

Town of Sterling WARRANT

Attention – Voters and Taxpayers
Please bring this WARRANT to Town Meeting



May 7, 2018 Monday
Annual Town Meeting 6:30 PM
Chocksett Middle School Gym
40 Boutelle Road

Finance Committee Report

To the Citizens of Sterling,

Your Finance Committee respectfully submits our report and our town's budget recommendation for the fiscal year beginning July 1, 2018 and ending June 30, 2019. We have reviewed each town department's budget request which we present at the back portion of this warrant.

As part of the Finance Committee's budget deliberations over the past several months, the Committee recommends an entire town budget of \$24,106,107.44, a 2.86% increase over the prior year. This year the budget consolidates the school budgets of both districts, Wachusett Regional and Monty Tech, although they remain as separate warrant articles #8, 9, and #10. We believe that the budget as presented is both prudent and fiscally responsible.

One particular item of note is the Finance Committee's recommendation that salaries of our town employees be increased by 3% in this coming fiscal year. In years past, we have asked department heads to limit increases to 2% across the board. After reviewing our entire budget, it was felt that we could absorb this increase and still maintain the financial stability of the town. Sharing financial good times with our town employees recognizes their efforts in making Sterling a great place to live, work and recreate. Further, the Committee supports the investment in four new staff positions which we believe will greatly benefit the town for years to come. These additions can be found in the budgets of the planning department, town administrator's office, senior center and police department.

Other budget areas to draw your attention to are the following:

- School District Assessments

The Wachusett Regional School District increased their overall assessment by .90% to \$11,343,738 while the Montachusett Regional Vocational Technical School District decreased their assessment by 2.15% to \$835,450.

- Capital Requests

After careful consideration and review of capital requests from all departments, the Committee is recommending approval of a capital budget of \$863,687 to be funded from a combination and our Capital Investment Fund, certified free cash and "raise and appropriate". This is consistent with our stated "pay as you go" strategy and goal of minimizing year to year tax bill increases. It is also reflective of our commitment to maintain municipal services, protect town assets, and support capital needs while guarding the town's financial position. Funding the town's capital needs is a challenge each year and the Finance Committee and Capital Committee work collaboratively to meet these needs now and into the future.

- Capital Fund

It is recommended that in order to fund the town's capital budget for FY 2019, a portion of these funds come from the Capital Investment Fund. As noted as warrant article #13, that amount is \$654,418. These funds will be used to install a new HVAC system in the Butterick Building, replace a SCBA fill station at the fire station, purchase a radio communications repeater for the DPW, and fund Sterling's portion to replace the field turf at Wachusett Regional. The Capital Fund Committee approved the Finance Committee's request for these funds.

The Committees jointly recommend appropriating \$50,000 to the Capital Investment Fund from certified free cash in this upcoming budget year. In addition, as noted in warrant article 11, \$151,402 is being recommended to be "recaptured" from prior years unused warrant articles and inactive accounts and transferred to Capital.

The Capital Investment Fund had a balance of \$4,067,385 as of March 31, 2018.

- Other Post-Employee Benefits (OPEB)

The Town of Sterling provides postemployment medical benefits to town retirees and their covered dependents commonly referred to as OPEB. As such, the liability to fund these benefits in the future is estimated using an actuarial valuation. Based on these calculations, Sterling has a substantial unfunded liability which requires a fundamental change in how we confront this issue. Migrating from a "pay as you go" to a pre-funded approach is the first step in this process.

The Finance Committee will continue to address this matter in its budget deliberations and recommends appropriating \$150,000 in this fiscal year as line item 221 of the omnibus budget. These funds would be added to an investment account already established to fund this liability. As of March 31, 2018, the balance in this account was \$300,116.

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

Lastly, the Finance Committee would like to send its warmest best wishes to Barbara Bartlett as she leaves our Committee and takes over as the Town Clerk for the Town of Sterling. She has been such a valuable asset to our Committee and brings a wealth of experience and talent to her new role serving the town.

Respectfully Submitted;

The Town of Sterling Finance Committee

Joseph G. Sova, Chairman

Mary Cliett

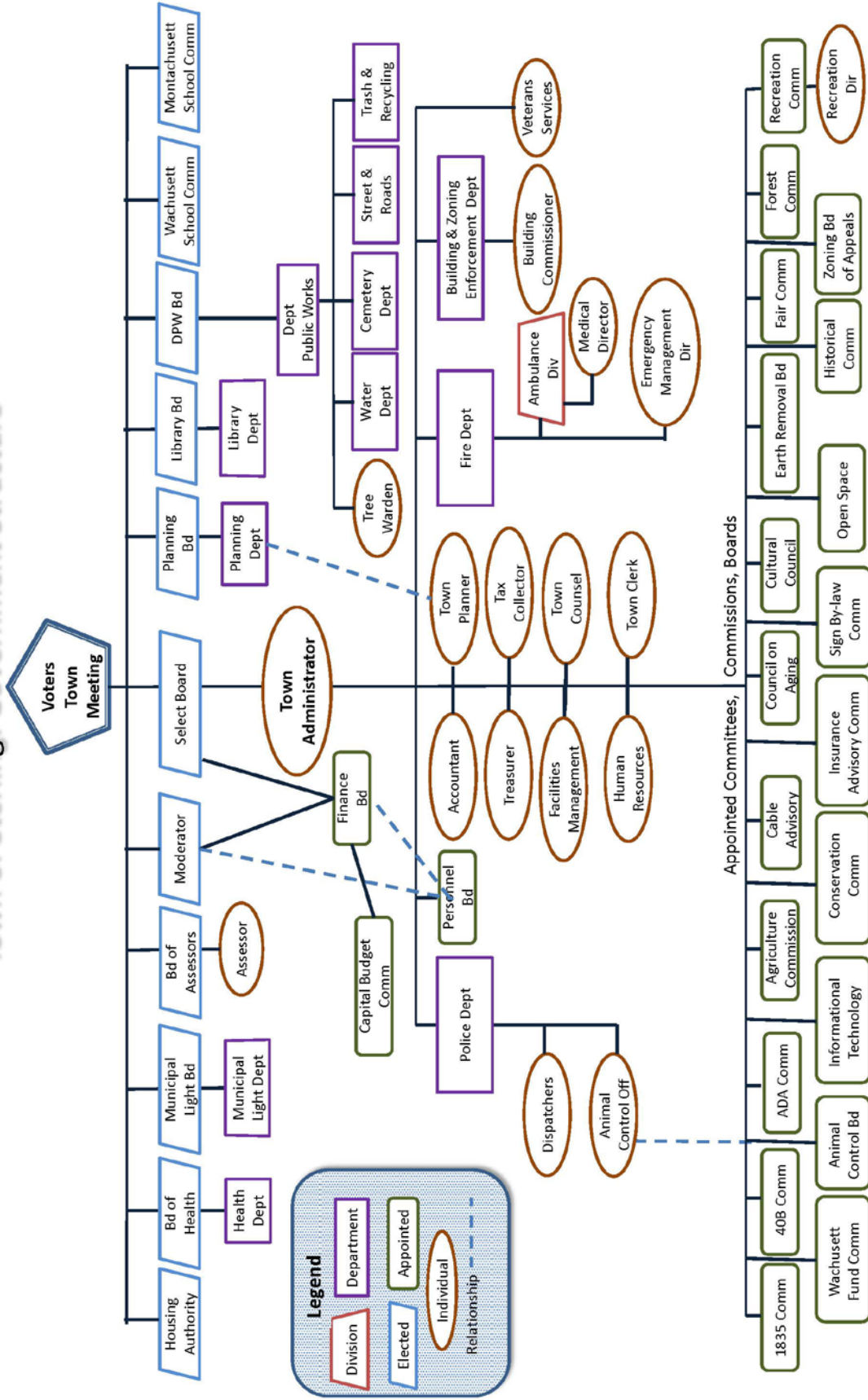
Gerald Kokernak

Steven Staudaher

Everett Heller

Town of Sterling: Government Structure

Revised: Oct 17, 2017



Legend

- Division (Red outline)
- Department (Purple outline)
- Elected (Blue outline)
- Appointed (Green outline)
- Individual (Orange outline)
- Relationship (Dashed line)

**THE COMMONWEALTH OF MASSACHUSETTS
TOWN OF STERLING
ANNUAL TOWN MEETING
MAY 7, 2018**

Worcester, ss.

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

GREETINGS:

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

MONDAY EVENING, THE SEVENTH DAY OF MAY, 2017

at **Six Thirty o'clock (6:30 PM)** in the evening, then and there to act on the following articles:

ARTICLE 1. FY18 Town Operating Budget

To see if the Town will vote to raise and appropriate or transfer from available funds, the sum of \$11,664,692.44 as shown on page 5 line 210 of the Omnibus Budget or any other sum, and to further appropriate, from the Ambulance Receipts Account, the sum of \$300,000.00 or any other sum, and to further appropriate, from the Cemetery Perpetual Care Account, the sum of \$5,000.00 or any other sum; for a total appropriation of \$11,969,692.44 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, 2018 and ending June 30, 2019, as shown in the municipal operating budget printed at the back of this Warrant; or take any action in relation thereto.

Submitted by: Finance Committee

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

Recommendation: The Finance Committee recommends 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 spreadsheet at the end of the warrant.

18 **ARTICLE 2. Compensation for Elected Officers**

19 To see if the Town will vote to fix the salaries and compensation of all elected officers of the Town
20 as provided by Chapter 41, Section 108 of the General Laws [MGL Ch 41:108], as amended, as
21 presented in Article 1 of this Warrant; or take any action in relation thereto.
22

FY 19 Stipends

Assessor	1500.00 yr.
Selectman	1500.00 yr.
Health Board	103.00 yr.
Planning Board	300.00 yr.
DPW Board	600.00 yr.
Town Moderator	500.00 yr.

