

# Town of Sterling WARRANT

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



**May 6, 2019 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, 2019 and ending June 30, 2020. We have reviewed each Town department's budget request which we present at the back portion of this warrant, including further explanations for any significant department budget increases.

As part of the Finance Committee's budget deliberations over the past several months, the Committee recommends an entire Town budget of \$24,604,913.66, a 2.06% increase over the prior year. Again, this year the omnibus budget includes the school budgets of both our districts, Wachusett Regional and Montachusett Regional. We believe that the budget as presented is both prudent and fiscally responsible.

One particular item of note this year is the Finance Committee's recommendation that the Town implement a longevity and merit step increase plan that enables our employees to advance in their respective job grade via steps based on their years of service with the Town. Employees eligible for step increases must achieve satisfactory performance evaluations each year. This recommendation rewards employees for their job performance and allows the Town to be competitive when filling current and future employment positions. The accumulative impact of this recommendation is \$67,291 as outlined under the Personnel Board department budget.

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

- **School District Assessments**

The Wachusett Regional School District increased their overall assessment by 2.99% to \$11,683,458 while the Montachusett Regional Vocational Technical School District increased their assessment by 2.58% to \$835,106. Details of both district budgets are shown in lines 217-225 of the proposed budget.

- **Capital Requests**

After careful consideration and review of capital requests from all departments, the Finance Committee is recommending approval of a capital budget expenditure of \$972,208 to be funded from a combination of our Capital Investment Fund and certified free cash. In addition, the Finance Committee and the Capital Committee jointly recommend an appropriation of \$284,000 to replace Ambulance #2 to be funded from Ambulance Receipts (see Article 9). These recommendations are 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 are working 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 2020, a portion of these funds come from the Capital Investment Fund. As noted in warrant Article 8, that amount is \$502,623. These funds will be used to install a new roof on the Butterick Building, replace Butterick Building windows, and install septic and sprinkler systems in the 1835 Building. The Capital Committee made its approval recommendations to the Finance Committee. The Capital Committee will report on item 8.5 in the amount of \$132,623 for repairs to the West Sterling tennis and basketball courts at Town Meeting.

The Committees jointly recommend appropriating \$50,000 to the Capital Investment Fund from certified free cash (Article #4) in this upcoming budget year. In addition, as noted in warrant Article 5, \$97,467 is being recommended to be "recaptured" from prior years unused warrant articles and inactive accounts and transferred to the Capital Fund.

The Capital Investment Fund had a balance of \$3,796,655 as of March 31, 2019.

- 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 upon 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 has been our first step in this process.

The Finance Committee continues to address this matter in its budget deliberations and recommends approval of warrant Article 27, in the amount of \$159,000, to be funded from certified free cash. These funds would be added to an investment account already established to fund this liability. As of March 31, 2019, the balance in this account was \$468,346.

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.

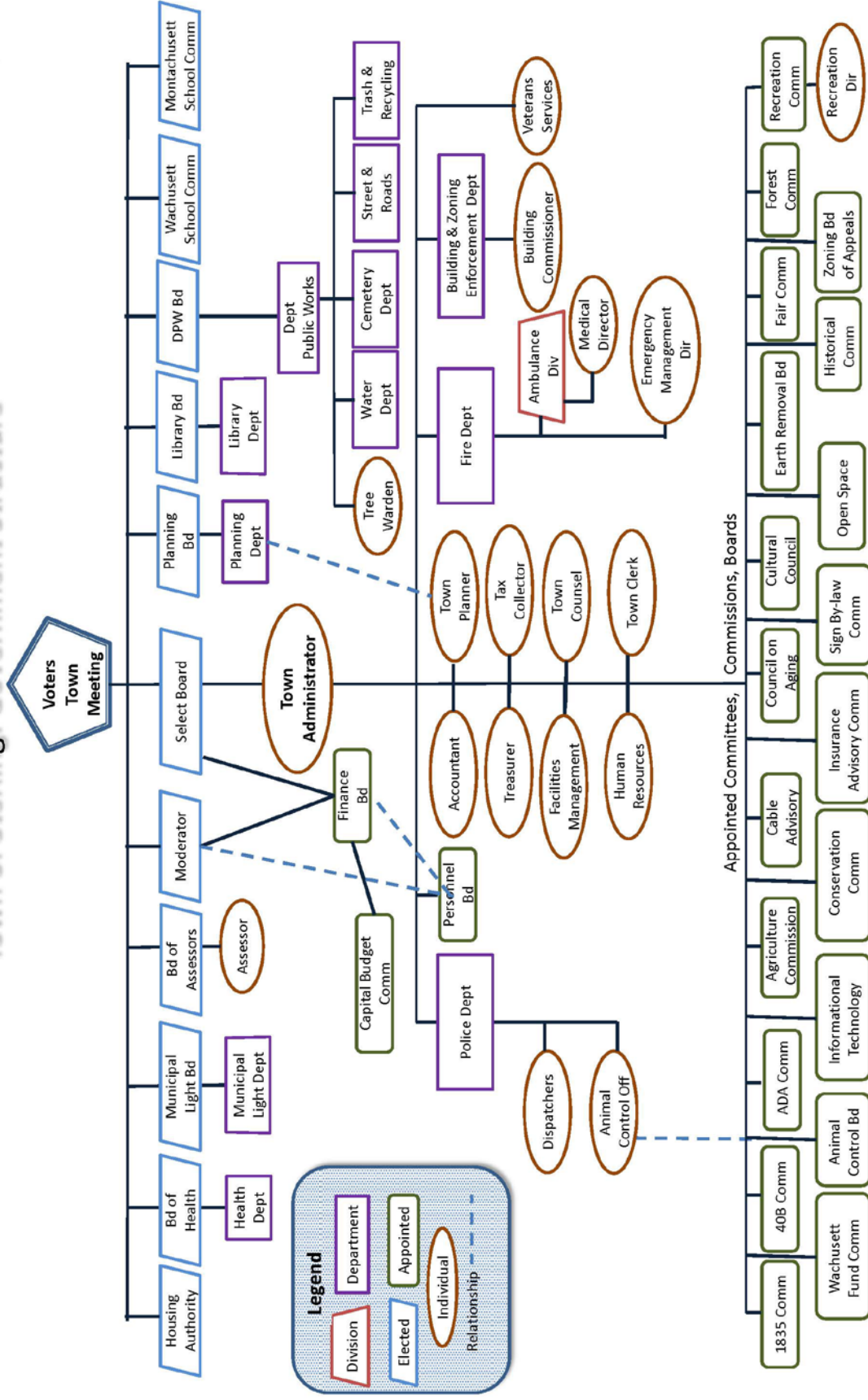
Respectfully Submitted;  
The Town of Sterling Finance Committee

