mr. James A. Jeffrey
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1709 McCormack State Office Building, Boston, 02108,
if we may help in any way.

Very truly yours,
DIVISION OF PUBLIC RECORDS

By: *Thomas Incutto*
Thomas Incutto
Records Analyst

TI:atd

✓enclosures: (2) as stated

cc: Lois H. Seifert, Town Clerk
SPECIFICATIONS SENT TO CHAIRMAN

SPECIAL AND ANNUAL TOWN MEETING MINUTES

**Special Town Meeting May 13, 2013
Annual Town Meeting May 13, 2013
and Adjourned Session May 14, 2013**

With Attorney General approval Oct. 7, 2013
uploaded to the website Oct. 16, 2013

A true copy

Attest:

Dawn E. Michanowicz, Town Clerk

At 6:40pm on Monday, May 13, 2013, the Town Moderator, Richard Sheppard called to order the Special Town Meeting held in the Chocksett School on Boutelle Road in said Town of Sterling. The following 6 articles were voted in a legal manner. There was a quorum present; 411 voters attended the meeting.

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

Barbara Roberti
Ron Picchieri
Jim Simpson, Jr.
Robert Kneeland

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

Terri Ackerman, Town Administrator
Robert Barwise
Robert Becker
Peter Brennan, WRSD School Committee
Anne Cervantes, Town Treasurer/Collector
Karen Chick, Town Accountant
Ken Cleveland, Clinton Item
Kelly Gangi
Sean Hamilton, Superintendent Light Department
Donald Jacobs, Human Resource Director
Dawn Michanowicz, Town Clerk
Karen Phillips, COA/Senior Center Director
Jeanne Survell, Assistant Town Clerk

Moderator, Richard Sheppard, noted the receipt of the posting of the warrant for the Special and Annual Town Meeting by Constable, Mike Pineo. Constable Pineo noted that the printed warrant has Art.15 which is the amended Personnel bylaws in its full text attached separately.

MOTION MADE: to waive the reading of the Warrant.

MOTION PASSED UNANIMOUSLY

The following Boy Scouts assisted by running the microphone to attendees: Patrick Lane and Paul Iradi.

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.

MOTION TO TABLE: PASSED BY MAJORITY VOTE AS DECLARED BY MODERATOR

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.

MOTION TO TABLE: PASSED BY MAJORITY VOTE AS DECLARED BY MODERATOR

ARTICLE 3. Fund Deficit due to Snow and Ice

To see if the Town will vote to transfer from the Stabilization Fund, or from other available funds, a sum of money, to the Snow and Ice Account to cover 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.

MOTION TO TABLE: PASSED BY MAJORITY VOTE AS DECLARED BY MODERATOR

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.

MOTION TO TABLE: PASSED BY MAJORITY VOTE AS DECLARED BY MODERATOR

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.

MOTION TO TABLE: PASSED BY MAJORITY VOTE AS DECLARED BY MODERATOR

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.

MOTION MADE ON THE FLOOR: To transfer from Water Enterprise Retained Earnings a sum of \$98,100 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.

MOTION CARRIES BY MAJORITY VOTE AS DECLARED BY THE MODERATOR

AT 6:56pm MOTION MADE TO DISSOLVE SPECIAL TOWN MEETING - PASSED UNANIMOUSLY

At this time Selectman Ron Furmaniuk took the floor. Mr. Furmaniuk asked Mr. Paul Sushchuk to stand. He was thanked for the years of service to the Town of Sterling. Mr. Sushchuk spoke thanking the people for their vote of confidence for 12 years as a Selectmen and the 3 years prior serving as a volunteer committee member for the Town.

Moderator Sheppard took the floor asking Mr. David Pineo to stand. He thanked him on behalf of the residents for all his hours and time spent serving the Town of Sterling. Mr. Pineo has served 49 years as Constable to the Town. Those many years are greatly appreciated and he shall be missed on the election floor leaning over the ballot box in Precinct one.

At 7:01pm the Town Moderator, Richard Sheppard, called the Annual Town Meeting to order and the following 57 articles were voted upon in a legal manner. There was a quorum present; 411 voters attended the meeting held in the Chocksett School Auditorium on Boutelle Road, in said Town of Sterling. The return of the warrant was duly served by Constable Mike Pineo.

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, [MGL Ch41:108] as amended, and as voted in Article #6 of this warrant, or take any action relative thereto.

Submitted by: Finance Committee with a recommendation that next year the warrant list all the details and total which is \$12,109 in this budget.

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

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

MOTION MADE AS PRINTED IN THE WARRANT

MOTION PASSED BY MAJORITY VOTE AS DECLARED BY THE MODERATOR

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.

MOTION MADE AS PRINTED IN THE WARRANT

MOTION PASSED BY MAJORITY VOTE AS DECLARED BY THE MODERATOR

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.

MOTION MADE AS PRINTED IN THE WARRANT: NO VOTE TAKEN

ADMENDMENT TO MOTION: that the Town voted to accept the new FY14 collective bargaining agreement between the truck drivers union Local 170 and the Town, which provides for a 2.2% p/a increase to be funded under Article 6 of this Warrant.

MOTION PASSED BY MAJORITY VOTE AS DECLARED BY THE MODERATOR

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.

MOTION MADE AS PRINTED IN THE WARRANT: NO VOTE TAKEN

AMENDMENT TO MOTION: Substituting the words: 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, this position being a part time position, with no benefits, and 15 hours per week, the proposed position being subject to the provisions of the FLSA (i.e. the position is not an exempt position). The expected annual burden to the Town due to this position is \$10,695.

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

MOTION WITH AMENDMENT PASSED BY MAJORITY VOTE AS DECLARED BY THE MODERATOR

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.

MOTION MADE AS PRINTED IN THE WARRANT
MOTION PASSED BY MAJORITY VOTE AS DECLARED BY THE MODERATOR
[Budget details are at the end of this document]

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.

MOTION MADE AS PRINTED IN THE WARRANT
MOTION PASSED BY MAJORITY VOTE AS DECLARED BY THE MODERATOR

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 [MGL Ch71:16B], 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 next 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).

MOTION MADE AS PRINTED IN THE WARRANT removing the words "or any other sum"
MOTION PASSED BY MAJORITY VOTE AS DECLARED BY THE MODERATOR

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.

MOTION MADE AS PRINTED IN THE WARRANT removing the words "or any other sum"
MOTION PASSED BY MAJORITY VOTE AS DECLARED BY THE MODERATOR

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, [MGL Ch71:16B] 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.

REQUIRES 2/3 VOTE

MOTION MADE AS PRINTED IN THE WARRANT removing the words "or any other sum"
ORIGINAL MOTION PASSED BY 2/3 VOTE AS DECLARED BY THE MODERATOR

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 16G1/2 [MGL Ch 71:16G 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.

MOTION MADE AS PRINTED IN THE WARRANT

MOTION PASSED BY MAJORITY VOTE AS DECLARED BY THE MODERATOR

AT 8:53PM MOTION MADE TO TAKE OUT OF ORDER AND MOVE TO ART. 13 (SENIOR CENTER)

MOTION DEFEATED AS DECLARED BY MODERATOR

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 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 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.

REQUIRES 2/3 VOTE

MOTION MADE ON THE FLOOR: to raise appropriate and borrow 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 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.

AMENDMENT TO THE MOTION: To accept the article as motioned but to include to raise appropriate and borrow 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, Pate Number 0132, said sum to be expended by the Senior Center Building Committee, with the advice and consent of the Board of Selectmen, "conditional on establishing a Senior Center Program Committee which will develop a model for comprehensive, coordinated, and exclusive programming that addresses the needs and interest of all Sterling's Senior or adult population". This should be accomplished no later than 9/3 of 2013 with any unused funds to be returned to the Town.

AMENDMENT TO MOTION DEFEATED AS DECLARED BY THE MODERATOR

AT 9:56 MOTION TO MOVE THE QUESTION: PASSED BY MAJORITY VOTE AS DECLARED BY THE MODERATOR

MOTION TO CALL THE QUESTION: NO VOTE RECORDED

REQUIRES 2/3 VOTE

ORIGINAL MOTION DEFEATED: YES 217....NO 115

At 10:09 SEVEN VOTERS STOOD TO APPEAL THE VOTE TO RECONSIDER THE ARTICLE

MOTION TO RECONSIDER: PASSED AS DECLARED BY THE MODERATOR

RECONSIDERATION OF THE ORIGINAL MOTION DEFEATED: YES 226...NO 122

AT 10:20PM MODERATOR DECLARED A BREAK

AT 10:37PM TOWN MEETING RESUMED

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.

MOTION TO TABLE PASSED BY MAJORITY VOTE AS DECLARED BY MODERATOR

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

MOTION TO TABLE PASSED BY MAJORITY VOTE AS DECLARED BY MODERATOR

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/2013Article 15](http://www.sterling-ma.gov/2013Article_15), 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 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.

MOTION MADE AS PRINTED IN THE WARRANT

VOTED TO MOVE THE QUESTION: PASSED

ORIGINAL MOTION PASSED AS DECLARED BY THE MODERATOR

The following history was not included in the vote at the STM and ATM of May 13/14, 2013 however it is a reflection of the changes that have occurred since its inception.

PERSONNEL BYLAW HISTORY

March 1, 1969	Article #39	adoption of personnel bylaw
March 7, 1970	Article #42	amendment to Sections 7, 13, 14
March 6, 1971	Article #46	amendment to Sections 7, & 13
March 4, 1972	Article #38	amendment to Section 7
Oct. 10, 1972	Article #14	amendment to Section 14(b)
March 3, 1973	Article #28	amendment to Section 7
May 4, 1974	Article #3	amendment to Section 7
May 3, 1975	Article #3	amendment to Section 7, 12(a)
May 1, 1976	Article #3	amendment to Section 7
May 7, 1977	Article #3	amendment to Section 7
April 27, 1978	Article #3	amendment to Section 7
April 30, 1979	Article #1	amendment to Sections 7(A,B,C), 12, 15, 18
April 28, 1980	Article #1	amendment to Sections 7(A,B,C), 13
April 27, 1981	Article #1	amendment to Section 7
April 26, 1982	Article #1	amendment to Section 7
April 25, 1983	Article #1	amendment to Section 7
April 30, 1984	Article #1	amendment to Sections 5, 7, 12, 14, 15
Jan. 7, 1985	Article #1	amendment to Section 7(C)
April 29, 1985	Article #1	amendment to Sections 3, 13, 14, 7,
April 28, 1986	Article #1	amendment to Section 7
April 27, 1987	Article #1	amendment to Sections 7, 3, 14, 18
April 25, 1988	Article #1	amendment to Section 7 (A,B,C,D)
Feb 27, 1989	Article #12	amendment to Section 7 (dispatcher differential)
June 5, 1989	Article #1	amendment to Section 13 (position classes)
June 5, 1989	Article #53	rescind and replace complete bylaw

May 14, 1990	Article #1	amendment to Section 13 (A,B,C,D)
May 13, 1991	Article #1	amendment to Section 13 (B,D)
May 30, 1992	Article #1	amendment to Section 13 (B,C,D)
May 23, 1994	Article #3	establish Executive Secretary Position & Wage
Oct 17, 1994	Article #3	amendment to Section 13 (B,C,D)
May 22, 1995	Article #1	amendment to Section 13 (A,B)
	Article #2	amendment to Section 10 (E)
May 18, 1996	Article #7	amendment to Section 13 (B,C,D)
May 17, 1997	Article #14	amendment to Section 13 (B,C,D)
	Article #44	establish Harassment Policy
May 11, 1998	Article #1	amendment to Section 13 (B)
	Article #38	amendment to Section 6 (H)
March 15, 1999	Article #9	delete and substitute new Schedules B,C,D
May 13, 2000	Article #4	delete and substitute new Schedules B,C,D
May 13, 2000	Article #5	add to Section 13, Schedule E
May 14, 2001	Article #2	revision of Bylaw
May 13, 2002	Article #2	miscellaneous Compensation Schedule/Attachment A
May 12, 2003	Article #10	amendment to Section 14 subsection "Fire and EMS Personnel Compensation Grade"
May 16, 2005 ATM	Article #1	new Classification grades and Compensation
Nov 13, 2006 STM	Article #5	grade Increase for Admin Asst for Planning Board
May 12, 2008 ATM	Article #8	hiring and reclassification Plan
Nov. 17, 2008 STM	Article #12	create new Library positions
	Article #17	create new Facility Manager position
May 11, 2009	Article # 8	amend Classification and Compensation Plan
	Article #9	create Human Resource Officer
	Article #10	reclassification of Accounting Clerk to Administrative Asst
May 17, 2010	Article #17	delete Personnel bylaw and replace w/the new revision
May 16, 2011	Article #16	amend Attachment A
	Article #17	amend Attachment B
	Article #18	amend technical amendments, section 6D
	Article #19	amend hiring/promotion Compensation plan reducing from 15 Steps to 13 Steps, and amend section 6B and section 6C
May 12, 2012 STM	Article #6	amend and fund Library positions Attachment A
May 12, 2012 STM	Article #7	create and fund new position-Outreach Aide Schedule D for \$10-\$15/hour plus \$5,874 for first year of salary
May 12, 2012 STM	Article #8	create and fund 2 new positions-Custodians for \$28,000
May 12, 2012 ATM	Article #13	amend Classification and Compensation Schedules A through E, verbiage
May 12, 2012 ATM	Article #15	amend section D Authority
Nov. 13, 2012 STM	Article #10	re-classify entire Attachment A and Compensation Schedule B and Schedule C
May 13/14, 2013 ATM	Article #2	Amend Attachment A and B; meals site, outreach Aide and Town Planner
	Article #3	Approve Dispatchers Contract FY14 only
	Article #15	Amend Personnel Bylaw and re-classify entire Attachment A, B, C, D and E

SECTION 1: AUTHORIZATION and DISCLAIMER

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

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

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

- A. Conducting a public hearing if required under MGL Ch 30A, Section 2 or MGL Ch 41, Section 108A and 108C
- B. They have been reviewed and approved by a majority of the members of the Personnel Board at an open meeting

Nothing in any of the Town of Sterling’s Personnel Rules, Policies, Procedures or other documents relating to employment with the Town of Sterling (“the Town”) creates any express or implied contract or guarantee of continued employment for a specific term. No past practices or procedures, whether oral or written, from any express or implied agreement or contract to continue such practices or procedures. No promises or assurances, whether written or oral, which are contrary to or inconsistent with the limitations set forth in this paragraph create any contract of employment unless: 1) the terms are put in writing, 2) the document is labeled “Contract,” 3) the document states the duration of employment, and 4) the document is signed by the Board of Selectmen or Appointing Authority.

Employees of the Town that are not otherwise covered by a collective bargaining agreement, employment agreement, or State Civil Service statutes are at-will employees. Either party may terminate the employment relationship at any time with good cause so long as it is not based on a discriminatory motive. The term good cause shall include but not be limited to the following: incapacity other than temporary illness, inefficiency, incompetence, insubordination and conduct unbecoming the office.

This Bylaw shall apply to all Town Departments and to all positions of all employees in the service of the Town, whether full or part-time, temporary, seasonal, special, per diem or any other type of employment, other than those positions which are filled by popular election, those under the jurisdiction of the School Committees, those within the Municipal Light Department, and those positions which are covered by separate agreements between any employee or Association of Employees and the Town developed through Collective Bargaining. If any agreement between an employee or Association of Employees and

the Town does not address any item addressed in Section 10 B, C, and D, then the provisions of Section 10 B, C, and D shall apply to those employees.

SECTION 2: PERSONNEL BOARD

A. MEMBERSHIP

There shall be a Personnel Board consisting of five (5) members appointed by the Board of Selectmen, the Town Moderator and the Finance Committee, each entity having one vote for a total of three (3) votes. The membership of the Board shall be made up of residents of the Town who are neither employees of the Town, nor appointed or elected officials of the Town. Members should have a working knowledge of personnel practices and procedures in a municipal or corporate work setting. All members of said Board shall be residents of the Town and shall serve without compensation. Except when an appointment is made to serve the balance of an unexpired term, each member of the Board shall serve for a term of three years. Appointments shall be made in such a fashion that they will expire on June 30th of a given year. Each member shall continue to hold office until their successor has been appointed, qualified and sworn in by the Town Clerk, but in no instance for a period of greater than sixty (60) days after their term has expired. Members of the Personnel Board serving upon the effective date of this Bylaw shall serve until the expiration of their respective terms. Upon the expiration of such terms members shall be appointed for successive three-year terms by vote of the Board of Selectmen, the Moderator and the Finance Committee as specified above.

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

B. ORGANIZATION

The Personnel Board shall organize annually, as soon as possible after July 1st of each year, at the call of the then Chairman, or lacking a Chairman any member of the Board, and shall elect a Chairman and appoint a Secretary from among its members. The Chairman shall hold office until his/her successor has been elected. In the event a vacancy occurs in the office of the Chairman, the Personnel Board shall elect a successor Chairman from among its members, such successor to serve until the next organizational meeting of the Personnel Board and until his/her successor has been elected. A majority of the Board shall constitute a quorum for the transaction of business. A majority vote of the Board shall determine the action the Board must take in all matters upon which it is authorized or required to pass under this Bylaw. In the event that a bare quorum of the Board only is present, there must be a unanimous vote. A bare quorum of the Board may not enact or amend any existing policy or procedures.

C. ADMINISTRATION

The Board shall be responsible for the review and recommendation of all changes to the Town's Personnel Bylaw, and the establishment of all policies pertaining to the provision of human resource services to employees covered by the provisions of this Bylaw that it deems necessary for the proper administration thereof.

D. PERSONNEL RECORDS

The Human Resources Administrator, as agent of the Personnel Board, shall be responsible for the maintenance of official personnel files for all employees in the service of the Town, other than those under the jurisdiction of the School Committees, or those within the Municipal Light Department, including therein such information as required by law or as deemed desirable by the Personnel Board. Said records shall be kept in the office of the Town Treasurer/Collector and shall include all original documentation pertaining to each employee in accordance with applicable state and/or federal regulations. Department heads may maintain files supporting departmental actions. . Department Heads shall furnish such information as shall be requested by Human Resources Administrator on behalf of the Personnel Board.

Current and/or former Town employees have the right to examine their personnel files and may, on written request, receive a copy of any records contained in their personnel file. An employee may request in writing a copy of his or her personnel records. No personnel files may be taken out of the Treasurer/Collector's office without consent of the Human Resource Administrator.

The Human Resources Administrator, as agent of the Personnel Board, shall provide a copy of the Personnel Bylaw to each new employee and Department Head.

The HR Administrator will notify an employee within (10) days of placing information in an employee's personnel file that is, has been used, or may be used, to negatively or positively affect an employee's qualification for employment, promotion, transfer, additional compensation or subject to disciplinary action.

E. AUTHORITY

The Human Resources Administrator, from time to time, will review provisions of this Bylaw and shall recommend any changes or adjustments to the Personnel Bylaw and the Classification Compensation Plan for approval by the Personnel Board. Such reviews shall be made at intervals as the Human Resource Administrator or Board deems necessary and, to the extent which the Board considers practicable, shall include all occupational groups in the Classification Plan (Attachment A).

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

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

SECTION 3: DEFINITIONS

As used in the Bylaw, the following terms shall have the meaning indicated:

ABSENCE - Any time an employee is not at work during a scheduled work period.

ADMINISTRATIVE AUTHORITY - The elected or appointed official or Board, Committee, Commission, or other Agency having jurisdiction over a function or activity.

ALLOCATION - The placing of a position in its proper classification or grade level, based upon duties required by the Town to be performed, the level of accountability, independence and supervisory responsibilities exercised.

ANNIVERSARY DATE - The date of initial employment to a position classified in Attachment A, as an employee of the Town.

APPOINTING AUTHORITY - Any person(s), Board, Committee, Commission, or other Agency who has the right to hire or discharge employees.

CLASS - A group of positions in the Town service sufficiently comparable in respect to duties and responsibilities so that the descriptive title may be used to designate each position allocated to the Class, that comparable qualifications shall be required of the incumbents, that comparable tests of fitness may be used to choose qualified employees.

CLASSIFICATION PLAN - Class specifications and position titles and rules for administering the classification of positions as approved by the Personnel Board and Town Meeting, appearing as Attachment A in this Bylaw.

COMPENSATION GRADE - A salary range (Minimum/Maximum) consistent with a Classification Level appearing in the Town's Compensation Plan in this Bylaw (Attachment B).

COMPENSATION PLAN - Specified rates of pay for each job classification included in the Classification Plan (Attachment A) and Benefits as included in the various sections of this Bylaw. these bylaws.

CONTINUOUS SERVICE - Length of employment with the Town of Sterling, uninterrupted except for authorized military leave, vacation leave, sick leave, court leave, disability, maternal/paternal leave, or any other authorized leave of absence, if applicable and covered in the terms of this bylaw. Service shall not be considered as continuous if there is a break of service resulting in an employee being in a non-pay status for a period of time exceeding thirty (30) days excepting authorized leaves of absence.

DEMOTION - Assignment of an employee or the re-classification of a position from one classification or grade level to another which has a lower \Min/Max salary range. This action may take place either for disciplinary reasons or when it is determined that an employee cannot meet the performance requirements of his/her position. An employee may be demoted in accordance with the employee's "at-will" status of employment with the Town.

DEPARTMENT – A functional unit of Town government with employees.

EMPLOYEE - Any person who is paid by the Town for services rendered to the Town and occupies a position in the Classification Plan (Attachment A or Attachment B) or is a member of a collective bargaining group, excluding elected officials, independent contractors, Municipal Light Department employees, and persons under the direction of the School Committees.

EXEMPT POSITION- - An employee who is classified as "exempt" under the provisions of the Fair Labor Standards Act (FLSA) is required to perform management, administrative responsibilities or require specialized professional qualifications and is paid a salary for all hours worked and therefore is not eligible for overtime compensation.

FULL PAY STATUS: An employee who is legally employed by the Town and is entitled to be paid in accordance with the provisions of this Bylaw a specific dollar amount, expressed as either an annual rate, weekly rate or hourly rate as shown in the Town's Classification and Compensation Plan (Schedules B, C, D and E) excepting authorized leaves of absence in accordance with this Bylaw.

GOOD STANDING: An employee who is legally employed by the Town and is compensated through the Town's payroll for their services on a continuous basis and is eligible for benefits covered in this Bylaw.

IMMEDIATE FAMILY: Defined as spouse, mother, father, child, including step child, brother, sister, brother-in-law, sister-in-law, mother-in-law, father-in-law, grandparents, grandchild, aunt, uncle, grandchild, niece, nephew, step parent, step sister, step brother, step-child, person residing in the same household or partner.

INTERIM APPOINTMENT – Employees who are filling in for a more senior person for a continuous period of time greater than ten (10) working days. Employees may receive special pay consideration as determined based on the recommendation of the Town Administrator or Appointing Authority and subject to the approval by the Personnel Board. The rate of compensation will be based on length of assignment, the level of the employee's performance and the classification level (salary range) of the senior person, market conditions and qualifications of the employee subject to verification of available funding.

INTRODUCTORY HIRING PERIOD – All new employees must serve a working test period of six (6) months duration or as specified in a Collective bargaining Agreement or State Civil Service Statute during which an employee is required to demonstrate their fitness to perform the duties of the position to which assigned. An employee may be terminated by the Town during the Introductory Hiring period or at any time with or without cause, with or without notice.

JOB CLASSIFICATION - A particular job title within the Classification Plan.

LAY OFFS/REDUCTION IN FORCE – Any involuntary separation not involving delinquency, loss of certification, required ability, misconduct or inefficiency is considered a lay-off. When it becomes necessary to reduce the workforce, the Town has the sole authority to determine which employees will be laid off based on the best interests of the Town.

MAXIMUM RATE OF PAY - The highest rate of pay in a classification level.

MINIMUM RATE - The lowest rate of compensation in a classification level

NON-EXEMPT POSITION – In accordance with the provisions of the FLSA, an employee who is not classified as an exempt employee. Non-exempt employees will be paid overtime at a rate of pay of 1 and ½ times their regular hourly rate of pay for all hours that the Town requires an employee to work greater than 40 hours in a work week.

PART-TIME EMPLOYEE: An employee who is required to work up to 52.2 weeks per year for less than 20 hours on average each week; or for irregular or occasional employment at an hourly rate of pay.

PAY RATE – A specific dollar amount, expressed either as an annual rate, weekly rate, or an hourly rate as shown in the Classification and Compensation Plan (Attachments A and B).

PER DIEM PAY RATE: A specified daily rate of pay paid to an employee when on-call or when required to work and is expressed as either an hourly or daily rate of pay.

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

POSITION RATING SYSTEM: Is a fair, objective way of classifying or comparing positions to one another based upon the evaluation of common functions of positions such as the nature of work knowledge, skill and ability requirements to carry out a positions duties, the scope of responsibility, accountability level of independence, purpose and nature of work contacts and physical and sensory demands, hazards of the work environment and occupational risks.

PROMOTION – A promotion is an advancement to a position in the Town’s Classification Plan that is at least one (1) grade level higher than the employee’s current Classification level. Promotion of an employee to a new position or classification shall include a 45 day introductory hiring period from the date of promotion during which an employee is required to demonstrate their fitness to perform the duties of the position to which they have been promoted.

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

REGULAR FULL TIME EMPLOYEE - Any employee who is employed no less than forty (40) hours per week, up to 52.2 weeks per year for the department or position in which that person is employed.

REGULAR PART TIME EMPLOYEE - Any employee who works at least 20 hours or more each week for up to 52.2 weeks per year, but less than a normal work week for the department or position in which that person is employed. These employees are eligible for Town benefits on a pro-rated basis (actual hours required to work as a percentage of a full-time work schedule of 40 hours per week.

SALARY RANGE - The dollar difference between minimum and maximum rates for a particular compensation grade.

SEASONAL EMPLOYEE - An employee whose duration of employment in a position is for a specified period of time such as a specific number of hours per week or a summer season. Seasonal employees are not entitled to Town benefits regardless of the hours worked during the specified season.

SEPARATION – Leaving a position by any type of personnel action including but not limited to resignation, layoff, dismissal, removal, permanent disability and death.

SINGLE RATE OF PAY - A rate of pay for a special, temporary or seasonal position for which there is no range.

STEP RATE - A specific rate of pay in a salary range in a Classification Level as specified in Attachment A of this Bylaw.

SUSPENSION – An enforced leave of absence for disciplinary purposes or pending an investigation by the Town of disciplinary charges made against an employee of the Town.

TOWN - The Town of Sterling, Commonwealth of Massachusetts.

TRANSFER – When it is in the best interest of the Town, an employee, other than a department head, may be transferred either voluntarily or involuntarily from one position to another position either within a department or to a position in a different department. An employee who is transferred from one department to another with the same grade and comparable position will be placed at the same rate of pay in the new department. The transferring employee shall not be lowered in salary due to a lateral transfer and is not entitled to a salary increase.

In the event that an employee should be moved or volunteer to be moved from a position with a higher grade salary to a position of lower salary and grade unrelated to disciplinary action or performance, that reduction shall be considered a non-punitive reduction in grade and salary as opposed to a demotion.

WORK WEEK: A work week is defined as a period of time consisting of seven (7) consecutive twenty-four hour days Monday to Sunday, 12:01 A.M. to 12:00 A.M.

SECTION 4: CLASSIFICATION PLAN

A. ADMINISTRATION

The Human Resource Administrator shall be responsible for the administration of the Classification Plan (the Plan), establishing only such procedures as may be consistent with the policies as established in the Bylaw.

The Human Resource Administrator shall maintain written descriptions of the jobs or positions in the Plan describing the essential characteristics, requirements and general duties. The descriptions shall not be interpreted as either complete or restrictive and employees shall continue to perform any duties assigned by an employee's superior(s).

The Human Resource Administrator shall, from time to time not to exceed three (3) years, review the wage and salary schedules of all positions subject to the Plan in order to keep informed as to pay rates and policies outside the service of the Town, and be in a position to recommend to the Town any action deemed desirable to maintain a fair and equitable (competitive) pay level.

The Human Resource Administrator shall review the duties of all employees subject to the Plan at intervals of not more than three (3) years. The Human Resource Administrator upon receipt of substantiating data may recommend to the Personnel Board for approval a new position to the classification schedule, or reclassify an existing position to a different group, subject to the subsequent ratification of this action by formal amendment of this By-Law by vote of the Town Meeting. Any change that requires an additional appropriation of funds is subject to the recommendation of the Finance Committee and approval of Town Meeting.

The allocation of a position is based on the application of a Position Appraisal Method consisting of a set of universal evaluation criteria or minimum qualifications that are required to successfully perform the essential functions of a position. Each position is assigned a numerical point value based on the application of degree levels within each of the evaluation criteria; the sum point total will determine which grade level a position is to be classified.

The Personnel Board shall vote to retain or change the Classification and Compensation Plan for the forthcoming year in conjunction with the development of the Town's Annual Budget, subject to the subsequent ratification of its action by formal amendment of that section of this Bylaw at the next Annual Town Meeting. This vote shall be sent to all appointing authorities as well as the Finance Committee and Department Heads.

B. POSITION CLASSIFICATION

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

C. EMPLOYEE CATEGORIES

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

- a. Regular Full Time
- b. Regular Part Time
- c. Part-Time
- d. Seasonal

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

D. RECRUITMENT

The following procedure shall be used when hiring employees for or filling regular full time, regular part time, part-time, or seasonal positions covered by this bylaw.

1. A job description must be on file with the Human Resources Department and approved by the Personnel Board prior to the announcement of any job opening.
2. The hiring rate and pay rate for the job must be in accord with the Classification and Compensation Plan.
3. All announcements concerning job openings, vacancies, or promotions of positions, shall be date stamped by the Town Clerk, posted internally on the Town Clerk's Bulletin Board, any appropriate worksite bulletin board and the Town website for ten (10) days concurrent with the advertisement of the position in a local publication of record or any other publication as determined by the Town. The internal posting of a position does not in any way restrict the Town from hiring any qualified candidate, whether internal or external.

Such postings shall include but not limited to the following:

- Job title and Summary statement of duties
 - Minimum qualifications (knowledge, ability, skill level)Special Requirements specific to this position
 - Salary Range (Min/Max) in accordance with the Classification and Compensation Plan (Attachment A & B)
 - Direction on where and how applications may be filed
 - Deadline for filing application
 - Contact Person
- EEO/AA/ADA

Notice of reasonable accommodations that may be needed by applicants during the pre-employment process will be included in job postings and advertisements and will be made available upon request to applicants with disabilities during the interviews and other pre-employment functions as necessary to ensure equal opportunity for an applicant to secure employment with the Town.

E. POSITION TITLE

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

SECTION 5: COMPENSATION PLAN

A. APPLICATION

It is the policy of the Town to develop and maintain a compensation plan that is competitive with the market place enabling the Town to recruit and retain a quality work force. External salary data is collected on a regular basis from comparable communities as determined from the geographical recruitment area as well as operational and demographic criteria on a position by position basis. The Town may make changes to the salary ranges for each grade level as it deems necessary in order to maintain competitiveness with the market place.

The compensation of employees provided for in this section shall be subject to the availability of appropriated funds by Town Meeting. It is further understood that salary adjustments including step increases are not automatic but are subject to the appropriation of funds.

B. PAY AND SALARY SCHEDULE

The Compensation Schedule annually approved by the Town Meeting and appended to this Bylaw (Attachment B) shall consist of hourly rates, where appropriate, and annual salaries, on a grade and step schedule except for those wages that are presented as either a single rate or range. Massachusetts

C. PAY RATE FOR NEW PERSONNEL

The hiring rate of pay shall be between the minimum of the salary range of the position's Classification Level for which the new employee is hired up to step 3 without prior approval of the Personnel Board, where the employee's prior work experience, training, or education warrants such action. The Board may approve any request for a higher salary step after investigating such requests for assignment to a higher salary step, and conferring with the Human Resources Administrator, and the immediate supervisor or the department head relative to any assignment to a higher rate and to ensure that funds are available. An appointing authority must request approval from the Personnel Board prior to assigning any new employee to a rate higher than step 3.