23
24 **Submitted by:** Selectmen
25 **Recommendation:** The Board of Selectmen recommends passage of this article.
26 **Recommendation:** The Finance Committee defers to the Selectmen.
27 **Summary:** The article fixes the salaries and compensation for all elected officials, except
28 the Sterling Municipal Light Board, as presented in the general budget. FY 19 includes a \$200
29 increase per Planning Board members
30

31 **ARTICLE 3. Set Salary of Municipal Light Board**

32 To see if the Town will vote to set the salary of the Sterling Municipal Light Board members as
33 follows: Chairman \$1,500; Clerk \$1,500; Third member \$1,500; said sum to be an expense of the
34 Sterling Municipal Light Department; or take any action in relation thereto.
35

36 **Submitted by:** Sterling Municipal Light Board
37 **Recommendation:** The Board of Selectmen recommends passage of this article.
38 **Recommendation:** The Finance Committee defers to the Selectmen.
39 **Summary:** Per MGL Ch. 41, §108 which requires Town Meeting to annually set the
40 salaries of elected officials, at the annual town meeting; this Article funds the salaries of the elected
41 members of the Municipal Light Board. It is funded by Light Department revenues and has no impact
42 on the tax rate.
43

44 **ARTICLE 4. Fund Deficit due to Snow and Ice**

45
46 To see if the Town will vote to raise and appropriate or transfer from Free Cash, or from Stabilization
47 or from other available funds, \$65,000 or any other sum of money, to the Snow and Ice Account to
48 cover any deficit in the snow and ice budget for the current fiscal year; or take any action in relation
49 thereto.
50

51 **Submitted by:** DPW Board / Town Administrator

52 **Recommendation:** The Board of Selectmen will report at town meeting.
53 **Recommendation:** The Finance Committee will report at town meeting.
54 **Summary:** This article transfers money into the DPW Snow and Ice Account to cover the
55 deficit in the account caused by the snow and ice storms of this past winter and spring. The actual
56 amount required will be identified prior to Town Meeting.

57
58 **ARTICLE 5. Reserve Fund for FY19**

59 To see if the Town will vote to raise and appropriate the sum of \$100,000, or any other sum, for the
60 Reserve Fund for Fiscal Year 2018 in accordance with the provisions of Chapter 40, Section 6 of the
61 General Laws [MGL Ch 40:06] as amended; or take any action in relation thereto.

62
63 **Submitted by:** Finance Committee

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

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

66 **Summary:** This article proposes an appropriation to fund the Reserve Fund, which is used
67 by the Finance Committee to cover unexpected shortfalls in department budgets.

68
69 **ARTICLE 6. Transfer Certified Free Cash to Capital Fund**

70
71 To see if the Town will vote to transfer a sum of money from Certified Free Cash to the Capital
72 Investment Fund, as allowed by the bylaws of Sterling; or take any action in relation thereto.

73
74 **Submitted by:** Finance Committee

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

76 **Recommendation:** The Finance Committee will report at Town Meeting.

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

79
80 **ARTICLE 7. Transfer Certified Free Cash to Stabilization Fund**

81
82 To see if the Town will vote to transfer a sum of money from Certified Free Cash to the Stabilization
83 Fund, in accordance with the provisions of Chapter 40, Section 5B of the General Laws [MGL Ch
84 40:5B], as amended; or take any action in relation thereto.

85
86 **Submitted by:** Finance Committee

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

88 **Recommendation:** The Finance Committee will report at Town Meeting.

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

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

96 To see if the Town will vote to raise and appropriate the sum of \$9,011,589 as shown in the Omnibus
97 Budget line #213 or any other sum, which is equal to Sterling’s net minimum contribution, as
98 provided by the Commonwealth of Massachusetts, plus the cost of Sterling’s share of WRSD
99 transportation costs and our portion of the WRSD debt and interest costs, in accordance with Section
100 16B of Chapter 71 of the General Laws [MGL Ch 71:16B], as amended, and Section #4 of the
101 Wachusett Regional School District Agreement, as amended, for its share of operational costs and of
102 debt and interest charges of the Wachusett Regional School District; or take any action in relation
103 thereto.

104
105 **Submitted by:** Wachusett Regional School Committee

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

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

108 **Summary:** This article proposes an appropriation to fund the Town’s portion of the
109 Wachusett Regional School District’s annual budget equal to the net minimum contribution
110 \$7,944,064, as directed by the State plus the costs for transportation \$688,551, debt and interest for
111 the high school \$365,325, and debt and interest for oil spill remediation \$13,649.

112
113 **ARTICLE 9. WRSD Above Net Minimum Contribution**

114 To see if the Town will vote to raise and appropriate the sum of \$2,332,149 as shown in the Omnibus
115 Budget line #214 or any other sum, above the net minimum contribution as requested by the
116 Wachusett Regional School District, as Sterling’s share of the WRSD annual budget, provided said
117 budget does not exceed \$94,209,452 for the fiscal year 2019. By operation of law, said sum shall be
118 reduced to reflect any decrease in the FY19 WRSD annual budget and associated assessment that is
119 approved by the Wachusett Regional School Committee, without further action by Town Meeting; or
120 take any action in relation thereto.

121
122 **Submitted by:** Wachusett Regional School Committee

123 **Recommendation:** The Board of Selectmen supports the article.

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

125 **Summary:** This article proposes an appropriation to fund the Town’s portion of the
126 Wachusett Regional School District’s annual operating budget that is above the amount voted in
127 Article 8 for fiscal year 2019. By operation of law, this appropriation shall be automatically reduced
128 if the proposed budget is not approved by the member towns and the School Committee subsequently
129 approves a reduced budget with a lower assessment

130
131 **ARTICLE 10. Montachusett Regional Vocational School Assessment**

132 To see if the Town will vote to raise and appropriate the sum of \$835,450 as shown in the Omnibus
133 Budget line #217 or any other sum, in accordance with Section 16B of Chapter 71 of the General
134 Laws [MGL Ch 71:16B], as amended, and Section #4C and E of the Montachusett Regional

135 Vocational School District Agreement for its share of operational and capital costs of the
 136 Montachusett Regional Vocational School District, and also to raise and appropriate, the sum of
 137 \$12,227, as shown in the Omnibus Budget line #218 or any other sum, for the purpose of paying the
 138 Town's portion of the debt and interest for the Montachusett Regional High School Building Project
 139 for a total appropriation of \$847,677 as shown in the Omnibus Budget line #128; or take any action
 140 in relation thereto.

141
 142 **Submitted by:** Montachusett Regional School Committee
 143 **Recommendation:** The Board of Selectmen recommends the passage of this article.
 144 **Recommendation:** The Finance Committee recommends the passage of this article.
 145 **Summary:** This article proposes an appropriation to fund the Town's portion of the
 146 Montachusett Regional Vocational School District's annual budget and debt service.

147
 148 **ARTICLE 11. Transfer Balances from Old Warrant Articles to the Capital Fund**

149
 150 To see if the Town will vote to transfer remaining funds from previous Town Meeting warrant articles
 151 or other inactive accounts as listed below, to the Capital Investment Fund; or take any action in
 152 relation thereto.

<u>Account #</u>	<u>Account Description</u>	<u>Recapture</u>
153 83003-57000	Title V Revolving Account	\$139,771.84
154 01999-58066	FY17 ATM #8 Fire Dept Air Compressor	\$4,250.00
155 01999-58066	FY18 ATM #9D ¾ ton truck	\$2,177.01
156 01999-58098	FY18 ATM #10E Radar Speed Sign	\$2,364.00
157 01999-58093	FY18 ATM # 9I Chocksett Wireless network	\$2,699.96
158 01999-58103	FY18 STM #6 Repair Houghton Playground structure	\$ 140.10
	Total	\$151,402.91

159
 160 **Submitted by:** Town Administrator
 161 **Recommendation:** The Board of Selectmen recommends approval.
 162 **Recommendation:** The Finance Committee recommends approval.
 163 **Recommendation:** Capital Fund Committee recommends approval.
 164 **Summary:** This article authorizes the Town to capture funds remaining from previous
 165 town meeting warrant articles, to close these accounts and to transfer these sums into the Capital
 166 Investment Fund. The projects listed are complete and these sums represent money not spent to
 167 complete these projects. The transfer into the capital fund allows the funding of new projects
 168 without increasing the tax rate.

169
 170 Regarding the Title V account: Several years ago the BOH applied for and received funds from the
 171 State to enable the Town (through the BOH) to make low cost loans to homeowners making repairs
 172 to their septic systems. The initial loans were charged to the general fund instead of this account
 173 and thus these funds should go back to the general fund, or more appropriately the Capital
 174 Investment Fund for use by the Town.

175

176 **ARTICLE 12. Fiscal Year 2019 Capital Plan – Free Cash**

177 To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow the
178 sum of \$179,175, or any other sum, to be used to fund the Fiscal Year 2019 Capital Plan for the Town
179 of Sterling, as recommended by the Finance Committee. This plan consists of the following items:
180

<u>Item</u>	<u>Department</u>	<u>Amount</u>
182 1. Annual computer replacement	Selectmen	\$18,000
183 2. DPW radio upgrades	DPW	\$23,755
184 3. FD radio replacement	Fire Dept	\$ 4,920
185 4. 1835 Septic Design	Selectmen	\$ 3,500
186 5. Houghton Sch. Hot water heater	Selectmen	\$45,000
187 6. Cemetery headstone repair	Historic Com.	\$ 8,000
188 7. PD taser upgrade	Police Dept	\$21,000
189 8. Annual server replacement	Selectmen	\$15,000
190 9. Online ‘e-permitting’ software	Selectmen	\$40,000
	TOTAL	\$179,175

191
192
193 Appropriated funds to be administered under the direction of the requesting department; or take any
194 action in relation thereto.
195

196 **Submitted by:** Finance Committee

197 **Recommendation:** The Board of Selectmen recommends approval.

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

199 **Summary:** This article would provide funding for a portion of the Town Capital Plan for
200 Fiscal Year 2019. The Finance Committee has elected to combine all capital items into three articles,
201 based on funding sources, to provide Town Meeting with a more complete picture of the Town’s
202 capital expenditures. The Moderator will address each item in turn during the presentation of the
203 article. The Finance Committee recommends funding these capital items with a transfer from certified
204 free cash.
205

206 **ARTICLE 13. Fiscal Year 2019 Capital Plan – Capital Investment Fund**

207 To see if the Town will vote to transfer from the Capital Investment Fund the sum of \$654,418 or any
208 other sum, to be used to fund the Fiscal Year 2019 Capital Plan for the Town of Sterling, as
209 recommended by the Finance Committee and the Capital Planning Committee. This plan consists of
210 the following items:

<u>Item</u>	<u>Department</u>	<u>Amount</u>
213 1. Butterick HVAC	Facilities	\$450,000
214 2. Replace SCBA fill station	Fire Dept	\$ 56,000
215 3. DPW radio repeater	DPW	\$ 56,558
216 4. High School turf field	WRSD	\$ 91,860
	TOTAL	\$654,418

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218
219 Appropriated funds to be administered under the direction of the requesting department; or take any
220 action in relation thereto.

221
222 **Submitted by:** Finance Committee

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

224 **Recommendation:** The Finance Committee recommends approval of this article.