Joseph G. Sova, Chairman  
Steven Staudaher, Vice Chairman  
Todd Chapman

Mary Cliett, Clerk  
Everett Heller

# Town of Sterling: Government Structure

Revised: Oct 17, 2017



**THE COMMONWEALTH OF MASSACHUSETTS  
TOWN OF STERLING  
ANNUAL TOWN MEETING  
MAY 6, 2019**

**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 SIXTH DAY OF MAY, 2019

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

**ARTICLE 1. FY20 Town Operating Budget**

To see if the Town will vote to raise and appropriate or transfer from available funds, the sum of \$24,329,913.66 as shown on page 5 line 233 of the Omnibus Budget or any other sum, and to further appropriate, from the Ambulance Receipts Account, the sum of \$270,000.00 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 \$24,604,913.66 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, 2019 and ending June 30, 2020, 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.

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

20 To see if the Town will vote to fix the salaries and compensation of all elected officers of the  
21 Town as provided by Chapter 41, Section 108 of the General Laws [MGL Ch 41:108], as  
22 amended, as presented in Article 1 of this Warrant; or take any action in relation thereto.  
23

**FY 20 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.

24  
25 **Submitted by:** Selectmen

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

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

28 **Summary:** The article fixes the salaries and compensation for all elected officials,  
29 except the Sterling Municipal Light Board, as presented in the general budget.  
30

31 **ARTICLE 3. Fund Deficit due to Snow and Ice**

32 To see if the Town will vote to raise and appropriate or transfer from Free Cash, or from  
33 Stabilization or from other available funds, \$50,000 or any other sum of money, to the Snow  
34 and Ice Account to cover any deficit in the snow and ice budget for the current fiscal year; or  
35 take any action in relation thereto.  
36

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

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

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

40 **Summary:** This article transfers money into the DPW Snow and Ice Account to  
41 cover the deficit in the account caused by the snow and ice storms of this past winter and  
42 spring. The actual amount required will be identified prior to Town Meeting.  
43

44 **ARTICLE 4. Transfer Certified Free Cash to Capital Fund**

45  
46 To see if the Town will vote to transfer \$50,000 or some other sum of money from Certified  
47 Free Cash to the Capital Investment Fund, as allowed by the bylaws of Sterling; or take any  
48 action in relation thereto.  
49

50 **Submitted by:** Finance Committee

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

52 **Recommendation:** The Finance Committee supports this article

53 **Summary:** This article transfers money from existing funds, Certified Free Cash,  
54 into the Capital Fund as part of the Town's long term capital plan.

**ARTICLE 5. Transfer Certified Free Cash to Stabilization Fund**

To see if the Town will vote to transfer \$60,000 or any other sum of money from Certified Free Cash to the Stabilization Fund, in accordance with the provisions of Chapter 40, Section 5B of the General Laws [MGL Ch 40:5B], as amended; or take any action in relation thereto.

**Submitted by:** Finance Committee

**Recommendation:** The Board of Selectmen supports this article

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

**Summary:** This article transfers funds from existing funds, Certified Free Cash, into the Stabilization Fund as part of the Town's long term savings plan.