D. PROMOTION OF EMPLOYEES

An employee may be promoted in two (2) different ways:

1. Organizational Promotion: An employee may be appointed to a different position that is classified in a higher grade level or salary range than the position is currently assigned;
2. Job Revaluation/Reclassification: Duties and responsibilities of an employee's job may be expanded and as a result, the position requires an employee to have additional knowledge, skill, and/or ability, etc. Based on the application of the Town's Position rating System, the position is allocated to a classification level in the Town's Classification Plan subject to the review and approval of the Personnel Board.

A promotional increase for a regular, full-time employee should advance an employee to a pay level in the new salary range that exceeds his/her current rate of pay by at least 3%. Factors such as length of service and budget considerations will determine the actual amount of compensation.

No employee shall receive an increase to the next increment of his compensation grade for successfully completing his/her introductory hiring period.

Any employee who has successfully completed his/her introductory hiring period or has received a promotion and adjustment in rate pursuant to the provisions of this sub-section shall be eligible for recommendation for the next increment of his compensation grade effective July 1 following completion of his/her probationary period.

E. TRANSFER OF AN EMPLOYEE

When it is in the best interest of the Town, an employee, other than a department head, may be transferred by the Town either voluntarily or involuntarily within the department, or to a different department.

An employee who is transferred from one department to another with the same grade level and comparable position will be placed at the same rate of pay in the new department. The transferring employee shall not be lowered in salary due to a lateral transfer and is not entitled to a salary increase.

In the event that an employee should be moved or volunteer to be moved from a position with a higher salary range to a position of lower salary and classification level unrelated to disciplinary action or performance, that reduction shall be considered a non-punitive reduction in grade and salary as opposed to a demotion. If an employee is transferred to a lower rate job, he/she shall enter it at his/her current pay rate or at the maximum rate for the job, whichever is the lower.

F. DEMOTION

A demotion takes place when an employee is assigned to a position in a lower classification level, either for disciplinary reasons or when it is determined that the employee cannot meet the performance requirements of his/her position. The demoted employee must be able to meet the minimum requirements of the lower position and this position must be in the Town's Classification and Compensation Plan prior to demotion.

If an employee is transferred to a lower rate job, he/she shall enter it at his/her current rate of pay or at the maximum rate for the job, whichever is the lower.

G. "PERSONAL RATE" OF PAY

Any rate of pay which is above the maximum salary for a position as established by the Town's Classification and Compensation Plan, shall be deemed to be a personal rate of pay, and shall apply only to the incumbent. When such incumbent leaves the employ of the Town, or is transferred to another position or a new maximum higher than the employee's personal rate is established, the personal rate shall disappear.

H. TEMPORARY ASSIGNMENTS, INTERIM APPOINTMENTS

Positions may be temporarily filled as a result of promotions, resignations, illness, authorized leave of absence, terminations, demotions or transfers, if it is required by law or is in the best interest of the Town. When filling in for a more senior person for a continuous period of time greater than ten (10) working days. Employees may receive special pay consideration as determined based on the recommendation of the Town Administrator or Appointing Authority and the subsequent approval by the Personnel Board. The rate of compensation will be based on length of assignment, the level of the employee's performance and the classification level (salary range) of the senior person, market conditions and qualifications of the employee subject to verification of available funding.

If and when the employee reverts to their previous position, the employee shall revert to their previous rate of pay. In the event that there has been an across the board step increase, the employee then will revert to the appropriate rate of pay that reflects the across the board increase.

I. OVERTIME

It is the policy of the Town of Sterling that all work be accomplished within the normal work week. On occasion, the Town may determine that overtime is necessary to complete the assigned work beyond the normal work day.

It is the policy of the Town to pay employees overtime in accordance with the provisions of the Fair Labor Standards Act (FLSA) and to designate each position authorized by the Town either as exempt or non-exempt from the payment of overtime. Any hours, or portions thereof, authorized by the Town and worked by a non-exempt employee in the service of the Town over and above forty (40) hours for the work week, shall be considered overtime. For purpose of calculating overtime, holiday pay, sick leave, personal leave and vacation pay shall be considered as hours worked.

Except in the case of an emergency, all overtime must be authorized by the employee's department head or appointing authority in advance of said employee being required to work beyond the normal work day. and their budget must have funds available. A non-exempt employee shall receive a rate of pay for hours worked beyond 40 hours per work week that is equal to one and one-half times an employee's normal rate of pay. No employee will receive compensatory time.

In accordance with the FLSA, the Town has adopted a 7-k exemption by establishing a 28 day work period for police and fire personnel.

J. CALL BACK PAY

When an employee, except an exempt employee, is requested to return to work after completing his/her normal day's work and left his/her place of employment, and before his/her next regularly scheduled starting time, shall be paid at the rate of one and one-half (1 ½) times their regular base hourly rate of pay for all of the hours worked on recall, provided that the employee shall be entitled to a minimum of two (2) hours pay at time and one-half (1 ½),.

K. RESIGNATION FROM EMPLOYMENT

To resign in good standing, an employee must give his/her Department Head at least two (2) weeks notice in writing of intent to resign from his/her position. No paid leave for scheduled work times shall be paid after notice of resignation is given unless waived by the Department Head with approval of the Town Administrator or Appointing Authority. To resign in good standing a Department Head must provide at least sixty (60) days notice to resign from his/her position in writing to the Town Administrator or Appointing Authority.

SECTION 6: PHYSICAL EXAMINATION

An appointing authority in consultation with a Department Head, Supervisor, Human Resources Administrator and, if necessary, the Personnel Board may decide if a specific classification in the Classification Plan should require a physical examination satisfactory to the Town. Such exam may be part of a "conditional offer of employment" or it may be a "fitness for duty" examination. In such cases, the examining physician shall be appointed by the Town and the examination shall be at the expense of

the Town. The examining physician shall advise the Town as to whether, in their opinion, the applicant is physically qualified to perform the duties of the position for which application has been made.

SECTION 7: DISCIPLINARY ACTION

The Town recognizes that all of its employees have high standards. However, there are times when it may be necessary to discipline individual employees. The Town believes that discipline should be used only when warranted and with the utmost concern for the individuals involved. The disciplinary action that is appropriate for any particular misconduct is taken at the sole discretion of the Town.

SECTION 8: GRIEVANCE POLICY

A grievance is defined as any complaint by an employee who is covered by this Bylaw that they have been treated unfairly, unlawfully, or in violation of their rights in accordance with Town, State or Federal policies with regard to any matter pertaining to employment with the Town. This definition includes, but is not limited to, discharge, suspension, involuntary transfer and demotion. Also if an employee believes that they have not been credited with or has otherwise lost wages or benefits to which they are entitled, he/she must present a grievance in accordance with the Town's grievance procedure.

Step 1. Any employee who believes that they have received inequitable treatment because of some condition of their employment may appeal for relief from that condition. An employee must discuss the grievance initially with their direct supervisor for relief from that condition within ten (10) working days of the occurrence or knowledge of the event. Then, if the matter is not settled, the employee should submit said grievance in writing to the department head for relief from that condition. The department head shall meet with the aggrieved employee and shall respond in writing to the employee, within fourteen (14) working days of the meeting. If the employee's department head is also the immediate supervisor, he/she should proceed to Step 2.

Step 2. If the grievance is not resolved by the decision of the Department Head, the employee may file an appeal in writing with the Town Administrator or Appointing Authority within ten (10) working days of receipt of the Department Head's decision in Step 2. The Town Administrator or Appointing Authority shall, upon request, meet with the employee within a reasonable time after receipt of the employee's appeal. The Town Administrator shall reply in writing to the employee's grievance within ten (10) working days after a meeting with the employee is held. The Town Administrator will send one (1) copy of the reply to the employee, one (1) copy to the Department Head and place one (1) copy in the employee's personnel file.

Step 3 If the grievance is still not settled at Step 2, or within ten (10) working days of the deadline for the response of the Town Administrator or Appointing Authority, the employee may submit the grievance in writing to the Personnel Board. The Board shall meet with the Town Administrator, Appointing Authority, Department Head and the employee at its next regularly scheduled meeting following the date of the receipt of the grievance. A final decision will be rendered in writing within ten (10) working days of the date of the meeting with the Personnel Board.

A grievance shall be considered settled at the completion of any step unless it is appealed within the time limits set forth in this section. The time limits of this grievance procedure may be extended by the Town due to illness, vacations, business trips or emergency. The employee will be notified in writing by the Town if an extension is required. If the response time limit falls on an employee's scheduled day off, the reply by management or the Town will be given to the employee on the employee's scheduled workday immediately following his/her return to work.

SECTION 9: REDUCTION IN FORCE (RIF)

When it becomes necessary to reduce the workforce, the Town has the sole authority to determine which employees will be laid off based on the best interests of the Town. Employees whose employment is so terminated will be notified in writing of such termination.

Employees whose employment is terminated in accordance with this section will be considered for re-employment in a manner to be determined in the best interest of the Town if they are physically and mentally qualified to perform all of the duties of their previous position with the Town. An employee who is restored to permanent duty within one (1) year of the effective termination date shall have any unused leave benefits that the employee may have accumulated at the time of his/her termination restored.

SECTION 10: EMPLOYEE BENEFITS

A. APPLICATION

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

Regular Part Time Employees - All of the below listed employee benefits, with the exception of holidays apply to regular part time employees. These employees are eligible for all employee benefits on a pro-rated basis (actual hours required to work as a percentage of a full-time work schedule of 40 hours per week).

Part-time or Seasonal Employees are not eligible for any employee benefits, listed below.

COMPENSATED ABSENCES

B. HOLIDAYS

The following eleven (11) days or dates, shall be recognized as legal holidays within the meaning of this Bylaw on which days employees shall be excused from all duty not required to maintain essential Town services.

Regular full-time employees will be entitled to one day's pay at regular straight time rates for each holiday. If the holiday falls on a Saturday, it will be observed on the previous work day and if it falls on Sunday, it will be observed on the following work day.

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

The designated holidays are:

**NEW YEAR'S DAY
MARTIN LUTHER KING DAY
PRESIDENT'S DAY
PATRIOTS' DAY
MEMORIAL DAY
CHRISTMAS DAY**

**LABOR DAY
COLUMBUS DAY
VETERANS' DAY
THANKSGIVING DAY
INDEPENDENCE DAY**

Payment under the provisions of this section shall be made provided the eligible employee shall have worked on the last regularly scheduled working day prior to and the next regularly scheduled working day following such holiday, or was in full pay status on such preceding and following days in accordance with the provisions of this By-Law.

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

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

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

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

C. VACATION PAY

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

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

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

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

Vacation time shall not be cumulative from year to year except for up to 80 hours which may be held over to be used during the next fiscal year at a time that is mutually agreeable to the employee and their department head.

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

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

D. SICK LEAVE

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

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

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

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

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

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

The Office of the Treasurer/Collector is responsible for maintaining records of sick leave days accumulated and used for all eligible employees within the Town and reporting same to the Human Resources Administrator.

The Town at its exclusive discretion, reserves the right to request a written certificate from a Town selected physician, at the cost to the Town, establishing incapacity as a condition of payment of sick leave benefits or for an employee who seeks to return to work after being absent, whether paid or unpaid, to determine the employee's fitness for work.

If an employee uses sick leave for purposes other than legitimate illness or non-working injury as well as in an excessive manner, the employee may, at the sole discretion of the Town, be subject to disciplinary action up to and including termination of employment.

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

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

E. BEREAVEMENT LEAVE

Regular full time and regular part time employees shall be given up to three (3) working days leave with a normal day's pay for the purpose of making arrangements and attending the funeral of a member of his/her immediate family.

F. JURY DUTY LEAVE

Employees required to serve on a jury shall promptly notify their immediate supervisor or Department Head.

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

G. MILITARY LEAVE

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

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

Upon being released from service with the Armed Forces, such employee shall be reemployed by the Town in the capacity in which formerly employed at the time of departure, provided that such employee is physically and mentally suited to perform the required duties and if such employee makes an application to the Town Administrator's Office for reemployment. Such application must be made within thirty (30) days following termination of service with the Armed Forces and if approved the applicant must report for work when instructed. The Town may require the employee to request written authorization of proof of discharge from the armed services.

No leave of absence shall be granted any employee who voluntarily leaves the employ of the Town for the purpose of becoming a member of the Armed Forces except in times of national emergency.

H. PERSONAL OR EMERGENCY LEAVE

Absence for personal reasons up to twenty-four (24) hours per year may be granted to full-time employees. Absences for personal reasons for regular part-time employees shall be granted on a pro-rated basis, based on the average of their hourly pay for fifty-two (52) weeks worked immediately preceding the period requested for personal leave. These personal hours may be taken at any time of the year upon the employee's request with approval of the Department Head. Any time not used will be credited to the

employee's sick leave. When possible the employee must request personal leave at least forty-eight (48) hours in advance. A supervisor may not question the reason for the personal leave nor may he/she deny such a request except for scheduling problems. Only employees who have completed their Introductory Hiring Period may be compensated for leaves of absence under this section.

NON-COMPENSATED ABSENCES

A. SMALL NECESSITIES LEAVE ACT (SNLA)

An eligible employee is entitled to a total of up to 24 hours of unpaid leave during a 12 month period to (1) participate in school activities directly related to the educational advancement of a son or daughter such as parent teacher conferences; (2) accompany a son or daughter of the employee to routine medical or dental appointments, and (3) accompany an elderly relative of the employee to routine medical or dental appointment(s) or appointment(s) for other professional services related to the elder's care. The 24 hours of leave provided by this Act is in addition to the time provided by the FMLA. As with the FMLA, the leave can be without pay, or with use of paid leave if the employee so elects. Unlike the FMLA, the Small Necessities Leave may be taken intermittently or on a reduced leave schedule. If the necessity for leave under this section is foreseeable, the employee shall provide the Town with not less than seven (7) days written notice before the date of the leave is to begin. If the leave is not foreseeable, the employee shall provide the Town with such notice as is practicable.

B. EXTENDED OR EMERGENCY LEAVE OF ABSENCE

Extended or emergency leave of absence may be granted by the Department Head with the approval of the appointing authority but shall be without compensation or earned benefits. A leave of absence, of over three (3) months duration, except military leave, shall be considered a break in continuous service and on return to work the employee shall have the status of a new employee unless an extension of leave beyond three months has been authorized by the Personnel Board in advance. Such employee shall be reemployed by the Town in the capacity in which formerly employed at the time of departure, provided that such employee is physically and mentally suited to perform the required duties of their former position and if such employee makes a written application to the Town Administrator's Office or to the head of the department for reemployment at least two (2) weeks before requested reinstatement. If approved, the employee must report for work as instructed.

C. UNAUTHORIZED LEAVE OF ABSENCE

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

D. FAMILY MEDICAL LEAVE ACT (FMLA)

Employees of the Town having completed at least twelve (12) months of service, and who have worked 1,250 hours or more in the preceding twelve (12) months, both prior to the commencement of family medical leave shall be entitled to take up to twelve (12) weeks of unpaid leave annually for any of the following purposes:

- (a) The birth of an employee's child, and in order to care for the newborn child;
- (b) The placement of a child with the employee for adoption or foster care, provided that entitlement to leave to care for a child who is newly born or newly received in the employee's household shall end twelve (12) months after natural child is born or twelve (12) months after an adopted or foster child is received in the employee's household;

- (c) The need to care for the employee's spouse, child or parent who has a serious health condition; and
- (d) The employee's own serious health condition that renders the employee unable to perform the functions of their position.

E. TOWN INSURANCE PLANS

Each regular full time and regular part time employee covered by the Bylaw shall be entitled to the Group Insurance Plan (Health, Dental and Life Insurance) which has been accepted by the Town in accordance with MGL Ch 32B. Family coverage is also available. The level of coverage, and respective premium costs are subject to possible change by the Town.

F. DEFERRED COMPENSATION PLAN

The Town offers all employees a tax sheltered savings program which excludes contributions to the plan from gross income for federal personal income tax purposes.

G. RETIREMENT BENEFITS

The Town shall contribute funds as required for each employee in accordance with the regulations that are established by the Worcester Regional Retirement Board and the Bylaws of the Town of Sterling. Employees who are required to work an average of less than 20 hours per week are required to participate in the State's OBRA Plan.

SECTION 11: CIVIL SERVICE LAW

Nothing in this Bylaw or in the Classification or Compensation Plans shall be construed to conflict with MGL Ch 31.

SECTION 12: SEPARABILITY PROVISION

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

SECTION 13: ACTION TAKEN UNDER PRIOR BYLAWS PRESERVED

The repeal of this bylaw or portion thereof heretofore adopted shall not be construed to revoke, invalidate or otherwise alter acts done, ratified or confirmed in compliance therewith under authority thereof, or any rights accrued or established or any action, suit or proceeding commenced or had in any case, nor shall any such repeal affect any punishment, penalty or forfeiture incurred under any such prior bylaw.

SECTION 14: PHYSICAL FITNESS

It shall be the responsibility of each employee to maintain the standards of physical fitness required for performing their job. When a department head believes that the physical condition of an employee constitutes a hazard to persons or property, the department head may request the employee to submit to medical examination by a licensed medical physician at the Town's expense.

SECTION 15: NO STRIKE

Since municipal employees provide a service to the public whose interruption in many instances may be detrimental to public safety, no municipal employees shall engage in any work stoppage, slowdown, or strike. Any employee engaging in such work stoppage, slowdown, or strike shall be subject to immediate dismissal without any rights to any of the benefits provided by the Town.

[no SECTION 16 recorded in the Warrant]

SECTION 17: EQUAL EMPLOYMENT OPPORTUNITY

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

Persons with disabilities employed by the Town are encouraged to request reasonable accommodations at any time when accommodation becomes necessary to the employee's performance of essential functions of their position in accordance with the requirements of the ADA.

SECTION 18: EDUCATION REIMBURSEMENT

Educational assistance to defray the cost of tuition, per calendar year, may be granted to full time permanent Town employees with a minimum of one (1) year of continuous service, who are under the jurisdiction of the "Personnel Classification and Compensation Plan By-Laws" subject to the appropriation of funds. Such grants will be approved for job orientated, college level credit (undergraduate/graduate) educational courses or for the maintenance of certifications that are required by the State or the Town.

[continued with Attachments A and B, next pages]

ATTACHMENT A
FY14 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
4	Library Technician II	Library
	Animal Control Officer	Police
	Outreach Aide	Council on Aging
	Town Custodian	Bd. Of Selectmen
	Library Associate I	Library
5	Administrative Secretary	Building Dept.
	Asst. Town Clerk	Town Clerk
	Asst. Collector	Town Treasurer/Collector
	Asst. Treasurer	Town Treasurer/Collector
	Administrative Assistant	Board of Appeals;DPW;Water;Planning Bd
	Assistant to Assessors	Assessor
	Library Associate II	Library
	Dispatcher	Police
6A	Firefighter/EMS	Fire
	Firefighter/Mechanic	Fire
	Company Officer	Fire
6B	Facilities Manager	Board of Selectmen
	Assoc. Health Agent	Health Dept.
7A	Asst. Director/Head of Children Services	Library
	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
9	Deputy Fire Chief	Fire
10	Superintendent	DPW
	Town Administrator	Board of Selectmen
11	Police Chief	Police
	Fire Chief	Fire

**ATTACHMENT B
FY14 COMPENSATION PLAN**

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)
FY14 COMPENSATION PLAN

Proposed to be effective 7/1/2013

Schedule C **Call Fire Personnel**

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

Schedule E **Stipend Positions**

ADA Coordinator	\$1,500
Animal Inspector	\$1,000
Emergency Management Director	\$10,000
Gas Inspector	\$5,500
Plumbing Inspector	\$10,000
Sealer of Weights & Measures	\$1,200
Veteran Agent	\$3,900

Schedule D **Part Time Position**

Police Special	\$8.25-\$9.61
Constable	\$9.25
Cell Monitor/Matron	\$15.00 to \$25.00
Election Worker	\$8.25
Registrar of Voters	\$8.50
Asst. Registrar of Voters	\$8.25
Recycling Attendant	\$11.00
Seasonal Laborer	\$9.25 to \$10.25
Seasonal Truck Driver	\$17.00 to \$20.00
Lifeguard	\$10.00 to \$14.00
Seasonal Recreation	\$8.50 to \$14.00
Van Driver/COA (spare)	\$9.46
Food Inspector	\$30.00
Temp Assistant to the Town Accountant	\$15.00
Parking Clerk	\$25.00
Assistant Building Inspector	25.00 per inspection
Asst. Plumbing Inspector	\$25.00 per inspection
Wire Inspector	\$35.00 per inspection
Asst. Wiring Insp.	\$35.00 per inspection

*FF=Firefighter

AT 11:00PM MODERATOR SUSPENDED THE ANNUAL TOWN MEETING TO ADJOURN TO TUESDAY, MAY 14, 2013 AT 7:00PM AT THE SAME LOCATION.

At 7:05pm the Town Moderator, Richard Sheppard, called the second night of the Annual Town Meeting to order. There was a quorum present; 181 voters attended the meeting. The Moderator noted that the 2nd night of Annual Town Meeting Warrant was duly posted by Constable Pineo.

The following tellers were appointed by the Moderator:

Mark Piscione
Kevin Beaupre
Barbara Roberti
Ron Picchieri

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 of the SMLD, the Board sets and approves the SMLD budget, reviews and approves contract, and serves as the FinCom, Capital Committee, Personnel Board, Selectmen, and voters for the Light Dept.

MOTION MADE AS PRINTED IN THE WARRANT

AMENDMENT TO THE MOTION MADE ON THE FLOOR: by striking the words "\$1,500" in the three places in the Article 17 and by substituting the words "\$1,000" in all three places in the Article 16.

AMENDMENT TO THE MOTION: DEFEATED

VOTED TO MOVE THE QUESTION: PASSED

ORIGINAL MOTION PASSED BY MAJORITY VOTE AS DECLARED BY THE MODERATOR

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 [MGL Ch40:6] 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.

MOTION MADE AS PRINTED IN THE WARRANT

MOTION CARRIED BY MAJORITY VOTE AS DECLARED BY THE MODERATOR

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 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.

MOTION MADE ON THE FLOOR: To see if the Town will vote to amend its general bylaws by adding the following new chapter: 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, and/or for building improvements exceeding \$300,000 and having a useful life equaling or exceeding five 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, 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 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 vote at a Town Meeting and by a vote at the next annual Town election following the Town Meeting vote. 3. 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.

MOTION MADE TO TABLE

MODERATOR REMOVED THE MOTION STATING IT WAS NOT IN THE SCOPE OF THE ARTICLE

7:50PM MOTION TO TABLE ARTICLE 18

MOTION TO TABLE: PASSED AS DECLARED BY MODERATOR

7:52PM SEVEN VOTERS STOOD TO APPEAL THE MODERATOR'S VOTE

ORIGINAL MOTION TO TABLE WAS DEFEATED BY 13 VOTES: YES 90.....NO 62

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 the passage of this article.

Recommendation: The Capital Committee recommends the 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.

REQUIRES 2/3 VOTE

MOTION MADE ON THE FLOOR: to transfer from Capital Fund the sum of \$15,000 for corrosion repair and rehabilitation of a 2001 Volvo Loader, said sum to be expended by the Department of Public Works.

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

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 the passage of this article.

Recommendation: The Capital Committee recommends the 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.

REQUIRES 2/3 VOTE

MOTION MADE ON THE FLOOR: to transfer from 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.

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

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 is being considered at their April meeting. http://www.sterling-ma.gov/Pages/SterlingMA_Boards/CapitalMinutes/

Summary: This article is self-explanatory.

REQUIRES 2/3 VOTE

MOTION MADE AS PRINTED IN THE WARRANT

AMENDMENT TO THE MOTION MADE ON THE FLOOR: to “raise and appropriate \$65,698”

OBJECTION TO AMENDMENT – CAN’T INCORPORATE A DIFFERENT FUNDING SOURCE IF NOT PRINTED IN THE WARRANT

AMENDMENT REMOVED FROM THE FLOOR

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

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.

MOTION MADE AS PRINTED IN THE WARRANT

MOTION PASSED BY MAJORITY VOTE AS DECLARED BY THE MODERATOR

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 5% match or 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.

REQUIRES 2/3 VOTE

MOTION MADE ON THE FLOOR: to transfer the sum of \$14,500 from the Capital Fund 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.

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

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.

REQUIRES 2/3 VOTE

MOTION MADE AS PRINTED IN THE WARRANT

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

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 [MGL Ch10:58]. 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 [MGL Ch40: Sec 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 [MGL Ch40: Sec 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.*

MOTION TO TABLE PASSED BY MAJORITY VOTE AS DECLARED BY THE MODERATOR

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 of 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 increase 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 there to 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. [MGL Ch41:108N]

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 or 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/her 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/her supervision and make reports in regard to such matters to the board of selectmen, if he/she deems it necessary and expedient;
- (k) administrator personnel policies, practices, rules and regulations, and compensation plans for municipal employees except for 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.* [Town Clerk's note: No Appendix B was printed with this Warrant]

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.*

MOTION TO TABLE PASSED BY MAJORITY VOTE AS DECLARED BY THE MODERATOR

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 board, commissions, or officers: the department of public works board, the board of water commissions, 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 superintendant of public works, subject to appropriation and the provisions of the Town bylaws and personnel bylaws. The superintendant shall report to the Board through the Town administrator. The superintendant shall exercise and perform, under the supervision and direction of the Board, the power, rights and duties that have been transferred to the board hereunder as the Board may from time to time designate. The superintendant 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 superintendant 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 of 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 Recommendations 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 service 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.*

MOTION TO TABLE PASSED BY MAJORITY VOTE AS DECLARED BY THE MODERATOR

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 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 agrees with the Government Study Committee on this recommendation. In order to accomplish this, both Articles 28 and 29 will be needed.

MOTION TO TABLE PASSED BY MAJORITY VOTE AS DECLARED BY THE MODERATOR

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 agrees with the Government Study Committee on this recommendation. In order to accomplish this, both Articles 28 and 29 will be needed.

MOTION TO TABLE PASSED BY MAJORITY VOTE AS DECLARED BY THE MODERATOR

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 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).

REQUIRES 2/3 VOTE

MOTION MADE TO MOVE IN THE WORDS OF THE ARTICLE removing the words “to transfer from available funds.”

MOTION PASSED UNANIMOUSLY AS DECLARED BY THE MODERATOR

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.

MOTION TO TABLE PASSED BY MAJORITY VOTE AS DECLARED BY THE MODERATOR

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, [MGL Ch40:4] 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.

MOTION MADE TO MOVE IN THE WORDS OF THE ARTICLE removing the words “to raise and appropriate.”

MOTION PASSED BY MAJORITY VOTE AS DECLARED BY THE MODERATOR

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.

MOTION MADE AS PRINTED IN THE WARRANT.

MOTION PASSED BY MAJORITY VOTE AS DECLARED BY THE MODERATOR

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.

MOTION MADE AS PRINTED IN THE WARRANT but removing the words “to transfer.”

MOTION PASSED BY MAJORITY VOTE AS DECLARED BY THE MODERATOR

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 53E1/2 [MGL Ch44:53E 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.

[see next pages for full table for revolving funds]

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	

<i>continued</i> Revolving Fund	Authorized to Spend from Fund	Revenue Source	Use of Fund	FY2014 Spending Limit	Disposition of Fy2014 Fund Balance	Spending Restrictions Or Comments
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.

MOTION MADE AS PRINTED IN THE WARRANT

MOTION PASSED BY MAJORITY VOTE AS DECLARED BY THE MODERATOR

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.

MOTION MADE AS PRINTED IN THE WARRANT

MOTION PASSED BY MAJORITY VOTE AS DECLARED BY THE MODERATOR

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 [MGL Ch44:4] as amended, and to renew any note or notes as may e given for a period of less than one year, in accordance with the provisions of Chapter 44, Section 17, of the General Laws [MGL Ch44:17], 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.

MOTION MADE AS PRINTED IN THE WARRANT

MOTION PASSED BY MAJORITY VOTE AS DECLARED BY THE MODERATOR

ARTICLE 38. Compensating Balance Agreements

To see if the Town will vote, pursuant to Chapter 44, Section 53F of the General Laws [MGL Ch44: 53E ½] 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 or the services the bank provides by maintaining a specified, minimum balance in a non-interest or low interest bearing account.

REQUIRES 2/3 VOTE

MOTION MADE AS PRINTED IN THE WARRANT

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

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 with comment on Town Meeting floor by Chairman Vern Gaw that “the Town voters accepted 1835 Town Hall as a community center.”

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.

REQUIRES 2/3 VOTE

MOTION MADE AS PRINTED IN THE WARRANT

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

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 dwelling 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, [Ken Williams made the *correction on Town Meeting floor: wording in the summary should be... “upon the issuance of a special permit by the Sterling Zoning Board...” not 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.

REQUIRES 2/3 VOTE

AMENDMENT TO THE MOTION MADE: 1. To delete the phrase “shall not be less than the following” at the end of Section 4.2.2(a)(ii) as being duplicative. 2. To alter the definition of “dwelling, multi-family” as same appears in Warrant Article 40 so as to read as follows: “dwelling, multi-family” shall mean a single building containing at least two (2) dwelling units but not more than eight (8) units. Such a change is consistent with what is allowed by the multi-family development special permit bylaw.

MOTION TO MOVE QUESTION: PASSED AS DECLARED BY MODERATOR

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

Oct. 7, 2013 approved by Attorney General’s Office

Jan. 6, 2014 published date

ARTICLE 41. Surplus Property Modification

To see it 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 long 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, MGL c.30B [MGL Ch30B], 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 \$5,000 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 MGL c 30B, §5; [MGL Ch30B: 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) re-solicit 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, [MGL Ch30B]

MOTION MADE AS PRINTED IN THE WARRANT

AMENDMENT TO MOTION: To "add under Section A, Number 7 – no provisional of this bylaw shall apply to the operation of the Sterling Municipal Light department as regulated by the Massachusetts General Bylaw, Chapter 164 [MGL Ch164]

MOTION TO MOVE QUESTION: PASSED AS DECLARED BY MODERATOR

MOTION WITH AMENDMENT PASSED BY MAJORITY VOTE AS DECLARED BY THE MODERATOR

Oct. 7, 2013 approved by Attorney General's Office

Jan. 6, 2014 published date

ARTICLE 42. (Withdrawn)

AT 09:25PM MODERATOR DECLARED BREAK

AT 9:33PM ANNUAL TOWN MEETING RESUMED

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 [MGL Ch252:5A] 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.

MOTION MADE AS PRINTED IN THE WARRANT

MOTION TO MOVE THE QUESTION: PASSED AS DECLARED BY MODERATOR

MOTION FAILED BY MAJORITY VOTE AS DECLARED BY THE MODERATOR

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 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 the 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.

MOTION MADE AS PRINTED IN THE WARRANT: but changing the word on line 5 from “Worcester” to “Sterling” and changing the number in the *RESOLVED STATEMENT*, by deleting “the House Resolution #88” change to “House Resolution #21.”

MOTION TO TABLE PASSED BY MAJORITY VOTE AS DECLARED BY THE MODERATOR

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. Weighting 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.

MOTION TO TABLE PASSED BY MAJORITY VOTE AS DECLARED BY THE MODERATOR

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.

MOTION MADE AS PRINTED IN THE WARRANT

MOTION PASSED BY MAJORITY VOTE AS DECLARED BY THE MODERATOR

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.