225 **Recommendation:** The Capital Committee recommends approval of this article

226 **Summary:** This article would provide funding for the Town Capital Plan for Fiscal Year
227 2019. The Finance Committee has elected to combine all capital items funded from the Capital
228 Investment Fund into a single article to provide Town Meeting with a more complete picture of the
229 Town's capital expenditures. The Moderator will address each item in turn during the presentation
230 of the article. The Finance Committee recommends funding these capital items with a transfer from
231 the Capital Investment Fund.

232
233 **ARTICLE 14. Fiscal Year 2019 Capital Plan – Raise and Appropriate**

234 To see if the Town will vote to Raise and Appropriate the sum of \$30,094, or any other sum, to be
235 used to fund the Fiscal Year 2019 Capital Plan for the Town of Sterling, as recommended by the
236 Finance Committee. This plan consists of the following items:

<u>Item</u>	<u>Department</u>	<u>Amount</u>
239 1. Replace Library computers	Library.	\$ 4,049
240 2. Replace Town Hall UPS	Selectmen	\$ 1,000
241 3. Regular replacement of printers	Selectmen	\$ 2,000
242 4. High School parking lot paving	WRSD	\$ 8,045
243 5. Design PD/FD storage building	Fire & Police Dept	\$ 5,000
244 6. Upgrade Fire & Police Dept email	Selectmen	\$10,000
	TOTAL	\$ 30,094

246 Appropriated funds to be administered under the direction of the requesting department; or take any
247 action in relation thereto.

248
249 **Submitted by:** Finance Committee
250 **Recommendation:** The Board of Selectmen recommends passage of this article.
251 **Recommendation:** The Finance Committee recommends approval of this article.
252 **Summary:** This article would provide funding for a portion of the Town’s Capital items
253 for Fiscal Year 2019. The Finance Committee has elected to combine all capital items funded from
254 the Raise and Appropriate into a single article to provide Town Meeting with a more complete picture
255 of the Town’s capital expenditures. The Moderator will address each item in turn during the
256 presentation of the article.

257
258 **ARTICLE 15. Water Dept. Operation Enterprise Fund**
259 To see if the Town will vote to appropriate the sum of \$910,204, or any other sum, from water
260 department revenue, and further to appropriate \$40,000 from Water Enterprise Retained Earnings, for
261 extraordinary or unforeseen expense as determined by the DPW Board and approved by the Finance
262 Committee, for a total appropriation of \$950,204 to operate the Water Department Enterprise Fund
263 for Fiscal Year 2019 under the provisions of Chapter 44, Section 5F1/2 of the General Laws [MGL
264 Ch 44:53F1/2], as amended, as follows:

265	Salaries/Wages	\$242,995	
266	Expenses	\$343,850	
267	Principal & Interest	\$202,654	
268	Indirect Costs	<u>\$120,705</u>	
269	Subtotal	\$910,204	from FY19 water charges and fees
270	Reserve Fund	<u>\$40,000</u>	from Retained Earnings
271	Total Appropriation	\$950,204	

272
273 Or take any action in relation thereto.

274
275 **Submitted by:** Department of Public Works Board
276 **Recommendation:** The Board of Selectmen recommends approval.
277 **Recommendation:** The Finance Committee recommends approval.
278 **Summary:** This article funds the Water Department budget solely from water revenue
279 including charges, fees, and retained earnings; none is from taxation. This article includes a Reserve
280 Fund for extraordinary or unforeseen expense. Use of this reserve fund will be only upon
281 recommendation of the DPW Board and approval by the Finance Committee. The Water Enterprise
282 will raise an additional \$120,705 from the ratepayers to reimburse the General Fund for indirect costs

283 such as insurance. Total FY19 water revenue needed is \$910,204 plus \$40,000 from Retained
284 Earnings, for a total of \$950,204.

285 **ARTICLE 16. Chapter 90 Funding**

286 To see if the Town will vote to accept Chapter 90 funds in the amount of \$411,575 or any other sum,
287 as funded by the Commonwealth of Massachusetts for highway resurfacing and/or other related work
288 or expenditures as allowed by the State Chapter 90 regulations, said sum to be expended by the
289 Department of Public Works, with approval of the Board of Selectmen, and in accordance with the
290 DPW's 5-year Capital Plan reviewed annually by the Capital Plan Committee; or take any action in
291 relation thereto.

292
293 **Submitted by:** Department of Public Works
294 **Recommendation:** The Board of Selectmen recommends approval.
295 **Recommendation:** The Finance Committee will report at town meeting.
296 **Summary:** This article allows the Town to expend money under the guidelines of Chapter
297 90 for road maintenance, equipment purchases, and other Public Works projects which are then
298 reimbursed by the Commonwealth. The House has approved a Chapter 90 bond authorization calling
299 for Sterling to receive \$411,575 in this program during FY19. Funding will be finalized once it is
300 approved by the Senate and signed by Governor Baker.

301
302 **ARTICLE 17. Amendment to Personnel Bylaw**

303 To see if the Town will vote to amend the Personnel Bylaw, as follows, by inserting the language
304 noted below in bold and italics:

305
306 SECTION 1: AUTHORIZATION and DISCLAIMER

307 ***
308 The Classification Plan and/or Compensation Plan or any other provisions of this Bylaw may be
309 amended by vote of the Town at either an Annual or Special Town Meeting. No amendment shall
310 be considered or voted on by Town Meeting unless the proposed amendment has first been
311 considered by the Personnel Board, *unless this requirement is waived by Town Meeting.*

312 **Submitted by:** The Board of Selectmen
313 **Recommendation:** The Board of Selectmen recommend passage of this article.
314 **Recommendation:** The Finance Committee supports this article.
315 **Summary:** This amendment would make clear that Town Meeting has the authority to
316 move forward in considering amendments to the Classification and Compensation Plans of the Town,
317 or the Personnel Bylaw generally, in situations where the Personnel Board lacks sufficient members
318 to take official action, and/or in situations where the Personnel Board, for whatever reasons, has been
319 unable to act on proposed changes to these Plans or the Personnel Bylaw itself.

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ARTICLE 18. Amendments to Personnel Bylaw Compensation Matrices

To see if the Town will vote to amend the Personnel Bylaw of the Town of Sterling, by updating Attachments A, C, E, F, G and H as indicated below, and waive the requirement of prior consideration by the Personnel Board to the extent the same is necessary:

**Attachment A — Classification Plan
Regular Non-Union Positions
Effective as of July 1, 2018**

Grade Level	Position Title
I	Clerk Typist
	Library Technician (All)
	Custodian
I	Van Driver
	Laborer (DPW)
	Property Lister
II	Admin Assistant
	Library Associate I
	Outreach Aide (COA)
	Meal Site Coordinator (COA)
	Senior Center Operations Coordinator (COA)
	Assistant Mechanic (DPW)
III	Assistant Town Collector
	Assistant Town Treasurer
	Associate Health Agent
	Program Assistant (Rec)
	Executive Assistant (DPW; Police; Fire: Selectmen/TA)
III	Assistant Town Clerk
	Animal Control Officer
	Library Associate II
	Water Technician (DP)
	Truck Driver (DPW)
	Equipment Operator (DPW)
IV	Asst. Library Director (Child Services)

IV	Working Foreman
	Facilities Maintenance Technician
	Conservation Agent
	Mechanic DPW)
	Senior Water Technician (DPW)
V	COA Director
	HR Administrator
	Town Clerk
	Town Accountant
	Town Treasurer/Collector
	Assistant Superintendent (DPW)
	Town Planner
	Operations Manager
	Recreation Director
	Health Agent
	Building Commissioner
VI	DPW Superintendent

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**Attachment C – Compensation Schedule
Non-Union Regular Positions (Effective July 1, 2018)**

Grade Level	Hourly Salary Range Minimum	Hourly Salary Range Mid-Point	Hourly Salary Range Maximum
I	\$13.84	\$16.62	\$19.38
II	\$14.99	\$18.74	\$20.97
III	\$17.23	\$21.54	\$24.99
IV	\$20.21	\$24.76	\$29.31
V	\$23.77	\$29.73	\$35.67
VI	\$34.95	\$43.68	\$52.43

334

Grade Level	Hourly Salary Range Minimum	Hourly Salary Range Mid-Point	Hourly Salary Range Maximum
I	\$28,794	\$34,578	\$40,320
II	\$31,172	\$38,970	\$43,619
III	\$35,842	\$44,798	\$51,975
IV	\$42,034	\$51,503	\$60,973
V	\$49,447	\$61,830	\$74,191
VI	\$72,692	\$90,859	\$109,048

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**Attachment E – Compensation Schedule
Call Fire Force Positions (Effective as of July 1, 2018)**

Grade Level	Hourly Salary Range Minimum	Hourly Salary Range Mid-Point	Hourly Salary Range Maximum
I	\$13.66	\$20.76	\$27.86

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**Attachment F — Stipend Positions
Effective Jul 1, 2018**

Position Title	Amount
ADA Coordinator	\$1,500
Animal Inspector	\$1,000
Emergency Management Director	\$10,000
Gas Inspector	\$5,610
Plumbing Inspector	\$10,200
Sealer of Weights and Measures	\$1,200

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**Attachment G --- Temporary Positions
Effective July 1, 2018**

Position Title	Minimum/Hour	Maximum/Hour
Police Special Officer	State Minimum	\$15.00
Constable	State Minimum	\$12.00
Cell Monitor	\$15.00	\$25.00
Election Officer	State Minimum	\$11.00
Board of Registrars	State Minimum	\$12.00
Assistant Board of Registrars	State Minimum	\$11.00

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**Attachment H --- Miscellaneous Positions
Effective Jul 1, 2018**

Position Title	Minimum/Hour	Maximum/Hour
Seasonal Laborer	State Minimum	\$13.00
Seasonal Truck Driver	\$17.00	\$21.00
Lifeguard	State Minimum	\$16.00
Seasonal Recreation Assistant	State Minimum	\$16.00
Food inspector		\$30.00
Parking Clerk		\$25.00
Assistant Building Inspector		\$35 per inspection

Assistant Plumbing Inspector		\$35 per inspection
Wiring Inspector		\$35 per inspection
Assistant Wiring Inspector		\$35 per inspection

350 Or take any action in relation thereto.

- 351
- 352 **Submitted by:** Board of Selectmen
- 353 **Recommendation:** The Board of Selectmen recommends passage of this article.
- 354 **Recommendation:** The Finance Committee supports this article.
- 355 **Summary:** This article updates the compensation plan with a 3% cost of living increase.
- 356

357 **ARTICLE 19. East Lake Waushacum Treatment**

358 To see if the Town will vote to raise and appropriate or transfer from available funds, the sum of
 359 \$11000, or any other sum, to account 01999-58050, the East Lake Waushacum Treatment Account,
 360 said sum to be used for the study and treatment of the Lake, which is projected to cost \$22,000
 361 during FY19. Remaining costs are to be financed by the East Lake Waushacum Association; or
 362 take any action in relation thereto.