**ARTICLE 6. Transfer Balances from Old Warrant Articles to the Capital Fund**

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

<b>Account #</b>	<b>Description</b>	<b>Recapture Dollars</b>
01999-58064	FY 17 ATM Art. # 8 DPW Backhoe	169.45
01999-58090	FY18 ATM Art. #9a Fire Dept SUV	237.73
01999-58114	FY19 ATM Art.#12e PD Taser Upgrade	2,963.00
01999-58118	FY19 ATM Art. # 13b SCBA Fill Stations	341.40
01999-58120	FY19 ATM Art. # 13d High School Turf Field	91,860.00
01231-57002	FY 14 Ambulance #1 Lease Residual	1,895.87
<b><u>Total</u></b>		<b><u>\$97,467.45</u></b>

**Submitted by:** Town Administrator

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

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

**Summary:** This article authorizes the Town to capture funds remaining from previous town meeting warrant articles, to close these accounts and to transfer these sums into the Capital Investment Fund. The projects listed are complete and these sums represent money not spent to complete these projects. The transfer into the capital fund allows the funding of new projects without increasing the tax rate.

**ARTICLE 7. Fiscal Year 2020 Capital Plan – Free Cash**

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow the sum of \$469,585 or any other sum, to be used to fund the Fiscal Year 2020 Capital Plan for the Town of Sterling, as recommended by the Finance Committee. This plan consists of the following items:

<b><u>Item</u></b>	<b><u>Department</u></b>	<b><u>Amount</u></b>
1. Butterick Electric doors	Selectmen	\$ 11,500
2. Library Carpet	Library Trustees	\$ 30,000
3. Gazebo roof	Selectmen	\$ 3,900
4. Gazebo floor	Selectmen	\$ 9,156
5. Gazebo under floor ventilation	Selectmen	\$ 1,605
6. Replace radio (5% match)	Fire Dept.	\$ 659
7. LDH Appliances (FD)	Fire Dept.	\$ 23,000
8. DPW 1 Ton Dump Truck	DPW	\$ 51,600
9. Updates at West Sterling Schoolhouse	Historic Commission	\$ 1,500
10. Computer, Server, and Network improvements	Administration	\$ 72,100
11. Fiber Termination	Administration	\$ 55,000
12. Town Center Improvement Project	Administration	\$ 20,000
13. Printer / Scanner	Administration	\$ 6,565
14. Dispatch Consoles	Police Dept.	\$ 183,000
<b>TOTAL</b>		<b>\$469,585</b>

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

**Submitted by:** Finance Committee

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

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

**Recommendation:** The Capital Committee recommends each item individually and the passage of this article as a group.

**Summary:** This article would provide funding for a portion of the Town Capital Plan for Fiscal Year 2020. The Finance Committee has elected to combine all capital items into three articles, based on funding sources, to provide Town Meeting with a more complete picture of the Town's capital expenditures. The Moderator will address each item in turn during the presentation of the article. The Finance Committee recommends funding these capital items with a transfer from certified free cash.



**ARTICLE 8. Fiscal Year 2020 Capital Plan – Capital Investment Fund**

To see if the Town will vote to transfer from the Capital Investment Fund the sum of \$502,623 or any other sum, to be expended for the items listed below, as recommended by the Finance Committee and the Capital Planning Committee. This plan consists of the following items:

<u>Item</u>	<u>Department</u>	<u>Amount</u>
1. Butterick Bldg. Roof	Selectmen	\$90,000
2. Butterick Bldg. Windows	Selectmen	\$35,000
3. 1835 Bldg. Septic System	Selectmen	\$120,000
4. 1835 Bldg. Sprinkler System	Selectmen	\$125,000
5. Repair Tennis & BBall Courts	Recreation Com.	\$132,623
<b>TOTAL</b>		<b>\$502,623</b>

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

**Submitted by:** Finance Committee

**Recommendation:** The Board of Selectmen recommends passage of this article for items 1-4. They will report on item #5 at Town Meeting.

**Recommendation:** The Finance Committee recommends approval of this article for items 1-4. They will report on item #5 at Town Meeting.

**Recommendation:** The Capital Committee recommends each item individually and the passage of this article as a group, with the exception of item 8-5: Repair Tennis & Basketball Courts which the Capital Committee voted to defer to town Meeting.

**Summary:** This article would provide funding for the Town Capital Plan for Fiscal Year 2020. The Finance Committee has elected to combine all capital items funded from the Capital Investment Fund into a single article to provide Town Meeting with a more complete picture of the Town's capital expenditures. The Moderator will address each item in turn during the presentation of the article.

**ARTICLE 9. Fiscal Year 2020 Capital Plan – Ambulance Receipts**

To see if the Town will vote to transfer from the Ambulance Receipts Reserved for Appropriation the sum of \$284,000 or any other sum, to be used to fund the Fiscal Year 2020 Capital Plan for the Town of Sterling, as recommended by the Finance Committee and the Capital Planning Committee. This plan consists of the following items:

<u>Item</u>	<u>Department</u>	<u>Amount</u>
1. Replace Ambulance #2	Fire Dept	\$284,000
<b>TOTAL</b>		<b>\$284,000</b>

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

**Submitted by:** Finance Committee

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

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

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

**Summary:** This article would provide funding for the replacement ambulance from funds collected by the Fire Dept / EMS from ambulance services rendered during the year.