MOTION MADE AS PRINTED IN THE WARRANT

MOTION PASSED BY MAJORITY VOTE AS DECLARED BY THE MODERATOR

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.

MOTION MADE AS PRINTED IN THE WARRANT

MOTION PASSED BY MAJORITY VOTE AS DECLARED BY THE MODERATOR

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

MOTION MADE AS PRINTED IN THE WARRANT

MOTION PASSED BY MAJORITY VOTE AS DECLARED BY THE MODERATOR

Oct. 7, 2013 approved by Attorney General’s Office

Jan. 6, 2014 published date

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) [MGL Ch140:135A]

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[MGL Ch129:39A], 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) [MGL Ch140:136A]

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) [MGL Ch140:135A]

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) [MGL Ch140:136A]

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) [MGL Ch140:136A]

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) [MGL Ch140:136A]

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) [MGL Ch140:139C]

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), [MGL Ch140:136A], 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 [MGL Ch140:136A-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.

MOTION MADE AS PRINTED IN THE WARRANT

MOTION PASSED BY MAJORITY VOTE AS DECLARED BY THE MODERATOR

Oct. 7, 2013 approved by Attorney General's Office

Jan. 6, 2014 published date

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.

MOTION MADE ON THE FLOOR: 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 reservoirs and aquifer, owned by the Town of Clinton, both above and below ground, to be available for the preservation and protection of its natural resources and for sustainable municipal usage, (such as for drinking water supply, fighting fires, local businesses and farms) and to prohibit any and all commercial bottling in any form of said water.

MOTION PASSED BY MAJORITY VOTE AS DECLARED BY MODERATOR

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.

MOTION MADE AS PRINTED IN THE WARRANT

MOTION PASSED BY MAJORITY VOTE AS DECLARED BY THE MODERATOR

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: The 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.

REQUIRES 2/3 VOTE

MOTION MADE AS PRINTED IN THE WARRANT but removing the words “or any other sum”.

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

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.

REQUIRES 2/3 VOTE

MOTION MADE AS PRINTED IN THE WARRANT

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

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.

REQUIRES 2/3 VOTE

MOTION MADE AS PRINTED IN THE WARRANT but removing the words “or any other sum”

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

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 thereto.

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.

REQUIRES 2/3 VOTE

MOTION MADE AS PRINTED IN THE WARRANT but removing the words “or any other sum”

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

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 Assessors to serve for three years

One Board of Health Member to serve for three years

Two Library Trustees to serve for three years

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.

At 10:44pm motion to adjourn Town Meeting to May 20, 2013 for the purpose of election of Town Officers by ballot, at which no other Town business will be conducted and at commencement of which Town Meeting will be dissolved.

[see attached pages of the FY14 Operating Budget as voted in Art. 6]

	Expended FY 2011	Expended FY 2012	Approp FY 2013	Dept Req FY 2014	Fin Com Rec FY14
General Government					
<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

	Expended FY 2011	Expended FY 2012	Approp FY 2013	Dept Req FY 2014	Fin Com Rec FY14
<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
<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

	Expended FY 2011	Expended FY 2012	Approp FY 2013	Dept Req FY 2014	Fin Com Rec FY14
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.

	Expended FY 2011	Expended FY 2012	Approp FY 2013	Dept Req FY 2014	Fin Com Rec FY14
<i>Planning Board</i>					
Salary	300	300	500	500	500
Wages	16,109	17,097	17,936	17,801	17,801
MRPC & Expenses	2,098	2,151	2,260	2,314	2,314
TOTAL	18,507	19,548	20,696	20,615	20,615
<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

	Expended FY 2011	Expended FY 2012	Approp FY 2013	Dept Req FY 2014	Fin Com Rec FY14
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 Expense	29,417 76,612	29,208 89,941	33,000 96,780	38,000 100,280	38,000 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>	<i>420,496</i>	<i>453,034</i>	<i>477,047</i>	<i>517,295</i>	<i>492,295</i>
<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>	<i>282,654</i>	<i>296,373</i>	<i>313,840</i>	<i>349,986</i>	<i>340,204</i>
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.)					

	Expended FY 2011	Expended FY 2012	Approp FY 2013	Dept Req FY 2014	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 Insp Contracted Services	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 info only)	2,117,651	2,343,177	2,265,166	2,372,547	2,318,635
HEALTH & HUMAN SERVICES					
<i>Board of Health</i>					
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

	Expended FY 2011	Expended FY 2012	Approp FY 2013	Dept Req FY 2014	Fin Com Rec FY14
<i>Home Health & Hospice</i>					
Expense	1,500	1,500	1,500	1,500	1,500
TOTAL	1,500	1,500	1,500	1,500	1,500
<i>Animal Inspector</i>					
Salary	820	580	1,000	1,000	1,000
Expense	779	545	900	900	900
TOTAL	1,599	1,125	1,900	1,900	1,900
<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 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 SERVICES	221,462	241,229	261,217	262,607	259,307

	Expended FY 2011	Expended FY 2012	Approp FY 2013	Dept Req FY 2014	Fin Com Rec FY14
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	1,000	1,000	1,000
TOTAL	750	609	1,000	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

	Expended FY 2011	Expended FY 2012	Approp FY 2013	Dept Req FY 2014	Fin Com Rec FY14
DEPT . OF PUBLIC WORKS					
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
Offset Cemetery Fund	5,000	5,000	5,000	5,000	5,000
NET PUBLIC WORKS (Info. Only)	1,600,391	1,580,275	1,674,263	1,715,793	1,686,522
INSURANCE & EMPLOYEE BENEFITS					
<i>Workers Comp/Medicare/ Liability, Group Insurances and Unemployment</i>					
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
<i>Worcester County</i>					
<i>Retirement Assessment</i>	350,633	402,592	440,660	475,704	475,704
TOTAL	350,633	402,592	440,660	475,704	475,704

	Expended FY 2011	Expended FY 2012	Approp FY 2013	Dept Req FY 2014	Fin Com Rec FY14
TOTAL INSURANCE & BENEFITS	1,331,226	1,414,368	1,573,284	1,696,397	1,632,673
<i>Offset: Stabilization Fund</i>	<i>383,000</i>				
<i>Offset: Abatement Surplus</i>	<i>100,000</i>				
<i>NET INSURANCE & BENEFITS</i>	<i>848,226</i>	<i>1,414,368</i>			
<i>(For information only)</i>	<i>1,385,000</i>				
DEBT SERVICE	596,150				
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
<i>(Amount raised by taxation, shown for information only)</i>					

**SPECIAL
TOWN MEETING MINUTES**

Special Town Meeting December 16, 2013

A true copy

Attest:

Dawn E. Michanowicz, Town Clerk

At the Special Town Meeting duly called and held in the Chocksett School's gymnasium on Boutelle Road in said Town of Sterling, on Monday, December 16, 2013 at 7:00pm, the following article was voted in a legal manner.

The Town Moderator, Richard Sheppard, called the meeting to order at 7:00pm. There was a quorum present; 128 voters attended the meeting.

The following tellers were sworn in by the Town Clerk:

Richard Barriere, 6 Worcester Road
Sheila Hudson, 267 Redemption Rock Trail
Jo-Ann Cummings, 115 Princeton Road
Patricia Christenson, 8 Osgood Road
Melissa Chalmers, 87 Lake Shore Drive
Elaine Heller, 27 Princeton Road

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

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

ARTICLE 1.

To see if the town will vote to authorize the creation and operation of a municipal gas plant as allowed by Massachusetts General Laws, Chapter 164, section 36, and place such municipal gas plant under the authority of the Sterling Municipal Light Department Light Board. Upon such authorization, the municipal gas plant shall be combined with the Sterling Municipal Light Department to form the Sterling Municipal Light & Gas Department, which shall do business as "Energy Sterling".

Submitted by: Petition

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 SMLD has been exploring the possibility of bringing natural gas to the town of Sterling. The first formal step in this process is to be legally designated as the utility of record and franchise holder for gas distribution within the town. This process involves having town voters approve the above article at two (2) separate Special Town Meetings held **at least** two (2) months apart, but **not more than** thirteen months (13) apart.

REQUIRES 2/3 VOTE

MOTION MADE: as printed in the Warrant.

MOTION PASSED BY 2/3 MAJORITY VOTE BY BALLOT: 107 YES 16 NO

Meeting adjourned at 8:36pm.

ELECTION RESULTS

2013

A true copy:

Attest

Dawn E. Michanowicz, Town Clerk

**SPECIAL STATE PRIMARY ELECTION
APRIL 30, 2013**

	Precinct 1	Precinct 2	Total
DEMOCRATIC BALLOT			
<u>Senator</u>			
Stephen F. Lynch	120	110	230
Edward J. Markey	123	134	257
Write-ins	-	-	-
Blanks	-	-	-
TOTAL votes cast	243	244	487

REPUBLICAN BALLOT			
<u>Senator</u>			
Gabriel E. Gomez	117	108	225
Michael J. Sullivan	101	65	166
Daniel B. Wilson	21	25	46
Write-ins	2	2	4
Blanks	1	-	1
TOTAL votes cast	242	200	442

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	Precinct 1	Precinct 2	Total
Total Registered Voters by Precinct	2,852	2,884	5,736
Democrats	512	544	1,056
Republicans	494	516	1,010
Unenrolled	1,846	1,824	3,670
Other	0	0	0
 Total Votes Cast by Precinct	 485	 444	 929
 % Voter Turnout	 16.20%		

**ANNUAL TOWN ELECTION
MAY 20, 2013**

	Precinct 1	Precinct 2	Total
BOARD OF ASSESSORS (3 year term)			
Michael J. Rivers	265	181	446
Write-ins	14	12	26
Blanks	144	101	245
TOTAL	423	294	717
BOARD OF HEALTH (3 year term)			
Allen H. Hoffman, candidate for re-election	321	245	566
Write-ins	4	2	6
Blanks	98	47	145
TOTAL	423	294	717
BOARD OF LIBRARY TRUSTEES (2 seats; 3 year terms)			
Albert J. Carlin, candidate for re-election	321	230	551
Kelly J. Corvelo, write-in candidate	5	12	17
Samantha B. Bodine, write-in candidate	0	16	16
Write-ins	0	2	2
Blanks	520	328	848
TOTAL	846	588	1,434
BOARD OF SELECTMEN (3 year term)			
Robert F. Cutler	272	182	454
Matthew Downing	136	101	237
Write-ins	3	1	4
Blanks	12	10	22
TOTAL	423	294	717
CONSTABLE (1 year term)			
Joan M. Pineo	320	233	553
Write-ins	3	0	3
Blanks	100	61	161
TOTAL	423	294	717
CONSTABLE (3 year term)			
Michael E. Pineo, candidate for re-election	340	244	584
Write-ins	1	0	1
Blanks	82	50	132
TOTAL	423	294	717
DEPARTMENT OF PUBLIC WORKS BOARD (3 year term)			
Donald W. Harding, candidate for re-election	303	213	516
Write-ins	3	1	4
Blanks	117	80	197
TOTAL	423	294	717

**ANNUAL TOWN ELECTION, cont.
MAY 20, 2013**

	Precinct 1	Precinct 2	Total
PLANNING BOARD (5 year term)			
Charles A. Hajdu, candidate for re-election	296	211	507
Write-ins	2	1	3
Blanks	125	82	207
TOTAL	423	294	717

STERLING HOUSING AUTHORITY			
(5 year term)			
Robert E. Kneeland, candidate for re-election	316	231	547
Write-ins	0	2	2
Blanks	107	61	168
TOTAL	423	294	717

STERLING MUNICIPAL LIGHT BOARD			
(3 year term)			
Michael J. Rivers, candidate for re-election	214	139	353
Brian J. Pierce	195	143	338
Write-ins	0	0	0
Blanks	14	12	26
TOTAL	423	294	717

WACHUSETT REGIONAL SCHOOL DISTRICT COMMITTEE			
(3 year term)			
Lance Harris, write-in candidate	60	48	108
Write-ins	10	14	24
Blanks	353	232	585
TOTAL	423	294	717

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	Precinct 1	Precinct 2	Total
Total Registered Voters by Precinct	2,861	2,904	5,765
Total Votes Cast by Precinct	423	294	717
% Voter Turnout	12.44%		

**SPECIAL STATE ELECTION
JUNE 25, 2013**

	Precinct 1	Precinct 2	Total
<u>Senator In U.S. Congress</u>			
Gabriel E. Gomez	669	648	1,317
Edward J. Markey	347	299	646
Richard A. Heos	7	4	11
Write-ins	3	2	5
Blanks	-	-	-
TOTAL cast	1,026	953	1,979

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	Precinct 1	Precinct 2	Total
Total Registered Voters by Precinct	2,868	2,904	5,772
Democrats	512	542	1,054
Republicans	492	516	1,008
Unenrolled	1,848	1,829	3,677
Other	16	17	33
 Total Votes Cast by Precinct	 1026	 953	 1,979
 % Voter Turnout	 34.29%		

FINANCIAL REPORTS

2013

BOARD OF ASSESSORS

Fiscal Year 2013 Assessments and Property Tax Revenue Summary

<u>Property</u>	<u>Class Levy %</u>	<u>Valuation by Class</u>	<u>Tax Rate</u>	<u>Tax Levy</u>
Residential	86.1581	800,512,730	16.35	13,088,383.14
Open Space	0.0000	0	16.35	0.00
Commercial	4.2858	39,819,970	16.35	651,056.51
Industrial	5.5746	51,795,200	16.35	846,851.52
Personal Property	3.9815	36,993,178	16.35	604,838.46
TOTALS	100.0000	929,121,078		15,191,129.63

Valuation and Tax History

<u>Fiscal</u>	<u>Tax Rate</u>	<u>Total Valuation</u>	<u>Accounts</u>	<u>Tax Levy</u>	<u>Change%</u>
2012	15.65	953,862,740	3,718	14,927,952	2.133
2011	14.90	980,949,938	3,752	14,616,154	0.549
2010	14.29	1,017,236,101	3,748	14,536,304	-0.019
2009	13.25	1,097,287,455	3,801	14,539,059	5.104

Abstract of Assessments

<u>Property Class Code & Description</u>	<u>Accts</u>	<u>Class Valuation</u>	<u>Avg. Value</u>
101 Residential Single Family	2,510	711,619,000	283,500
102 Residential Condominiums	133	24,907,100	187,300
Miscellaneous Residential	19	5,283,000	278,100
104 Residential Two Family	100	25,589,900	255,900
105 Residential Three Family	6	1,860,500	310,100
111-125 Apartments	13	2,854,300	219,600
130-132, 106 Vacant Land	421	25,080,600	59,600
200-231 Open Space	0	-0-	-0-
300-393 Commercial	74	33,245,000	449,300
400-452 Industrial	117	51,754,900	442,300
501-506 Personal Property	195	36,993,178	189,700
600-821 Chapter 61, 61A, 61B	147	3,128,100	21,300
012-043 Mixed Use Properties	18	6,805,500	378,100
TOTALS	3,753	929,121,078	
Exempt		132,131,100	

Assessors' Account for Exemptions and Abatements

<u>Description</u>	<u>FY 2012</u>	<u>FY2011</u>	<u>FY2010</u>
Assessors' Overlay	\$77,985.89	\$98,854.00	\$101,785.39
Charges through 6/30	74,662.04	78,300.86	60,062.05
Amounts Transferred	-0-	-0-	-0-
Potential ATB Liability	-0-	-0-	-0-
Balance	\$3,323.85	\$20,553.14	\$41,723.34

New Growth Revenues

<u>Fiscal Year</u>	<u>Added Valuation</u>	<u>Tax Rate</u>	<u>New Revenue</u>
2013	6,330,000	15.65	99,064
2012	3,456,359	14.90	51,500
2011	11,160,253	14.29	159,480
2010	11,010,313	13.25	145,887
2009	15,004,900	12.63	189,512

REPORT OF THE TREASURER/COLLECTOR
TAX COLLECTIONS - 12/31/13

	TAXES COMMITTED	ABATEMENTS EXEMPTIONS	TRANSFER to TAX TITLE	COLLECTIONS less Refunds	BALANCE OUTSTANDING
Real Estate Taxes					
Levy of 2014	\$ 15,005,223.52	\$ 33,270.35	\$ -	\$ 7,283,765.93	\$ 7,688,187.24
Levy of 2013	\$ 14,587,931.78	\$ 55,500.37	\$ 75,173.72	\$ 14,317,968.49	\$ 139,289.20
Levy of 2012	\$ 14,340,843.27	\$ 59,784.49	\$ 96,665.40	\$ 14,182,379.97	\$ 2,013.41
Levy of 2011	\$ 14,078,794.75	\$ 75,384.60	\$ 83,838.00	\$ 13,919,572.15	\$ -
Levy of 2010	\$ 14,082,290.52	\$ 60,062.05	\$ 68,711.35	\$ 13,950,214.87	\$ 3,302.25
Levy of 2009	\$ 14,116,679.40	\$ 51,584.01	\$ 58,470.21	\$ 14,006,604.16	\$ 21.02
Levy of 2008	\$ 13,461,501.69	\$ 44,739.99	\$ 39,432.99	\$ 13,377,328.71	\$ -
Levy of 2007	\$ 12,709,131.84	\$ 43,202.82	\$ 30,136.98	\$ 12,635,792.04	\$ -
Levy of 2006	\$ 12,567,052.89	\$ 52,248.07	\$ 36,848.81	\$ 12,477,625.70	\$ 330.31
Levy of 2005	\$ 11,416,727.35	\$ 35,263.94	\$ 46,155.08	\$ 11,335,038.39	\$ 274.94
					<u>\$ 7,833,418.37</u>
Personal Property Taxes					
Levy of 2014	\$ 704,403.09	\$ -	\$ -	\$ 594.79	\$ 703,808.30
Levy of 2013	\$ 604,838.65	\$ 7,473.56	\$ -	\$ 590,939.97	\$ 6,425.12
Levy of 2012	\$ 592,766.33	\$ 6,416.25	\$ -	\$ 582,817.00	\$ 3,533.08
Levy of 2011	\$ 538,892.36	\$ 2,916.26	\$ -	\$ 533,694.86	\$ 2,281.24
Levy of 2010	\$ 455,688.60	\$ -	\$ -	\$ 453,956.73	\$ 1,731.87
Levy of 2009	\$ 422,388.42	\$ 38,404.38	\$ -	\$ 382,564.91	\$ 1,419.13
Levy of 2008	\$ 372,158.68	\$ 3,212.84	\$ -	\$ 366,809.99	\$ 2,135.85
Levy of 2007	\$ 307,746.94	\$ 230.93	\$ -	\$ 306,660.55	\$ 855.46
Levy of 2006	\$ 301,777.76	\$ 143.48	\$ -	\$ 300,884.55	\$ 749.73
Levy of 2005	\$ 352,972.23	\$ 452.74	\$ -	\$ 351,989.08	\$ 530.41
					<u>\$ 723,470.19</u>
Motor Vehicle Excise					
Levy of 2013	\$ 1,152,868.94	\$ 24,627.78	\$ -	\$ 1,096,162.22	\$ 32,078.94
Levy of 2012	\$ 1,100,575.28	\$ 24,604.57	\$ -	\$ 1,067,915.28	\$ 8,055.43
Levy of 2011	\$ 1,062,844.18	\$ 25,947.54	\$ -	\$ 1,031,592.45	\$ 5,304.19
Levy of 2010	\$ 1,028,070.80	\$ 25,374.38	\$ -	\$ 999,073.29	\$ 3,623.13
Levy of 2009	\$ 1,052,796.65	\$ 25,655.84	\$ -	\$ 1,022,987.37	\$ 4,153.44
Levy of 2008	\$ 1,096,483.60	\$ 27,230.14	\$ -	\$ 1,066,583.35	\$ 2,670.11
Levy of 2007	\$ 1,126,533.83	\$ 31,007.97	\$ -	\$ 1,092,415.44	\$ 3,110.42
Levy of 2006	\$ 1,157,273.74	\$ 28,087.25	\$ -	\$ 1,126,320.85	\$ 2,865.64
Levy of 2005	\$ 1,154,167.25	\$ 31,563.01	\$ -	\$ 1,119,407.03	\$ 3,197.21
Levy of 2004	\$ 1,151,250.39	\$ 34,035.76	\$ -	\$ 1,114,266.82	\$ 2,947.81
					<u>\$ 68,006.32</u>
Taxes Liens/Tax Title					\$ 308,621.13
Tax Foreclosure/Tax Possessions					\$ 90,803.71

TRUST FUNDS - DECEMBER 31, 2013

ACCOUNT	PRINCIPAL	AVAILABLE FUNDS
	Unexpendable Funds	Expendable Funds
Jacob Conant - Fuel Fund	2,200.00	3,572.19
Emily Wilder - Fuel Fund	1,500.00	2,471.63
Clarissa A. Freeman Fund	5,000.00	2,201.00
Martha Roper Fund	500.00	1,088.61
Albert Farwell Fund	1,000.00	736.40
Henry Stephenson Fund	2,000.00	3,730.21
Alba Coffin Fund	1,000.00	1,486.87
TPA Trust for the Needy	0.00	1,729.84
John Houghton Needy Women	52,664.36	3,593.71
Neighbor to Neighbor	1,000.00	8,945.83
Butterick Library	11,000.00	205.31
Eli Kilburn Library	3,250.00	62.03
Conant Library	500.00	11.18
Waite Library	3,000.00	57.30
Putnam Library	2,000.00	43.12
W C Kendall Library	500.00	36.33
Charles Place Library	2,450.00	48.44
Edward Conant Library	1,200.00	25.66
Madaline Miller Library	1,000.00	36.97
Helen Houghton Library	5,726.87	111.63
June Williams Library	76,198.95	1,395.66
Allen Library	0.00	400,531.80
Flower Fund	4,530.00	5,574.32
Eli Kilburn Park Fund	1,300.00	1,623.92
Fannie Stevenson Park Fund	1,000.00	1,535.17
Perpetual Care	239,231.58	12,672.16
Florence Houghton Tree	3,434.46	4,359.48
Rosamond D. Fanning Scholarship	1,000.00	1,276.33
Butterick School Fund	10,000.00	620.18
Conant High School Scholarship	15,000.00	979.07
Iacobucci Scholarship	5,300.00	366.05
Maria Houghton Scholarship	52,664.36	1,770.04
Wachusett Area EMS	0.00	117,262.57
Cultural Council	0.00	3,787.39
Title 5 Septic Loans	0.00	136,877.69
George & Mary Gibbs Recreation	5,000.00	3,774.87
Conservation	0.00	34,016.15
Chocksett Crossing	0.00	38,339.28
OPEB	0.00	15,041.29
Total	512,150.58	811,997.68

CAPITAL & STABILIZATION FUNDS - June 30, 2013

STABILIZATION FUND
CAPITAL FUND

\$ 424,134.01
\$ 4,450,409.93

TOTAL

\$ 4,874,543.94

DEBT - JUNE 30, 2013

PROJECT	BOND ISSUED	BOND MATURES	INTEREST RATE	ORIGINAL BOND	FY13 INTEREST	FY13 PRINCIPAL	BALANCE
School Renovation	2006	2/15/2020	4.00%	\$ 9,365,000.00	\$ 316,200.00	\$ 985,000.00	\$ 6,920,000.00
Griffin Road Land	2011	6/15/2019	2.00%	\$ 82,000.00	\$ 1,940.00	\$ 11,000.00	\$ 61,000.00
Library Renovation	2011	6/15/2021	2.00%	\$ 455,000.00	\$ 12,150.00	\$ 45,000.00	\$ 360,000.00
Police & Fire Stations	2011	6/15/2021	2.00%	\$ 1,580,500.00	\$ 42,150.00	\$ 163,500.00	\$ 1,250,500.00
Fire Truck	2005	5/15/2015	4.25%	\$ 645,000.00	\$ 7,925.00	\$ 65,000.00	\$ 125,000.00
Fire Station	2005	5/15/2025	4.25%	\$ 1,950,000.00	\$ 51,497.50	\$ 100,000.00	\$ 1,150,000.00
Water Tank Land	2011	6/15/2020	2.00%	\$ 44,000.00	\$ 1,110.00	\$ 5,500.00	\$ 33,500.00
Water Tank	2011	6/15/2021	2.00%	\$ 798,500.00	\$ 21,600.00	\$ 80,000.00	\$ 640,000.00
Water Disinfecting Plant	2004	2/1/2021	5.25%	\$ 451,269.00	\$ 3,911.07	\$ 18,362.40	\$ 245,000.00
Water Mains	2005	5/15/2025	4.25%	\$ 660,000.00	\$ 17,090.00	\$ 35,000.00	\$ 380,000.00
Water Well and UV Project #1	2007	7/15/2027	2.00%	\$ 806,740.00	\$ 13,062.91	\$ 35,949.00	\$ 635,171.00
Water Well and UV Project #2	2008	1/15/2018	4.15%	\$ 388,000.00	\$ 9,337.50	\$ 40,000.00	\$ 185,000.00
Vault	2013	6/15/2020	2.80%	\$ 205,000.00	\$ -	\$ -	\$ 205,000.00
TOTAL					\$497,973.98	\$ 1,584,311.40	\$ 12,190,171.00

**Anne M. Cervantes
Treasurer/Collector**

TOWN OF STERLING
EMPLOYEE GROSS PAY
CALENDAR YEAR 2013

<u>NAME</u>	<u>DEPARTMENT</u>	<u>JOB/TITLE</u>	<u>GROSS PAY, \$*</u>
ACKERMAN , TERRI	SELECTMEN	TOWN ADMINISTRATOR	96,596.00
ALLEN, CHAD	LIGHT	LINEMAN	70,541.09
ANDERSON, LAUREN	RECREATION	PART-TIME SEASONAL	1,741.15
ARES, ERIK	FIRE	FIRE FIGHTER/PARAMEDIC FULL-TIME	64,741.08
ARSENAULT, CHRISTINE	LIGHT/ELECTIONS	STAFF ACCOUNTANT/REGISTRAR	53,708.50
BACKSTROM, ROY	FIRE	FIRE FIGHTER PART-TIME	2,069.10
BAKER, CHARLES	FIRE	FIRE FIGHTER/EMT PART-TIME	1,886.48
BAKER, CHRISTOPHER	FIRE	DISPATCHER PART-TIME/FIRE FIGHTER PART-TIME	5,505.02
BARRIERE, RICHARD	ELECTIONS	REGISTRAR OF VOTERS	620.50
BARRIERE, VIRGINIA	ELECTIONS	ELECTION WORKER	354.75
BELAIR, PAUL	FIRE	FIRE FIGHTER/EMT PART-TIME	200.56
BICCHIERI, CLIFFORD	DPW - HIGHWAY	SKILLED LABORER	42,683.11
BIERIG, ARIEL	RECREATION	PART-TIME SEASONAL	2,500.45
BLOOM, ROBERT	ELECTIONS	ELECTION WORKER	148.50
BOARDMAN, NICKOLE	COA	OUTREACH AIDE	10,407.04
BONNELL, EDWARD	ASSESSORS	PROPERTY LISTER	900.00
BOQUIST, JANE	ELECTIONS	ELECTION WORKER	305.25
BORGE, DARREN	LIGHT	ENGINEER IN TRAINING	58,418.44
BOURQUE, BRIAN	POLICE	POLICE OFFICER	82,382.91
BRACONNIER, MICHELLE	DISPATCH	DISPATCHER	44,180.25
BRASSARD, WILLIAM	RECREATION	PART-TIME SEASONAL	333.01
BRISTOL, LISA	FIRE	ADMINISTRATIVE SECRETARY	39,628.80
BRODRICK, IAN	LIBRARY	LIBRARY ASSOCIATE II	17,546.12
BROWN, CHARLES	DPW - WATER	WATER TECHNICIAN	18,200.86
BRUNETTA, JANE		SENIOR TAX WORKOFF VOLUNTEER	1,000.00
BUFFONE, JOAN		SENIOR TAX WORKOFF VOLUNTEER	179.50
BUTTERFIELD, KYLE	FIRE	FIRE FIGHTER/PARAMEDIC PER DIEM	426.08
CAMERANO, IRENE	ELECTIONS	ELECTION WORKER	218.63
CAMPBELL, PATRICIA	LIBRARY	DIRECTOR	69,252.36
CARROLL, VIRGINIA		SENIOR TAX WORKOFF VOLUNTEER	1,000.00
CASEY, CONNOR	RECREATION	PART-TIME SEASONAL	2,846.25
CAWLEY, PAUL	TOWN ADMINISTRATOR	CUSTODIAN	13,778.03
CERVANTES, ANNE	TREASURER/COLLECTOR	TREASURER/COLLECTOR	55,908.40
CHALMERS, MELISSA	ELECTIONS/	ASST. REGISTRAR/SENIOR TAX WORKOFF VOLUNTEER	3,301.77
CHAMBERLAND, GARY	POLICE	POLICE CHIEF	120,491.13
CHANDLER, BROOKE	POLICE	CELL MONITOR	512.50
CHEVARIE, MICHELLE	POLICE	ADMINISTRATIVE SECRETARY	41,664.07
CHICK, KAREN	ACCOUNTANT	ACCOUNTANT	38,335.36
CHRISTENSON, PATRICIA	ELECTIONS	ELECTION WORKER	264.00
CLARK, DONNA	BOARD OF HEALTH	BOARD MEMBER	103.00
COLBURN, SARAH	FIRE	FIRE FIGHTER/EMT PART-TIME	11,710.26
CONLEY, BRIAN	FIRE	FIRE FIGHTER/EMT PART-TIME	2,692.10
CONSTANTINO, CHRISTOPHER	POLICE	CELL MONITOR	500.00
CONSTANTINO, PAUL	POLICE	POLICE SERGEANT	141,345.56
COUGHLIN, FLORENCE	ELECTIONS	CLERK PART-TIME/ELECTION WORKER	219.00
CUMMINGS, JO-ANN	ELECTIONS	ELECTION WORKER	264.00
CURLL, SUSAN	LIGHT	BILLING/COLLECTIONS COORDINATOR	40,585.56
CUTLER, ROBERT	SELECTMEN/ASSESSORS	BOARD MEMBER	2,250.00
CZAJKOWSKI, DORIS	DPW - HIGHWAY	ADMINISTRATIVE CLERK	43,786.48
DAY, BRENDA	ELECTIONS/	ELECTION WORKER/SENIOR TAX WORKOFF VOLUNTEER	1,548.63
DAY, DEANE	FIRE	FIRE FIGHTER PART-TIME	2,489.77
DAY, W. DAVID	FIRE	FIRE DEPUTY CHIEF/EMT PART-TIME	13,817.56
DECIERO, LISA	DPW - WATER	ADMINISTRATIVE CLERK	41,871.48
DELL, PAMELA	COA	VAN DRIVER	20,911.82
DESAUTELS, EILEEN	ELECTIONS	ELECTION WORKER	181.51
DIVIRGILIO, JAMES	FIRE	FIRE FIGHTER/EMT PART-TIME	24,135.55
DIETEL, JULIE	RECREATION	PART-TIME SEASONAL	1,553.45
DIETEL, KRISTEN	RECREATION/ACCOUNTANT	ASSISTANT	28,709.55
DONOHUE, GEOFFREY	DPW - HIGHWAY	MECHANIC	40,669.86
DOWNEY, MATTHEW	RECREATION	PART-TIME SEASONAL	3,910.26
DOWNEY, PETER	RECREATION	PART-TIME SEASONAL	3,741.82
DREYER, DEBORAH	ASSESSORS	ASSISTANT TO ASSESSOR	39,435.20
DUNN, JAMES	ELECTRICAL	ELECTRICAL INSPECTOR	9,275.00
ELSHAMY, NAGLAA	BOARD OF APPEALS	SECRETARY	4,040.04