- 363
- 364 **Submitted by:** The Conservation Commission
- 365 **Recommendation:** The Board of Selectmen recommends passage of this article.
- 366 **Recommendation:** The Finance Committee recommends approval of this article.
- 367 **Summary:** The Conservation Commission and the East Lake Waushacum Association
 368 have worked for many years implementing the lake management program designed to address lake
 369 quality issues. While there has been much improvement documented, there is still work to be
 370 performed. Last year, monies were spent on herbicide treatment, which helped to keep the town
 371 beach clear and open. This year the Commission is requesting \$11,000 towards total costs
 372 estimated at \$22,000 for the study and treatment of the lake. A portion of these funds will be used
 373 this year for a modeling study of the lake and the entire watershed based on many years of water
 374 quality monitoring. The purpose is to analyze current conditions to update the lake study from the
 375 1980's. The remaining funds will be provided by the Lake Association. The Town will benefit
 376 from continued protection of water quality at the town beach and continue to enjoy the programs
 377 organized by the town. These funds will also treat emergent vegetation for safety and lake quality.
- 378

379 **ARTICLE 20. Authorize Treasurer to Borrow Money**

380 To see if the Town will vote to authorize the Treasurer, with the approval of the Board of Selectmen,
 381 to borrow money from time to time in anticipation of the revenue of the fiscal year beginning July 1,
 382 2018, in accordance with the provisions of Chapter 44, Section 4, of the General Laws [MGL Ch
 383 44:04], as amended, and to renew any note or notes as may be given for a period of less than one year,
 384 in accordance with the provisions of Chapter 44, Section 17 of the General Laws [MGL Ch 44:17],
 385 as amended,; or take any action in relation thereto.

- 386
- 387 **Submitted by:** Treasurer/Collector
- 388 **Recommendation:** The Board of Selectmen recommends the passage of this article.

389 **Recommendation:** The Finance Committee recommends the passage of this article.
390 **Summary:** This article allows the Treasurer with the approval of the Board of Selectmen
391 to borrow money as needed.

392
393 **ARTICLE 21. Compensating Balance Agreements**
394 To see if the Town will vote pursuant to Chapter 44, Section 53F of the General Laws [MGL Ch
395 44:53F], as amended, to authorize the Town Treasurer to enter into compensating balance agreements,
396 for the fiscal year beginning July 1, 2018; or take any action in relation thereto.

397
398 **Submitted by:** Treasurer/Collector
399 **Recommendation:** The Board of Selectmen recommends the passage of this article.
400 **Recommendation:** The Finance Committee recommends the passage of this article.
401 **Summary:** This article allows the Treasurer/Collector to enter into compensating balance
402 agreements with banking institutions as needed for the operation of the department. A compensating
403 balance is a way of paying for the services the bank provides by maintaining a specified, minimum
404 balance in a non-interest or low interest-bearing account.

405
406 **ARTICLE 22. Tax Title Payments Agreements for Properties in Tax Title**
407 To see if the Town will vote pursuant to Chapter 60, Section 62A of the General Laws [MGL Ch
408 60:62A], as amended, to authorize the Town Treasurer/Collector to pursue and establish a written
409 payment agreement with any person(s) entitled to redeem ownership of parcel taken by the Town for
410 nonpayment of real estate taxes (“redeemer”);

- 411 1. At the start of the agreement, the redeemer shall pay 25 percent of the total amount due.
412 2. The agreement’s maximum term shall be five years.
413 3. Treasurer may waive up to 50 percent of the tax title account’s accrued interest.

414 Or take any other action in relation thereto.

415 **Submitted by:** Board of Selectmen
416 **Recommendation:** The Board of Selectmen recommends passage of this article.
417 **Recommendation:** The Finance Committee supports this article.
418 **Summary:** The purpose of this article is to allow the Treasurer/Collector to establish payment
419 agreements for any property owner that has a property in Tax Title by using the above
420 requirements. This will enable the property owner to pay off their back taxes and reduce the
421 Town’s tax liability.

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425

426 **ARTICLE 23. Re-Accept Provisions of M.G.L. Chap 32B Sec 20 For OPEB Trust Fund,**
427 **and Appropriate Monies to the OPEB Trust Fund**

428 To see if the Town will vote to:

- 429 • Reaccept the provisions of Chapter 32B, Section 20 of the Massachusetts General
430 Laws [MGL Ch 32B:20], as amended by Chapter 218, Section 15 of the Acts of
431 2016 (the “Act”), under which the Town has established an Other Post-Employment
432 Benefits Liability Trust Fund (the “OPEB Fund”), for which the Treasurer serves as
433 Custodian (“Custodian”);
- 434 • designate the Treasurer/Custodian as the Trustee of the OPEB Fund, with all the
435 powers and responsibilities identified under the Act and this vote;
- 436 • authorize the Treasurer/Custodian, as Trustee, to employ investment consultant(s),
437 as well as outside custodial service(s) to hold the monies in the Fund, and to pay for
438 those services from the OPEB Fund;
- 439 • authorize the investment of the OPEB Fund under the prudent investor rule
440 established under Chapter 203C of the General Laws [MGL Ch 203C];
- 441 • authorize the Treasurer/Custodian, as Trustee, to execute any and all documents
442 necessary to utilize outside custodial service(s) and/or investment consultant(s),
443 including but not limited to trust agreements, participation agreements, investment
444 agreements, and administrative services agreements; and
- 445 • designate the Treasurer/Custodian as the “Plan Administrator”, as may be necessary
446 to utilize outside custodial service(s) and authorize the Treasurer/Custodian acting
447 as Plan Administrator to take any other actions permitted or required by law; and
- 448 • raise and appropriate or transfer from available funds the sum of \$150,000, or any
449 other sum, to fund the Other Post Employment Benefits Trust Fund, as
450 recommended under GASB 45.

451 Or take any other action in relation thereto.

452
453 **Submitted by:** Board of Selectmen

454 **Recommendation:** The Board of Selectmen recommends passage.

455 **Recommendation:** The Finance Committee recommends approval of this article.

456 **Summary:** The purpose of this article is to reaccept Chapter 32B, Section 20 which was
457 rewritten by the Legislature in 2016 to provide an updated mechanism for managing the Town’s other
458 postemployment benefits (OPEB) liability, which is primarily health and life insurance for retired
459 employees. The proposal brings the Town’s previously-established OPEB Trust Fund in line with the
460 revised statute, and authorizes certain actions associated with investment of the trust funds. It also
461 appropriates money into the Fund, as part of the Town’s gradual and ongoing funding of the
462 Town’s liability for future retirement health insurance benefits.

463
464 **ARTICLE 24. Fund Wachusett Greenways Expenses**

465 To see if the Town will vote to raise and appropriate or transfer from available funds the sum of
466 \$1,300, or any other sum, to be used to pay the expenses, including but not limited to pay for portable

467 restrooms and trail maintenance on the Mass Central Rail Trail, of the Wachusett Greenways, an eight
468 town collaborative, said funds to be administered and expended by Wachusett Greenways; or take
469 any action in relation thereto.

470 **Submitted by:** Board of Selectmen

471 **Recommendation:** The Board of Selectmen recommends approval.

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

473 **Summary:** Wachusett Greenways is an eight Town collaborative. The organization's
474 volunteers preserve and maintain the Rail Trail in Sterling.

475

476 **ARTICLE 25. Fund Sterling Land Trust Expenses**

477 To see if the Town will vote to raise and appropriate, transfer from available funds or borrow the sum
478 of \$1,300, or any other sum, to be used toward the payment of expenses incurred by the Sterling Land
479 Trust, Inc. to preserve and manage various parcels of land within the Town, said funds to be
480 administered and expended by the Trust; or take any action in relation thereto.

481 **Submitted by:** Board of Selectmen

482 **Recommendation:** The Board of Selectmen recommends approval.

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

484 **Summary:** This article would provide financial assistance to the Sterling Land Trust which
485 maintains various parcels of preserved open space land within the Town for passive recreational use
486 and enjoyment by residents.

487

488 **ARTICLE 26. Senior Center Operations Coordinator**

489 To see if the Town will vote to raise and appropriate or transfer from available funds the sum of
490 \$16,665, or any other sum and waive the requirement of prior consideration by the Personnel Board
491 to the extent the same is necessary, to fund the position of the Senior Center Operations
492 Coordinator, a 19 hour per week non-benefited Grade II position to be included in the FY 2019
493 Personnel Bylaw Classification Plan, said sum to be expended by the Council on Aging; or take any
494 action in relation thereto.

495

496 **Submitted by:** Council on Aging

497 **Recommendation:** The Board of Selectmen recommends approval.

498 **Recommendation:** The Finance Committee recommends approval.

499 **Summary:** In a three-month period prior to opening the new Senior Center, 217 seniors
500 attended 2065 events. A year and a half later, in the three months spanning from September 2017
501 through December 2017, 526 seniors attended 5076 events. Additionally, the Senior Center
502 experienced a 132% increase in the number of seniors at the Center at any given day (from 33 to
503 73), a 100% increase in the volunteers at the Center (from 31 to 62), and a 114% increase in
504 volunteer service hours (from 1000 to 2143). Current staff at the Center is 1 FT Director, 1 PT
505 Outreach Coordinator, 1 PT Kitchen Manager, 1 PT Facilities Maintenance Technician and the van
506 drivers. Van drivers' salaries are reimbursed to the Town by MART.

507
508 This article proposes adding a new position to the Classification Plan in Article 18 and funding for
509 one part-time Senior Center Operations Coordinator to recruit, train and oversee the Center's
510 volunteers and to support the Center's program activities, including our daily home-cooked lunch
511 program. The COA Board and Senior Center Director remain committed to a volunteer driven
512 senior center. It is through our volunteers that we have been able to achieve our growth to date. It
513 is through effective volunteer management and increased program support that we will be able to
514 sustain our level of services as the usage of our senior center and the population of seniors continue
515 to grow. The cost of this article included in the Omnibus budget line item # 42

516
517 **ARTICLE 27. Town Planner**

518 To see if the Town will vote to raise and appropriate or transfer from available funds the sum of
519 \$73,469 plus benefits or any other sum and waive the requirement of prior consideration by the
520 Personnel Board to the extent the same is necessary, to fund the wages of a full time Town Planner.
521 Said position currently classified as Grade V in the Personnel Bylaw Classification Plan; or take any
522 action in relation thereto.

523 **Submitted by:** Economic Development Committee

524 **Recommendation:** The Board of Selectmen recommends approval of this article.

525 **Recommendation:** Finance Committee recommends approval.