**ARTICLE 10. Water Dept. Operation Enterprise Fund**

To see if the Town will vote to appropriate the sum of \$944,221, 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 \$984,221 to operate the Water Department Enterprise Fund for Fiscal Year 2020 under the provisions of Chapter 44, Section 5F1/2 of the General Laws [MGL Ch 44:53F1/2], as amended, as follows:

Salaries/Wages	\$250,285	
Expenses	\$350,727	
Principal & Interest	\$235,209	
Indirect Costs	<u>\$108,000</u>	
Subtotal	\$944,221	from FY20 water charges and fees
Reserve Fund	<u>\$40,000</u>	from Retained Earnings
<b>Total Appropriation</b>	<b>\$984,221</b>	

Or take any action in relation thereto.

**Submitted by:** Department of Public Works Board

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

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

**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 the recommendation of the DPW Board and the approval by the Finance Committee. The Water Enterprise will raise an additional \$108,000 from the ratepayers to reimburse the General Fund for indirect costs such as insurance. Total FY20 water revenue needed is \$944,221 plus \$40,000 from Retained Earnings, for a total of \$984,221

200 **ARTICLE 11. Replace Water Main: Kendall Hill Road**

201 To see if the town will vote to transfer from Water Enterprise Retained Earnings the sum of  
202 \$200,000 to replace the aging Kendall Hill water main between the Kendall Hill water tank and  
203 Chamberlain Road, said sum to be expended by the Department of Public Works, or take any  
204 action in relation thereto.

205 **Submitted by:** Department of Public Works

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

207 **Recommendation:** The Finance Committee Recommends supporting this article

208 **Recommendation:** The DPW Board recommends approval of this article

209 **Summary:** This water main is an original line from the 1930's and is at the end of its useful life  
210 and is approximately 800 feet long and will connect to the water main at Chamberlain Road,  
211 which was replaced in 2013.

212  
213 **Beginning of Consent Calendar**

214  
215 **ARTICLE 12. Set Salary of Municipal Light Board (Consent Calendar)**

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

219  
220 **Submitted by:** Sterling Municipal Light Board

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

222 **Recommendation:** The Finance Committee defers to the Selectmen.

223 **Summary:** Per MGL Ch. 41, §108 which requires Town Meeting to annually set the  
224 salaries of elected officials, at the annual town meeting; this Article funds the salaries of the  
225 elected members of the Municipal Light Board. It is funded by Light Department revenues  
226 and has no impact on the tax rate.

227  
228 **ARTICLE 13. Reserve Fund for FY20 (Consent Calendar)**

229 To see if the Town will vote to raise and appropriate the sum of \$100,000, or any other sum,  
230 for the Reserve Fund for Fiscal Year 2020 in accordance with the provisions of Chapter 40,  
231 Section 6 of the General Laws [MGL Ch 40:06] as amended; or take any action in relation  
232 thereto.

233  
234 **Submitted by:** Finance Committee

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

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

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

243 **ARTICLE 14. Chapter 90 Funding (Consent Calendar)**

244 To see if the Town will vote to accept Chapter 90 funds in the amount of \$410,022 or any  
245 other sum, as funded by the Commonwealth of Massachusetts for highway resurfacing  
246 and/or other related work or expenditures as allowed by the State Chapter 90 regulations,  
247 said sum to be expended by the Department of Public Works, with approval of the Board of  
248 Selectmen, and in accordance with the DPW's 5-year Capital Plan reviewed annually by the  
249 Capital Plan Committee; or take any action in relation thereto.

250  
251 **Submitted by:** Department of Public Works

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

253 **Recommendation:** The Finance Committee will report at town meeting.

254 **Summary:** This article allows the Town to expend money under the guidelines of  
255 Chapter 90 for road maintenance, equipment purchases, and other Public Works projects  
256 which are then reimbursed by the Commonwealth. The House has approved a Chapter 90  
257 bond authorization calling for Sterling to receive \$410,022 in this program during FY20.  
258 Funding will be finalized once it is approved by the Senate and signed by Governor Baker.

259  
260 **ARTICLE 15. East Lake Waushacum Treatment (Consent Calendar)**

261 To see if the Town will vote to raise and appropriate or transfer from available funds, the  
262 sum of \$11,000, or any other sum, to account 01999-58050, the East Lake Waushacum  
263 Treatment Account, said sum to be used for the study and treatment of the Lake, which is  
264 projected to cost \$22,000 during FY20. Remaining costs are to be financed by the East Lake  
265 Waushacum Association; or take any action in relation thereto.