EMERTON, JAMES	FIRE	EMT PART-TIME	11,197.35
FARRAR, RICHARD	DISPATCH	DISPATCHER PART-TIME	9,133.40
FAVREAU, DAVID	BOARD OF HEALTH	HEALTH AGENT	54,763.90
FEDERICI, EMILY	ELECTIONS	ELECTION WORKER	181.51
FERGUSON, RYAN	POLICE	POLICE OFFICER	86,491.34
FISHER, CLARE		SENIOR TAX WORKOFF VOLUNTEER	822.00
FOLEY, BRIAN	LIGHT	1ST LINEMAN	98,340.90
FORGIONE, NANCY	LIGHT	OFFICE MANAGER	51,724.25
FUGERE, STEVEN	POLICE	POLICE OFFICER	76,491.12
FURMANIUK, RONALD	SELECTMEN	BOARD MEMBER	1,500.00
GAGNON, RYAN	FIRE	FIRE FIGHTER PART-TIME	896.61
GARCEAU, MICHAEL	FIRE	FIRE FIGHTER PART-TIME	288.42
GAUDETTE, SEAN	POLICE	POLICE SERGEANT	100,508.23
GAYLORD, KAREN	POLICE	ADMINISTRATIVE SECRETARY	17,209.76
GERARDI, PAUL	DPW - HIGHWAY	TRUCK DRIVER	49,494.50
GIBBONS, RICHARD	BOARD OF HEALTH	INSPECTOR	1,095.00
GILL, CONNOR	RECREATION	PART-TIME SEASONAL	297.00
GOLD, PHILIP	LIBRARY	LIBRARY TECHNICIAN	9,134.30
GRAY, TIMOTHY	LIGHT	LINEMAN	66,158.80
GREBINAR, ALEXANDRA	LIBRARY	ASSOCIATE	14,677.70
GREBINAR, KEVIN	FIRE	FIRE LIEUTENANT/EMT PART-TIME	18,571.36
GREENWOOD, DAVID	FIRE	FIRE FIGHTER/PARAMEDIC PER DIEM	12,859.64
GUERTIN, GEORGE	COA	VAN DRIVER	1,315.61
HALLET, UTAHNA	ELECTIONS	ELECTION WORKER	445.50
HAMILTON, SEAN	LIGHT	GENERAL MANAGER	124,400.85
HAMILTON, BRANDON	FIRE	FIRE FIGHTER	3,912.42
HAPPY, ROBERT	POLICE	POLICE SERGEANT	9,975.42
HAYES, ERICA	FIRE	EMT PART-TIME	5,838.16
HAYES III ,EVERARD	FIRE	EMT/PARAMEDIC PART-TIME	10,705.95
HEALEY, JOHNATHAN	FIRE	FIRE FIGHTER PART-TIME	930.76
HEHIR, DANIEL	FIRE	FIRE LIEUTENANT/PARAMEDIC PART-TIME	9,809.01
HELLER, ELAINE	ELECTIONS	ELECTION WORKER	198.00
HENDLEY, MEGGIN	LIGHT	OFFICE ASSISTANT	41,261.03
HERNANDEZ, JUAN	FIRE	FIRE FIGHTER PART-TIME	5,261.92
HOFFMAN, ALLEN	BOARD OF HEALTH	BOARD MEMBER	103.00
HORTON, NANCY	ELECTIONS	ELECTION WORKER	66.00
HORTON, SEAN	DPW - PARKS	PART-TIME SEASONAL	10,488.75
HOTALING, CHRISTOPHER	DPW - HIGHWAY	PART-TIME SEASONAL	170.00
HOUGHAM, CHRISTOPHER	RECREATION	PART-TIME SEASONAL	3,785.48
HUDSON, SHEILA	ELECTIONS	REGISTRAR OF VOTERS	2,661.75
HUNTOON, CARMEN	ELECTIONS	REGISTRAR OF VOTERS	247.50
HURLBUT, FLORINE		SENIOR TAX WORKOFF VOLUNTEER	724.00
HURLBUT, KELLY	FIRE	EMT PART-TIME	6,887.72
HURLBUT JR., DAVID	FIRE	FIRE CHIEF/EMT/EMD FULL-TIME	116,866.00
JACALA, SANDRA	COA	MEAL SITE COORDINATOR	4,640.40
JACOBS, DONALD	SELECTMEN	HUMAN RESOURCE ADMINISTRATOR	27,077.26
JANDA, JUDITH	RECREATION	DIRECTOR	40,516.00
JANDA, ROBERT	GAS/PLUMBING	INSPECTOR	15,500.00
JANDA, SAMANTHA	RECREATION	PART-TIME SEASONAL	748.00
JARVIS, TERRI	FIRE	FIRE FIGHTER PART-TIME	1,501.65
JAYNE, KAMA	SELECTMEN	ADMINISTRATIVE SECRETARY	42,794.59
JOHNSON, DAVID R.	POLICE	POLICE OFFICER	90,435.98
JOHNSON, SCOTT	POLICE	POLICE OFFICER	83,047.46
JOHNSON, DAVID	FIRE	FIRE LIEUTENANT PART-TIME	14,066.74
KALINOWSKI, DIANE	DPW - SANITATION	RECYCLING	8,912.75
KEITH, CHERYL	LIBRARY	ASSOCIATE	25,567.39
KIMBALL, LINDA	FIRE	EMT/PARAMEDIC PART-TIME	6,458.88
KINAHAN, GEORGE	FIRE	PARAMEDIC PART-TIME	1,239.03
KIRKPATRICK, ROBERT	FIRE	FIRE LIEUTENANT/EMT PART-TIME	5,928.56
KNEELAND, ROBERT	DPW - HIGHWAY	PART-TIME SEASONAL	513.24
KOKERNAK, ANN	BUILDING/ZBA	ADMINSTRATIVE CLERK	16,285.22
KOKERNA, THOMAS	FIRE	FIRE LIEUTENANT/FIRE INSPECTOR/EMT FULL-TIME	79,279.56
KRISTOFF, NANCY	ELECTIONS	ELECTION WORKER	132.00
LAITALA, JOHN	FIRE	FIRE FIGHTER PART-TIME	7,926.93
LANZA, CODY	RECREATION	PART-TIME SEASONAL	1,961.22
LECLERC, KAREN	TREASURER/COLLECTOR	ASSISTANT TREASURER	35,049.60
LEIN, BARRY		SENIOR TAX WORKOFF VOLUNTEER	688.00
LINDHOLM, BENJAMIN	DPW - HIGHWAY	SEASONAL	5,211.50
LONG, MARJORIE	ELECTIONS	ELECTION WORKER	222.75

LYONS, DAVID	DPW - HIGHWAY	SKILLED LABORER	53,229.61
LYONS, PAUL	DPW - WATER	OPERATIONS SUPERVISOR	61,880.05
MACARTHUR, GARRETT	DISPATCH	DISPATCHER	49,093.35
MACARTHUR, DEBRA	DISPATCH	DISPATCH SUPERVISOR	67,396.85
MADDEN, PATRICK	DPW - HIGHWAY	PART-TIME SEASONAL	1,372.75
MALLETTE, DANIELLE	POLICE	CELL MONITOR	4,262.50
MAMMONE, EVAN	DPW - PARKS	SEASONAL	5,963.94
MAMMONE, ERIC	DPW - HIGHWAY	SEASONAL	9,033.63
MARRO, MATTHEW	CONSERVATION	FIELD AGENT	22,812.68
MARTIN, CRAIG	FIRE	FIRE LIEUTENANT/EMT PART-TIME	4,926.83
MASSA, LOUIS	ANIMAL CONTROL/COA	ANIMAL CONTROL OFFICER/VAN DRIVER	24,588.04
MASSA, MARYCATHERINE	DPW - WATER	PART-TIME SEASONAL	1,542.75
MATTEI, DANIELLE	LIBRARY	ASSISTANT DIRECTOR - HEAD OF CHILDREN'S SERVICES	41,023.26
MATTHEWS, EDMOTH	FIRE	FIRE FIGHTER PART-TIME	15.87
MAYPOTTER, MATTHEW	RECREATION	PART-TIME SEASONAL	165.00
MCALLISTER, RICHARD	ELECTIONS	ELECTION WORKER	66.00
MCAULIFFE, JOHN	FIRE	FIRE LIEUTENANT/EMT PART-TIME	2,106.53
MCAULIFFE, MATTHEW	FIRE	FIRE FIGHTER PART-TIME	2,025.21
MCGRATH, EMMA	RECREATION	PART-TIME SEASONAL	2,610.32
MCNAMARA, EDWARD	FIRE	DEPUTY CHIEF/PARAMEDIC PART-TIME	14,358.90
MELLO, KATHLEEN	ELECTIONS	ELECTION WORKER	33.00
MENIN, GARY	BOARD OF HEALTH	BOARD MEMBER	103.00
MERCIER, LINDA	ELECTIONS	ELECTION WORKER	313.50
MEUNIER, JANE	ELECTIONS	ELECTION WORKER	346.50
MICHANOWICZ, DAWN	TOWN CLERK	TOWN CLERK	61,336.00
MURRAY, DONLIN	ASSESSORS	BOARD MEMBER	1,500.00
MURRAY, THERESA	TREASURER/COLLECTOR	ASSISTANT COLLECTOR	47,979.60
NASH, ERIS	ELECTIONS	ELECTION WORKER	78.38
NELSON, ROLAND	VETERANS	VETERANS AGENT	1,625.00
NICKERSON, KATHLEEN	BOARD OF HEALTH	ASSOCIATE HEALTH AGENT	17,832.96
NICKERSON, ROBERT	FIRE	FIRE FIGHTER/PARAMEDIC PART-TIME	6,854.47
NORBERG, MICHAEL	POLICE	POLICE OFFICER	77,993.16
NORDQUIST, JOHN	LIGHT	1ST CLASS LINEMAN	106,783.68
OATES, LUCINDA	PLANNING BOARD	ADMINISTRATIVE ASSISTANT	17,059.85
OLSON, MICHAEL	ASSESSORS	BOARD MEMBER	750.00
ORR, DEBORAH	LIBRARY	LIBRARY ASSOCIATE II	35,204.84
PAPE, GEORGE	LIGHT	BOARD MEMBER	1,050.00
PARKER, JASON	DPW - HIGHWAY	TRUCK DRIVER	52,923.28
PATACCHIOLA, BRIAN	SELECTMEN	BOARD MEMBER	1,500.00
PERRY, JOHN	COA	SPARE VAN DRIVER	47.30
PERRY, LISA	LIBRARY	LIBRARY ASSOCIATE	4,269.15
PERRY, MICHAEL	RECREATION	PART-TIME SEASONAL	1,651.99
PHILIPS, KAREN	COA	DIRECTOR	44,270.80
PINEO, DAVID	ELECTIONS	CONSTABLE	249.75
PINEO, JOAN	ELECTIONS	CONSTABLE	157.25
PINEO, MICHAEL	ELECTIONS	CONSTABLE	407.00
PLOUFFE, TIMOTHY	POLICE	POLICE OFFICER	83,551.86
POMEROY, CRAIG	POLICE	POLICE OFFICER	99,225.38
POMEROY, LANE	POLICE	POLICE OFFICER	65,121.40
RACCA, LINDA	ELECTIONS	ELECTION WORKER	218.63
RICHARD, JARED	DISPATCH	DISPATCH PART-TIME	3,193.29
RIPA, CHARLES	DPW - HIGHWAY	MECHANIC - FOREMAN	81,366.79
RIVERS, MICHAEL	LIGHT/ASSESSORS	BOARD MEMBER	1,800.00
ROFFEE, LAURA	LIBRARY	LIBRARY ASSOCIATE	26,605.28
ROGOWSKI, ROBERT	FIRE	FIRE FIGHTER/EMT PER DIEM	3,801.92
RUGG, CARRIE	ELECTIONS	ELECTION WORKER	210.38
RUGG, E. LYMAN	DPW - HIGHWAY	ASSISTANT SUPERINTENDENT	3,778.41
RUGG, GLORIA	COA	SPARE VAN DRIVER	638.55
RUGG JR., RAYMOND	DPW - CEMETERY	SKILLED LABORER	48,378.15
RUGG SR., RAYMOND	DPW - HIGHWAY	TRUCK DRIVER	65,234.15
RUSSELL, HOPE	RECREATION	PART-TIME SEASONAL	1,161.60
RUSSELL, JONATHAN	RECREATION	PART-TIME SEASONAL	1,219.40
RUTHERFORD, CHARLES	SELECTMEN	TECHNICIAN	24,709.20
SABOURIN, ROGER	DPW - SANITATION	SKILLED LABORER	39,500.88
SECORD, CYNTHIA		SENIOR TAX WORKOFF VOLUNTEER	1,000.00
SENER, MURIEL	ELECTIONS	ELECTION WORKER	57.75
SEREWICZ, BEATRICE	DISPATCH	DISPATCH PART-TIME	8,865.71
SHEA, TIMOTHY	FIRE	FIRE FIGHTER/EMT PER DIEM	3,548.49
SHEA, JAMIESON	FIRE	FIRE FIGHTER/EMT FULL-TIME	59,301.92

SHEPARD, WALTER	DPW - PARKS	TRUCK DRIVER	48,583.48
SHEPPARD, RICHARD	VETERANS	VETERANS AGENT	3,100.00
SHOSEY, COREY	FIRE	FIRE FIGHTER PART-TIME	802.89
SMITH, DANIEL	FIRE	FIRE FIGHTER PART-TIME	9,038.31
SMITH, BRENDAN	FIRE	FIRE FIGHTER PART-TIME	2,211.76
SOMMA, ENID		SENIOR TAX WORKOFF VOLUNTEER	966.00
SPARKS, THOMAS	LIGHT	LINE FOREMAN	95,778.94
STELMACH, MATTHEW	LIGHT	BOARD MEMBER	1,050.00
SURVELL, JEANNE	TOWN CLERK	ASSISTANT TOWN CLERK	39,931.35
SUSHCHYK, PAUL	SELECTMEN	BOARD MEMBER	750.00
TADRY, KAREN	FIRE	EMT PART-TIME	3,287.12
TAMULEN, JOSHUA	FIRE	FIRE FIGHTER PART-TIME	8,180.57
TATA, ERIC	DPW - WATER	WATER TECHNICIAN	17,039.34
TODOROV, SHAWN	FIRE	FIRE FIGHTER/EMT PART-TIME	5,618.58
TRAINA, RICHARD	FIRE	FIRE FIGHTER/EMT PART-TIME	6,590.80
TRAINA, ROBIN	FIRE	FIRE FIGHTER PART-TIME	117.12
TURNER, JAMES	FIRE	FIRE FIGHTER/EMT PART-TIME	5,078.61
TUTTLE, WILLIAM	DPW	DPW SUPERINTENDENT	85,823.68
VALENTINO, PAUL	TOWN ADMINISTRATOR	CUSTODIAN	14,814.68
VAYO, JEAN		SENIOR TAX WORKOFF VOLUNTEER	794.00
WALLACE, KATHRYN	FIRE	EMT PART-TIME	6,035.08
WARREN, ROBERT F.	DPW - WATER	TRUCK DRIVER	40,287.33
WARREN, ROBERT W.	ELECTRICAL	ELECTRICAL INSPECTOR	175.00
WATKINS, JOHN	RECREATION	PART-TIME SEASONAL	1,604.01
WELSH, BRENDAN	RECREATION	PART-TIME SEASONAL	2,498.41
WILDER, CHRISTOPHER	DISPATCH	DISPATCHER	48,798.75
WOOD, LEO	DPW - HIGHWAY	SEASONAL	1,942.25
ZARACH, MICHAEL	LIGHT	METER TECHNICIAN	52,498.04
ZICHELE, SAVANNA	RECREATION	PART-TIME SEASONAL	1,582.51

*Gross pay excludes police paid detail.

Gross pay includes all other earnings such as base pay, overtime, shift differential, Quinn, sick personal, holiday, vacation, longevity, sick and vacation buyback, bonus, and retroactive pay.

Senior tax workoff earnings are paid to the senior's tax bill.

ACCOUNTANT'S REPORT
COMBINED BALANCE SHEET
FOR THE YEAR ENDED JUNE 30, 2013

	General Fund	Special Revenue Funds	Water Enterprise	Electric Enterprise	Stabilization & Capital Funds	Trusts & Agency	Long Term Debt Account Group	Total (memorandum)
Cash & Investments	1,476,221	1,556,064	768,378	1,617,079	4,925,184	724,487	0	11,067,413
Petty Cash	485		100	2,200				2,785
Property Tax Receivables	264,464							264,464
Allowance for Exempt. & Abatements	(120,250)							(120,250)
Motor Vehicle Excise Receivables	193,031							193,031
Other Departmental Receivables	469,915	333,861	27,505	1,290,020				2,121,302
Amount to be Provided for Long Term Debt Obligations							12,190,171	12,190,171
Total Assets	\$ 2,283,867	\$ 1,889,925	\$ 795,983	\$ 2,909,300	\$ 4,925,184	\$ 724,487	\$ 12,190,171	\$ 25,718,917
Employee Withholdings	45,349							45,349
Warrants Payable	(3,233)							(3,233)
Tailings	478							478
Prepaid Real Estate Tax								0
Deferred Revenue:								
Property Taxes	169,227							169,227
Excise	193,031							193,031
Other Departmental	469,915	333,861	27,505	1,294,920				2,126,202
Bonds Payable							12,190,171	12,190,171
Total Liability	\$ 874,768	\$ 333,861	\$ 27,505	\$ 1,294,920	\$ -	\$ -	\$ 12,190,171	\$ 14,721,226

**COMBINED BALANCE SHEET
FOR THE YEAR ENDED JUNE 30, 2013**

	General Fund	Special Revenue Funds	Water Enterprise	Electric Enterprise	Stabilization & Capital Funds	Trusts & Agency	Long Term Debt Account Group	Total (memorandum)
Reserved For:								
Petty Cash	485			2,200				2,685
Subsequent Year Appropriation			40,000					40,000
Encumbrances and Continuing Appropriations	772,155		190,630					962,785
Debt Premiums	8,668							8,668
Expenditures								0
Other Reserves (Overlay/Snow)	(51,799)							(51,799)
Restricted Trust Funds						523,501		523,501
Undesignated Surplus (Deficit)	<u>679,590</u>	<u>1,556,064</u>	<u>537,848</u>	<u>1,612,179</u>	<u>4,925,184</u>	<u>200,986</u>		<u>9,511,851</u>
 Total Fund Balance	<u>\$ 1,409,099</u>	<u>\$ 1,556,064</u>	<u>\$ 768,478</u>	<u>\$ 1,614,379</u>	<u>\$ 4,925,184</u>	<u>\$ 724,487</u>	<u>\$ -</u>	<u>\$ 10,997,691</u>
 Total Liabilities and Fund Balance	<u>\$ 2,283,866</u>	<u>\$ 1,889,925</u>	<u>\$ 795,983</u>	<u>\$ 2,909,300</u>	<u>\$ 4,925,184</u>	<u>\$ 724,487</u>	<u>\$ 12,190,171</u>	<u>\$ 25,718,917</u>

DETAIL LISTING SPECIAL REVENUE FUND
BALANCES AS OF JUNE 30, 2013

SPECIAL REVENUE FUNDS

EOPS Bulletproof Vest Grant	(4,544.50)	
Police Gov Hwy Safe Grant	(675.97)	
Communications Training Grant	10,939.38	
Fire MEMA EOP Grant	457.38	
Fire SAFE Grant	1,460.59	
Fire DCR VFA Grant	(983.42)	
MEMA Ice Storm Grant	(17,862.69)	
Chapter 90 Highway Grant	200.00	
BOH City of Worc Grant	4,409.00	
H1N1 Grant	240.35	
Library State Grant	3,843.05	
CulturalCouncil StateGrt	3,561.44	
Fire HomelandSec Fed Grt	1.44	
Federal Police Grant	(4,536.89)	
BOH Emerg Preparedness	(0.01)	
COA State Grant	1,238.65	
COA Revolving	13,378.02	
Agriculture Revolving	720.65	
Deputy Collector Revolving	(2,128.50)	
Fair Revolving	80,873.01	
Gasoline Revolving	45,512.27	
Planning Board Revolving	16,275.87	
Cycles Realty Review Fee	346.25	
Recycling Revolving	41,867.44	
1835 Town Hall	7,893.83	
Hazardous Materials	1,190.34	
Police Dare Gift	9,780.38	
Police Gift Acct	6,731.67	
Fire Dept. Donations	5,555.62	
Council on Aging Gift	13,089.07	
Library Gift	3,359.48	
C. Allen Library Gift	397,128.87	
Wach EMS-Holden Hospital	116,585.09	
AmbReceipts Reserved App	421,165.23	
Cemetery Sale of Lots	83,595.00	
Cemetery Improvements	(4,522.39)	
Conservation Wetland	13,668.60	
Sale of Real Estate	13,650.30	
Extended Polling/Special Election	235.19	
Ins Proceeds < 20K fire	3,912.39	
Cable Access	4,937.50	
Police Law EnforceTrust	19,903.43	
Recreation Revolving	91,755.80	
Recreation Yahoo Donations	(100.00)	
Recreation Playground Donations	2,477.32	
Recreation Field Funds	1,223.58	
Road Details	7,363.58	
Pistol Permits	18,137.50	
Title V Loan Program	125,659.10	
Fire Dept. Details	184.30	
Building Needs Town Hall	(650.00)	
Police Building Project	(2,440.00)	1,556,063.59

STABILIZATION & CAPITAL FUNDS

Stabilization Fund	424,074.01	
Chocksett Stabilization	38,117.78	
Capital Fund	4,448,436.42	
OPEB Fund	14,556.11	4,925,184.32

AGENCY FUND

Mass Housing Site Work	404.70	
Stephanie Realty	2.01	
Michael Lane	4,084.32	
Pinecrest II VillageLane	589.16	
BDK Development LLC	30.21	
Sandy Ridge Rd Tree	3.81	
Homestead Lane Perf. Bond	25,250.00	
Rolling Ridge	3,603.30	
Flanagan Farm	1,342.95	
Ground Water Supply	693.28	
HilltopEstatePreliminary	307.16	
Runaway Brook/Griffin	453.66	
Piemarini	2,321.89	
Wickapicket Knoll	79.67	
N. Row Estates	0.24	
Pheasant Hill Lane	160.83	
Thomas Way / SBTHoldings	7,510.23	
Redstone HeightsChadLane	172.06	
Primrose	415.56	
Barbers Crossing North	1,557.53	
Greenland Road	1,117.87	
Stonecrest	9.28	
Space Age Electronics	1,384.85	
Sterling CC Pool	3,672.05	
Goulding Road	1,434.79	
Apple Home Care	526.46	
Forest Glen	2,121.57	
Sterling Crossing	522.55	
Pratts Jct Road	613.73	
HMEA	9.77	
Simpson Off Osgood	288.44	
50 Leominster Rd	137.17	
1 Beverly Drive	719.30	
Northgate 2	4,783.14	
Northgate / Whitney Dev	221.74	
Stonegate Village, LCC	8,830.70	
ALCAJAPE (nursing home)	6,146.92	
Laddawn Review Fees	45.20	
Sterling Ice Cream Bar	801.75	
Wiles Road Solar - Roads	5,008.22	
Wiles Road Solar- Landscaping	10,016.22	97,394.29

TRUST FUNDS - EXPENDABLE Market Value

Increase			
G & M Recreation	3,724.18		
Jacob Conant Wood	3,538.85		
Emily Wilder Wood	2,448.68		
Clarissa A. Freeman	2,159.39		
Martha J. Roper	1,079.44		
Albert Farwell	726.37		
Henry S. Stephenson	3,697.10		
Rosamond D. Fanning	1,263.16		
Alba Coffin	1,472.51		
TPA Trust for Needy	1,719.84		
J Houghton Needy Women	3,268.68		
Butterick School	558.84		
Conant High School	888.77		
Iacobucci Scholarship	333.30		
Maria S. Houghton	1,458.39		
Butterick Library	140.57		
Eli Kilburn Library	42.91		
Conant Library	8.23		
Waite Library	39.63		
Putnam Library	31.30		
W.C. Kendall Library	33.22		
Charles A. Place Library	34.03		
E. Conant Library	18.59		
Madelaine Miller Library	30.97		
Helen Houghton Library	77.90		
Flower Fund	5,515.95		
Eli Kilburn Park	1,607.03		
Fannie Stevenson Park	1,520.53		
Cemetery Perpetual Care	16,199.46		
Florence C. HoughtonTree	4,314.46		
J. Williams Library	11,819.92		
Conservation Land Trust	33,819.63	<u>103,591.83</u>	<u>\$ 200,986.12</u>

TRUST FUNDS - PRINCIPAL

G & M Recreation	5,000.00	
Jacob Conant Wood	2,200.00	
Emily Wilder Wood	1,500.00	
Clarissa A. Freeman	5,000.00	
Martha J. Roper	500.00	
Albert Farwell	1,000.00	
Henry S. Stephenson	2,000.00	
Rosamond D. Fanning	1,000.00	
Alba Coffin	1,000.00	
J Houghton Needy Women	52,664.36	
Butterick School	10,000.00	
Conant High School	15,000.00	
Iacobucci Scholarship	5,300.00	
Maria S. Houghton	52,664.36	
Butterick Library	11,000.00	
Eli Kilburn Library	3,250.00	
Conant Library	500.00	
Waite Library	3,000.00	
Putnam Library	2,000.00	
W.C. Kendal Library	500.00	
Charles A. Place	2,450.00	
E. Conant Library	1,200.00	
Madelaine Miller Libray	1,000.00	
Helen M. HoughtonLibrary	5,726.87	
Eli Kilburn Park	1,300.00	
Fannie Stevenson Park	1,000.00	
Cemetery Perpetual Care	251,581.58	
Flower Fund	4,530.00	
Florence C Houghton Tree	3,434.46	
J Williams Library Trust	76,198.95	\$
		<u>523,500.58</u>

**BOARD, COMMITTEE &
DEPARTMENT REPORTS**

2013

1835 Town Hall Committee
2013 Annual Report

The 1835 Town Hall Committee completed a number of improvements and repairs in 2013. Much of the contracting and work itself was handled by volunteers at no cost to the town. The availability of maintenance funding each year has made it possible to fund materials for the volunteers' work.

In January the Sheriff's department provided painters who painted most of the interior, with the town providing paint and tools. The work took 3 weeks from start to finish. While the first floor was in need of much touchup, the upstairs had not been painted for nearly 40 years.

Following the painting Troop 189 Boy Scouts helped clean up and moved furnishings back into place and the upstairs hardwood floors were waxed and buffed.

The committee has been working on final details from Menders Torrey and Spencer Architects, who have done an extensive design to provide full plans addressing the building's needs including accessibility and fire protection. The architects presented their report to the board of Selectmen on July 17. Among critical factors are the strength of the roof structure and the condition of the roof.

Cindy Secord, Ken Stidsen, Beth Steurman and Paul Cormier resigned this year. We want to thank them publicly for their diligence and hard work in helping to bring the 1835 Town Hall to its far improved condition today and working through the myriad details of the architectural design. Jo-Ann Cummings, Bob McKay Jones and Phil Nash have joined to help round out the now 7-member committee, with one seat as yet unfilled.

A \$34,400.00 contract with Brian Patch of Plan B construction for window restoration and sealing was signed in January and a start date of April 1 was scheduled. Due to cold weather the start was moved ahead to June 1. The contractor got off to a slow start and by the October 15 deadline was not finished. The windows were back in place by mid November, but without a correct deleading certification and without installation of balances, seals and delead woodwork. We are pressing for completion through the Town Administrator and pursuing what remedies are available to the town.

A \$20,000.00 contract for cellar masonry restoration and repair was awarded to Sterling masonry, with a start date of September 23 and completion required by November 22. New cellar windows were installed by a committee volunteer and masonry completed. We are happy to report that Joe Day and his crew did an excellent job and finished on time. The whole building is much tighter so we hope to save on heating costs.

In November work commenced on a rear door keypad lock and installation was completed in December, giving us much better control over access and eliminating a "boatload" of keys. During the installation it was observed the door closer had loosened up. A committee member repaired it at no cost.

The exterior skin of the 1st floor fire escape door had deteriorated badly and a waterproof plywood overlay has been installed at cost by a committee member.

Next year we plan to replace several nearly 40 year old carpets, paint the South side and take a hard look at roof repairs... and whatever else comes along!

Respectfully submitted,

Vernon Gaw, Chair

Agricultural Commission
2013 Annual Report

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

The Agricultural Commission has purchased several more "Right To Farm" signs to complete the posting of signs on major routes into the town. This completes our signage effort within the town. The required annual notice was also published in a local publication as required by the Right To Farm bylaw.

Several Agricultural Commission members worked with a town member and the Sterling Historical Society to develop a project which shows the history of agriculture in the town and focusses on the current state of farmers on those farms. Two presentations were made to residents of the town including one in the Senior Center. The initial presentation was well received with several hundred attendees.

The Agricultural Commission continues to support the Farmers Market that is held in front of the Sterling Town Hall. This market operates on Fridays during the growing season and provides town residents with locally grown fresh farm products. The Commission sponsored an event featuring agricultural products and artisans who provided face painting, cooking with local produce and vignettes describing agricultural practices in the town. In conjunction with this event, a farm tour day was co-sponsored by the Commission featuring 8 farms within the town. A mentoring process was established where experienced farm operators were able to assist those newer to farming.

Animal Control Advisory Board (ACAB)
2013 Annual Report

The Sterling Animal Control Bylaw was approved by Town meeting vote in 1999. Upon its acceptance and per requirement of Section 9, members at large are appointed annually to the Animal Control Advisory Board, (“ACAB”), by the Board of Selectmen (“BOS”). ACAB meetings are all open public meetings, scheduled once a month and more often when necessary and conducted in accordance with the open meeting law with regard to their agenda and meeting minutes.

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

ACO, Louis Massa, has extensive animal knowledge and skills developed over many years of handling domestic animal and wildlife situations, in addition to animal control certifications & continuing education. He reflects a strong working knowledge and understanding of both, the content as well as the intent, of the Animal Control Bylaw thus providing a valuable resource to all residents who may experience animal control issues relating to the safety of animals and/or residents. In addition, he publishes a monthly Animal Control newsletter, available at numerous locations throughout town and on the town website, which keeps residents current on topics of safety, health or legal issues with regard to dogs and animals in general.

During 2013 the ACAB conducted several informational meetings for various animal control issues and/or bylaw violations. Most have been resolved at the ACO/ACAB level, and none have been escalated to the BOS. ACO Massa, with the support of ACAB, the Town Clerk’s office and the local veterinarian, orchestrated two rabies and microchip clinics which facilitated the process for residents to license their dogs and protect their cats. During 2013, the ACAB took measures to bring the town’s Animal Control Bylaw into compliance with recently enacted Massachusetts regulations regarding municipal animal control. In addition, the ACAB entertained several appointments with residents and interested parties fielding concerns about animal control issues in Sterling. There has been improvement in the town’s feral cat population thanks to cooperation from residents initiated by the ACO through the ACAB meetings.

Respectfully submitted by,

Karen L. Kase,
Chairman, Animal Control Advisory Board



Town of Sterling

Animal Control Officer
135 Leominster Rd., Sterling, MA 01564
Phone: 978-422-7333

2013 Annual Report

In 2013, the Town of Sterling had over four hundred animal control calls that came in through our dispatch center. This total does not include follow up phone calls to residents for unlicensed dogs or any other necessary phone calls. The total number of calls that came through the dispatch center has increased from 2012. My educated opinion for this increase is because more people are moving into Sterling and many of these residents have more than one animal.