526 **Recommendation:** The Planning Board supports this article

527 **Summary:** The Town Planner will work with all boards and committees to develop land
528 use plans and programs that help Sterling create a sense of community, accommodate population
529 growth, protect natural resources and revitalize physical facilities including buildings and parcel
530 along Main Street and in the Light Industrial District. This person will help drive the Town's Master
531 Plan and apply for grants to enable infrastructure upgrades and planning updates. The Town Planner
532 will work with and advise the Planning Board on current zoning bylaws as well as new zoning
533 practices and planning strategies. The cost of this article is included in the Omnibus budget line
534 item # 129

535
536 **ARTICLE 28. Town Operations Manager**

537 To see if the Town will vote to raise and appropriate or transfer from available funds the sum of
538 \$44,040 plus benefits or any other sum and waive the requirement of prior consideration by the
539 Personnel Board to the extent the same is necessary, to fund the wages of a part time Operations
540 Manager. Said position will be classified as Grade V in the FY 2019 Personnel Bylaw Classification
541 Plan; or take any action in relation thereto.

542
543 **Submitted by:** Selectmen

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

545 **Recommendation:** The Finance Committee recommends approval of this article

546 **Summary:** This position reporting to the Town Administrator will focus on
547 improvements to overall municipal functions, including project management of Town Common and
548 sidewalk improvements, Butterick Building office re-configurations and moves, financial
549 management and policies, IT project coordination, updates to the personnel policies and bylaw, and

550 other projects/assignments as they occur. The cost of this article is included in the Omnibus budget
551 line item # 153

552

553 **ARTICLE 29. Police Station Facilities Maintenance Technician**

554 To see if the Town will vote to raise and appropriate or transfer from available funds the sum of
555 \$10,758 and waive the requirement of prior consideration by the Personnel Board to the extent the
556 same is necessary to fund the wages of a Facilities Maintenance Technician for the Sterling Police
557 Station for (10) hours per week, said position currently classified at Grade IV in the Personnel
558 Bylaw Classification Plan, and said sum to be expended by the Police Department; or take any
559 action in relation thereto.

560 **Submitted by:** Police Chief

561 **Recommendation:** The Board of Selectmen recommends approval of this article.

562 **Recommendation:** The Finance Committee recommends approval of this article.

563 **Summary:** This position is currently held by a custodian who only performs routine
564 basic cleaning (6) six hours a week. This new position would allow for an additional (4) hours per
565 week and allow for the police department to expand on the janitorial duties and allow for the
566 performance of light maintenance. The police station is the only town building staffed 24 hours per
567 day seven days a week, the personnel work during all weather conditions which rapidly affects the
568 cleanliness and condition of the building. The State regulated holding facility also has specific
569 requirements and must undergo annual inspections from two state agencies. Additionally, this
570 position would allow for the completion of such tasks of replacing ceiling tiles, changing light
571 fixtures, changing filters in air handlers, clearing toilet backups, and leaky faucets,
572 mounting/hanging objects, disinfecting holding cells, light landscaping such as weeding, watering
573 sweeping and shoveling snow. It should reduce costs for general maintenance and grounds currently
574 paid to contractors. The cost of this article is included in the Omnibus budget line item # 133
575 “Police Wages”.

576

577 **ARTICLE 30. Marijuana (Prohibition)**

578 To see if the Town will vote to amend the Town’s Protective Bylaws by adding a new Section 4.9B,
579 MARIJUANA ESTABLISHMENTS, that would provide as follows, and further to amend the Table
580 of Contents to add Section 4.9B, “Marijuana Establishments,” to amend the Table of Uses, Section
581 2.3.1.C to add “Marijuana Establishments” as a new use category number 29 under Commercial
582 Uses and prohibit such uses in all zoning districts as follows, and to amend Article 5, Definitions, to
583 add a new definition of “Marijuana Establishment” in alphabetical order as set forth herein, or take
584 any other action relative thereto:

585

586 **A. Add a new Section 4.9B Marijuana Establishments as follows:**

587 Consistent with General Laws, Chapter 94G, Section 3(a)(2), all types of non-medical “marijuana
588 establishments” as defined in General Laws, Chapter 94G, Section 1, including marijuana cultivators,
589 independent testing laboratories, marijuana product manufacturers, marijuana retailers or any other
590 types of licensed marijuana-related businesses, shall be prohibited within the Town of Sterling;

591

- 592 **B.** Amend the Table of Contents to add a new Section 4.9B, Marijuana Establishments;
 593 **C.** Amend the Table of Uses, Section 2.3.1.C to add “Marijuana Establishments” under the
 594 Commercial Uses as follows:

596	Districts	RR	NR	C	TC	LI
597	C. Commercial Uses					
598	29. Marijuana Establishments	N	N	N	N	N

- 599
 600 **D.** And to amend Article 5, Definitions, by adding, in alphabetical order, the following new
 601 definition of “Marijuana Establishments”: A marijuana cultivator, marijuana testing
 602 facility, marijuana product manufacturer, marijuana retailer or any other type of licensed
 603 marijuana-related business as defined in G.L. c.94G, §1.”

- 604
 605 **Submitted by:** Planning Board
 606 **Recommendation:** The Board of Selectmen recommends passage of this article.
 607 **Recommendation:** Finance Committee does not support this article.
 608 **Recommendation:** The Planning Board recommends approval.
 609 **Summary:** This article replaces the temporary moratorium voted at last year’s annual
 610 town meeting with a permanent prohibition of recreational marijuana establishments.

611 **ARTICLE 31. Marijuana (Regulation)**

612 To see if the Town will vote to amend the Town’s Protective Bylaws, as follows, or take any other
 613 action relative thereto:

- 614 1. Amend section 2.3.1 Table of Principal Uses by adding Use C. 29
 615 "Marijuana establishment —recreational" to be allowed by special permit (SP) in the Light
 616 Industrial (LI) district only.
- 617 2. Amend section 2.3 Use Regulations by adding section 2.3.6 as follows:
 618 **Marijuana Establishment — Recreational:** Recreational marijuana establishments shall
 619 be located in stand-alone facilities and shall not be allowed within a building or structure
 620 containing other retail, commercial, residential, industrial, or other uses, except for co-
 621 location with a licensed medical marijuana treatment center. A minimum separation of 500
 622 feet, measured between lot lines, is required between recreational marijuana establishments
 623 and state-certified public or private schools. Subject to the provisions of G.L. c. 94G, s.
 624 3(a)(4), recreational marijuana establishments shall not display on-premises signage or other
 625 marketing on the exterior of the building or in any manner visible from the public way
 626 which, in the opinion of the Special Permit Granting Authority, may promote or encourage
 627 the use of marijuana or other drugs by minors. The Planning Board shall serve as the special
 628 permit granting authority for all applications under this section and shall insure compliance

629 with section 6.3 and all other applicable sections of these bylaws and all applicable sections
630 of Massachusetts General Laws. No permit for a recreational marijuana establishment shall
631 be issued until the applicant has executed a Host Community Agreement with the Town
632 pursuant to M.G.L. c. 94G, § 3(d).
633

634 3. Amend Article 5. Definitions by adding a new definition as follows:
635 **Marijuana Establishment — Recreational** a marijuana cultivator, marijuana testing
636 facility, marijuana product manufacturer, marijuana retailer or any other type of licensed
637 marijuana-related business, as defined in GL. c. 94G, §1.

638 4. Amend section 6.3.2 by adding after #6 the following: #7. Public Health and Safety”

639 **Submitted by:** Selectmen

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

641 **Recommendation:** Finance Committee recommends approval

642 **Recommendation:** The Planning Board supports this article

643 **Summary:** This article allows limited recreational marijuana establishments in the Light
644 Industrial district subject to a Special Permit issued by the Planning Board. Without this or the
645 previous bylaw, the Town has limited to no protection regarding the location of recreational
646 marijuana establishments. It will be moved no action if Article 30 passes.
647

648 **ARTICLE 32. Marijuana Sales Tax**

649 To see if the Town will vote to accept the provisions of Chapter 64N, Section 3 of the General Laws
650 [MGL Ch 64N:03], as most recently amended by Section 13 of Chapter 55 of the Acts of 2017, for
651 the purpose of imposing a local sales tax upon the sale or transfer of marijuana or marijuana
652 products by a marijuana retailer operating within the Town of Sterling to anyone other than a
653 marijuana establishment at a rate of three per cent (3%) of the total sales price received by the
654 marijuana retailer as consideration for the sale of marijuana or marijuana products, or take any
655 action relative thereto.
656

657 **Submitted by:** Selectmen

658 **Recommendation:** The Board of Selectmen recommends approval of this article.

659 **Recommendation:** Finance Committee recommends approval of this article.

660 **Summary:** State law allows communities to add up to 3% local sales tax on the sale or
661 transfer of Marijuana. This is a revenue opportunity for the town that may partially defray the costs
662 of town services needed to allow these activities.
663

664 **ARTICLE 33. Amendment to Animal Control Bylaw**

665 To see if the Town will vote to amend the General Bylaws, Chapter 18, pertaining to Animal
666 Control, Section 18-6(f) Owner Responsibility, by deleting the existing text and replacing it with
667 the following:

668 The Animal Control Officer of the Town shall be empowered to enforce provisions of this Bylaw.

669 In addition to the remedies set forth in this Bylaw and in GL c. 140, §§136A to 174E, inclusive,
670 including but not limited to GL c. 140, §157A, or any other applicable provision of law, this section
671 may be enforced through any lawful means in law or in equity, including, but not limited to, non-
672 criminal disposition pursuant to G.L. c. 40, §21D. If non-criminal disposition is elected, then any
673 person who violates any provision of this section shall be subject to the following penalties:

674 Penalties for violation and repeat offenders. Any person violating the terms of this section or rules
675 and regulations promulgated pursuant thereto shall be subject to the following fine schedule:

- 676 • For offense not involving incidence of biting by a canine first offense, \$10; second
677 offense, \$30; third and subsequent offenses, \$60.
- 678 • For offense involving incidence of biting by a canine first offense, \$30; second
679 offense, \$50; third and subsequent offenses, \$100.
- 680 • For all other citations deemed necessary by the Animal Control Officer which occur,
681 first offense, \$10; second offense, \$30; third and subsequent offenses, \$60.

682 Each day or portion thereof may constitute a separate offense. If more than one, each condition
683 violated may constitute a separate offense. A separate offense is not limited to an offense within a
684 calendar year from the first offense.

685 The Town may enforce this section or enjoin violations thereof through any lawful process, and the
686 election of one remedy shall not preclude enforcement through any other lawful means.