266  
267 **Submitted by:** The Conservation Commission

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

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

270 **Summary:** The Conservation Commission and the East Lake Waushacum  
271 Association have worked for many years implementing the lake management program  
272 designed to address lake quality issues. While there has been much improvement  
273 documented, there is still work to be performed. Last year, monies were spent on herbicide  
274 treatments, which helped to keep the town beach clear and open. This year the  
275 Commission is requesting \$11,000 towards total costs estimated at \$22,000 for the study  
276 and treatment of the lake. A portion of these funds will be used to implement the results of  
277 the modeling study of the lake and the entire watershed based upon the many years of  
278 water quality monitoring. This study was completed in 2018 and is undergoing review by  
279 the Conservation Commission and the Lake Association. The purpose was to analyze current  
280 conditions and to update the lake study from the 1980's. The remaining funds will be  
281 provided by the Lake Association. The Town will benefit from continued protection of  
282 water quality at the town beach and continue to enjoy the programs organized by the  
283 town. These funds will also treat emergent vegetation for safety and lake quality.

286  
287 **ARTICLE 16. Authorize Treasurer to Borrow Money (Consent Calendar)**

288 To see if the Town will vote to authorize the Treasurer, with the approval of the Board of  
289 Selectmen, to borrow money from time to time in anticipation of the revenue of the fiscal  
290 year beginning July 1, 2019, in accordance with the provisions of Chapter 44, Section 4, of the  
291 General Laws [MGL Ch 44:04], as amended, and to renew any note or notes as may be given  
292 for a period of less than one year, in accordance with the provisions of Chapter 44, Section  
293 17 of the General Laws [MGL Ch 44:17], as amended; or take any action in relation thereto.

294  
295 **Submitted by:** Treasurer/Collector

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

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

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

300  
301 **ARTICLE 17. Compensating Balance Agreements (Consent Calendar)**

302 To see if the Town will vote pursuant to Chapter 44, Section 53F of the General Laws [MGL  
303 Ch 44, Section 53F], as amended, to authorize the Town Treasurer to enter into compensating  
304 balance agreements, for the fiscal year beginning July 1, 2019; or take any action in relation  
305 thereto.

306  
307 **Submitted by:** Treasurer/Collector

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

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

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

315  
316 **ARTICLE 18. Tax Title Payments Agreements for Properties in Tax Title (Consent Calendar)**

317 To see if the Town will vote pursuant to Chapter 60, Section 62A of the General Laws [MGL  
318 Ch 60, Section 62A], as amended, to authorize the Town Treasurer/Collector to pursue and  
319 establish a written payment agreement with any person(s) entitled to redeem ownership of  
320 parcel taken by the Town for nonpayment of real estate taxes ("redeemer");

321 1. At the start of the agreement, the redeemer shall pay 25 percent of the total amount due.

322  
323 2. The agreement's maximum term shall be five years.

324 3. Treasurer may waive up to 50 percent of the tax title account's accrued interest.

325 Or take any other action in relation thereto.

326 **Submitted by:** Board of Selectmen

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

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

**Summary:** The purpose of this article is to allow the Treasurer/Collector to establish payment agreements for any property owner that has a property in Tax Title by using the above requirements. This will enable the property owner to pay off their back taxes and reduce the Town's tax liability.

**ARTICLE 19. Fund Wachusett Greenways Expenses (Consent Calendar)**

To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$1400 or any other sum to be used for expenses for Wachusett Greenways, an eight-town collaborative, said funds to be administered and expended by Wachusett Greenways, or take any action relative thereto.

**Submitted by:** Board of Selectmen

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

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

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

**ARTICLE 20. Fund Sterling Land Trust Expenses (Consent Calendar)**

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

**Submitted by:** Board of Selectmen

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

**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 preserved open space land within the Town for passive recreational use and enjoyment by residents.

**ARTICLE 21. FY 2020 Revolving Funds Spending Limits (Consent Calendar)**

To see if the Town will vote to set FY 2020 spending limits for the revolving funds identified in Chapter 143 of the Town's General Bylaws 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

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 and prior to July first. The Town has adopted such a bylaw, Chapter 143 of the Town's General Bylaws. This article sets the annual fiscal year expenditure limits for the Town's revolving funds.

#### **ARTICLE 22. Building Rental Revolving Fund (Consent Calendar)**

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

**Submitted by:** Town Accountant

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

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

**Summary:** Amendments to state law in 2016 allow a municipality to segregate revenues from rental of municipal buildings and to spend such funds without further appropriation for building-related maintenance, as well as allowing the monies to be available for such purposes in a future fiscal year. Due to the Town's prior acceptance of certain provisions of this state law, unexpended revenues maintained in this segregated fund (known as the Building Rental Revolving Fund) do not revert to the general fund at the close of the fiscal year, and remain available for expenditure after the close of the fiscal year.

#### **Conclusion of Consent Calendar**

400  
401 **ARTICLE 23. Establish PEG Access And Cable Related Fund.**

402 To see if the Town will vote to accept the provisions of G.L. c. 44, §53F ¾ and establish a  
403 special revenue fund known as the “PEG Access and Cable Related Fund” account, into which  
404 shall be deposited funds received in connection with a franchise agreement between a cable  
405 operator and the town, and further, that monies in the fund shall only be appropriated for  
406 cable-related purposes consistent with the franchise agreement, including, but not limited  
407 to: (i) support of public, educational or governmental access cable television services; (ii)  
408 monitor compliance of the cable operator with the franchise agreement; or (iii) prepare for  
409 renewal of the franchise license; or take any other action in relation thereto.