The following statistics represent the incidents that I as Animal Control Officer was involved with in 2013:

Dogs at Large	135	(20 less than 2012)
Nuisance	25	(5 more than 2012)
Hit Dogs/Cats by Vehicles	9	(2 more than 2012)
Feral/Stray Cats	58	(8 more than 2012)
Dog/Cat Bites Sterling residents	8	(4 less than 2012)
Farm Animal Calls	34	(10 more than 2012)
Wildlife Calls	129	(30 more than 2012)
Dead Animals Picked Up	6	(11 less than 2012)
General questions	36	(2 more than 2012)
Court cases for unlicensed dogs	9	All Resolved

The Town of Sterling licensed 1,472 dogs in 2013, which is about the same as in 2012.

In 2013, the total dollar amount of fines that were issued was \$325.00 for animal control by-law violations, which is down from the previous year. This is a good thing because it shows that residents are starting to understand the Animal Control by-laws. This total does not include the late fees of \$25.00 per dog for not being licensed after April 15 of each calendar year. That total came to \$6,950.00, which was caused by 278 unlicensed dogs. The Municipal Impound (holding facility) that was implemented in 2010 is still a great asset for the Town of Sterling. In 2013, I will continue to assist the residents of Sterling in any way I can by getting them to understand the animal control by-laws. My hope is that by doing this, the violations that occur will decrease even more than they have this past year. I also hope to get more dogs licensed in 2014.

In October 2010, I started an Animal Control Officer newsletter to help educate the residents of Sterling on animal happenings, facts within the town and tips to ensure animal safety. This newsletter is continuing to obtain very good responses by Sterling residents. It has lead residents to ask me questions when they see me around town. These newsletters are distributed monthly in designated locations around town. They are distributed at the Apple Town Market, Library, Recreation Department, Sterling Veterinary Clinic, Light Department, Over Easy Café, Town Hall, Village Pizza, Champion Kennels and Senior Center. They are also available online at the sterling-ma.gov website on the Animal Control page. The increase in Wildlife calls in 2013 is caused due to all the construction in the area which is pushing the wildlife out of their habitat into residential areas more and more. Because of this increase I am constantly in contact with mass wildlife due to the strict state laws pertaining to what my limitations are.

This past year I started segments on different topics which have been aired through the town's local cable station. The first segment covered the topic of the dangers of rabies being transmitted to domesticated animals, which was shot at Sterling Veterinary Clinic with Patricia Dettlinger, D.V.M and two local girl scouts asking both of us questions on the dangers of rabies. As of April 11, 2008, I was re-certified as a level one Animal Control Officer through the National Animal Control Association. My original certification was in May 2005 through the Animal Control Officers Association of Massachusetts. These two separate courses gave me a different range of skills and knowledge over different lengths of time. The National Animal Control Association course was 40 hours, and the Animal Control Officers Association of Massachusetts course was 96 hours, providing me with 136 hours of educational and beneficial information. October 4, 2012 I attended a seminar at Tufts Veterinary School of Medicine in North Grafton pertaining to the new law changes that took affect October 31st of 2012 in chapter 140 (state law) for animal control officers, it was an all day seminar and I was granted a diploma. In 2014, an additional goal I have is to take other seminars and courses throughout the year to improve my education, which will in turn not only be beneficial to myself but will benefit the Town of Sterling as well.

Over the past several years the Town of Sterling has offered two rabies clinics open to all towns; one in the spring and one in the fall held at the Sterling Veterinary Clinic. Both of these clinics have been very successful, therefore both will continue yearly. In the fall of 2012, the town started to offer micro chips at both the spring and fall clinic and this has done very well and will also continue yearly. The town does offer dog licensing at the spring clinic to make it convenient for town residents to license their dog once they get a rabies shot. The town clerk does attend to ensure that these services are received only by Sterling residents. I do want to thank Patricia Dettlinger D.V.M and the Staff at the Sterling Veterinary Clinic for all their support and help with these rabies/micro chip clinics.

I also would like to thank the following town departments for their help and support throughout this past year: The Town Clerks office, The Sterling Police Officers and Dispatchers, Animal Control Advisory Board, Board of Health and the Light Department, DPW. I look forward to being your Animal Control Officer for the year of 2014, making positive changes to the town of Sterling's animal community.

Respectfully submitted,

Louis Massa
Town of Sterling Animal Control Officer

Board Of Health
2013 Annual Report

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

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

In 2013, all operations of the Sterling Board of Health were carried out as required.

Results from all permits and licenses issued include the witnessing of 59 percolation tests, 110 deep hole tests (soil testing), 73 Title 5 inspections, 64 food establishment inspections performed twice annually, 48 stable inspections, 3 pool inspections, 3 camp inspections, 11 samples taken from the public beach for water testing and inspections, etc. Animal inspections in 2013 consisted of 15 dog quarantines, 17 cat quarantines and 3 state lab testings for possible rabies. In addition, we are also responsible to respond to nuisance complaints, housing complaints which in 2013 included 4 housing court appearances to the Worcester Housing Court, and to work with other state and town agencies on different activities.

Actual Permits/Licenses issued by the Board of Health are: Beaver Permits 3; Camp Permits 3; Septic Construction Permits 44; Food Permits 64; Funeral Home Permit 1; Septic Hauler Licenses 12; Septic Installer Licenses 25; Pool Permits 3; Stable Permits 48; and Well Permits 9.

Public Health Emergency Preparedness is a major part of the Board's responsibilities...working alongside the Fire Department, the Police Department. Barry Lein is Sterling's "Coordinator, Sterling Public Health Volunteers". There were a number of related activities in 2013:

- The Sterling public health volunteers participated in a deployment call-down drill with the Wachusett Medical Reserve Corps operated out of Hubbardston.
- The Board of Health is host to Massachusetts Department of Public Health regional assets: an ungraded satellite phone for emergency communications and an AM Advisory Radio Transmitter. This equipment is made available if requested by other local boards of health.
 - The satellite phone capability is tested monthly. The upgrade includes a docking station that has been offered to Emergency Management to be installed in the Emergency Operations Center at the fire station.
 - The AM Advisory Radio transmitter is used to transmit emergency or advisory information to the public. This year a permanent antenna was installed and the device is available from within the Emergency Operations Center. It broadcasts 7x24 messages on safety topics. During emergency or public safety incidents it will broadcast appropriate messages to the public. It broadcasts on AM radio channel 1670. Even though a permanent antenna has been installed, it is still available for loan to other local agencies with the portable antenna kit.

- Staff, Board Members and Volunteers undertook training in some of the following areas: “Outbreak Anarchy I & II— Emergency Dispensing Site Tabletop Exercises”, “Translation, Interpretation and Cultural Considerations”, “Planning for the Unique Evacuation and Shelter-in-Place Needs of People with Medical Dependencies During a Disaster”, “Animals in Emergency and Disaster Plans”, “Active Planning for Mass Care Sheltering and Evacuation of People with Disabilities”, “Introduction to Sheltering for MRC Volunteers”, “RealOpt for Point of Dispensing” software training, “WebEOC” (Mass DPH version), and National Weather Service’s SKYWARN program.

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

Sterling Board of Health

Donna Clark, Chairman

Gary Menin

Allen Hoffman

Building, Electrical, Gas, and Plumbing Inspectors
2013 Annual Reports

Report of the Building Inspector

During the year of 2013, the Building Department issued 303 building permits for various projects. The Department received a sum of \$85,468 for building permits and \$745 for annual inspections, which was deposited into the Town Treasury.

Mark Brodeur
Building Commissioner

Report of the Electrical Inspector

During the year of 2013, the Electrical Inspector issued 169 electrical wiring permits and received a sum of \$14,160 for the electrical permits, which was deposited into the Town Treasury.

J. Bruce Dunn
Electrical Inspector

Report of the Gas Inspector

During the year of 2013, the Gas Inspector issued 80 gas permits and received a sum of \$6,530 for the gas permits, which was deposited into the Town Treasury.

Robert Janda
Gas Inspector

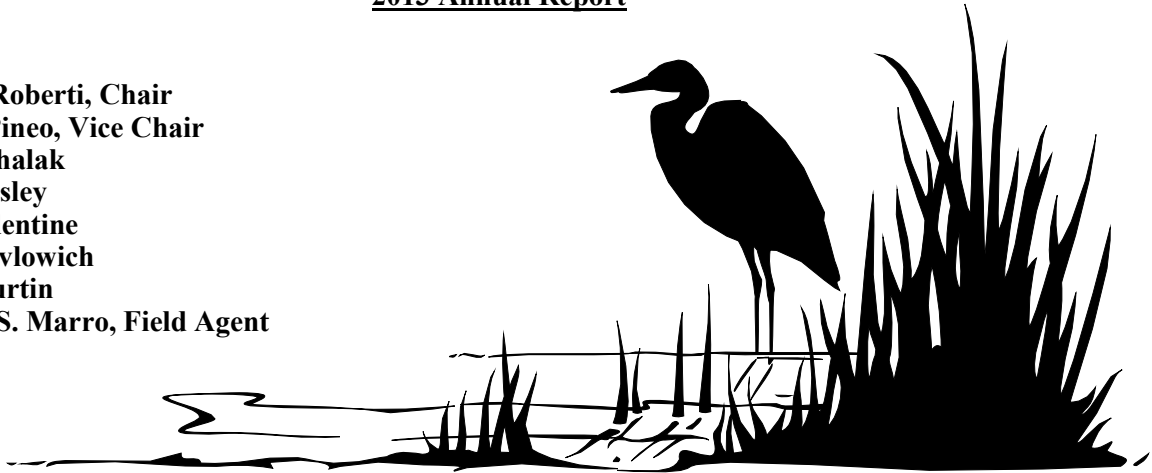
Report of the Plumbing Inspector

During the year of 2013, the Plumbing Inspector issued 76 plumbing permits and received a sum of \$6,930 for the plumbing permits, which was deposited into the Town Treasury.

Robert Janda
Plumbing Inspector

Conservation Commission
2013 Annual Report

Barbara Roberti, Chair
Michael Pineo, Vice Chair
Scott Michalak
David Mosley
Susan Valentine
Steven Pavlowich
Joseph Curtin
Matthew S. Marro, Field Agent



The Sterling Conservation Commission is a seven member municipal authority dedicated to the protection of Sterling's Wetlands and other natural resources. The Commission enforces the Massachusetts Wetland Protection Act MGL. Ch 131 s 40 as amended. In the pursuit of meeting this goal the Commission processed 12 Notices of Intent and 9 Requests for Determinations of Applicability. The Commission also performed two enforcement actions with the issuance of enforcement orders and issued 7 Certificates of Compliance and Six Storm water Hearings.

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

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

The Conservation Commission also worked with the Weekeepkee task force to enact a project that took place over the summer to restore the banks and flows to a cold water fishery on Heywood Road. Storm water regulation continues to progress with refined procedures enacted along with refinements to regulation. Permit procedures were modified along with new permit forms. The Commission is also working with the regional storm water collaborative currently consisting of 30 communities pooling resources to prepare for stream monitoring and GIS locating storm water hardware and sensitive outfalls. We continue to work with DPW in storm water reporting to EPA

The Commission also continues to analyze conservation property to determine a stewardship/trail maintenance plan for the maintenance of the health of our open space and potentials for enhanced passive recreation. The Commission has recently worked with the OSCI and has submitted for a trails grant to allow for improvements to the Swett Hill Road section of the community. Work with the Lake Waschacum Association has paid dividends as monitoring of the lake has shown there was no need for treatments last year due to previous efforts at cleanups and watershed controls. This valuable resource will continue to be monitored.

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

Council on Aging
2013 Annual Report

The mission of the Council on Aging is to maintain the health and well being of the Sterling seniors and to assist them with preserving their independence. For elders, quality of life is often related to the quality and continuity of relationships. The Senior Center provides a “welcoming destination” that accepts you regardless of financial status, race, creed, medical condition, or mobility. Many seniors see the Senior Center as a “home away from home”. This is where they see old friends or meet new ones. The National Council on Aging states that “senior centers serve as a gateway to the nation’s aging network – connecting older adults to vital community services that can help them stay healthy and independent.” Senior Centers are more than bingo. Senior Centers help to reduce the main causes of frailty in seniors by providing nutritional opportunities, socialization opportunities, and exercise opportunities, both physical and mental. From 2000 to 2010, the US Census showed that Sterling increased its number of seniors by 76.8%. Every year 100-200 more residents are turning 60. At the end of 2013, Sterling had 1977 residents over 60. **Sterling’s oldest resident is Bertha Sanger; she turned 99 last December.** The US Census is predicting that the number of seniors will continue to grow until 2030 and will not decrease until 2050.

The Senior Center offers a variety of programs, services, and activities that provide opportunities and support for elders to remain active and independent for as long as possible. Many studies have shown that being lonely takes a toll on the health of older people. In addition to the social impact, the Senior Center is a resource center. This is the only social service agency in town where seniors can find nutritional, physical, and educational activities created to assist a diverse demand of elderly needs and interests while attempting to foster independence and community interaction. This is also where younger residents and non-residents look for information on fuel assistance, food stamps and nutritional assistance, housing assistance, as well as services for seniors. We are celebrating our 17th year in the Senior Center.

The Town of Sterling, at an Annual Town Meeting, voted to build a new Senior Center on the corner of Boutelle and Muddy Pond Roads. Many other sites were considered and looked into, but the Site Development Committee, appointed by the Board of Selectmen, felt that this town owned property would best fit our needs. The Board of Selectmen then appointed a Building Committee to work on size and cost. We have outgrown our space in the Butterick Municipal Building. We do not have the flexibility to run more than one program at a time. This greatly limits our programming ability. The Senior Center is for everyone. While healthy seniors can travel to various locations, we need to be cognizant of the less healthy seniors who are negatively impacted by going to various places. The exercise class has stopped using some “props” as there isn’t enough room to safely use them. The Yoga Class, in the Selectmen’s room, has to modify the movements even more due to the lack of space. We have many programs currently, but we cannot expand or add programming due to the lack of space. A new center of 6450 sq ft has been proposed by the Building Committee and will be voted upon at town meeting.

The Outreach Aide has been immensely helpful, working with elders helping with health insurance, fuel assistance, food stamps, legal issues, tax abatement questions, home health aides, paperwork, or any other issue that may come up. She has been focusing on making contact with our seniors over 80. In her first year, Nickole has made 277 Home Visits as well as handling 271 walk ins, emails, and phone calls. She is very busy during her 15 hours a week. The seniors have been very accepting to the visits. No one has refused her help. Nickole assisted 2 homeless non-seniors last year with paperwork, food, and shelter. She also helped a non-senior with food and Christmas items for his children. Nickole has delivered food, library books, and sand to seniors in need. She goes above and beyond to get service to seniors in town. This position is partially funded by a grant from the Executive Office of Elder Affairs.

The Nutrition Program, under contract with Montachusett Opportunity Council (MOC), serves meals daily, Monday through Friday, in the Senior Center at 11:30 AM. The meal site is open to anyone over 60 years old by making a reservation the morning before you want to come in. There is a \$2.25 suggested voluntary contribution for each meal. This congregate meal gives seniors a chance to socialize, get information, and interact with others. This is an opportunity to get out of your house and eat with others. Last year, the town hired a Meal Site Coordinator to fill the position vacated by Montachusett Opportunity Council. Sandra has helped maintain the number of people eating at the center, filled out all the needed paperwork, and has or is getting all the necessary certifications. We also added a breakfast option this year. For \$1.50 you get oatmeal, fruit, juice, and a muffin. Home delivered meals are also available for homebound seniors. This service helps some of the frailest elders, as someone checks in on them every day.

The Council on Aging publishes an eight-page newsletter 10 times a year under a grant from the Executive Office of Elder Affairs. This newsletter is mailed to every senior household in Sterling. It is also mailed out to the Selectmen, the State Senator, and the State Representatives. The newsletter provides information on the Senior Center itself, as well as SHINE information, legal information, and other topics of interest.

The grant also subsidizes a weekly yoga class on Thursday mornings. Katie Cohen, a certified instructor, teaches the class. The yoga class works on toning the body and mind. Yoga is held in the Selectmen's room, as there is no room in the Senior Center for this activity. Katie also teaches a Chair Yoga class on Wednesday mornings to involve those with some mobility issues in an exercise program. This class is beginning to catch on with more people coming. It is a great way to learn yoga while remaining seated. Both of these classes cost \$3.00 a class. This is a pay as you go program.

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

In the fall we added a Senior Pilates class, run by Jennifer Davidson. Pilates is a body conditioning routine that helps build flexibility, muscle strength, and endurance in the legs, abdominals, arms, hips, and back. The class meets on Friday mornings. It costs \$5.00 a class. This is a pay as you go program.

In addition to the weekly exercise classes, the Senior Center has many ongoing activities. We offer coffee and toast, etc every morning to anyone who wants to come in and see old friends or make new ones. Local artist, Howard Besnia, volunteers his time to teach an art on Mondays. We have Internet access in the Senior Center, which has allowed us to assist seniors with getting information on-line. Many seniors check their emails or Facebook accounts while visiting the Senior Center.

On Tuesdays, we offer Game Day, where people play dominoes, bridge and pool. We currently have a table of bridge every week and usually 10 - 12 people playing dominoes. There is a new addition of Scrabble players. This continues to be an active afternoon. They shared the space with the arts and crafts group, who worked on various crafts for the past few years until recently completing all of their projects. We recently added a Senior Hula Hooping class on Tuesday afternoons at the 1835 Town Hall. This has been a fun class.

On Wednesday afternoons, the van takes a busload of up to 9 people on shopping trips every week to various places such as Wal-Mart, K-Mart, The Mall at Whitney Field, and Target. This service helps

seniors get medicine, groceries, supplies, and other items on a regular basis without worrying about the ability to get out.

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

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

The VNA Care Network holds an “Elder Keep Well Clinic” on the third Thursday of every month from 12 – 2 PM. An RN is available to meet with any seniors to check blood pressures and glucose levels, to discuss disease management, for medication counseling, or other medical needs. The same nurse comes each month, which also helps in forming relationships and noticing changes early on. The VNA took over Memorial Home Health, who used to run our monthly blood pressure clinic. The VNA stepped up and ran our flu clinic this year.

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

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

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

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

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

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

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

A group of dedicated people have started FOSS: Friends of the Sterling Seniors. Similar to the Friends of the Library, they are an independent group whose mission is to raise funds to assist the Senior Center. They had their second Corned Beef and Cabbage dinner in March, which was well attended. They also had a cookie sale in December. In September, FOSS started having a monthly pancake breakfast at the

Senior Center. They serve pancakes, sausage patties, tea breads, fruit cups, coffee and juice on the last Friday of the month for \$2.00 a plate. This has been a huge success and a great fundraiser for FOSS.

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

Police Chief Chamberland appointed Detective Dave Johnson as our Senior Liaison. Det. Johnson stops by regularly to say hello to the seniors and occasionally can have a cup of coffee or lunch. Det. Johnson has been a great asset to the Senior Center. His presence helps to acclimate seniors to an officer in uniform, thus reducing their anxiety if they ever have to call the police.

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

Transportation is not an issue, as we provide van service for all seniors who wish to attend these activities. We now have 2 vans in Sterling. One van provides transportation to the Senior Center in the morning and transportation for appointments in the afternoon. The other van provides transportation for appointments in the morning. The addition of the second van has really assisted in getting more seniors to their destinations. We transport from Worcester to Fitchburg and all points in between. The van now charges \$1.00 round trip in town and \$2.00 round trip out of town – there is no charge to come to the Senior Center. Van trips are scheduled by calling the Senior Center, at least 48 hours in advance.

The Senior Center is able to do so much with so little thanks to the wonderful network of volunteers who assist on a daily basis. Their help is vital to our continued progress. Last year we honored 88 people at our annual volunteer appreciation day in April.

Council on Aging Telephone Numbers:
Office, Van, Clinics: 978-422-3032
Lunch: 978-422-8022

Respectfully submitted,

Karen L. Phillips
Director, COA/Senior Center

Department Of Public Works
2013 Annual Report

We herewith submit our 2013 annual report of the Department of Public Works.

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

Cemeteries – There were 40 new lots sold and 26 burials in 2013. Normal maintenance as required was performed during the year.

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

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

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

Sanitation – Trash collection went well, with few complaints. We are currently picking up trash at well over 600 households each Monday, Tuesday, Wednesday, Thursday, and Friday. A reminder to the residents, if your pick up day falls on a holiday or is cancelled due to a snow storm, all pick ups will be delayed by one day. Please refer to your trash and recycling information brochure mailed to your residence for the holiday schedule. If you have any problems with your pickup please contact Republic Services at 1-800-551-5584.

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

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

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

<u>Water</u> –	Total Water Sales:	\$ 1,041,508.00
	Hydrant Rental:	\$ 26,675.00

There were 19 new services added this year making a total of 2306 customers who are presently being served.

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

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

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

Economic Development Committee
2013 Annual Report

2013 marked the first year of existence of the Economic Development Committee for the Town of Sterling. The committee was created at the special town meeting held on November 13, 2012. The purpose of the committee is to promote industrial, commercial, and agricultural business development in Sterling, to provide advice to the board of selectmen on economic development policy, to work with Sterling businesses and prospective businesses, to coordinate its activities with the Industrial Development Commission and the Agricultural Commission, and to work cooperatively with businesses and state agencies to retain current businesses and attract new businesses to Sterling.

Activities of the committee in 2013 included extensive work on developing a database of all of the businesses located in Sterling, including information relating to the classification of the business, location, and number of employees, as well as other publicly available information. The committee will use the database to engage in outreach to the businesses located within the Town, with the goals of increasing communication between the businesses and the Town and communication among the businesses. The committee was able to identify almost 600 businesses located in the Town, and to perform some analytical work on the database. Of particular note for the citizens of Sterling, 70% of the businesses located in Sterling have either one or two employees, and 55% have revenues of less than \$100,000, which demonstrates that small businesses are very important to the Town.

In September, the committee was able to obtain the services of students from the Masters in Public Administration program at Clark University. The students performed further work on the database, and conducted a survey of businesses in town.

Now that the development of the database has been completed, the committee is working its core purposes, which include:

1. Encouraging business location and expansion;
2. Working as a problem solver to reduce business relocations;
3. Cataloging favorable aspects of Sterling and developing recommendations as to how to promote the advantages of locating a business in Sterling;
4. Cataloging disadvantages of Sterling and developing recommendations as to how to remedy them or minimize their impact; and
5. Studying the impact of zoning on business retention and location, and developing recommendations for zoning changes, with a focus on smoothing out zoning districts and eliminating “across the street” discrepancies.

Respectfully submitted,

Jeffrey Donaldson, Chairman
James Patacchiola, Vice Chair
Kevin Sanders, Secretary
Brian Kindorf
Michael Pineo
Paul Rehrig

Brian Patacchiola, Board of Selectman Rep.

Sterling Extension
2013 Annual Report

The Sterling Extension Group Has been in existence since the 1950's and is active today with membership growing each month.

Programs vary from year to year based on the needs of members. Programs this year included the "products of the Hive" by past president of the Worcester county Bee Keepers. The program was well attended by members and guests.

A fall program consisted of a hands-on project, making a Pumpkin centerpiece. Pumpkins and flowers for the project were bought in Sterling.

Members have shared their talents in leading programs on Penny Rug and the history of Baskets. A field trip to the Sterling Historical Society house was well attended.

In December, we have a Holiday lunch in the church hall. We encourage members to bring their own china/holiday place settings to compete for "Best holiday place setting."

We hold an Auction one month with items donated by members.

Future programs include a demonstration and hands-on quilling class, and a program in Native American Culture.

We wind up the season with a field trip.

Meetings are held in the social hall of St Richards church on the 4th Thursday of the month at 9:30 am. New members and guest are always welcomed.

Respectfully submitted,

Adele Dodd, President

Sterling Fair Committee
2013 Annual Report

The 2013 Sterling Fair, now in its 32nd year, attracted in excess of 30,000 enthusiastic fairgoers. The weather was nearly perfect for all three days. The Fair continues to be a public relations success for our town.

We are proud to announce that we have once again accomplished our goal of keeping the fair free and self supporting. There was no admission charge or parking fee, giving the Sterling Fair the distinction of being one of the only free fairs in existence.

The fair again exceeded expectations for farm animals and 4H project entries. We anticipate greater participation in the future with continued emphasis on agricultural entries. A major goal of the Sterling Fair is to preserve the agricultural heritage of the Town of Sterling. To that end, the Sterling Fair Committee is sponsoring its own 4H Club.

Hundreds of cash premiums and thousands of ribbons were awarded in the fields of horse and oxen pulls, tractor pulls, cattle, and poultry. The exhibit hall was filled to capacity with field crops, quilts, flowers, vegetables, eggs, honey, fruit, baked goods, canned goods, painting, photographs, and crafts of all kinds.

Attendees also enjoyed engine shows, horse & oxen pulls, tractor pulls, the farmers market, craft tents, and a variety of entertainment including live bands, singers and performers. Much gratitude again to Ed Perkins for displaying his majestic Belgian Draft Horses and the Clinton High School Band who led them in parade on Saturday afternoon. The midway was crowded from morning till night with everyone enjoying the food, games and rides. The helicopter ride continues to be a very popular and unique attraction. It kept people gazing into the sky for a glimpse of this thrilling ride. The spectacular fireworks display on Friday night was thoroughly enjoyed by all.

The Fair Committee owes a tremendous debt of gratitude to the many individuals, volunteers, companies, businesses, town boards, and departments who contributed their time, talents, and materials, towards a safe, organized, and fun filled fair. Thank you to the YAHOO organization for all the cleanup help. Major thank you's also go out to Jim Simpson and Henry Ciborowski, their very generous contribution provides the fairgrounds and makes the Fair possible.

Special thanks go to the Department of Public Works, the Municipal Light Department, and the Town Hall Staff without whose help and sponsorship there could not be a Sterling Fair.

Please join us September 5th, 6th, & 7th, 2014 for our next fun filled weekend at the Sterling Fair. Hall entries will be accepted on Thursday, September 4th, from 5 pm to 8 pm.

Respectfully submitted

Doug Downey, Chairman

Sterling Fire Department & Fire Department Ambulance
Sterling Emergency Management Agency
2013 Annual Report

I am pleased to submit the annual report for the Sterling Fire Department and Sterling Emergency Management Agency for calendar year 2013.

The Department

The Sterling Fire Department is a predominantly on-call department with five fulltime personnel including the fire chief and administrative assistant. Thirty-eight on-call and per-diem personnel provide response to the community 24/7/365 based on their availability with job and family commitments. The fulltime personnel supplement this response, during weekdays when typically there are a limited number of call personnel available due to work, school and other commitments. We operate out of a single fire station located at 5 Main Street. Our response apparatus includes; two engines, one ladder, one rescue, two advanced life support ambulances, three forestry trucks, a boat, and hazardous materials trailer. In addition, we host a regional mass casualty trailer and regional off-road response vehicle. We also have members that respond as part of a regional dive team and we are a member of Mutual Aid Fire District 8 also known as Mid-State which encompasses 33 cities and towns within Central Massachusetts.

Mission Statement

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

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

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

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

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

Emergency and Service Calls

Fire Department personnel responded to a total of 1,150 total incidents (*calls for service*) in calendar year 2013. The department responded to a variety of incidents including; alarm investigations, brush fires, medical emergencies, motor vehicle accidents, structure fires, mutual-aid and service calls. Department personnel also provided coverage for any anticipated significant weather events, such as major snow storms, thunderstorms, hurricanes, etc.

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

A special note that in the fall the department responded to several outside fires as a result of woodstove ashes being dumped in a wooded area beside or behind homes. Please use caution when discarding ashes, especially in the spring and fall when the ground is dry and humidity levels are low. A slight breeze is all that is needed to regenerate warm ashes and start a fire.

Permits and Inspections

The Fire Department Inspection and Code Enforcement Bureau are headed by Lieutenant Thomas Kokernak. The Fire Department issued 798 permits in 2013 and performed numerous site inspections. Inspection types include; smoke and carbon monoxide detectors, oil burners, oil tanks, LP gas tanks, tank removals, blasting and fire suppression systems and many of them require a minimum of one site visit to confirm that the work has been done properly and installed per fire and life safety codes, and that the equipment operates safely. In addition to daily permit inspections, annual inspections are conducted at commercial and industrial sites as well as annual liquor license inspections completed in conjunction with the building inspector. Any questions regarding permits, fees, or for scheduling an inspection call the fire department business line or access the information on-line via our website.

Fire Prevention and Public Safety Education

Fire prevention and public safety education continues to be a large priority of the department. In 2013, these efforts were coordinated by Firefighter Charlie Baker. Several members of the department assist with delivering fire safety programs throughout the year. The department conducts several educational programs supported by the S.A.F.E. (Student Awareness of Fire Education) program. The department received \$4,086 in grant money through the S.A.F.E. program to support the educational needs of our students. In addition to the educational programs conducted in the elementary and pre-schools the department also provides station tours, site visits, Public Safety Weekend at Davis' Farmland, and we host the annual Public Safety Open House at the Fire Station, which includes representatives from the Police Department, Department of Public Works, Board of Health and Community Emergency Response Team (C.E.R.T.). We are excited that this year a new component has been added through state grant funding with the addition of a Senior S.A.F.E. Program of which we were awarded \$2,818.

Smoke & Carbon Monoxide Detectors

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

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

Beat the Beep: Replace Aging CO Alarms – They Don't Last Forever

Carbon monoxide (CO) alarms have been required in nearly every residence since March of 2006. The life expectancy of carbon monoxide alarms is 5-7 years, depending on the alarm manufacturer. Many CO alarms installed after the state's CO Law ("Nicole's Law") was passed are now reaching the end of their useful life and need to be replaced. No home appliance lasts forever. In 2013 the department responded to several incidences of CO alarms activating with an end of life message.

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

Please note that even if you have electric hard-wired detectors in your home, there is still a 9-volt battery back up in them. A good rule of thumb is; "**When you Change your Clocks – Change your Batteries**".

If you do not currently have a working smoke or carbon monoxide detector in your home and would like information on obtaining or installing them in your home, please contact the fire department.

Emergency Management

Emergency Management continues to play a vital role in town, especially with the continued challenges of weather-related events. Often times our emergency management functions are activated as a result of severe weather. Whether it is sandbagging operations to divert water or preparing shelters activities due to impending blizzards or ice storms, Sterling's Emergency Management is the liaison to the State and Federal agencies that provide assistance to our community, particularly storm response reimbursement. In 2013, 75% reimbursement was received from the Federal Government (FEMA) for the town's response to Snowstorm "Nemo" which hit us on February 8th and 9th, 2013.

One of our most active forces within emergency management is that of our Community Emergency Response Team (CERT). The CERT Program, managed and coordinated by Assistant Emergency Management Director Jim Emerton, educates people about disaster preparedness for hazards that may impact our area and trains them in basic disaster response skills, such as fire safety, light search and rescue, team organization, and disaster medical operations. Using the training learned in the classroom and during exercises, CERT members can assist others following an event when professional responders are not immediately available to help. CERT members consist of a group of volunteer citizens including; students, teachers, retirees, ex-military, engineers, and business professionals. The team trains on a regional level along with volunteers from Boylston, Holden, and West Boylston.

In 2013 members of C.E.R.T. sought training in ServSafe which is a food and beverage safety training and certificate program administered by the National Restaurant Association, Shelter Management Classes, Traffic Control, and C.E.R.T. train-the-trainer.

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

In 2013 the Emergency Operations Center at the fire stations added an AM radio transmitter and permanent mounted antenna at the fire station. This was provided for through a public health grant that was obtained by the Board of Health. The AM Advisory Radio transmitter is used to transmit emergency or advisory information to the public. It broadcasts informational messages 24/7 on a variety of safety

topics. During emergency or public safety incidents it will broadcast appropriate messages to the public. It broadcasts on AM radio channel 1670. Even though a permanent antenna has been installed, it is still available for loan to other local agencies with the portable antenna kit.