687 The Animal Control Advisory Board may review all incidents subsequent to the third offense at a
688 duly noticed public meeting for which the offender shall be provided with notice at least seven days
689 prior thereto and an opportunity to appear before the Board and explain the circumstances of the
690 repeated violations. The Animal Control Advisory Board may make recommendations concerning
691 actions that can be taken to prevent future violations. Nothing in this Bylaw is intended to limit or
692 restrict the authority of the Board of Selectmen to act in accordance with G.L. c. 140, §157.

693 Or take any other action in relation thereto.

694

695 **Submitted by:** Animal Control Advisory Board

696 **Recommendation:** The Board of Selectmen recommends approval.

697 **Recommendation:** Finance Committee supports this article.

698 **Summary:** To provide a needed differentiation of fees triggered by citations by the
699 Animal Control Officer and an even greater gradation of fees for citations to repeat
700 offenders.

701

702 **ARTICLE 34. Revolving Funds Bylaw**

703 To see if the Town will vote pursuant to the provisions of Section 53E1/2 of Chapter 44 of the
 704 General Laws [MGL Ch 44:53E½], as amended, to amend the Town’s Revolving Fund Bylaw,
 705 adopted as Chapter 143 of the Town’s General Bylaws pursuant to Article 32 of the May 1, 2017
 706 Annual Town Meeting Warrant, with revisions noted in bold, below:

707

708 **Chapter 143 Revolving Funds**

709 **143-1** There are hereby established in the Town of Sterling pursuant to the provisions of G.L. c.44,
 710 §53E½, the following Revolving Funds:

Program or Purpose	Representative or Board Authorized to Spend	Department Receipts	Programs/Activities for Which Funds May be Expended
Recycling	DPW	Fees and charges received from recycling	Expenses, supplies and contracted services to run the recycling center
Fuel	DPW	Fees and charges received from town departments	Fuel charges for the Light Dept and Water Enterprise Fund
Deputy Collector	Treasurer/Collector	Fees and charges received from deputy collector	Contract services to collect late tax bills.
Planning Board Expenses	Planning Board	Fees and charges received from applicants	Expenses, supplies and contracted services for the Planning Board
Council on Aging Expenses	Council on Aging	Fees and charges received from programs	Expenses, supplies and contracted services for the Senior Center
Sterling Fair	Fair Committee	Fees and charges received from fair activity	Expenses, supplies and contracted services to run the Sterling Fair
Hazardous Materials	Fire Chief	Fees and charges received from hazardous material disposal	Costs associated with hazardous material incidents
Radio Master Box Fees	Fire Chief	Fees and charges received from monitoring and usage	Expenses, supplies and maintenance of Radio Master Box system

Agricultural Commission Expenses	Agricultural Commission	Fees and charges received from projects and programs	Expenses and supplies for the Commission
Recreation Committee Programs	Recreation Committee	Fees and charges received from programs	Salaries, expenses, supplies and contracted services to run the Recreation Programs
Wiring Inspector	Inspectional Services	Fees and charges received from inspections	Wiring Inspector Compensation, including fringe benefits if any

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143-2 Expenditures from each revolving fund set forth herein shall be subject to the limitation established annually by Town Meeting or any increase therein as may be authorized in accordance with G.L. c.44, §53E½.

And further, to set FY 2019 spending limits for such revolving funds as follows:

Program or Purpose	FY 2019 Spending Limit
Recycling	\$5,000
Fuel	\$60,000
Deputy Collector	\$18,000
Planning Board Expenses	\$25,000
Council on Aging Expenses	\$50,000
Sterling Fair	\$135,000
Hazardous Materials	\$55,000
Radio Master Box Fees	\$4,000
Agricultural Commission Expenses	\$5,000
Recreation Committee Programs	\$155,000
Wiring Inspector	\$20,000

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Or take any action in relation thereto.

Submitted by: Town Accountant

Recommendation: The Board of Selectmen recommends approval.

Recommendation: The Finance Committee recommends passage.

Summary: The Municipal Modernization Act of 2016 required that revolving funds must be established by bylaw or ordinance, and that the expenditure limits must be established annually

727 and prior to July first. While the Town adopted such a bylaw at the last Annual Town Meeting, the
728 Attorney General suggested that certain clarifications be made. This article makes those
729 clarifications and sets the expenditure limits for FY 2019. In future years, the Town will be
730 required only to establish the annual expenditure limits.

731

732 **ARTICLE 35. Building Rental Revolving Fund**

733 To see if the Town will vote to continue to provide for any amounts collected for building rentals,
734 other than rental of school buildings, to be credited to a separate account to be expended without
735 further appropriation by the board, committee or department head in control of the building for
736 building-related upkeep and maintenance, and further, to accept the provision of the second
737 paragraph of Section 3 of Chapter 40 of the General Laws [MGL Ch 40:03], as amended, to allow
738 any balance in such an account at the close of the fiscal year to remain available for expenditure
739 without appropriation for such purposes in future years; or take any other action in relation thereto.

740

741 **Submitted by:** Town Accountant

742 **Recommendation:** The Board of Selectmen recommends approval.

743 **Recommendation:** The Finance Committee supports this article.

744 **Summary:** Recent legislation allows a municipality to segregate revenues from rental of
745 municipal buildings and to spend such funds without further appropriation for building-related
746 maintenance, as well as allowing the monies to be available for such purposes in a future fiscal year.
747 Any unexpended monies held in the Building Rental Revolving Fund would normally revert to the
748 general fund at the close of the fiscal year, unless the Town votes (as it is asked to do here) to allow
749 for the monies to remain in the fund and available for expenditure after the close of the fiscal year.

750

751 **ARTICLE 36. Acceptance of Thomas Lane as a Public Way**

752 To see if the Town will vote to accept Thomas Lane as a public way, in its entirety, together with all
753 easements, as laid out by the Board of Selectmen and shown on a plan entitled “Thomas Lane Road
754 As-built/Acceptance Plan”, on file in the Town Clerk's Office; and authorize the Board of Selectmen
755 to acquire, by gift, purchase, and/or eminent domain, the fee to and/or easements in such way as
756 shown on the aforesaid plan for all purposes for which public ways are used in the Town of Sterling,
757 and any drainage, utility, access or other related easements; and, as may be necessary therefore, to
758 raise and appropriate or transfer from available funds a sum of money for such purposes. Such
759 acceptance will not be final until the Deed(s) to the aforesaid have been recorded in the Worcester
760 Registry of Deeds by the current owner(s) and duly delivered along with clear title to the Board of
761 Selectmen; or take any other action in relation thereto.

762

763 **Submitted by:** Planning Board

764 **Recommendation:** The Board of Selectmen recommends approval of this article.

765 **Recommendation:** The Finance Committee defers to town meeting.

766 **Recommendation:** The Planning Board supports this article.

767 **Summary:** This article will convert a subdivision road that is complete for care and maintenance
768 as a public way.

769
770 **ARTICLE 37. Citizens Petition: Notification of parties on agenda**
771 To see if the Town will vote to adopt the following bylaw which is designed to ensure an open
772 government for the people by requiring communication between Public Bodies and the people they
773 serve:

774
775 **Open Government**
776
777 An essential component of open government is communication between the government and the
778 people it serves. Appropriate communication shall be defined, complied with and ensured as
779 follows: Whenever a Public Body (as defined by MGL Chapter 30A, Section 18) of the Town of
780 Sterling is scheduled to discuss a person, property or entity (hereinafter “entity”) for actionable
781 purposes at a public meeting, the Chair Person of such Public Body shall be responsible to ensure
782 that a reasonable attempt has been made to notify said entity of the intent of that Public Body to
783 discuss publicly such entity during the public meeting. This notification shall occur concurrently or
784 prior to the publication of the official agenda for the meeting at which the Public Body intends to
785 discuss the entity. The method, date, and time of the notification shall be entered into the official
786 minutes of said meeting of the Public Body, prior to discussion of the said matter.

787
788 **Submitted by:** Citizens petition
789 **Recommendation:** The Board of Selectmen recommends passage of this article.
790 **Recommendation:** The Finance Committee recommends passage of this article
791 **Summary:** The Commonwealth’s Open Meeting Law assures that agendas for public
792 body meetings are posted in a public place. This bylaw would provide additional protections for
793 entities within Sterling by requiring that the public body make reasonable efforts to notify that
794 entity prior to the public body discussing that entity for purposes where the public body could take
795 action against that entity. The bylaw does not require “absolute” notification, however it does
796 require the public body to officially record how the attempt to notify was conducted. The bylaw
797 does not provide sanctions or penalties against the public body or the individuals that make up that
798 public body. The bylaw does provide the entity a remedy should a public body take action without
799 making the required notification.

800
801 **ARTICLE 38. Apply Stabilization Fund to Stabilize the Tax Rate**
802 To see if the Town will vote to transfer a sum of money from the Stabilization Fund, to stabilize the
803 tax rate; or take any action in relation thereto.

804
805 **Submitted by:** Finance Committee
806 **Recommendation:** The Board of Selectmen will report at town meeting.

807 **Recommendation:** The Finance Committee will report at town meeting.
808 **Summary:** This article appropriates stabilization funds to reduce the FY19 tax levy. The
809 Finance Committee will submit an amount at town meeting after consideration of the spending on
810 previously approved articles.

811

812 **ARTICLE 39. Annual Town Election**

813 To elect by ballot on Monday, May 14, 2018 from 7:00am to 8:00pm at the Houghton Elementary
814 School gym on 32 Boutelle Road, the following officers:

815

- 816 (1) seat for Board of Assessors – 3 year term
- 817 (1) seat for Board of Health – 3 year term
- 818 (1) seat for Board of Selectmen – 3 year term
- 819 (1) seat for Department of Public Works Board – 3 year term
- 820 (2) seats for Library Trustees –3 year term each
- 821 (1) seat for Moderator – 3-year term
- 822 (1) seat for Planning Board – 5 year term
- 823 (1) seat for Sterling Housing Authority –5 year term
- 824 (1) seat for Sterling Municipal Light Board – 3 year term
- 825 (1) seat for Wachusett Regional School District Committee –3 year term

826

827 Also, to choose by ballot or otherwise, such other officers as may be necessary. The polls shall be
828 opened on Monday, May 14, 2018 at seven o'clock in the forenoon (7:00am) and shall remain open
829 until eight o'clock (8:00pm) in the evening.

830

831 Given under our hands this 11th day of April, 2018.

832

833 **Sterling Board of Selectmen**


Maureen Cranson, Chairman


Richard Lane


John Kilcoyne

834

835

836

837

838

839

840

841
842 **To the Town Constable:** and you are directed to serve this Warrant by posting on the Town
843 Website and posting attested copies at the following 6 municipal locations and one in each precinct
844 at least seven (7) days before the holding said meeting:
845 Butterick Municipal Building (Precinct 1) Police Station (Precinct 2)
846 Conant Free Library Post Office
847 Sterling Municipal Light Building Sterling Senior Center
848 Hereof fail not and make due return of this Warrant with your doings thereto to the Town Clerk at
849 the time and place of meeting as aforesaid.