410  
411 **Submitted by:** Selectmen

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

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

414 **Summary:** These funds have previously gone directly to SLCT. A new state law  
415 requires the Town to establish a revolving fund to handle these transactions. The funds will  
416 be under the control of the Board of Selectmen who shall disperse same to SLCT as needed,  
417 for the purposes identified in Section 53F¾ of Chapter 44 of the General Laws, to support  
418 their operation. This change has no impact on the Town or taxpayers.

419  
420 **ARTICLE 24. Amend the Personnel Policy to recognize Merit and Longevity**

421 To see if the Town will vote to amend its Compensation Plan, Section 5 of its Personnel  
422 Bylaw, by inserting a new Paragraph C, as shown in bold below, and by amending subsequent  
423 sections by deleting the text shown in strikethrough and inserting the text shown in bold  
424 below, and authorizing the Town Clerk to re-letter the subsequent Parts of Section 5  
425 accordingly, and to see if the Town will vote to waive the requirement of the Personnel  
426 Bylaw that the Personnel Board must review the following amendment to the Town’s  
427 Compensation Plan; or take any other action relative thereto.

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429 **Part C: Merit and Longevity Increases**

430  
431 **The Compensation Schedule will include a merit and longevity step increase plan, which**  
432 **shall apply only to Regular Non-Union Positions (Full-Time and Part-Time) as detailed in**  
433 **Attachment A, and only if those employees have not received another increase other than**  
434 **COLA due to their own employment contracts. The merit and longevity step increase plan**  
435 **enables employees to move up within their respective job grades via steps based on the**  
436 **number of years of service. The movement to the next step depends on the employee**  
437 **receiving a favorable annual performance evaluation under Section D-7 of the Town of**  
438 **Sterling Employee Handbook. The following step index is based on the employee’s length**  
439 **of service for the Town as of July 1 of each year:**  
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- Employees shall receive a percentage increase to their base salary based on the step index for each year that they are within that step. The maximum an employee can be paid is the top of the job grade for that year, except as provided in Part E of this Section.

The hiring rate of pay shall be between the minimum **and the mid-point** 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 of Selectmen~~, where **market conditions and/or** the employee's prior work experience, training, or education warrants such action. **Subject to the approval of the Board of Selectmen and availability of funds, the Town Administrator may authorize a higher rate of pay, up to the maximum of the salary range of the position's Classification Level, where market conditions and/or 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.~~

### Part ED: “Personal Rate” of Pay

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**Submitted by:** The Town Administrator  
**Recommendation:** The Board of Selectmen recommends approval of this article  
**Recommendation:** The Finance Committee supports this article  
**Summary:** For the last 4-5 years, municipal employees have not received any merit or longevity step increases. Their annual compensation has only changed by the amount of the Cost of Living Adjustment. This year performance evaluations were re-implemented for municipal employees. A favorable evaluation is required before the new step increases are paid. These increases are based upon years of service in the current position. To minimize the impact on taxpayers, the first-year implementation of this program is limited to only 2 step increases or a maximum increase of \$4,000 per eligible employee. This program is important for the retention of current employees who should be appropriately rewarded for multiple years of good service to the Town. It will also help attract qualified applicants when openings occur. The funding for this article is included in the Omnibus Budget, "Personnel Board Merit Pay" line #152

**ARTICLE 25. 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, 2019 (No changes from FY 19)

<b>Grade Level</b>	<b>Position Title</b>
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)
III	Senior Center Operations Coordinator (COA)
	Assistant Mechanic (DPW)

III	Assistant Town Collector	506
	Assistant Town Treasurer	
	Associate Health Agent	
	Program Assistant (Rec)	
	Executive Assistant (DPW; Police; Fire: Selectmen/TA)	
	Assistant Town Clerk	
	Animal Control Officer	
	Library Associate II	
	Water Technician (DP	
	Truck Driver (DPW)	
	Equipment Operator (DPW)	
IV	Asst. Library Director (Child Services	
	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, 2019)

Grade Level	Hourly Salary Range Minimum	Hourly Salary Range Mid-Point	Hourly Salary Range Maximum
I	\$14.12	\$16.95	\$19.77
II	\$15.29	\$19.11	\$21.39
III	\$17.57	\$21.97	\$25.49
IV	\$20.61	\$25.26	\$29.90
V	\$24.25	\$30.32	\$36.38
VI	\$35.65	\$44.55	\$53.48

Grade Level	Hourly Salary Range Minimum	Hourly Salary Range Mid-Point	Hourly Salary Range Maximum
I	\$29,370	\$35,270	\$41,126
II	\$31,795	\$39,749	\$44,491
III	\$36,559	\$45,694	\$53,015
IV	\$42,875	\$52,533	\$62,192
V	\$50,436	\$63,067	\$75,675
VI	\$74,146	\$92,676	\$111,229