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

If you have not already done so, you can access the CodeRED Database to sign up by clicking the link on the Sterling Fire Department website, www.sterlingfd.net, and follow the link to the "CodeRED Community Notification Enrollment" page.

In September 2013, the town was awarded an Emergency Management Grant and C.E.R.T. Grant for a total of \$4,300 which was utilized to purchase an Emergency Management Trailer. This trailer will house sheltering supplies, and other vital equipment used by C.E.R.T. and Emergency Management that is currently stored in the mezzanine at the fire station. By making it mobile, it will allow for more rapid deployment of these valuable resources.

Be Prepared

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

Closing Narrative

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

We are fortunate to have strong and valuable working relationships with all the public safety departments in town and as a result work seamlessly at major incidents that occur.


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

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

some of the burden to the town. In 2013, we utilized grant money to provide for a significant upgrade and update our radio communication system, to purchase new forestry equipment, update and build upon our shelter management equipment and additional gear for our C.E.R.T. personnel, and continue to provide the S.A.F.E. Program plus obtain funding to create a Senior SAFE program.

We continue to try and maintain a strong call firefighting and E.M.T. force that is well trained and ready to respond to your needs. In order to do this effectively, we need people who are willing to join the department and be trained. In 2014 we plan to conduct a recruitment drive and run an in-house call firefighting academy. Often times I meet with people who are shocked to find out that we do not have a fulltime staffed fire department. Our success is based on the dedication and commitment of our call members who respond to incidents over and above their fulltime jobs and family commitments.

Please feel free to visit our website at www.sterlingfd.net to learn more about the Sterling Fire Department, our history, our equipment or as a reference to fire codes and regulations. This site also provides real time updates for major events involving public safety. There is also a photo link, which has pictures of incidents and trainings that we respond to throughout the year that is maintained by our dedicated photographer Tina Gianos.

In 2013 we added Facebook  as part of our outreach to the community. There you will find updates on historical events that have happened throughout our fire departments' history in addition to current reports of significant events and incidents happening with your fire department.

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

Wishing everyone a safe and healthy 2014!

Respectively submitted,

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



2013 Annual Report

Mission

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

Governance

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

Services

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

In addition to books in print form, the library provides recorded books, movies, full-season television series, music, and high speed Internet (direct and wireless) at no charge. The library also offers copy, fax and printing services to the public.

Our website, www.sterlinglibrary.org, offers access to library services 24/7 through your personal account. People can order or renew books and movies, download of audio and E-books, use extensive databases, research ancestors, or learn a language.

An important mission of the town library is to support the residents of Sterling in life-long learning. With limited space and resources, this hasn't been easy to accomplish in today's highly technical world. Now that same technology is helping the library meet a wide range of needs through the library's newest service – Lynda.com. At a dedicated computer in the library or a from a key code for remote access, available at the checkout desk, on-line classes are available for thousands of subjects from Microsoft Office skills to digital photography.

Friends of the Library

The Friends of the Conant Library play a major role in providing the town with enhanced library services. Ellen Zanino, the Friends president, and a dynamic executive committee with a committed corps of volunteers present a juried Craft Fair every December and manage an ongoing book sale in the lower level of the library.

This year they purchased a new reading Couch in the Children's Room, and fund children's programs throughout the year. Most of the special databases, such as Ancestry.com and Mango Languages are supported by the Friends.

The Friends also provide discounted passes to a large number of attractions and museums. Visit the library website for the list, along with other passes donated by community groups and families.

Annual Benchmarks

Library Cards

At year-end, Sterling had 5,037 active library cardholders, an increase of 4%, which means 69% of the entire town are active library users.

Programs

The library held 103 programs for children and young adults with total attendance of 2,342. There is a book club that meets the third Thursday of every month and a knitting group that meets on Tuesdays from 1:30 to 3:00.

This year we also added multiple sessions of Mike the Music Man, inspiring children to make music. Suzanne Haverstein presented three art programs for children. The library held five story hours a week serving children from birth through kindergarten.

Circulation

A total of 119,345 items circulated to the public and library users downloaded 2,386 E-books – well over \$1,000,000 worth of materials if purchased instead of borrowed. In 2013 the library was visited 54,243 times. Sterling residents of all ages are avid library users and the trustees and staff are pleased to serve them and appreciate their support of the library.

Respectfully Submitted,

The Board of Trustees of the Conant Free Public Library

Jaap Vermeulen, Chairman, Board of Library Trustees

Erica Brennan, Secretary

Al Carlin

Kelly Corvelo

John Dwyer

Robert Johnson

Patricia Campbell, Library Director

Danielle Mattei, Assistant Director/Head of Youth Services

Open Space Implementation Committee
2013 Annual Report

The Open Space Implementation Committee (OSIC) updates the town's Open Space and Recreation Plan (OSRP). A state-approved Open Space Plan makes the town eligible for many state and federal grants involving historic preservation, open space acquisition, and development of recreation facilities. An approved Open Space Plan also improves the town's Commonwealth Capital Score; important criteria for state grant eligibility regarding transportation and development. Finally the Open Space Plan constitutes a major element for a Town Master Plan. Sterling has not had a Master Plan since the 1960's. The current, approved Open Space Plan is a major step towards completion of a Master Plan, should Sterling decide to go forward with this endeavor.

OSIC also works with town boards and related local and regional conservation or agricultural entities to implement the recommended actions in the Plan addressing town natural resource, recreation, and management needs.

In order to allow time for OSIC board members to work on tasks outlined in the Action Plan in the most recent update to Sterling's Open Space and Recreation Plan, the board meets every other month, unless there are issues requiring immediate attention.

Activities and Board Structure

Trail Mapping – The board continues to be engaged in trail mapping in Sterling, particularly in the Wekepeke area, for future development of trail inventory and trail maps.

Trail Walks and Trail Surveys – The board, supported by Sue Valentine, Brian Cline and Bob Authur, undertook a survey of trail status in the Washacum Overlook, for trail maintenance planning. Occasional evening trail walks were started, such as a walk around the Heywood Reservoir.

Trail Interconnectivity – In collaboration with OSIC, former OSIC board member and chair Brian Cline has been engaged in trail interconnectivity effort, in order to maximize the utility of existing trails.

Proposal Support – OSIC voted to support a Department of Conservation and Recreation Regional Trails Planning Grant, "Application for Mudgett Orchard Public Access," and wrote a letter of support for the Application.

Changes to Board members – Maryanne Macleod resigned from OSIC after many years of dedicated service. The board had a Thank-You event with a gift to Maryanne. A new member, James Wilkinson, has joined the committee. He brings enthusiasm for trail mapping and local history to the board.

Current Board Structure –

Peder C Pedersen, chair

Marion Larson, vice chair

Robert Protano, secretary

James Wilkinson, treasurer

Sterling Personnel Board 2013 Annual Report

The vision of the Sterling Personnel Board (SPB) is to work toward providing a highly effective, motivated, and engaged Town workforce. To do this, we actively communicate through town boards, department heads, and employees with the goal of ensuring consistent application of the Town's human resource programs and policies. Over the past year the board has completed its first full year together and with the HR Administrator, Don Jacobs. We began the year with the following goals:

1. Ensure our open and active workforce communication practice is recognized throughout the town.
2. Redesign the classification system
3. Conduct a compensation study on all jobs.
4. Identify and establish benchmark measures for HR programs.
5. Create a process for establishing and using Customer/Citizen Satisfaction Feedback.

The Personnel Board with the support of the Town Administrator conducted a review of the Town's Personnel Bylaw. The Personnel Bylaw Task Force consisting of Donald Jacobs, HR Administrator, Karen Leclerc Assistant Town Treasurer), Pat Campbell (Library Director), Bruce Baker and Weymouth Whitney (members of the Personnel Board) completed a review of the current Personnel Bylaw and submitted changes to Town Meeting that were intended to clarify the roles and responsibilities of the Personnel Board, Town Boards/Committees, Human Resource Administrator and Town employees.

The Sterling Personnel Board has directed the Human Resource Administrator to continuously collect and apply market data on a position by position basis information (municipal and private) enabling the Personnel Board to establish and maintain a competitive salary range structure consistent with the classification of positions. The proposed re-designed classification and compensation structure for regular full-time and part-time non-union positions (i.e. employees required to work 52 works per year) is an example of this process. The new Classification Plan structure was developed with the input of town boards, employees and department heads to write accurate job descriptions that reflect the minimum responsibility and independence of each position. Based on the application of a Position Rating System consisting of thirteen (13) universal position evaluation rating criteria (i.e. education, experience, supervisory responsibility etc.) a new Classification Plan will be developed and submitted to Town Meeting for approval. A Compensation Plan salary range structure was developed in a defined or consistent manner based on compensation study that collected from comparable municipalities based on both operational and demographic criteria and benchmarked market medians to create salary range minimums, midpoints, and maximums with no steps. This new compensation structure reflects competitive pay levels supported by market data, and provides a management tool enabling the Personnel Board attempt to manage how the compensation of both positions and employees in a competitive, consistent manner within the fiscal constraints of the Town.

The Personnel Board directed the Human Resource Administrator to undertake a Classification and Compensation Study during the fiscal year and submit the results to the personnel board in time for the Board to review and submit to town meeting for approval. The goal or purpose of the study is to establish and maintain a process enabling the town to compensate employees in a fair (consistent) and equitable (completive) manner based on what the Town requires an employee to do (essential functions) , what the town establishes as the minimum qualifications (knowledge ability and skills) to carry out the job duties of each position; competitive with the market place enabling the town to recruit and retain a quality work force consistent within the fiscal constraints of the Town of Sterling.

The Objectives of the study or specific tasks to accomplish the Goal as stated above are.

1. Job Description: To maintain accurate job descriptions that describes the required minimum qualifications (knowledge, skill and ability) and essential functions (job duties) of each position.
2. Classification Plan: compare positions to one another based on the application of a universal set of position evaluation criteria
3. Review and update the current Compensation Plan: conduct a salary survey based on both operational and demographic criteria on a position by position basis to use as a guide to establish competitive salary ranges for each grade level.

The Personnel Board directed the Human Resource Administrator during the course of FY 2013, to conduct a market salary survey on a position by position basis. The comparable municipalities selected were chosen based on both operational and demographic criteria. The purpose of the study was to enable the Town to compare the present salary range structure consisting of eleven (11) grade levels to the market place. The overall results of the study reflected that the Town of Sterling overall is presently paying positions competitively in comparison to the market place.

During the past year, the Personnel Board also directed the Human Resource Administrator to conduct an employee training survey to provide information regarding the current training services offered by the town and to enable the Personnel Board to develop a town-wide training program. The outcome of the IT Survey will be the development of a Town-wide training program with an IT Training Program being the first priority.

Planning Board
2013 Annual Report

During 2013 the Planning Board endorsed eight (8) ANR Plans (plans for which Approval under the Subdivision Control Law is **Not Required**).

The Planning Board reviewed and approved two (2) Site Plans: FISHCO, LLC, 228 Leominster Road, function hall; and JJCEV Realty Trust, 146 Pratts Junction Road, warehouse, distribution facility.

No new subdivisions were brought before the Planning Board in 2012; however Redstone Heights (Chad Lane), a six lot subdivision approved in 2005, continues with its development that began in 2010.

Michael Radzicki, member of the Planning Board and a professor at WPI, has been involved with the Montachusett Regional Planning Commission (MRPC) and has successfully arranged for WPI students and faculty to work with MRPC on a regional renewal energy siting study. This is an on-going three-year effort, funded by the federal government that will include the Town of Sterling.

Michael Radzicki, Vice Chairman, renewed his role of MRPC (Montachusett Regional Planning Commission) Representative.

The Planning Board continues to see developers requesting an extension of time for the completion of approved projects, due to the state of the economy.

Several Board members have given their time to various endeavors; Mike Radzicki has been instrumental in working with the Government Study Committee. Ron Pichierri and Ken Williams continue to serve on the Earth Removal Board. Ken Williams serves on the Sterling Land Trust. Ron Pichierri serves on the 1835 Town Hall Committee.

Charles Hajdu was elected for a five year term to the Planning Board.

The Board continues to review proposed street names and issue street numbers.

The Planning Board continues to be represented on the 40B Review Committee, Earth Removal Board (aka "Dirt Board"), Open Space and Implementation Committee, 1835 Town Hall Committee, ADA Committee and the Montachusett Regional Planning Commission.

Board members continue to keep abreast of changes and trends through participation in various endeavors, attendance of informational programs and educational opportunities, including the Annual Conference "Advanced Tools and Techniques for Planning and Zoning".

Respectfully Submitted,

Kenneth I. H. Williams, Chairman, Clerk
Charles Hajdu, Vice Chairman
Michael Radzicki, MRPC Rep.
Ron Pichierri, ANR Agent
John Santoro, Member
Lucinda Oates, Administrative Assistant

The Recreation Department 2013 Annual Report

Throughout the year the Recreation Department has remained committed to its mission. The Recreation Department is dedicated to providing affordable, quality recreational programs that will enhance the quality of life for all residents. We achieve these goals by providing year-round programs that include active and passive recreational activities. The Department strives to promote our programs and offer safe, accessible and well-maintained recreation facilities. We improved our facilities this year with the help of local Boy Scout and Girl Scout troops. New programs & activities implemented in 2013 and the modification of existing activities proved to be a success for the Recreation Department with increased enrollment.

The community had an opportunity to participate in over sixty programs which were provided year-round and are self-funded. Child oriented programs included, basketball, cooking, music, boating, swimming lessons, art, sewing, sports adventure, multi-sports, theater, yoga, skiing/snowboarding, lacrosse, and Zumba. We introduced several new programs this year, including *Drive* Pre- School Soccer, which was a huge hit with our young soccer players and their parents. One of our longest running programs, Winter Youth Basketball, had over two hundred fifty players. We are very fortunate to have so many wonderful coaches who volunteer their valuable time and expertise. Tom Boyer donated several basketballs to our program to give it a new “bounce.” Adults had the continued opportunity to participate in exercise programs that were offered all year, such as several types of yoga, Zumba, volleyball, basketball, and weight training. Those who like to travel took advantage of the trips we offered. They had the opportunity to choose from a variety of trips from watching the Boston Red Sox game, New York City shopping, or a weekend in Atlantic City. We also featured a trip to Foxwoods which was a huge success; everyone really enjoyed themselves.

The Recreation Department enjoys offering a variety of free community oriented events throughout the year. This is an opportunity to give back to this great community who support our programs and activities. These free events included: *2nd Annual Scarecrow Contest, Holiday Tree Lighting, Holiday House Lighting Contest, Annual Easter Egg Hunt* and *Summer Concert Series 2013*. Many of these events would not be possible with the generosity of local businesses such as: Evergreen Farms, Clearview Farm, Charlie Madden, Village Pizza, Sterling Deli & Convenience, Bib's Auto Repair, DMH Electrical, Don-Jo Manufacturing, M.J. Flanagan Insurance Agency, Myers Studio, Open Door Real Estate, Paula Meola Dance and Performing Arts, Inc, PumpKID Patch Child Care, R.J. Janda Plumbing and Heating and Harvest Grille. Sterling Lancaster Cable filmed many of the concerts and ran them on the local cable channel for viewers to enjoy all year long. In addition, we received several grants and donations. The Sterling Cultural Council awarded \$1,200 for the Summer Concert Series; The Minuteman Road Club donated \$500 which will also go towards our Summer Concert Series and KaBoom! awarded \$750 to be used for repair and up keep at Sterling Greenery Park.

The Recreation Department is a vehicle for volunteers that are willing to help and as a result, we have the opportunity to improve and expand activities. This year we had some truly wonderful volunteers come to us, including Jackie Blanchard. Jackie was part of the Transition to Work Program for the Hard of Hearing. This state funded program is for students that are hearing impaired and provides them with the opportunity to work in the hearing world. Jackie worked in several departments throughout the summer advancing her own skills while assisting with many projects. We also welcomed the Worcester County Sheriff's Department in the spring. The workers spent a week with us readying the fields, mulching several play areas and helping the DPW with various projects. Eagle Award recipient Connor Glasier raised money to purchase and install 8 new benches for Memorial Park. In addition, Miles Grey built 6 sturdy picnic tables to be used at various recreation facilities. As always we are extremely thankful for the support of the community and the dedication of the many volunteers who give a helping hand in

numerous ways. We continue to appreciate the time and dedication of other town departments, program instructors, summer staff, lifeguards, volunteer ski chaperones, volunteer basketball coaches, school administrators, school custodians, and sponsors. With this network of supporters we are able to provide top notch events for the community. Close to 4000 individuals participated in the Recreation Department's events and programs in 2013. We thank all for your constant support throughout the year.

The Recreation Department will continue to work to improve the quality of Recreational facilities, programs, and services. Your feedback is important to us, please contact the Recreation Department at 978-422-3041, e-mail recreation@sterling-ma.gov or stop in at our office- 1835 Town Hall. For listings and descriptions of programs and events, visit the web site: www.sterling-ma.gov

Recreation meetings are held each month in the Recreation Office, Room 1, 1835 Town Hall.

Respectively submitted,

Judy Janda - Recreation Director
Jo-Ann Cummings - Chairperson Recreation Committee
Bob Finizio
Heidi Grady
Mark Hryniewich
Jessica Moran
Kristen Nelson
Mike Regan

Sterling Municipal Light Department

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2013 Annual Town Report

Respectfully submitted is the one hundred and third report of the Sterling Municipal Light Department (SMLD).

POWER

The SMLD's Customer base has decreased to 3,717 (-9 accounts) as of December 31, 2013. We have 3,334 Residential, 138 Industrial, 204 Commercial, 31 Municipal, 9 Government and 1 Town Streetlight accounts.

A total of 59,800,215 kilowatt hours (kwhrs) of electricity were sold during the calendar year 2013. This represents an increase of 1,336,405 kwhrs over calendar year 2012. Sterling's hourly peak demand was 12,291 kW set in July of 2013. That is a reduction from the peak set in 2012.

The SMLD uses reliability indices to see how our distribution system is performing and to measure our response to system interruptions. The 2013 *System Average Interruption Duration Index* (SAIDI) for normal outages affecting the Town of Sterling residents was 18.05 minutes per incident. This compares to a nearby investor owned utility's SAIDI numbers that averaged 102 minutes per incident in 2011 (latest information posted). The 2013 *Average Service Availability Index* (ASAI) of electricity for Sterling residents was 99.9965 %. The 2013 *Customer Average Interruption Duration Index* (CAIDI) numbers represent the average time required to restore service to a customer per sustained outage. These numbers came in at 66.7 minutes and were slightly higher from 2012. We attribute this to the greater number of poles hit by motor vehicles in 2013 that affected restoration time. Overall, our system interruptions have been decreasing. This is a reflection on the continued wire replacement and equipment and substation upgrades being performed by our Operations Department.

Although we cannot control the rising cost of transmitting power to our substation, we are able to lower our demand cost by locally producing our own energy using alternatives that do not require transmission. The E.H. Perkins Solar Array on Jewett Road is a 1 megawatt (MW) solar array that went online in December 2011. In 2013 this project produced 1,346,209 kwhrs at \$.0395 of clean renewable energy at below market prices to the residents of Sterling and does not require transmission for distribution purposes. During 2013 we also received 3,509,028 kwhrs at \$.03925 from the solar projects located on Wiles Road. These two 1 megawatt solar arrays on Wiles Road began construction in October of 2012 and began producing energy in early January 2013. These two projects combined produce enough energy to power 530 average residential customers for one year. We continue to pursue alternative sources of power with competitive pricing to provide us with sustainable energy without producing damage to our environment.

OPERATIONS

The following list summarizes completed and projects in progress for the Operations Department.

- Upper North Row – In 2013 we installed over 8,200' of specifically designed wire that is resistant to trees. This "tree wire" replaced the existing bare copper wire and interval pieces of older tree wire, some of which was damaged during the ice storm. We also replaced the transformers and converted this area from 2,400 volts to 8,000 volts increasing voltage support and system reliability.

- We completed the Osgood Road project that included the installation of 6,200' of new 1/0 tree wire, the removal of 6,200' of bare #4 copper wire and completing the installation of a new secondary cable and 1/0 neutral for better system grounding.
- On Sherwood Road we replaced the existing copper wire with tree wire and installed new transformers while converting the area from 4,160 volts to 8,000 volts increasing voltage and system reliability.
- On Griffin Road we replaced the existing copper wire with tree wire and installed new transformers while converting the area from 4,160 volts to 8,000 volts increasing voltage and system reliability.
- On Elizabeth Lane we upgraded to 8,000 volts. The completion of the above projects gives us only one system voltage eliminating the need to carry multiple voltage transformers, reducing inventory and cost.
- The Fox Run Road and Birch Drive project was completed in 2013 and realized a \$46,000 savings when compared to cost per foot of similar projects. This project involved the installation of 9,800' of conduit and underground primary cable, replacing the existing 30+ year old direct buried cable that has had multiple failures. In 2013 we completed the replacement of the transformers and cable transfers. The SMLD would like to extend a special thank you to the residents of the Fox Run and Birch Drive area for their patience throughout this project.
- The above mentioned projects were performed as part of our continuing effort to upgrade our distribution system to minimize outages and improve our reliability.
- We installed 10 new house services and removed 3.
- We installed and removed 9 new poles.
- We replaced the underground cable in the last of four switches at the Chocksett Substation. After a failure in 2008 we began systematically changing one each year for the last four years at a cost of \$20,000.00 - \$23,000.00 each.

POWER SUPPLY

In an effort to diversify our power resources and stabilize purchased power costs, we purchase electricity through fixed contracts and open market power purchases. Purchased power costs reflect the generation and delivery of electricity to the Town of Sterling. There are many circumstances beyond our control that make the cost of electric energy fluctuate. These include periods of peak power demands during extreme temperatures, including December of 2013, unexpected plant shutdowns and spikes in fuel prices. Changing costs are triggered by a number of unpredictable events from the fluctuating fuel commodity markets to global unrest. Natural gas prices have declined in the last few years, but challenged with the uncertainty of the delivery. During cold spells constraints on the gas transmission lines are common. This leads to curtailments at the generating plants requiring them to switch to oil, a costlier alternative. Energy produced from natural gas has risen from 5% in 2000 to 57% in 2013 and is expected to continue to rise until new gas transmission pipelines can be put in place. Despite these concerns in 2013 our power costs have remained stable.

Although fuel remained steady our transmission costs continued to rise. These costs have increased mainly in part that transmission owners receive large returns between 11-14% on their 6.6 billion dollar

investments in transmission line upgrades in New England. This cumulative number is expected to rise to 11 billion in 2017, putting additional upward pressure on transmission prices. The Regional Network Service (RNS) rate rose by 22% from \$605,664 in June 2011 to May 2012 to an expected cost of \$940,264 from June 2014 to May 2015, a 55% increase. This cost is expected to continue to rise to an estimated cost of \$1,166,155 in June 2017, an additional 25% increase. Along with other Municipal Light Plants and Associations we continued to contest these charges in Washington with our Legislators and the Federal Energy Regulatory Commission (FERC). The outcome of these meetings has resulted in the filing of various bills to lower these incentives on future projects.

The SMLD continues to monitor the transmission charges that we receive from ISO New England that operates the region's electric power system. The shared goal is making reliability a top priority in the operation of the power grid. Before new rules and procedures are implemented we must carefully take into consideration the cost to the consumers.

During 2013 we re-negotiated four of our existing hydro contracts and added one additional contract. The result was the cost of the purchased power being reduced by an average of 14%. Our power supply consists of a mixed portfolio of power agreements including the previously mentioned solar projects. These agreements consist of Hydro Power, (specifically from Baltic Mills, Contoocook Hydro, Mechanicsville Hydro, Clean Energy Hydro, Methuen Falls Hydro, Public Authority State of New York Hydro (PASNY) and Centennial Falls Hydro Electric Facility. We are continuously exploring other cost efficient renewable energy supply options for our power portfolio including the recent purchase of 8.3% of the output from the Princeton Wind Project. In 2013 over 21% of our power was received from renewable energy sources, including 2,724,629 kWhrs from the Berkshire Wind Project that has maintained a capacity factor of over 37% in 2013. This exceeds the Massachusetts requirement (Municipal Light Plants are exempt) for renewable energy supply in power portfolios of 20% by 2020. In addition, we receive nuclear power from the Millstone III Plant and the Seabrook Power Plant in New Hampshire. Other sources of our power supply come from the MMWEC Stony Brook Plant, combined cycle units I & II, and the Carbolon generating facility.

We continue to offer the following assistance programs to our Residents:

- HELPS Home Energy Audit (no cost to residents)
- Energy Star® Rebate Program
- Solar Installation Assistance
- Kill-A-Watt™ Electricity Usage Monitor
- TESCO Surge Arrester
- Customer Data/Billing Portals
- Multiple Payment Option

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

- Our Annual Open House
- Install and Pay for the Town Common Lighting
- Sterling Fair (provision of power)
- Banner Hanging
- Town Street Lights – replaced 25 lights along Main Street with LED fixtures, reduced rate and full maintenance of the 489 streetlights by the SMLD for the Town of Sterling.
- Provide funds for annual maintenance of Town owned generators.
- In November 2012 SMLD contracted with GDS Associates Inc. at a cost of \$35,000 to perform energy audits on 7 of Sterling Municipal buildings. These audits are based on a level II, the American Society of Heating, Refrigeration and Air Conditioners Engineers (ASHRAE) standards. A completed report was received in September 2013. Working with the Town of Sterling Facilities Technician, Tom

Rutherford and the Monty Technical Industrial Technology Department led by instructor Bill Stuessy, we were able to begin immediately assessing and performed conservation measures identified in the various buildings. To continue correcting some of the deficiencies noted in this report, the SMLD has budgeted \$35,000 for 2014.

CHANGES AT SMLD

Structural Repairs/Renovations

In 2013 we began to assess the structural integrity of the 50 Main Street office building. This facility was built in 1885 and has served the Town of Sterling well, but the review was brought about by the uneven floors and door jams as well as cracks appearing in 2 year old painted walls. It was determined that the building has begun to sag over the years, primarily caused by rotting support posts in the basement and various construction projects that have been performed over time that included removing some supporting sections. A plan has been developed to address this situation and with your support and patience the building will serve us another 130 years. At the close of 2013 went out to bid to have a qualified contractor come in, support the sections of the building needed to replace the supports as well as install new cross member beams in the lower and part of the upper floors. We will need to remove ceilings and non-bearing walls on the lower floor area to get this accomplished. We felt this would also provide an ideal time to renovate the office area to make it more Customer friendly. After receiving design quotes, we began working with Philpot Corporation on a design that would serve the needs of the SMLD, keeping costs and efficiencies in mind. We have also initiated talks with Montachusett Technical School about having their students perform the renovations after the structural work is complete. This would provide a great opportunity for the students to apply their craft and will also be a substantial savings to the ratepayers of sterling. We know this may extend the duration of the project, but the results will prove to be beneficial. We will temporarily use the right side door of the SMLD building as the entrance to the new office space until the project is complete. Once again we ask for your patience during this project and know that SMLD will do everything possible to minimize any inconveniences to our customers.

Tree trimming services are primarily provided by outside contractors using a competitive bid process while additional tree trimming is also performed by the SMLD line crew.

In July of 2013 the installation of the new body and bucket was performed on the cab chassis we purchased in the fall of 2012. As the new truck has been put to use will continue to replace the aging vehicles. We will do this by using an annual replacement schedule that will reduce the overall maintenance costs and minimize the impact to our capital budget.

In 2013 the SMLD had no Workers' Compensation claims or lost time. This is the third consecutive year with no claims. This has not only lowered our workmen's compensation insurance premiums, but also qualified the SMLD for the American Public Power Safety Award. This award recognizes the Public Power Utilities across the country who achieves this milestone. Our improved safety record continues to reduce our premiums providing additional savings to our ratepayers.

We want to acknowledge the DPW for their assistance throughout the year by providing maintenance (oil changes and small repairs) to our vehicles.

We recognize the Water Department for their contribution in lowering our power demand by shedding loads during peak periods that helps to reduce our transmission costs.

In October 2013 we began taking readings for the Water Department on the new AMI water meters. This AMI infrastructure is currently being used by the SMLD. As we continue to work with the Water Department we look forward to the completion of this pilot program and maximizing the AMI System in reading the water meters.

Starting in 2011 and throughout 2012 a cost service study was performed. This study reviewed our rates, revenues and expenses. In October of 2012 the Board of Commissioners accepted the recommendations from the study and beginning in June 2013, the number of rates we offer was reduced from 32 to 8. We also began making rate changes to assure that we are providing fairness to each rate classification. With the exception of the Heat Storage and Controlled Service rates, the Residential rates were not affected. Our Commercial and Industrial customers saw an increase of about 6 to 7% with the new rates. A good portion of the increase was off-set by a two year reduction in the PPAC (.0340/kwhr to .0140/kwhr), averaging a 15% decrease in the rates. A letter explaining these changes was enclosed with their bill.

In May 2013 Michael Rivers was re-elected to a three-year term on the Light Board Commission.

In order for the SMLD to provide the best possible service to the residents and businesses it is essential that we work closely with other Town of Sterling Departments. I would like to take this time to extend a sincere thank you to all the Town Departments and their employees for any assistance they provided to the SMLD throughout the year.

In closing, I would like to extend a special thank you and acknowledgement to the SMLD employees during these transitional times. I would also like to congratulate them for the American Public Power Safety Association 2013 Safety Award of Excellence. This award clearly demonstrates the commitment of the SMLD employees to work safely with their peers and it is quite an honor to be recognized nationally.

Respectfully Submitted,

Sean Hamilton
General Manager

Sterling Municipal Light Board Members:

Matthew Stelmach, Chairman
Michael Rivers, Vice-Chairman
George Pape, Clerk

Sterling Police Department
2013 Annual Report

I am pleased to provide you with the 2013 Annual Report of the Sterling Police Department. This report encompasses both the police department and dispatch center. We are a full-service, full-time police agency that serves our residents and guests twenty-four hours a day, seven days a week. All of our police officers are full-time officers who meet and exceed State training standards. All of our dispatchers are State certified and are Emergency Medical Dispatch (EMD) certified as well.

Two significant changes in personnel occurred during the year. First, Sergeant Robert Happy retired from the department. Bob served the Town for more than thirty years and we wish him well in his future endeavors. We then began the task of selecting a new Sergeant to fill the vacated position. The selection process consisted of a written test and oral interviews administered by outside entities. The results of these test and consideration of performance and statistics and proven dedication to the department and town yielded a clear choice; Craig Pomeroy was promoted to Sergeant in November. I have the utmost confidence in the abilities of Sergeant Pomeroy and know that he will serve the Town well in the future.

The promotion of Craig to Sergeant left a vacancy in the patrol officer ranks and we are currently going through an intensive selection process to choose the right person to fill that position. Hiring an officer is one of the most crucial decisions we make. It is a long and arduous task, but we want to be confident in our selection.

The current staffing of our department is indicated below:

- | |
|--------------------------------------|
| 1 - Chief of Police |
| 3 - Sergeants |
| 1 - Detective |
| 7 - Patrol Officers |
| 1 - Patrol officer vacancy |
| 1 - Administrative Assistant |
| 1 - Head Dispatcher |
| 3 - Full-time Dispatchers |
| 4 - Part-time Dispatchers |
| 1 - Part-time Animal Control Officer |

During 2013, the Sterling Police department responded to 7004 calls for service in addition to the 1108 calls for Fire and EMS that we also responded too. In addition to these calls, the dispatch center also answered 55 calls for the light department (does not include calls during power failures) and 56 DPW calls.