FY19 OMNIBUS BUDGET

Last Updated: 4/3/2018
Time: 9:44am

	Account Description	2017 Actual	2018 Original	FY19 Dept Request	FY19 \$ Change	FY19 % Change
1	ACCOUNTANT					
2	ACCOUNTANT SALARY	29,376.00	29,963.00	30,862.00	899.00	3.00%
3	ACCOUNTANT EXPENSE	7,354.21	7,750.00	9,050.00	1,300.00	16.77%
4	Department Total	36,730.21	37,713.00	39,912.00	2,199.00	5.83%
5	ADA COORDINATOR					
6	ADA COORDINATOR STIPEND	1,500.00	1,500.00	1,500.00	0.00	0.00%
7	Department Total	1,500.00	1,500.00	1,500.00	0.00	0.00%
8	AGRICULTURAL EXPENSE					
9	AGRICULTURAL EXPENSE	100.00	750.00	750.00	0.00	0.00%
10	Department Total	100.00	750.00	750.00	0.00	0.00%
11	ANIMAL INSPECTOR					
12	ANIMAL INSPECTOR STIPEND	1,250.00	1,500.00	2,250.00	750.00	50.00%
13	ANIMAL INSPECTOR EXPENSE	693.74	900.00	900.00	0.00	0.00%
14	Department Total	1,943.74	2,400.00	3,150.00	750.00	31.25%
15	ASSESSOR					
16	ASSESSOR SALARY	4,500.00	4,500.00	4,500.00	0.00	0.00%
17	ASSESSOR WAGES	42,165.68	44,847.00	46,192.00	1,345.00	3.00%
18	ASSESSOR EXPENSE	53,608.29	56,700.00	71,700.00	15,000.00	26.46%
19	ASSESSOR REVAL	0.00	0.00	0.00	0.00	
20	Department Total	100,273.97	106,047.00	122,392.00	16,345.00	15.41%
21	BOARD OF HEALTH					
22	BOH SALARY	309.00	309.00	309.00	0.00	0.00%
23	BOH INSPECTOR SALARY	82,000.00	88,130.00	91,243.00	3,113.00	3.53%
24	BOH WACHUSETT HOME HEALTH CARE	1,500.00	0.00	0.00	0.00	
25	BOH MONTACHUSETT PUBLIC HEALTH	3,675.00	3,200.00	3,200.00	0.00	0.00%
26	BOH EXPENSE	4,389.09	4,530.00	4,530.00	0.00	0.00%
27	BOH PRINTER/COPIER	0.00	0.00	2,970.00	2,970.00	
28	BOH KIOSK	0.00	2,900.00	2,900.00	0.00	0.00%
29	Department Total	91,873.09	99,069.00	105,152.00	6,083.00	6.14%
30	BOARD OF SELECTMEN					
31	SELECTMEN SALARY	4,500.00	4,500.00	4,500.00	0.00	0.00%
32	SELECTMEN EXPENSE	2,500.00	2,500.00	2,500.00	0.00	0.00%
33	Department Total	7,000.00	7,000.00	7,000.00	0.00	0.00%
34	CONSERVATION					
35	CONSERVATION COMMITTEE WAGES	23,705.00	24,179.00	24,904.00	725.00	3.00%
36	CONSERVATION COMMITTEE EXPENSE	890.61	1,000.00	1,000.00	0.00	0.00%
37	CENTRAL MASS STORMWATER COALITION	0.00	5,000.00	5,000.00	0.00	0.00%
38	Department Total	24,595.61	30,179.00	30,904.00	725.00	2.40%
39	COUNCIL ON AGING					
40	SENIOR CENTER FACILITIES MAINT TECH	0.00	15,065.00	0.00	(15,065.00)	-100.00%
41	COA WAGES	118,743.48	133,800.00	137,814.00	4,014.00	3.00%
42	SENIOR CENTER OPERATIONS COORD.	0.00	0.00	16,665.00	16,665.00	
43	SENIOR CENTER OPERATIONS	25,737.98	15,935.00	15,935.00	0.00	0.00%
44	COA HOME CARE	400.00	400.00	400.00	0.00	0.00%
45	COA TITLE VII NUTRITION AND WHEAT	4,300.00	4,300.00	4,300.00	0.00	0.00%
46	COA EXPENSE	16,040.20	16,050.00	16,050.00	0.00	0.00%
47	Department Total	165,221.66	185,550.00	191,164.00	5,614.00	3.03%

FY19 OMNIBUS BUDGET

Last Updated: 4/3/2018
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	Account Description	2017 Actual	2018 Original	FY19 Dept Request	FY19 \$ Change	FY19 % Change
48	CULTURAL COUNCIL					
49	CULTURAL COUNCIL	0.00	50.00	3,550.00	3,500.00	7000.00%
50	Department Total	0.00	50.00	3,550.00	3,500.00	7000.00%
51	DPW					
52	DPW SALARY	66,626.00	67,959.00	70,698.00	2,739.00	4.03%
53	DPW BOARD SALARY	1,800.00	1,800.00	1,800.00	0.00	0.00%
54	DPW WAGES	555,220.33	610,847.00	629,172.00	18,325.00	3.00%
55	DPW STREET LIGHTS	30,612.96	30,613.00	19,062.00	(11,551.00)	-37.73%
56	DPW HYDRANT RENTAL	26,675.00	26,675.00	26,675.00	0.00	0.00%
57	DPW TRASH PICKUP	506,497.94	542,000.00	558,000.00	16,000.00	2.95%
58	REGIONAL RECYCLING	4,335.50	4,186.00	4,181.00	(5.00)	-0.12%
59	LANDFILL MONITORING	16,500.00	16,500.00	16,500.00	0.00	0.00%
60	DPW EXPENSE	286,639.54	319,420.00	319,420.00	0.00	0.00%
61	DPW EQUIPMENT LEASE	29,691.48	29,692.00	29,692.00	0.00	0.00%
62	Department Total	1,524,598.75	1,649,692.00	1,675,200.00	25,508.00	1.55%
63	DPW SNOW & ICE					
64	SNOW & ICE WAGES	65,164.62	60,000.00	60,000.00	0.00	0.00%
65	SNOW & ICE EXPENSE	194,173.74	116,000.00	116,000.00	0.00	0.00%
66	Department Total	259,338.36	176,000.00	176,000.00	0.00	0.00%
67	ECONOMIC DEVELOPMENT					
68	ECONOMIC DEVELOPMENT COMMITTEE EXPENSE	5,000.00	13,500.00	26,000.00	12,500.00	92.59%
69	Department Total	5,000.00	13,500.00	26,000.00	12,500.00	92.59%
70	EXTENSION SERVICE					
71	EXTENSION SERVICE	510.00	510.00	510.00	0.00	0.00%
72	Department Total	510.00	510.00	510.00	0.00	0.00%
73	FACILITIES					
74	FACILITIES WAGES	28,691.07	32,229.96	33,197.00	967.04	3.00%
75	FACILITIES EXPENSE	70,053.89	71,576.00	76,576.00	5,000.00	6.99%
76	Department Total	98,744.96	103,805.96	109,773.00	5,967.04	5.75%
77	FINANCE BOARD					
78	FINANCE BOARD SALARY	0.00	0.00	0.00	0.00	
79	FINANCE BOARD EXPENSE	274.64	280.00	280.00	0.00	0.00%
80	Department Total	274.64	280.00	280.00	0.00	0.00%
81	FIRE					
82	FIRE CHIEF SALARY	95,429.00	97,338.00	100,258.00	2,920.00	3.00%
83	FIRE WAGES	449,930.07	544,733.00	598,610.00	53,877.00	9.89%
84	FIRE EMERGENCY MANAGEMENT STIPEND	10,000.00	10,000.00	10,000.00	0.00	0.00%
85	FIRE EXPENSE	119,779.16	132,700.00	133,900.00	1,200.00	0.90%
86	FIRE EMERGENCY MANAGEMENT EXPENSE	1,492.75	1,500.00	1,500.00	0.00	0.00%
87	FIRE EQUIPMENT LEASE	62,148.05	62,148.05	62,148.05	0.00	0.00%
88	Department Total	738,779.03	848,419.05	906,416.05	57,997.00	6.84%

FY19 OMNIBUS BUDGET

Last Updated: 4/3/2018
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	Account Description	2017 Actual	2018 Original	FY19 Dept Request	FY19 \$ Change	FY19 % Change
89						
90	FIRE-AMBULANCE					
91	AMBULANCE CHIEF SALARY	12,200.00	12,200.00	12,566.00	366.00	3.00%
92	AMBULANCE WAGES	269,883.18	314,427.00	323,860.00	9,433.00	3.00%
93	AMBULANCE EXPENSE	69,670.38	73,000.00	78,500.00	5,500.00	7.53%
94	AMBULANCE LEASE	38,867.20	38,867.20	38,867.20	0.00	0.00%
95	Department Total	390,620.76	438,494.20	453,793.20	15,299.00	3.49%
96	HISTORICAL COMMISSION					
97	HISTORICAL EXPENSE	1,492.55	1,500.00	2,500.00	1,000.00	66.67%
98	Department Total	1,492.55	1,500.00	2,500.00	1,000.00	66.67%
99	INSPECTIONAL SERVICES					
100	BUILDING INSPECTOR SALARY	58,589.44	59,992.00	61,792.00	1,800.00	3.00%
101	INSPECTION WIRE INSP SALARY	0.00	0.00	0.00	0.00	
102	INSPECTION PLUMBING INSP SALARY	10,160.80	10,404.00	10,716.00	312.00	3.00%
103	INSPECTON GAS INSP SALARY	5,588.95	5,723.00	5,895.00	172.00	3.01%
104	BUILDING INSPECTOR WAGES	34,151.92	38,000.00	36,602.00	(1,398.00)	-3.68%
105	INSPECTION EXPENSE	5,519.59	5,550.00	5,500.00	(50.00)	-0.90%
106	SEALER OF WEIGHT & MEASURES EXPENSE	1,200.00	1,200.00	1,200.00	0.00	0.00%
107	Department Total	115,210.70	120,869.00	121,705.00	836.00	0.69%
108	LIBRARY					
109	LIBRARY SALARY	74,941.00	77,189.00	79,505.00	2,316.00	3.00%
110	LIBRARY WAGES	202,189.44	207,341.00	217,659.00	10,318.00	4.98%
111	LIBRARY EXPENSE	115,017.00	119,581.00	131,750.00	12,169.00	10.18%
112	Department Total	392,147.44	404,111.00	428,914.00	24,803.00	6.14%
113	MODERATOR					
114	MODERATOR SALARY	500.00	500.00	500.00	0.00	0.00%
115	MODERATOR EXPENSE	0.00	150.00	150.00	0.00	0.00%
116	Department Total	500.00	650.00	650.00	0.00	0.00%
117	OPEN SPACE					
118	OPEN SPACE EXPENSE	1,492.55	1,500.00	1,500.00	0.00	0.00%
119	Department Total	1,492.55	1,500.00	1,500.00	0.00	0.00%
120	PERSONNEL BOARD					
121	PERSONNEL BOARD TRAINING	0.00	0.00	0.00	0.00	
122	PERSONNEL BOARD EXPENSE	0.00	1,800.00	1,800.00	0.00	
123	PERSONNEL BOARD MERIT PAY	0.00	0.00	0.00	0.00	
124	Department Total	0.00	1,800.00	1,800.00	0.00	0.00%
125	PLANNING					
126	PLANNING STIPEND	300.00	500.00	1,500.00	1,000.00	200.00%
127	MRPC EXPENSE	2,492.26	2,772.00	2,772.00	0.00	0.00%
128	PLANNING WAGE EXPENSE	15,417.23	17,337.31	17,857.00	519.69	3.00%
129	TOWN PLANNER	0.00	0.00	73,469.00	73,469.00	
130	Department Total	18,209.49	20,609.31	95,598.00	74,988.69	363.86%