### Attachment E – Compensation Schedule

#### Call Fire Force Positions (Effective as of July 1, 2019)

Grade Level	Hourly Salary Range Minimum	Hourly Salary Range Mid-Point	Hourly Salary Range Maximum
I	\$13.93	\$21.18	\$27.42

### Attachment F — Stipend Positions

Effective Jul 1, 2019

Position Title	Amount
ADA Coordinator	\$1,500
Animal Inspector	\$3,000
Emergency Management Director	\$10,000
Gas Inspector	\$6012
Plumbing Inspector	\$10,930
Sealer of Weights and Measures	\$1,200

**Attachment G --- Temporary Positions**

Effective July 1, 2019

<b>Position Title</b>	<b>Minimum/Hour</b>	<b>Maximum/Hour</b>
Police Special Officer	State Minimum	\$15.00
Constable	State Minimum	State Minimum + \$1.00/hr.
Cell Monitor	\$15.00	\$25.00
Election Officer	State Minimum	State Minimum
Board of Registrars	State Minimum	State Minimum + \$1.00/hr.
Assistant Board of Registrars	State Minimum	State Minimum
Deputy Election Warden	State Minimum	State Min + \$1.00/hr.
Election Warden	State Minimum	State Minimum + \$5.00/hr.

**Attachment H --- Miscellaneous Positions**

Effective Jul 1, 2019

<b>Position Title</b>	<b>Minimum/Hour</b>	<b>Maximum/Hour</b>
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		\$40.00
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

Or take any action in relation thereto.

**Submitted by:** Board of Selectmen**Recommendation:** The Board of Selectmen recommends passage of this article.**Recommendation:** The Finance Committee supports this article.**Summary:** This article updates the compensation plan with a 2% cost of living increase.

**ARTICLE 26. Fund Future Employee Health Insurance Increases**

To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$89,000 or some other amount to be used for funding future employee health costs, or take any action in relation thereto.

**Submitted by:** Town Administrator

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

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

**Summary:** To avoid significant increases in health insurance in FY 20, the Town selected an alternate provider offering the same benefit package, resulting in a reduction in cost from FY19. This article reserves these savings to offset possible increases next year (FY 21). The result is level funding health insurance costs for FY 19 – FY 20.

**ARTICLE 27. Appropriate Monies to the OPEB Trust Fund – {Free Cash}**

To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$159,000, or any other sum, to fund the Other Post Employment Benefits Trust Fund, as recommended under GASB 45/GASB 75.

Or take any other action in relation thereto.

**Submitted by:** Board of Selectmen

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

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

**Summary:** The purpose of this article is to appropriate money into the Fund, as part of the Town's gradual and ongoing funding of the Town's liability for future retirement health insurance benefits. The increase from FY 19 to FY 20 reflects the estimated cost of the two new positions added last year.

**ARTICLE 28. Amendment to General Bylaw – Earth Removal**

To see if the Town will vote to amend the General Bylaws by removing the entire Chapter 63 Earth Removal and replacing with a new Chapter 63: Earth Removal to read as follows:

**§ 63-1 Purpose.**

The purpose of this bylaw is to protect the health and safety of the public by regulating the removal of earth so as to not create hazardous conditions, washouts, excessive dust or noise and to protect natural resources within the Town of Sterling.

**§ 63-2 Definitions.**

**PERMIT GRANTING AUTHORITY (PGA)**

The Board of Selectmen (BOS) of the Town of Sterling, shall act as the entity authorized through this bylaw to issue permits for earth removal.

**EARTH**

This term shall include soil, loam, sand, gravel, clay, rock, or other earth material in solid form.

**QUARRYING OR MINING**

Shall mean earth removal for the purpose of extracting loam, soil, sand, gravel, rocks and minerals for sale, including establishments engaged in operating sand and gravel pits and in washing, screening, or preparing sand and gravel for construction or industrial uses, but excluding grading of a lot in preparation for the construction of a structure or associated appurtenances for which a building permit or other similar permit has been issued by the Town.

**§ 63-3 Permit Required.**

The following earth removal operations are required to obtain an earth removal permit from the PGA under this bylaw:

- A. Quarrying or mining operations.
- B. Removal of earth in the amount equal to, or in excess of an aggregate of 1,000 cubic yards in situ per lot, except as specified in §63-4 B.
- C. Removal of earth from a single lot or a single site in an amount less than 1,000 cubic yards shall not require a permit under this bylaw, but operations are required to comply with performance standards stated herein. The PGA may issue an order to any earth removal operation that may not comply with the Performance Standards as stated in this bylaw to submit evidence that it does comply, to bring the earth removal operation into compliance with this Bylaw and/or to obtain an earth removal permit.