Offenses (IBR) By Month

	<u>JAN</u>	<u>FEB</u>	<u>MAR</u>	<u>APR</u>	<u>MAY</u>	<u>JUN</u>	<u>JUL</u>	<u>AUG</u>	<u>SEP</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>TOTALS</u>
Forcible Rape		1	1				1						3
Forcible Fondling										1			1
Robbery									1				1
Aggravated Assault		6	1		2			3		1			13
Simple Assault	1	3	2	3	3	2		2		1		3	20
Intimidation		2	1	1	1	1	3	1	2		1	1	14
Burglary / Breaking And Enteri		1		1	4	1	7	3	3	3	2	1	26
Pocket-Picking					1								1
Purse-Snatching		1											1
Theft From Building	1		1	1		3	1	2	3		2		14
Theft From Motor Vehicle						3			2	1			6
Theft Of Motor Vehicle Parts O	1								2				3
All Other Larceny	5	1	2	2		7	5	9	2	2	3	1	39
Motor Vehicle Theft	1	2			1						1		5
False Pretenses / Swindle / Co		1				1		2			1		5
Credit Card / Automatic Teller								1				1	2
Impersonation								2				2	4
Stolen Property Offenses							6	1				1	8
Destruction / Damage / Vandali	2	2	2	1		10	6	5	7	1	6	2	44
Drug / Narcotic Violations		1			1	3		1		2			8
Incest										1	2		3
Statutory Rape		1											1
Weapon Law Violations							1						1
Bad Checks			1							1	1		3
Disorderly Conduct							2	1			2		5
Driving Under The Influence	3	8	1		1	3	2	1	1	1		2	23
Drunkenness		1	3		1	2	1	1	2		1		12
Family Offenses, Nonviolent				2	1		2						5
Liquor Law Violations	1	1	1		2	2	6	2		1		2	18
Trespass Of Real Property							3	1	1			1	6
All Other Offenses	8	10	5	3	9	7	16	5	10	7	3	3	86
Traffic, Town By-Law Offenses	19	20	16	10	10	16	9	6	15	7	9	3	140
TOTALS	42	62	37	24	37	61	71	49	51	30	34	23	521

We saw an increase in motor vehicle crashes over last year. This year we responded to 149 crashes, up 20 from 2012. The following chart indicates the location and month of crashes.

Accidents By Street Name

<u>Street / Location Names</u>	<u>JAN</u>	<u>FEB</u>	<u>MAR</u>	<u>APR</u>	<u>MAY</u>	<u>JUN</u>	<u>JUL</u>	<u>AUG</u>	<u>SEP</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>TOTALS</u>
ALBRIGHT RD	0	0	0	0	0	0	0	0	0	0	0	1	1
BEAMAN RD	0	1	0	1	0	0	0	0	0	1	0	0	3
CHACE HILL RD	0	0	1	0	0	0	0	0	1	0	0	0	2
CHOCKSETT RD	1	0	3	2	1	0	1	0	1	2	0	2	13
CLINTON RD	2	0	0	0	0	0	2	1	0	1	1	2	9
COUNTRY CLUB RD	0	0	0	0	0	0	0	0	0	0	0	1	1
DANA HILL RD	0	0	1	0	0	0	0	0	0	0	0	1	2
FLAGG RD	0	0	1	0	0	0	0	0	0	0	0	0	1
FLANAGAN HILL RD	0	1	0	0	0	0	0	2	0	0	0	0	3
GREENLAND RD	0	0	0	0	0	0	0	0	1	0	0	0	1
HEYWOOD RD	0	0	0	0	1	0	0	0	0	0	0	0	1
HOLDEN RD	0	1	0	0	0	0	0	0	0	0	0	0	1
INTERSTATE 190 EXWY	1	0	1	0	0	0	0	1	1	1	0	0	5
JEWETT RD	1	0	0	0	0	0	0	0	0	0	0	0	1
JOHN DEE RD	0	0	0	0	1	0	0	0	0	0	0	0	1
JUSTICE HILL RD	0	0	1	0	0	0	1	0	0	0	0	0	2
LEGATE HILL RD	0	0	1	0	0	0	0	0	0	0	0	0	1
LEOMINSTER RD	3	1	5	4	2	1	1	4	2	1	2	4	30
LUCAS RD	0	1	0	0	0	1	1	0	0	1	0	1	5
MAIN ST	1	0	2	1	0	0	0	0	0	0	0	0	4
MAPLE ST	0	0	0	0	1	0	0	0	0	1	0	0	2
MEETINGHOUSE HILL RD	0	0	0	0	0	0	1	0	0	0	0	0	1
METROPOLITAN RD	0	0	0	0	0	0	0	0	0	0	0	1	1
MUDDY POND RD	0	0	0	0	0	0	0	1	0	0	0	0	1
NEWELL HILL RD	0	0	0	1	0	1	0	0	0	0	0	0	2
NORTH ROW RD	0	1	1	0	1	0	0	1	0	0	0	1	5
OSGOOD RD	1	0	0	0	0	0	0	0	0	0	0	0	1
PIKES HILL RD	0	1	0	0	0	0	0	0	0	0	0	0	1
PRATTS JUNCTION RD	0	2	2	0	0	0	0	0	0	1	1	1	7
PRINCETON RD	2	1	1	0	0	0	0	0	0	0	1	1	6
REDEMPTION ROCK TRL	3	3	2	0	2	1	1	1	1	1	4	4	23
ROWLEY HILL RD	0	0	2	0	0	0	0	0	0	0	0	0	2
SWETT HILL RD	0	0	0	1	0	0	0	0	0	0	0	0	1
TUTTLE RD	0	0	0	0	0	0	0	0	0	1	0	0	1
UPPER NORTH ROW RD	2	0	0	0	0	0	0	1	0	0	0	0	3
WAUSHACUM AVE	0	0	0	0	0	0	1	0	0	0	0	0	1
WILDER RD	0	0	0	0	0	0	0	0	0	0	0	1	1
WORCESTER RD	0	0	1	0	1	0	0	1	0	0	0	0	3
TOTALS	17	13	25	10	10	4	9	13	7	11	9	21	149

In an effort to maintain a professional department that keeps abreast of current trends in law enforcement, we take advantage of as much training as possible. We are required by the State to complete a set amount of training on specific topics annually. Those topics generally are those areas that require certification, such as CPR, First Aid, weapons training etc. What I think sets us apart from other agencies are some of the diversified training our officers undergo. This year some of the extramural classes and seminars attended include:

Budget Preparation	Active Shooter Workshop	Liquor Lic. Enforcement
Crisis Intervention	Defensive Tactics	Counterfeit Identification
Suicide Prevention	Improving Morale	Media Issues
Active School Shooter	Quick Clot	Fire Dispatch
Harassment Prevention	Public Records	Taser Instructor
Sgt. Leadership	Social Media	Excited Delirium
On-Line Prescription Monitor	Testifying in Court	First Responder
Management Rights	Internal Affairs	Conflict of Interest

In 2013 we continued to reach out to the community and continue our community interaction. We have several programs that I urge our residents to take advantage of. Officer Tim Plouffe is a certified child car safety seat inspector. He will inspect your child's car seat and assist you in installing it correctly. There is no charge for this service and we encourage all parents and grandparents to take advantage.

Each month we host a hand gun safety class at the police station. This class meets the requirements for a resident to obtain a Firearms Identification Card or a License to Carry a firearm. We processed 558 firearms licenses during the year, many of those were issued to graduates of that class.

Some of the other community based activities we participated in were:

Toy's for Tots	A SLTV produced Safety Video
Promenade Walk	Little League Parade
Public Safety Weekend	Memorial Day and Veteran's Day Parade
Senior and Law Enforcement	School Safety Meetings and Daily School Patrols
Home Security Vacation Checks	Sterling Fair
Directed Patrol Traffic Enforcement	Jimmy Fund
Halloween Patrols and Spooky Walk	Public Safety Day
Maypothor Road Race	Boy Scout Ceremony and Tours
Code Red Notifications	Tree Lighting ceremony
AAA Pedestrian Safety Award	

Sterling is safe, enjoyable community to live, work, learn and play. We appreciate the continued support we receive from you in helping keeping Sterling safe.

Sincerely,

Gary M. Chamberland,
Chief of Police

Veterans' Services
2013 Annual Report

The Veterans' Office is located in the 1835 Town Hall across from the Recreation Department Office. It is a small office and only staffed on a part-time basis, but it is a busy office. Cases range from help with claims through the State Department of Veterans' Services to filings for various issues with the U.S. Department of Veterans' Affairs (VA).

The VA filings can be anywhere from long term disability claims to benefits for burial services. The claims can involve injury or disease related matters and they can be somewhat complex, requiring thorough documentation. Visits to clinics and hospitals that are associated with the system are arranged as part of this process. After claims are submitted, the follow-up process is key to insuring the veteran is not lost in the vast network that is the VA.

To be sure, there are many benefits available to men and women veterans in the area of education, job training, medical evaluation and health services, temporary and long term housing, and the welcome home bonus program to name a few. I would encourage any veteran to stop by the office to discuss services that are available to you now or in the future. This can also extend to your immediate family, in many cases.

Over the years, this office has helped many veterans in town maintain a level of stability that has helped them "weather the storm," so to speak, between low points in their lives. It serves all those who have given service to their country in war and peacetime and borne the burden of military duty.

Richard A. Sheppard
Veterans' Service Officer

Zoning Board of Appeals
2013 Annual Report

Overview of 2013

In 2013, the Zoning Board of Appeals received 8 new cases.

The Board received the following:

- 3 Variances (1 granted/appealed; 1 granted/use; and 1 granted)
- 2 Special Permits (2 granted)
- 3 Administrative Appeals (1 denied/appealed; 2 denied)

ZBA News

All 2013 legal appeals of ZBA decisions were resolved in the Town's favor.

The ZBA and the Building Department Administrative Assistant positions were combined to provide better office coverage for the departments.



Wachusett Regional School District
Holden, Paxton, Princeton, Rutland, Sterling

January 2014

Dear Residents of Holden, Paxton, Princeton, Rutland, and Sterling,

As we begin the FY15 budget process for the Wachusett Regional School District, I wish to thank all Member Towns for their continued support of our schools and the children who attend them. We are a unique school district, which spans roughly 155 square miles and has over 7,000 students attending our schools. We celebrate the unique qualities of each town, yet strive to provide consistency for all students as they enter our high school and then head off into the world.

The Wachusett Regional School District is a strong school system that provides its students with a quality education. The issue that our district must face is that our funding from the state is woefully inadequate, leaving the five towns to make up the difference in supporting the budget. During the past year, WRSD leadership worked with town officials to better understand the ramifications of the lack of state funding and how it impacts schools and towns. When Chapter 70 funding remains flat from one year to the next, it becomes a challenge to both the District and the towns. The District must reassess everything from class size to developing a technology infrastructure if it chooses to reduce its budget to make less of an impact on the towns' budgets. The towns must balance their support of the school system within their own budgetary constraints. The funding formula used to provide financial support to our district and towns is flawed and must be changed at the state level if we are ever going to be able to make educationally sound decisions that are based on what the students need and not what we can afford.

This year, the District will continue to work with town officials in a transparent manner that will help to establish stronger relationships and, ultimately, a better understanding of our financial situation. We will not be seeking a restoration budget that would reinstate the many teachers and staff that we have lost over the past few years; however, we are looking to halt the drain that budget cuts have taken on the educational outcomes of students. If you visit any of our schools, you will find extraordinarily dedicated educators and administrators who go above and beyond for all students. We have drastically reduced our instructional support line so that teachers are spending more of their own money to support their classrooms. We need to work together to reverse this disturbing trend and reinvigorate our community.

As we begin to formulate a budget that is both fiscally sound but also educationally driven, we ask that each community review their town priorities and share them with the District so we are able to plan together to best meet the needs of all residents of the five towns. As the leader of our school district, I am developing a five year strategic plan that will lay out a budget conscious educational vision which will permit towns to plan accordingly whilst allowing the District to maintain a vibrant educational system that works for all students.

Sincerely,

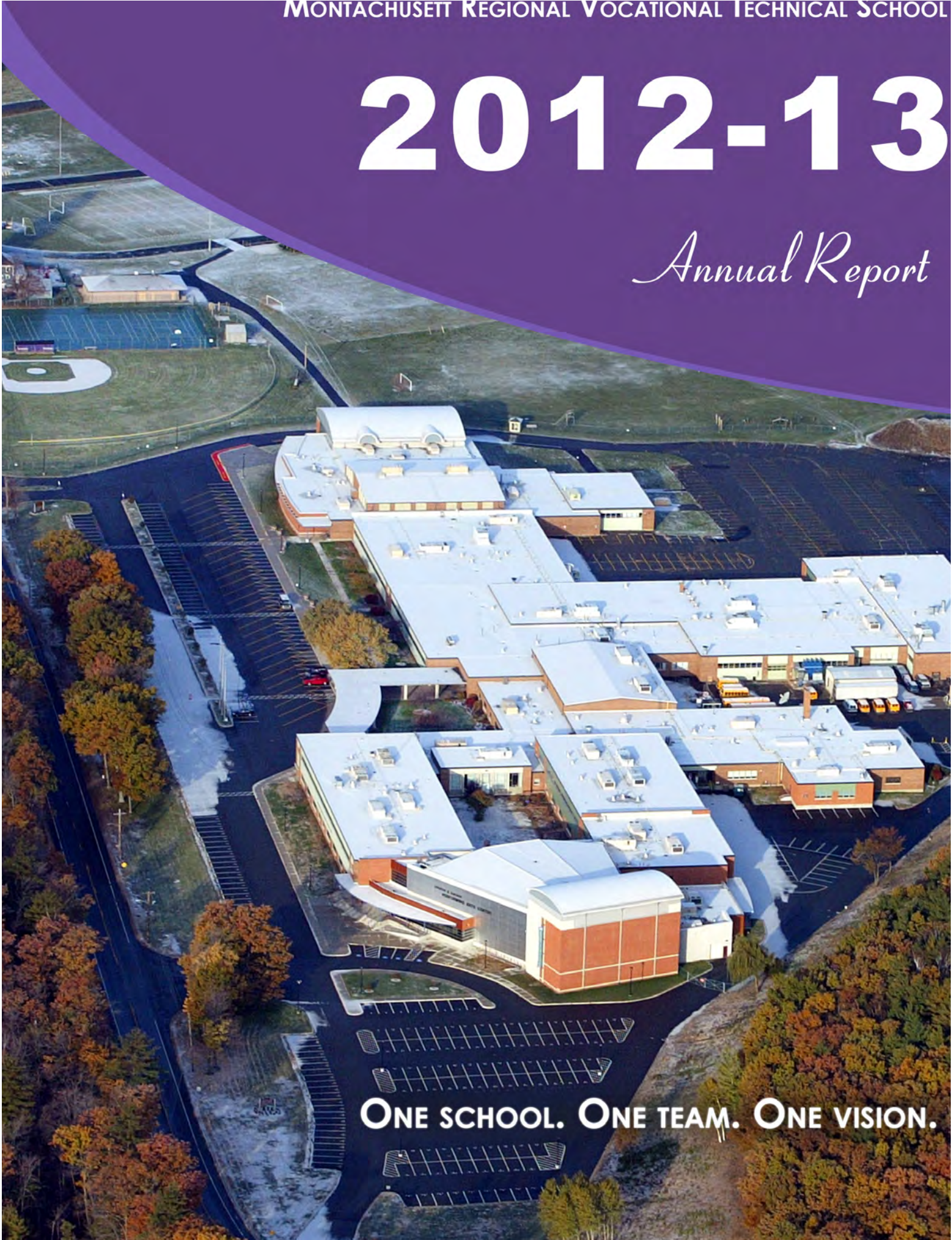
Darryll McCall, Ed.D.
Superintendent of Schools

DM:rlp

2012-13

Annual Report

ONE SCHOOL. ONE TEAM. ONE VISION.



As I enter into my third year as Superintendent-Director of Monty Tech, I remain humbled and honored to represent a school that continues to transform secondary education in North Central Massachusetts. Compiling information for the 2013 Annual Report has provided me with an opportunity to reflect on the achievements and activities of our students, faculty and staff. The 2012-2013 school year brought many exciting opportunities for the Monty Tech educational community. It was a banner year, marked by student achievement, faculty and staff distinctions, and leadership development, including:

- Competing in three categories: network security, digital forensics, and Cisco networking, a team of six talented students captured second place at the CyberPatriot event, a national high school cyber defense competition, founded by the Air Force Association.
- Cited for his dedication to his students and his involvement with the highly competitive Cyber Patriot event, Information Technology instructor, Richard Duncan, was named Teacher of the Year by the Air Force Association.
- Students at Montachusett Regional Vocational Technical School continued to demonstrate high academic achievement. In the spring of 2012, Monty Tech's passing rate on the MCAS English Language Arts exam was 99%, Mathematics 98%, and Biology 97%.
- Monty Tech science students continued to participate in the highly selective Student Spaceflight Experiment Program. Monty Tech remains the only vocational school in the nation to have a student science experiment launch into space, providing students with an opportunity to study the effects of gravity on their innovative science projects.
- Mass Audubon and the New England Farm and Garden Associations recognized our talented science instructor, Mr. Ken Pearson, with the well-deserved the 2013 Conservation Teacher of the Year Award.
- Monty Tech administrators made the new educator evaluation system a priority, attended a wide array of professional development programs, and continue to lead efforts to bring innovative and meaningful change to the complex system.

Today, the Monty Tech model of integrated academic and career-focused learning continues to provide high quality education to area youth. A Monty Tech education not only prepares students for employment, but also for post-secondary education. In fact, more than 60% of the Class of 2013 entered college or an advanced training program upon graduation. But what about success and retention in these post-secondary programs?

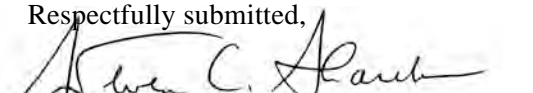
Because Monty Tech administrators, faculty and staff have a vested interest in the success of our students, the District has taken measures to keep in touch with our program graduates. One year after leaving Monty Tech, the graduates of 2012 reported the following:

- 35% are currently employed in a field related to their Monty Tech trade
- 10% are employed in a field unrelated to their vocational education
- 49% are currently pursuing a higher education
- 4% have elected to serve in the United States military

From a fiscal perspective, Monty Tech, like other schools in your community, is dependent on public support. Though the District has been impacted by the nationwide economic recession, we have made every effort to retain a fiscally conservative budget while providing students with a high quality education, grounded in advanced technology and 21st Century thinking.

The District's FY13 Annual Budget was accepted by each of the eighteen member communities, and reflected a 7% increase over the 2011-2012 Educational Plan. We recognize that we are in the midst of some of the most difficult economic times faced by public education and, as a result, we will continue to strive to seek creative ways to minimize member-town assessments.

Respectfully submitted,



Steven C. Sharek, Superintendent-Director

Our Mission

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

Our District

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

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

Leadership

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

Nicholas DeSimone, Principal

Francine Duncan, Director of Technology

Christina Favreau, Director of Academic Programs

James Hachey, Dean of Admissions

Richard Ikonen, Director of Facilities

Tammy Lajoie, Business Manager

Richard Nutt, Director of Vocational Programs

Steven Sharek, Superintendent-Director

Katy Whitaker, Development Coordinator

Victoria Zarozinski, Director of Student Support Services

Enrollment

On October 1, 2012, student enrollment at Monty Tech included 1,432 students in grades nine through twelve. Students are represented from every community in the district: Ashburnham (58), Ashby (37), Athol (110), Barre (39), Fitchburg (376), Gardner (173), Harvard (4), Holden (60), Hubbardston (56), Lunenburg (72), Petersham (8), Phillipston (17), Princeton (14), Royalston (24), Sterling (58), Templeton (110), Westminster (70), and Winchendon (127). The remaining nineteen students were from out-of-district towns, including Clinton, Hardwick, Leominster, Orange, Townsend and Worcester.

Throughout 2012-2013, Monty Tech offered a variety of opportunities for students, parents, and community members to learn about and visit the school. In October 2012, approximately 1,000 district eighth graders participated in the annual "Tour Day" event. Students toured our twenty-vocational/technical areas and learned about the school's challenging academic offerings and exciting athletic and extracurricular programs. Career Awareness Night offered interested students the opportunity to return in the evening with their family members, to further explore the facilities and talk with staff members.

Each year, the Dean of Admissions conducts school visits, student interviews, and accepts applications for admissions. 2012-2013 proved to be an exceptionally busy year for him, as the school received a record 881 applications for admission. Of those, 794 were from students hoping to enter our incoming freshman class.

The balance of the applications came from students hoping to enter the school as upperclassmen. Because there are only a limited number of students the school can accept each year, 379 freshmen and 22 upperclassmen were admitted.

The Vocational Interest Program (V.I.P.) offers area seventh and eighth grade students the chance to visit Monty Tech after school, and participate in hands-on learning experiences across a variety of vocational/technical areas. The program continued to attract a large number of students during the 2012-2013 school year, serving approximately 597 area students.

Class of 2012 Awards

Members of the Class of 2013 were awarded approximately \$50,000 in scholarships. The Monty Tech Foundation generously provided \$27,000 in scholarships to graduating seniors, ranging in amounts of \$250 to \$2,000. The Foundation also awarded \$6,000 to the practical nursing graduates. Once again, local and state organizations, as well as generous individuals, continue to recognize the ability and potential of Monty Tech graduates in the form of financial donations. The School Committee, administration, faculty, and graduates themselves, are grateful for this support.

Articulation Agreements with local colleges also play an important role in helping reduce the cost of higher education. Qualified Monty Tech students are eligible to receive college credits through a number of articulation agreements with public and private colleges across the country. Well over 60% of the graduating class of 2013 reported plans to enroll at either a 2-year college, 4-year college/university, or a technical/trade school upon graduation. By earning college credits while still in high school, these students will benefit by saving both time and money as they pursue advanced educational programs.

Financial Report

In an effort to develop a cost-effective budget for the fiscal year 2012-2013, a great deal of effort was put forth by the School Committee, administration and staff. The final fiscal year 2012-2013 Educational Plan totaled \$24,333,209, which represents a 7.0 % increase over the 2011-2012 Educational Plan. The District held spending in fiscal year 2012-2013 to the minimum required by Massachusetts General Law Chapter 70.

The District was audited in August 2013 as part of the yearly financial audit by the accounting firm of Melanson, Heath and Co. from Greenfield, MA and a very good report is anticipated.

Grants and Contracts

Monty Tech continues to pursue grant funding on an annual basis. These funds assist in providing many educational and social services to the student population. For fiscal year 2013, state and federal grant sources provided the school with \$922,132. Programs funded by these grants include: Essential Health Services, Social Intervention and Mediation, Improving Teacher Quality, Special Education Services and Program Improvement, Title I Support, Perkins Occupational Education, and Summer Academic Support.

In addition to state and federal grant sources, Monty Tech was also the recipient of private and competitive grant awards totaling \$358,245. Included in that total are a number of highly competitive awards, including a \$248,275 award from the Massachusetts Life Sciences Center, used to renovate two science laboratories, and a \$100,000 award from the Executive Office for Administration and Finance, used to purchase

vocational-technical training equipment, specifically a Sinker Electrical Discharge Machine (EDM), which will be used to train our Machine Technology students, creating a more skilled and better prepared regional workforce. Grants totaled \$1,280,377 for fiscal year 2013.

Academic Achievement












In 2012-2013, students at Montachusett Regional Vocational Technical School continued to demonstrate high academic achievement, earning commendable MCAS scores in English Language Arts, Mathematics, and Biology. In the spring of 2012, Monty Tech's passing rate on the English Language Arts exam was 99%, Mathematics 98%, and Biology 97%.

English Language Arts	2011	2012	2013
Students Tested	358	361	352
Passing	100%	100%	99%
Advanced/ Proficient	87%	95%	95%
Needs Improvement	13%	5%	5%
Failing	0%	0%	1%

Mathematics	2011	2012	2013
Students Tested	358	360	352
Passing	98%	99%	98%
Advanced/Proficient	86%	87%	80%
Needs Improvement	12%	12%	18%
Failing	2%	1%	2%

Biology	2011	2012	2013
Students Tested	362	361	398
Passing	97%	98%	97%
Advanced/ Proficient	71%	73%	73%
Needs Improvement	27%	24%	24%
Failing	3%	2%	3%

The district continues to make progress toward narrowing proficiency gaps. Students in all subgroups have met their progress and performance targets, continuing the school's Level 1 Status distinction.

Student Group	On Target = 75 or higher	Performance	Progress
All Students		83	Met Target
High Needs		76	Met Target
Low Income		83	Met Target
ELL and Former ELL		-	-
Students with Disabilities		75	Met Target
American Indian/ Alaska Native		-	-
Asian		-	-
African/American/Black		-	-
Hispanic/ Latino		99	Met Target
Native Hawaiian/ Pacific Islander		-	-
White		82	Met Target

Vocational Projects in the District Communities

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

The 2012-2013 school year was a busy one for our vocational educators, as each trade aimed to provide practical, hands-on learning experiences for our students, while helping to improve each of the eighteen member communities.

Auto Body: Collision Repair Technology: During 2012-2013, the program was fortunate to receive equipment upgrades including a new aluminum pulse welder, and an assortment of hand and air tools. The program introduced students to a virtual 3-D spray system, designed to provide students with the opportunity to practice the technique painting without using any materials, and the program's waterborne paint spray booth continues to provide students with training with more efficient waterborne paint systems. Throughout the year, the program received over eighty requests for service and repair work, including a number of requests from local school, police and fire departments. Students and instructors refinished a Westminster Police Department Speed Trailer, completed numerous projects in support of the NEADS Canines for Combat Veterans program, as well as repaired a Gardner Fire Department vehicle. (Total enrollment: 63; 42 males, 21 females)

Automotive Technology: The Automotive Technology program experienced instructional transition, as long-time instructor Ken Baer accepted another position within the District. George Russell, veteran automotive technician, filled the vacant position and has proven to be a valuable contributor in the department. Two of our top students, Seniors Hunter Manley and Mike Pauplis placed fourth at the state Ford/ AAA Automotive competition. Several students performed extremely well at the district level SkillsUSA competition. Hunter Manley of Phillipston, advanced to the state competition, where he was awarded a gold medal for his performance and qualified for the national competition in Kansas City, MO. The program also supported eight students in the Co-Operative Education program. These students gained valuable workplace experience, applying the skills they learned in the rigorous automotive technology program, and received high praise from their employers. (Total enrollment: 53; 44 males, 9 females)

Business Technology: Students and instructors in the Business Technology continue to enjoy an increased presence in the school community, providing assistance to shops and offices throughout the school by coordinating bulk mailing, labeling, organizing, and collating jobs. Offices that receive direct support from the Business Technology program include: Monty Tech Nurses' Office, front office, and Student Support Services. Students also assist wherever there is a customer service need, as in the annual greenhouse project, directed by Mr. Dylan Hager. Students serve as customer service representatives and cashiers for this very busy seasonal operation. Students also run a successful school store, refining their skills in cash handling, customer service, organization, and marketing. (Total enrollment: 76; 15 males, 61 females)

Cabinetmaking: Cabinetmaking students spent a great deal of time building and installing cabinetry in a number of public offices throughout the Monty Tech district. During the 2012-2013 school year, students and instructors were particularly busy renovating the kitchen in the Oak Hill Fire Station, located in Fitchburg, MA, where solid cherry cabinetry was built and installed to update the facility. The Senior class also built a beautiful solid cherry bedroom set, which was raffled off to raise money for the Monty Tech Foundation, a philanthropic organization that provides scholarships to students. Individual requests were also honored, including building podiums, and storage units, and all of the gifts for the annual Superintendent's Dinner (400 Nantucket benches) kept the students and instructors extremely busy throughout the remainder of the year. Finally, the program was also fortunate to receive four new machines: two jointers, a straight line rip saw, and an up-cut saw. (Total enrollment: 72; 45 males, 27 females)

Cosmetology: Providing students with educational space that closely reflects industry trends and a typical workplace environment are paramount in the cosmetology program. In November 2012, the renovation of rooms #202 and #210 was completed, offering students and instructors additional opportunities to train in a setting that closely resembles a traditional salon. The new space includes: twenty-four dry stations, twelve manicure tables and stools, new student lockers, shelving, wig warmers, new electrical outlets and fresh paint. Each of the programs twenty-two seniors successfully obtained their cosmetology license before graduation- bringing the programs total number of licensed operators to 225 (and three manicurists) to date. Monty Tech cosmetology instructors continued to promote community service, encouraging all students to participate in meaningful activities at the Gardner High Rise. Students provide free hair and nail services to the elderly once a month, a program that began in 1998. (Total enrollment: 89; 1 male, 88 females)

Culinary Arts: Students and instructors in the Monty Tech Culinary Arts program are among the busiest in our school. In addition to operating a full-service dining room and bakery, culinary students and instructors participated in the Independent Restaurant Group “Taste the Difference” event, and continue to showcase their talents at similar trade shows and events throughout the year. The program provided breakfast, lunch and dinner, as well as support staff, for a number of events for public organizations, including: Fitchburg Rotary Club, Montachusett Home Health Care, Senate Ways and Means Committee, Gardner AARP, and the Fitchburg City Council. The program also was fortunate to receive new equipment that has proven to increase efficiency, including a combination steam convection oven and new stainless steel prep tables. (Total enrollment: 105; 34 males, 71 females)

Dental Assisting: 2012-2013 proved to be a busy one for the students and instructors in the Dental Assisting program. The program supported three students who competed at the district level for SkillsUSA. Two went on to compete at the state level. Monty Tech welcomed Community Health Connections, a school-based dental hygiene program whose goal is to provide dental services to students in need. Through this initiative, approximately thirty-two students were examined by a dentist, had their teeth cleaned, and had sealants or temporary fillings applied as needed. Monty Tech Dental Assisting students were given hands-on, practical experience, as they assisted the staff from CHC during each dental procedure that was performed. Dental Assisting students also attended the Yankee Dental Convention, and learned about the most current trends and practices in the field. Finally, the program received new equipment, including a model trimmer, digital scales, a hot water bath and two vacuum forming machines. (Total enrollment: 62; 5 males, 57 females)

Drafting Technology: The Drafting program is proud to announce that five seniors held co-op positions during the 2012-2013 school year, and all plan to continue with their employment while attending local colleges and universities. Nine students earned the right to compete in the SkillsUSA event at the state level, and one standout was selected to represent the school at the national level. At the end of the 2012-2013 school year, every Junior (16 students) and every senior (7 students) were certified AutoCad Mechanical users, and each had also successfully earned certification in Inventor. The shop continued to provide countless community services in the form of banners, signage, building plans, interior design plans, and decorating for school-sponsored events. A capstone project for Drafting students and instructors is the school’s library, which was designed entirely by the Drafting Technology program, and upon completion, will be an excellent representation of the quality work that is produced in that shop on a daily basis. (Total enrollment: 51; 29 males, 22 females)

Early Childhood Education: The Early Childhood Education program at Monty Tech proudly graduated fourteen students, all college bound. The program continues to be a popular trade, with an emphasis on community service and continued education. During 2012-2013, Early Childhood Education students participated in the Fitchburg Public Schools: Math & Literacy Fair, operating a table, and engaging children in an activity-based scavenger hunt, based on two popular children’s books. Students also created twenty 3-D children’s games, which served as centerpieces for the MAEYC Annual Week of the Young Child Recognition Dinner. Three students from the program represented Monty Tech at the SkillsUSA National Skills and Leadership Conference in Kansas City, MO. Whether the students were competing or receiving a

volunteer service award, each of these young ladies represented the school and the Early Childhood Education program very well. The program has benefited from new supplies and equipment, including: a new storage unit for the baby Care Parent Simulation dolls, a SMARTboard, new playground equipment for the District's preschool program, and a new pocket laminator. The Monty Tech Childcare Center continues to operate at full capacity, serves as a co-operative education site for two students, and successfully prepares their young students for transition into Kindergarten. The Center's Director, Ms. Kelley Booth, visits with prospective parents almost daily and handles frequent calls for Fall placement. (Total enrollment: 65; 3 males, 62 females)