FY19 OMNIBUS BUDGET

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	Account Description	2017 Actual	2018 Original	FY19 Dept Request	FY19 \$ Change	FY19 % Change
131	POLICE					
132	POLICE SALARY	128,680.00	131,396.00	135,337.00	3,941.00	3.00%
133	POLICE WAGES	1,176,099.85	1,173,793.00	1,329,426.00	155,633.00	13.26%
134	POLICE EXPENSE	98,139.41	106,300.00	103,800.00	(2,500.00)	-2.35%
135	POLICE CRUISER	39,000.00	40,000.00	40,000.00	0.00	0.00%
136	Department Total	1,441,919.26	1,451,489.00	1,608,563.00	157,074.00	10.82%
137	POLICE-ANIMAL CONTROL					
138	ANIMAL CONTROL WAGES	20,083.20	21,163.00	21,798.00	635.00	3.00%
139	ANIMAL CONTROL EXPENSE	3,983.19	4,000.00	4,000.00	0.00	0.00%
140	Department Total	24,066.39	25,163.00	25,798.00	635.00	2.52%
141	POLICE-DISPATCH					
142	COMMUNICATION WAGES	257,392.00	262,550.00	270,427.00	7,877.00	3.00%
143	COMMUNICATION EXPENSE	84,144.11	93,958.00	93,958.00	0.00	0.00%
144	Department Total	341,536.11	356,508.00	364,385.00	7,877.00	2.21%
145	RECREATION					
146	RECREATION SALARY	49,057.36	50,138.10	51,642.00	1,503.90	3.00%
147	RECREATION WAGES	37,276.69	40,242.17	41,449.00	1,206.83	3.00%
148	RECREATION EXPENSE	7,494.66	7,800.00	7,956.00	156.00	2.00%
149	Department Total	93,828.71	98,180.27	101,047.00	2,866.73	2.92%
150	TOWN ADMINISTRATOR					
151	TOWN ADMINISTRATOR SALARY	73,264.63	97,410.00	100,332.00	2,922.00	3.00%
152	TOWN ADMINISTRATOR WAGES	77,192.50	79,264.00	81,642.00	2,378.00	3.00%
153	OPERATIONS MANAGER WAGES	0.00	0.00	44,040.00	44,040.00	
154	TOWN ADMINISTRATOR EXPENSE	52,774.08	72,000.00	55,347.00	(16,653.00)	-23.13%
155	SR. TAX WORK OFF PROGRAM	11,477.50	15,217.00	15,000.00	(217.00)	-1.43%
156	Department Total	214,708.71	263,891.00	296,361.00	32,470.00	12.30%
157	TOWN CLERK					
158	TOWN CLERK SALARY	64,952.00	67,093.00	65,920.00	(1,173.00)	-1.75%
159	TOWN CLERK WAGES	39,576.68	44,026.00	45,347.00	1,321.00	3.00%
160	TOWN CLERK TRAINING	3,451.72	3,500.00	3,500.00	0.00	0.00%
161	TOWN CLERK EXPENSE	13,789.28	10,975.00	11,000.00	25.00	0.23%
162	ELECTION WAGES	17,657.21	10,824.00	11,149.00	325.00	3.00%
163	ELECTION EXPENSE	12,669.44	12,500.00	8,900.00	(3,600.00)	-28.80%
164	Department Total	152,096.33	148,918.00	145,816.00	(3,102.00)	-2.08%
165	TREASURER/COLLECTOR					
166	TREASURER/COLLECTOR SALARY	57,717.06	61,158.00	73,885.00	12,727.00	20.81%
167	TREASURER/COLLECTOR WAGES	91,719.24	94,539.00	105,102.40	10,563.40	11.17%
168	TREASURER/COLLECTOR EXPENSE	40,281.12	47,566.00	43,500.00	(4,066.00)	-8.55%
169	Department Total	189,717.42	203,263.00	222,487.40	19,224.40	9.46%

FY19 OMNIBUS BUDGET

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	Account Description	2017 Actual	2018 Original	FY19 Dept Request	FY19 \$ Change	FY19 % Change
170	VETERANS					
171	VETERANS WAGES	20,000.00	0.00	0.00	0.00	
172	VETERANS EXPENSE	2,200.00	22,200.00	20,000.00	(2,200.00)	-9.91%
173	VETERANS BENEFITS	29,442.94	30,000.00	30,000.00	0.00	0.00%
174	Department Total	51,642.94	52,200.00	50,000.00	(2,200.00)	-4.21%
175	ZONING BOARD OF APPEALS					
176	BOARD OF APPEALS WAGES	(20.00)	0.00	0.00	0.00	
177	BOARD OF APPEALS EXPENSE	7,873.99	7,000.00	7,000.00	0.00	0.00%
178	Department Total	7,853.99	7,000.00	7,000.00	0.00	0.00%
179	AUDIT					
180	AUDIT EXPENSE	20,500.00	21,500.00	21,500.00	0.00	0.00%
181	Department Total	20,500.00	21,500.00	21,500.00	0.00	0.00%
182	DEBT SERVICE					
183	DEBT - LONG TERM PRINCIPAL	157,623.00	1,606,000.00	1,581,000.00	(25,000.00)	-1.56%
184	DEBT - LONG TERM INTEREST	376,186.00	278,025.00	216,255.00	(61,770.00)	-22.22%
185	DEBT - SHORT TERM INTEREST	0.00	0.00	0.00	0.00	
186	Department Total	533,809.00	1,884,025.00	1,797,255.00	(86,770.00)	-4.61%
187	HUMAN RESOURCES					
188	HUMAN RESOURCE SALARY	0.00	0.00	0.00	0.00	
189	HUMAN RESOURCE EXPENSE	200.00	500.00	200.00	(300.00)	-60.00%
190	HUMAN RESOURCE TRAINING	0.00	0.00	200.00	200.00	100.00%
191	Department Total	200.00	500.00	400.00	(100.00)	-20.00%
192	INFORMATION TECHNOLOGY					
193	IT PROFESSIONAL SERVICES	4,000.00	76,800.00	0.00	(76,800.00)	-100.00%
194	IT EXPENSE	57,635.32	28,720.00	136,930.00	108,210.00	376.78%
195	IT WEB HOSTING	3,600.60	0.00	0.00	0.00	
196	IT GIS HOSTING	0.00	0.00	0.00	0.00	
197	Department Total	65,235.92	105,520.00	136,930.00	31,410.00	29.77%
198	INSURANCE-BENEFITS					
199	BENEFITS (Health,Med,Unem,Liab)	1,365,997.29	1,485,468.00	1,580,261.79	94,793.79	6.38%
200	Department Total	1,365,997.29	1,485,468.00	1,580,261.79	94,793.79	6.38%
201	LEGAL SERVICES					
202	LEGAL SERVICES	43,814.39	60,000.00	62,000.00	2,000.00	3.33%
203	Department Total	43,814.39	60,000.00	62,000.00	2,000.00	3.33%
204	MEMORIAL AND VETERANS DAY					
205	MEMORIAL AND VETERANS DAY	3,088.80	5,600.00	5,600.00	0.00	0.00%
206	Department Total	3,088.80	5,600.00	5,600.00	0.00	0.00%
207	WORC COUNTY RETIREMENT					
208	RETIREMENT	616,567.00	668,846.00	733,175.00	64,329.00	9.62%
209	Department Total	616,567.00	668,846.00	733,175.00	64,329.00	9.62%
210	Municipal Operating Budget	11,090,069.79	11,664,692.44	11,664,692.44	574,622.65	5.18%

FY19 OMNIBUS BUDGET

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	Account Description	2017 Actual	2018 Original	FY19 Dept Request	FY19 \$ Change	FY19 % Change
211						
212	WACHUSETT REGIONAL SCHOOL DIST					
213	WACHUSETT REGIONAL SCHOOL DIST **	7,982,763.00	8,145,271.00	9,011,589.00	866,318.00	10.64%
214	WACHUSETT RSD ABOVE NET MIN CON **	2,694,265.00	3,097,147.00	2,332,149.00	(764,998.00)	-24.70%
215	Department Total	10,677,028.00	11,242,418.00	11,343,738.00	101,320.00	0.90%
216	MONTACHUSETT REG. SCHOOL DIST					
217	MONTACHUSETT REGIONAL SCH DIST **	783,665.00	853,782.00	835,450.00	(18,332.00)	-2.15%
218	DEBT AND INTEREST - BUILDING PROJECT **			12,227.00	12,227.00	
219	Department Total	783,665.00	853,782.00	847,677.00	(6,105.00)	-0.72%
220	OPEB					
221	OPEB	100,000.00	150,000.00	150,000.00	0.00	0.00%
222	Department Total	100,000.00	150,000.00	150,000.00	0.00	0.00%
223	Reserve Fund					
224	RESERVE FUND	100,000.00	100,000.00	100,000.00	0.00	0.00%
225	Department Total	100,000.00	100,000.00	100,000.00	0.00	0.00%
226						
227	Total Including Schools / OPEB /Resv Fund	23,436,269.79	24,106,107.99	24,106,107.44	669,837.65	2.86%