Electrical: The Electrical program at Monty Tech continues to be one of the busiest trades in the school. During the 2012-2013 year, students and instructors completed a number of "outside projects" that include: all wiring of the Bresnahan Community Center in Ashburnham (with the exception of fire and security), wiring of the new AV center at the Bromfield School (Harvard, MA), and lighting upgrades to the Toy Town Elementary School Conference Room (Winchendon, MA). Countless electrical projects were also completed in-house, including: library renovations, LED lighting on the outside of the school, wiring two new stations in Cosmetology, data upgrades in a number of classrooms, and new equipment installations in vocational programs (Culinary Arts, Cabinetmaking, Machine Technology, and Automotive Technology). The Electrical program is also particularly proud to have trained thirteen students who benefited from a co-op placement during the 2012-2013 school year, successfully applying what they have learned at Monty Tech in workplaces across North Central Massachusetts. (Total enrollment: 88; 79 males, 9 females)

Engineering Technology: The Monty Tech Engineering program has undergone a yet another major transition, as long-time instructor David Dion retired during the 2012-2013 school year, which left a vacancy that was filled by Mr. Dennis Cormier, veteran engineer. Mr. Cormier's great enthusiasm for the subject matter has been a welcome addition to the program, that has seen a marked increase in student interest. During the 2012-2013 school year, the exploratory program yielded thirteen first-choice freshman, with an incoming freshman class totaling sixteen. All eleven seniors graduated, and reported plans to continue their education, join the military, or continue working in the engineering field. Engineering Technology instructors were pleased with the addition of new materials and equipment, including new student lockers, additional storage units, a mechanical stress tester, a fusco system, and a wide variety of Project Lead the Way curriculum and tools. (Total enrollment: 58; 42 males, 16 females)

Graphic Communications: The Monty Tech Graphic Communications program is pleased to have graduated twenty-four students, all of whom were accepted at a variety of colleges, including 2-year, 4-year, public, and private institutions. Throughout the 2012-2013 school year, the shop continued to produce large quantities of print projects for district towns and community service organizations. This year, the shop produced approximately three hundred twenty print projects, billing in excess of \$38,000. The shop also produced yearbooks for local institutions, saving each school approximately \$8,000 - \$10,000, as the billing only reflects cost of materials. In our student-operated copy center, over three million black and white copies, two hundred fifty thousand color copies, and over five hundred wide format prints were completed. The program was fortunate to receive a number of equipment upgrades and pieces of new technology, including: a black and white high speed copier, a digital envelope printer, a comb binding machine, a screen printing positive printer and ten (10) new iMac computers, each equipped with CS6 software. (Total enrollment: 89; 28 males, 61 females)

Health Occupations: The Health Occupations program at Monty Tech continues to educate a large number of students, providing a rigorous education grounded in current medical knowledge and practice. With guest speakers including a mortician, an emergency room physician, the American Red Cross and representatives from Battered Women's Resources, instructors aim to provide students with critical exposure to a variety of health-related career options. The program, which boasts an enrollment of just under one hundred students, continues to participate in community service programs, including the annual Red Cross Blood Drive, Pediatric Day (in conjunction with students from the Early Childhood Education program), and a "baby shower" for women living in a local battered women's shelter. In addition to providing students with CPR

training and certification, the program provides opportunities for students to sit for two certification exams. The juniors sat for the Certified Nursing Assistant (CNA) exam, and the senior students sat for the Clinical Medical Assistant Certification (CCMA) exam. (Total enrollment: 99; 6 males, 93 females)

House Carpentry: Most of the work done by the students and instructors in the Monty Tech House Carpentry program is done off-campus, completing renovation, building, and repair work for member communities. Some of the more notable projects from the 2012-2013 school year include: work on the Bresnahan Community Center (Ashburnham), leading renovation efforts for the school's new library, constructing and installing Fitchburg Rotary Club flower boxes, completing work on Westminster Little League dug-out roofs, constructing and installing a shed located at the Town Hall (Ashburnham), completing work on the Monty Tech softball field dug-outs, and designing and installing stage extensions for the Monty Tech Dukakis Performing Arts Center. (Total enrollment: 65; 42 males, 23 females)

Industrial Technology: Students and instructors in the Monty Tech Industrial Technology program are called on for "a little bit of everything." Whether busy on campus or off, these students contribute to the educational community in countless ways. During 2012-2013, the majority of their work was concentrated on three major outside projects: 1) re-roofing the Princeton Municipal Power and Light Company's multi-shed buildings, 2) designing and creating props for the Annual Superintendent's Dinner fundraising event, and 3) fabricating and installing a 12' x 16' wooden, gambrel style shed for the Town of Ashburnham. The Co-Operative Education program continues to be a highlight for students in the Industrial Technology program, as six students were awarded co-op placements during the year. Finally, the District hired Mr. Kenneth White to replace long-time instructor Michael Edson, who retired early in the year. Mr. White has proven to be a wonderful resource to our students, bringing over 35 years of experience in maintenance repair and machine set up knowledge. (Total enrollment: 52; 49 males, 3 females)

Information Technology: As with any school, information technology provides key services to the educational community. In addition to the critical in-house Help Desk services offered by the program, students and instructors performed in excess of two hundred hours of repair, upgrading, and troubleshooting computer problems for Monty Tech community members. Competing in three categories: network security, digital forensics, and Cisco networking, a team of six talented students (led by instructor Richard Duncan) captured second place at the CyberPatriot event, a national high school cyber defense competition, founded by the Air Force Association. To give you a sense of how immense this accomplishment is - there were 806 teams representing all fifty states at this competitive event! The Information Technology program also offered TestOut PC Pro certification opportunities to Sophomore and Junior students. During the 2012-2013 school year, 26 out of a total 33 students passed this certification exam, a 79% success rate. (Total enrollment: 58; 54 males, 4 females)

Machine Technology: The Monty Tech Machine Technology program saw several key improvements during the 2012-2013 school year. The program benefited from new technology, including: a Kalamazoo cut-off band saw, new benches, and two jet engine lathes with digital readouts. Additionally, a vocational equipment grant from the Executive Office for Administration and Finance, in the amount of \$100,000 was awarded to the District. These funds will directly benefit the students in the Machine Technology program, as the District has purchased a Sinker Electrical Discharge Machine (EDM). Students will be trained in this new technology, and, therefore, will be more marketable to area machine shops that utilize similar equipment. Two students advanced from the SkillsUSA district competition to compete at the state level, one in Precision Machining and the other in CNC Milling. The program is particularly proud of student efforts in CNC Milling at the state SkillsUSA competition, where a Monty Tech student won a bronze medal. A total of twelve (12) students were offered co-op employment (up from only 3 students in 2011-2012), and were able to put their vocational education into practice at area machine shops. Students who remained at the school refined their skills by completing a number of special projects, including: manufacturing brass plaques to mark projects within the school and outside projects in Monty Tech communities, laser engraving plaques for the school's annual car show, creating custom drawer pulls for the bedroom set hand-crafted by

Cabinetmaking students, and machining components for the auditorium stage extension project. (Total enrollment: 62; 56 males, 6 females)

Masonry: Students and instructors in the Monty Tech Masonry program were busy on our campus, as well as in many of the member communities throughout the 2012-2013 school year. Community services included: designing and installing the brick chimney, tile floors and the stone surrounding the wood stove at the William Bresnahan Community Center (Ashburnham); repairing the flag pole base at the fire station, repairing brickwork at the police station, and repairing sidewalks and manholes at the Sundial Apartments (Fitchburg); cutting channels and removing concrete floor, jackhammering ledge in the floor, and repairing the concrete floor at the Bromfield School (Harvard); completing work on the Little League dugouts (Phillipston); and completing brickwork at the Senior Center and repairing steps at the Wendell Clark Memorial YMCA (Winchendon). When students weren't busy in our district communities, they were preparing for and competing in the Massachusetts Trowel Trades Association (MTTA) competition, where they were recognized with the following distinctions: Seniors – 1st and 3rd place, Juniors – 2nd place, and Sophomores – 2nd place. Students and instructors also worked to beautify our own campus by installing block work for the softball dugout renovation project, pouring a concrete slab behind the Plumbing shop, and building flower boxes/ retaining walls around signs in front of the school. (Total enrollment: 66; 55 males, 11 females)

Plumbing: The Monty Tech Plumbing program, like others throughout the school, is committed to community service, and as a result, during the 2012-2013 school year, students and instructors participated in the construction of a new community function center, the William T. Bresnahan Community Center in Ashburnham. Students and instructors also worked to complete rough plumbing, radiant floor heating, and radon mitigation systems in a new commercial building in Ashburnham. In Harvard, students and instructors worked on the Bromfield School campus to install the plumbing and heating systems in an unused space that will soon be the home for the Harvard Community Cable Access group. On our own campus, students worked daily on fixing leaks, cleaning drains, and repairing and maintaining the plumbing system in the school. The Plumbing program is particularly proud to have trained eight students who were given an opportunity to demonstrate their technical skills in a co-operative educational placement. The Monty Tech Plumbing program proudly graduated sixteen students in the Class of 2013. Two students, in particular, received prestigious trade awards/recognitions: Nick Dudley (Westminster) won the Central Massachusetts Plumbing & Gasfitting Inspectors Association scholarship, and Nick Foster (Gardner) was named a Voc-Tech All Star by the Plumbing, Heating, and Cooling Contractors Association of Massachusetts. (Total enrollment: 68; 65 males, 3 females)

Welding/Metal Fabrication: The Welding/Metal Fabrication program is charged with successfully completing numerous projects on the Monty Tech campus, including repair work, layout, design and installation. In conjunction with other trades at the school, students and instructors in the Welding/Metal Fabrication program are instrumental in the successful completion of many of the school's building renovation initiatives. In addition to the more than 65 miscellaneous projects successfully completed by students during the 2012-2013 school year, students and instructors worked collaboratively to complete restoration work on a fire truck operated by the Fitchburg Fire Department, which was the program's capstone project for the year. The program benefited from the addition of new equipment, including a DoAll 400S Horizontal Band Saw, a Nederman Portable Welding Fume Extractor, a Torchmate Plasma Cutting Water Table, and three Milleromatic® 211 Auto-Set Mig Welders. The program was pleased to place ten top students in Co-Operative Education work experiences across the district. (Total enrollment: 57; 54 males, 3 females)

Special Services

During the 2012-2013 school year, Montachusett Regional Vocational Technical School District provided special services to approximately three hundred students – measuring progress of approximately two hundred students on Individual Education Plans (IEPs) and just under one hundred students adhering to individualized Section 504 plans. While the Student Support Services (SSS) Department encompasses special education, the department provides support and is available to all Monty Tech students.

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

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

Technology

In 2012-2013 Monty Tech began the process of improving our network infrastructure to meet the needs of the future. The Massachusetts Department of Elementary and Secondary Education's initiative to replace the current MCAS student assessment testing system with PARCC, an online student assessment testing system, is the driving force for such improvements in school districts across the state.

The network core switch has been upgraded along with other network switches throughout the building. Internet bandwidth was increased considerably, and the school selected a wireless network vendor to install building-wide wireless access during the summer of 2013. We believe these improvements to the school's infrastructure have prepared the school for the technology-driven PARCC assessment.

Monty Tech continues its participation in the Massachusetts Office of Health and Human Services Virtual Gateway initiative, which provides direct certification of free and reduced lunch students. This process has improved the process of qualifying students for subsidized meals, directly impacting technology costs at the school. As the number of students who qualify for subsidized meals increases, so too, does our e-rate discount, substantially reducing costs associated with the District's internet, firewall, email systems.

Monty Tech continues to replace and add technology equipment and software so that students gain experience with newer technology. Our Information Technology program added a virtual server, and several of our other shops replaced equipment that is now based on computer technology.

SkillsUSA

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

Led by co-advisors, Ms. Kelsey Moskowitz, English teacher, Anne Marie Cataldo, Early Childhood Education Instructor, and Dan Starr, Graphic Communications Instructor, 2012-2013 proved to be a remarkable year for the Monty Tech SkillsUSA chapter. Highlights of the year include:

- Fitchburg resident, and Dental Assisting student, Brittany Velez, was elected Massachusetts SkillsUSA State President.
- Thirteen students attended the Annual Fall State Leadership Conference. The conference spanned three days, and presented the students with an opportunity to develop leadership skills and perform community service at an area YMCA Day Camp.
- The SkillsUSA local competition was held in January 2013. The competitions took place over a three-week period, and included leadership competitions as well as technical and skill based competitions. The event culminated in a Local Awards Ceremony, held at the school on January 23, 2013.
- Winners from the local competition advanced to the district competitions, held at Bay Path Regional Vocational Technical School. There, a grand total of forty-seven (47) medals were captured by Monty Tech students - fourteen (14) gold, nineteen (19) silver, and fourteen (14) bronze medals. Two students also qualified to run for the State Executive Council. Remarkably, students in four contests swept the contest, obtaining all three medals. These included 3D Animation Technology, Medical Assisting, Early Childhood Education, and Digital Cinema Production.
- Two students, Russell Holbert (Graphic Communications) and Nadia Machado (Health Occupations), served on the State Advisory Committee to help aid in the planning of the State Conference.
- A total of seventy-eight students attended the State Leadership and Skills Conference, held at Blackstone Valley Vocational Technical School. Traveling to the highly competitive conference were thirty-nine (39) District Medalist and qualifiers, seventeen (17) local leadership contestants, two (2) state officer candidates, and twenty-four (24) voting delegates. The event culminated with nineteen (19) medals and seven (7) students earning the right to compete at the National Leadership & Skills Conference held in Kansas City, Missouri in late June. Brittany Velez was also elected to the State Executive Council and was named a candidate for National Office. Russell Holbert, Nadia Machado, Andrea Bickford and Jessica Shattuck were selected to be national voting delegates.
- Seven students also traveled to the National Conference, where they received the coveted President's Volunteer Service Award.
- In June 2013, eighteen students and nine instructors attended the National Conference in Kansas City, Mo. There, Emily Westerback, senior in Graphic Communications, earned a silver medal in Advertising Design, and Brittany Velez, a junior in the Dental Assisting program, was elected to be a National Officer. In July, at National Officer Training, Brittany was voted to the position of National Secretary.
- Throughout the year, students participated in a number of community service projects, including: the Marine Corps JROTC 10 Mile March to raise money for veteran's services; a "Change for Children" Campaign to benefit a Holiday Party for disadvantaged children; Salvation Army "Christmas Angels" were distributed to collect toys and gifts for underprivileged children; "A Night of Fun with The Harlem Wizards" to benefit Be Like Brit Foundation and The Doug Flutie Jr. Foundation for Autism.

Marine Corps JROTC

The Monty Tech Marine Corps Junior Reserve Officers Training Corps (MCJROTC) was selected as a National Honor School for the fourth consecutive year. The program's enrollment exceeded 180 students, hailing from all eighteen sending communities.

As in past years, the MCJROTC ceremonial units were in high demand throughout the district. The MCJROTC cadets conducted thirty-eight ceremonial details, and every weekend during the school year the cadets were busy with various corps activities.

The MCJROTC unit conducted over seventy-two hundred hours of community service. Service is an important part of the MCJROTC experience. This year the cadets donated \$14,500 to Canine's for Combat Veterans, \$5,000 to the Fitchburg Veterans Outreach, and \$1,000 to the Wounded Warrior Project.

The 2012-2013 Leadership Trip was held at Camp Outdoor Odyssey in Boswell, PA. Seventy cadets experienced this week-long adventure training in the mountains of western Pennsylvania.

During the month of July the Cadet Corps hosted a first-ever National Marine Corps Cyber STEM Camp at Monty Tech. Over ninety cadets from the Midwest and Northeast spent a week at the school learning about Cyber Security. Leaders from business and education sectors, as well as leaders from the United State military, lectured on the growing Cyber Security field.

Other notable highlights for the year include:

- National High School Cyber Defense Competition, National Runner Up
- Ten-mile March-A-Thon to support "Canine's for Combat Veterans"
- Annual raffle to support leadership trips
- Veterans' Day Ceremonies hosted by Monty Tech
- Memorial Day Observation in six sending communities

Women in Technology

The past year marked the 11th year that the North Central Massachusetts Women In Technology program has been providing opportunities for young women from area high schools to learn firsthand about careers in high-tech and business. Participants spent two days a month working on real-world work projects under the mentorship of company managers at SimplexGrinnell and Tyco Safety Products in Westminster, subsidiaries of Tyco International, a Fortune 500 company.

Students from Monty Tech, Leominster's Center for Technical Education, Oakmont, Quabbin, Gardner and Narragansett participate in the program. Their completed projects are unveiled at an annual end-of-the-year presentation held in Monty Tech's Performing Arts Center. Corporate sponsors, along with families, friends and teachers, are invited to attend and see what the students have accomplished during the school year.

This long-standing program continues to offer opportunities to young ladies interested in gaining work experience in a corporate setting. Affiliation with the program, and skills acquired through participation in the Women in Technology program, open doors to career opportunities not otherwise available to high school students. Graduates of the program are also equipped with a foundation to better meet the challenges of an ever-changing and demanding work force.

Each year, graduates of the program go on to rewarding and well-paying careers, made possible by this unique experience.

Student Athletics

The Monty Tech athletic program continues to expand in scope and skill each year. More students and teams compete every season. In fact, during the 2012-2013 school year, the Monty Tech Athletic program expanded considerably, and now includes indoor track & field for both boys and girls, lacrosse for both boys and girls, and a boys tennis team. During the fall of 2012, Monty Tech was well-represented by eighteen teams. In the winter months, there were fourteen teams, and wrapping up the year, spring saw thirteen teams come together at Monty Tech.

Last fall, the varsity football team saw their first winning season in almost ten years, going 6 - 5 and winning the annual Thanksgiving eve game. The junior varsity football team was 2 - 4 and the freshman football team was 3 - 5. The varsity boys soccer team finished at 7 - 10 - 1. The junior varsity boys soccer team was 6 - 6 - 1, an improvement over last year. The varsity golf team was 5 - 14 overall, while the junior varsity golf team played in five tournaments, gaining valuable experience on the links. The varsity field hockey team went an impressive 16 - 2 - 1 for the season, winning the Colonial Athletic League title with a 9 - 0 - 1 record. Their performance qualified them for the Central Mass Tournament for the third consecutive year, where they lost to Tyngsboro, 3 - 2 in a shoot-off. The junior varsity field hockey team finished at 7 - 1 - 1. The boys cross-country team was 10 - 3, finishing second in the Colonial Athletic League with a 6 - 1 record. The girls cross-country team was 6 - 1 overall and 3 - 1 in the Colonial Athletic League. The varsity girls volleyball team finished 10 - 10 for the season and qualified for the district tournament. The junior varsity girls volleyball team was 9 - 6, while the freshman team continued to improve each match. The varsity girls soccer team was 11 - 3 - 3, and qualified for the State Vocational Tournament, where they lost to Diman Regional Vocational Technical High School, 5 - 0. The girls junior varsity soccer team finished at 7 - 7 - 1.

The girls varsity basketball team finished at 10 - 10 on the season, qualifying for the Central Mass Tournament. They beat North Brookfield in the first round, 39 - 34 and lost to Hopedale, 64 - 18. Two team standouts qualified for the Colonial Athletic League All-Star team. The junior varsity girls were 15 - 5, while the freshman girls finished the season with a 9 - 3 record. The varsity boys basketball team finished at 6 - 14, while the junior varsity team finished with a strong 13 - 7 record and the freshman went 13 - 3. The co-op wrestling team participated in many dual meets and tournaments finishing at 6 - 9. The co-op ice hockey team finished at 8 - 10 - 2, just missing the playoffs. The junior varsity ice hockey team played very well. Eleven swimmers participated in a co-op swim team with members from Leominster, North Middlesex and Oakmont, swimming at the Fitchburg State University pool, one of the best in the area. 2012-2013 saw our first indoor track & field for both boys and girls. Each team participated in eight meets, and recorded some fine individual performances.

In the spring of 2013, the varsity softball team qualified for the Central Mass Tournament with a 10 - 10 record, losing to Hopedale. The junior varsity softball team was 5 - 8. The varsity boys volleyball team finished with a 9 - 1 record in the Colonial Athletic League, and won the league title for the first time. The varsity baseball team finished at 7 - 13, while the junior varsity baseball team was 10 - 6 and the freshmen baseball team was 2 - 4. The boys track & field team was 7 - 1, placing second in the Colonial Athletic League with a 6 - 1 record. The girls track & field team was 6 - 2 and also placed second in the Colonial Athletic League with a 5 - 2 record. Combining effort with area North Central Charter School, we were able to form our first boys and girls lacrosse team. Monty Tech hosted the boys, while N.C.C.S. hosted the girls. The boys played fifteen games their first year, and due to a large turnout from Monty Tech, we expect to have our own team Spring 2014. One student, a freshman, played for the Fitchburg High School tennis team, and was named to the Sentinel and Enterprise All-Star team.

Congratulations to the Outstanding Male and Female athletes for 2012-2013, Tarsiah Murphy and Monica Pucko.

Postgraduate and Continuing Studies

The Postgraduate & Continuing Studies Program, also known as Monty Tech Nites, continues to update and add courses that emphasize a commitment to excellence by offering affordable, quality, and enjoyable educational experiences. For the Fall of 2012, Monty Tech offered 106 courses “in-house” and another 400+ were offered online. Approximately 900 seats were sold for Fall 2012 courses. In comparison, there were 108 “in-house” courses and, again, over 400 on-line courses offered during the Spring 2013 semester. Approximately 800 seats were sold for Spring 2013 courses.

In April 2013 the postgraduate program successfully graduated our second class of fifteen Emergency Medical Technicians. The students took their practical exam at Monty Tech and proceeded to take their written exam at a state-designated facility. Several graduates have already found employment in their chosen field.

The Director of the Postgraduate & Continuing Studies Program actively seeks information to develop new (and expand existing) certificate and licensure programs that align with regional workforce needs and employment trends.

Practical Nursing Program

The Practical Nursing Program is designed to prepare graduates to practice safely, ethically and in a caring manner for patients who are experiencing common variations in health status in diverse health care settings. This mission, which is consistent with the philosophy and goals of the Montachusett Regional Vocational Technical School District, accomplished the following:

- Identifies a strong relationship between academic and vocational preparation
- Stresses the importance of developing critical thinking skills to function safely, effectively, and productively in an ever-changing technical and diverse society
- Supports the maintenance of a positive and caring learning and practice environment

In November 2012 the Practical Nursing Program hosted a site visit to obtain accreditation by the Council on Occupational Education (COE). We received full accreditation for six (6) years, which allows the program to participate in the U.S. Department of Education student loan program and provides the Monty Tech Evening Division with a national accreditation status.

In Fall 2013 the Practical Nursing Program hosted a site visit and evaluation from the Dept. of Elementary and Secondary Education (DESE). The Practical Nursing Program was approved as a Chapter 74 adult educational program. This will provide the program with another revenue source along with our student tuition income.

In June 2013 we graduated twenty-nine (29) students to enter the nursing profession and the class achieved an initial NCLEX pass rate of 94%. Over 85% of the 2013 graduates are currently working in the North Central area as LPNs in various health care settings from long term care, sub-acute care, clinics and prison health care.

Our experience and forethought in the development of the LPN to BSN Bridge program with Fitchburg and Worcester State University continues to garner state and national attention. Program Director, Holly Lafrance, remains committed to the Nurses of the Future Initiative, working closely with the Board of Higher Education as a member of the academic progression model team, while the Monty Tech Practical Nursing instructional team was asked to present at the highly respected National League of Nursing (NLN) annual conference in Washington DC in Fall 2013.

Looking Ahead

While the Montachusett Regional Vocational Technical School District educational community is certainly proud of the achievements of our talented students, faculty, and staff, we continue to have an eye toward the future, always committed to improving our vocational and academic programming, strengthening key partnerships, and maintaining facilities that contribute to student success and achievement. As we look ahead, there are a number of programs and initiatives that we expect will have a positive impact on our school and students for years to come.

Biotechnology: With funds provided by a Massachusetts Life Sciences Center Grant, the renovation of two science laboratories is nearing completion, giving the school two 21st Century, universal laboratories, filled with materials, supplies and equipment that enable educators to introduce exciting lab offerings and curriculum to eager students. Two courses, Introduction to Biotechnology (BTC101- 4 credits) and Basic Solution and Media (BTW102- 3 credits) will be offered to high school students through a unique middle college model, whereby college level coursework is embedded during the traditional high school schedule. The courses will be co-taught by a Mount Wachusett Community College faculty member and a Monty Tech instructor. The MWCC faculty member will serve as a visiting instructor, co-teaching the classes with a highly qualified science instructor. Upon successful completion of the courses, students who earn a 'B' or better are eligible to receive seven (7) college credits.

Expanded AP Offerings: In September 2012, Monty Tech launched its first Advanced Placement courses, grounded in the belief that because today's vocational programs are rigorous and complex, high school academic offerings should be as well. With 69 students enrolled in two courses, we are delighted to report approximately 40% of these eager students earned college credit as a result of end-of-course test results. Pleased with these results, District officials are excited to expand AP offerings in the coming years, introducing courses such as AP Statistics, AP Studio Art, and even AP Environmental Science.

Renovation of the School's Library: For several years, Monty Tech has been without a library. Though the school's faculty and staff have gone to great lengths to provide alternatives to students during this time, providing research databases, ebooks and audio books, the district has committed to renovating the existing facility, with the hopes of transforming it into a student-friendly 21st Century library. This extensive project, which is nearing completion, will provide students with 2,000 new fiction titles, access to a collection of approximately 6,200 titles, quiet study space, extensive research capabilities, and wireless access. We look forward to the library's grand re-opening in December 2013, providing the Monty Tech educational community with a library that more closely reflects the advanced technology and training available to students at Monty Tech.

Educator Evaluation: Because Montachusett Regional Vocational Technical School District is not a Race to the Top district, school officials were given until Fall 2013 to negotiate and implement the new educator evaluation tool. Throughout the 2012-2013 school year, administrators participated in workshops and professional development coursework to develop a broad understanding of the scope of the state's new evaluation system, and in September/October 2013, educators participated in training related to developing SMART Goals. We are delighted to report that an evaluation tool has been agreed upon, and that teachers and administrators continue to work collaboratively to implement the new evaluation tool, with intentions of improving educational delivery across the District.

Summer Camps: The school's new Dean of Admissions has proposed a Summer Camp program that will bring added life to our halls during the month of July. Interested 6th – 8th grade students in our eighteen sending communities will have an opportunity to attend one of four innovative summer enrichment programs. Each camp has been designed to introduce students to vocational programming, familiarize them with our school, and will culminate in an exciting field trip! Additionally, thanks to the generosity of the Monty Tech Foundation, scholarships will be available to students who qualify for free/reduced lunches, and all costs of the field trip will be covered for every participant.

The Monty Tech School Committee

The Montachusett Regional Vocational Technical School District Committee is comprised of twenty-two dedicated individuals, whose expertise proves invaluable in advising the district's operations, policies, and procedures.

Our students continue to benefit from the broad scope of their experience and varying perspectives, and we are thankful to the following members of the 2012-2013 School Committee for their outstanding service.

Eric Olson, Phillipston
Chair

Barbara Reynolds, Lunenburg
Vice Chair

Diane Swenson, Ashburnham
Peter Capone, Ashby
Toni L. Phillips, Athol
John Scott, Barre
Brian J. Walker, Fitchburg
Robert H. Campbell, Fitchburg
LeRoy Clark, Fitchburg
Thomas J. Conry, Jr., Fitchburg
Helen Lepkowski, Gardner
Eric D. Commodore, Gardner

Joann Sueltenfuss, Harvard
James Cournoyer, Holden
Kathleen Airoidi, Hubbardston
Edward Simms, Petersham
John P. Mollica, Princeton
Mary C. Barclay, Royalston
Dr. Kenneth I.H. Williams, Sterling
James M. Gilbert, Templeton
Gary Candelet, Westminster
Burton E. Gould, Jr., Winchendon

Terri Hillman, Winchendon
Secretary

Norman J. LeBlanc
District Treasurer

Respectfully Submitted By:

Steven C. Sharek, Superintendent-Director
Montachusett Regional Vocational Technical School
December 20, 2013

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Town of Sterling
Incorporated in 1781

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 - Edward J. Markey202-224-2742

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COUNTY AND DISTRICT OFFICIALS

District Attorney – Middle District -- Joseph D. Early, Jr.508-755-8601
 Sheriff – Worcester County -- Lewis G. Evangelidis508-854-1800
 Register of Deeds – Worcester District -- Anthony J. Vigliotti508-798-7717
 Register of Probate – Worcester County -- Stephen G. Abraham508-831-2200
 Clerk of Courts -- Dennis P. McManus508-831-2000

Links to all the above officials may be found on the Town’s website.

TOWN INFORMATION

www.sterling-ma.gov

Main phone number at the **Butterick Municipal Building -- 978-422-8111**

Assessors _____ ext. 3	Municipal Light Dept. 978-422-8267
Board of Health _____ ext. 5	Planning _____ ext. 8
Conservation _____ ext. 8	Recreation _____ 978-422-3041
Council on Aging (COA) _____ ext. 4	Town Administrator _____ ext. 7
or dial COA directly at ___ 978-422-3032	Town Clerk _____ ext. 1
DPW and Water Dept ___ 978-422-6767	Treasurer/Collector _____ ext. 3
Inspections _____ ext. 2	Zoning Board _____ ext. 2

NOTE: each department has different business hours.

Annual Town Meeting is voted by the Board of Selectmen. Dates for 2014 are as follows:
Annual Town Meeting - May 3, 2014 at the Chocksett School Auditorium
Annual Town Election - May 12, 2014. Polls are open from 7am – 8pm at the Houghton School.

Complete lists of Board and Committee members' names are included on the Elected and Appointed Officials pages at the beginning of this Report.

DOGS

Dog Licenses are sold at the **Town Clerk's Office between January 1st and April 15th** of each year. (When April 15 falls on a weekend, the deadline is extended to the next business day.) A Penalty of \$25.00 per dog will be added as of April 16th for dogs that were not licensed by the due date. You may remit payment by mail (include an extra \$2 to cover postage for each dog tag) or in person. Town Clerk's office hours are 7:30-5:00 pm Mon-Thur and 7:30-11:30 on Friday.



Dog License Fees

Intact Male ____ \$12.00	Kennel Fees: Up to and incl. 4 dogs ____ \$40.00
Intact Female ____ \$12.00	5 and up to 10 dogs ____ \$50.00
Neutered Male — \$ 8.00	11 or more dogs _____ \$60.00
Spayed Female — \$ 8.00	

If you are over the age of 70, there is no charge to license your dog(s).

If you have a problem with a dog or if you need to speak with the **Animal Control Officer**, please call **978-422-7331**.

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Fishing, hunting, trapping and sporting licenses are no longer available at the Sterling Town Clerk's Office. Licenses are available **online** at www.sport.state.ma.us and at **WalMart in West Boylston**. For information, call ActiveOutdoors Help Desk at 1-888-773-8450 or e-mail mahfwebmaster@als-xtn.com.

NEED A RIDE?

Any handicapped or elderly person is entitled to use the **MART Van** for doctor, dentist or therapy appointments. Call the **Council on Aging**, 24 hours in advance of your appointment, at **978-422-3032** (direct line).