**§ 63-4 Exemptions from Permit Requirements.**

The following earth removal operations are exempted from the requirement to obtain an earth removal permit under this bylaw:

- A. Earth removal of less than an aggregate of 1,000 cubic yards in situ on a single lot within any five (5) year period, subject to compliance with the Performance Standards in §63-7.
- B. Earth removal greater than 1,000 cubic yards in situ on a single lot, in connection with a building permit or entrance to public ways permit granted by the Town of Sterling, the Commonwealth of Massachusetts, or Federal Government so long as the quantity shall not exceed the amount of material displaced by the construction of the entry to the way, permitted building, structure or accessory use below grade. Earth material may be moved between any contiguous parcels of land, held in common ownership, and within the Town of Sterling subject to compliance with the Performance Standards in §63-7.

- C. Earth in amounts greater than 1,000 cubic yards in situ may be moved between any contiguous parcels of land, held in common ownership, and within the Town of Sterling, subject to compliance with the Performance Standards in §63-7.
- D. Earth removal from any parcel of land in a definitive subdivision subject to the subdivision control process under Massachusetts General Laws Chapter 41, as amended, that has been approved by the Planning Board. In this instance, the Planning Board shall have full authority to regulate the amount and disposition of earth to be removed from such parcel(s) of land shown on said plan.
- E. Earth removal required for a certain parcel of land subject to the Town of Sterling Site Plan Review process as defined in Article 6, Section 6.4 of the Town of Sterling Protective Bylaws as amended that has been approved by the Planning Board. In this instance, the Planning Board shall have full authority to regulate the amount and disposition of earth to be removed from such a site as shown on said site plan.
- F. Earth removal associated with the installation of septic systems, shall be governed by the Commonwealth of Massachusetts Environmental Code (Title 5, 310 CMR 15.000) provided that the quantity of materials removed shall not exceed the amount of material displaced by the permitted septic system components (septic tank, distribution box, pump chamber, dosing chamber, grease trap, manhole and soil absorption system) below grade as approved by the Board of Health.
- G. Earth removal for land falling within the Town's Wetland Protection District and associated buffer zones shall be governed by the Wetland Protection Act, MGL Chapter 131, Section 40, administered solely by the Town of Sterling's Conservation Commission.
- H. Earth removal operations in continuous operation prior to November 12, 1973 are permitted to continue on the same parcel(s) of land as existed on May 6, 2019; provided, however, an expansion of such earth removal operations to a new or additional parcel(s) of land following the adoption of this Bylaw amendment on May 6, 2019 shall require an earth removal permit consistent with this Bylaw.
- I. Earth removal from land in public use including the extraction and processing for road maintenance materials and safety by the Town of Sterling from municipal-owned property by the Town of Sterling's Department of Public Works.
- J. Earth removal for the construction, maintenance and repair of fire ponds, existing public roadways or the installation of public utilities and appurtenances.
- K. Earth removal required in the customary use of land for agriculture of less than an aggregate of 1,000 cubic yards in situ on a single lot within any five (5) year period, subject to compliance with the Performance Standards in §63-7.
- L. Any of the exempted earth removal operations listed above shall be exempt from any fees for earth removal operations allowed under exemptions listed within §63-4 A through K.



**§ 63-5 Public Hearing.**

Once a complete new permit application is filed, the PGA shall set a date for a public hearing and so notify the applicant. Notice of the hearing shall be published by the PGA, at the applicant's expense, in a newspaper of general circulation in each of two successive weeks, the first publication being not less than 14 days before the day of said hearing. Notice of the hearing shall be given to all abutters and abutters to the abutters within three hundred (300) feet of the property line as shown on the most recent tax list certified by the Board of Assessors. The PGA will arrange for the publication and transmission of the notice of the hearing to the abutters, and the costs will be billed to the applicant. Final approval for the permit shall not be made until all hearing fees have been paid in full.

**§ 63-6 Submission and Plan Requirements.**

- A. Any person wishing to obtain a permit to remove earth material from a property within the Town, shall file a completed application form and filing fee together with any required supporting data and maps with the PGA, as established in the regulations of the PGA.
- B. Four (4) copies of a plan, prepared and stamped by a Professional Engineer and Professional Land Surveyor, as well as a PDF of all materials, depicting the site, area of proposed alterations, wetlands and other resource areas, including but not limited to the following: name, address and contact information for both owner and applicant, locus with north arrow showing zoning district and any overlay districts, all structures, property lines, test pit locations and/or observation wells to demonstrate compliance with §63-7 I, vegetative cover, presence and relationship of all watercourses, wet areas, drainage, ponds, lakes, streams, and all other bodies of water including all sources of water supply both public and private. Topographic lines at five-foot grade intervals carried 100 feet beyond limits of the proposed excavation must be included.
- C. Documentation and information pertaining to the following: location of proposed earth removal site or sites, type of earth material to be removed, depth of excavation, estimate of total material to be removed, purpose of earth removal, method of earth removal, method of and routes of transportation, duration of earth removal operations, phasing schedule and amount of material estimated to be removed per phase if applicable, the finished grade of the site, disposition of all rocks, boulders, stumps and brush, and estimated depth of normal high groundwater.
- D. A traffic study that includes information on placement of access roads, sight distance at the point of entrance onto public ways, proposed truck routes to and from the site and estimated numbers of trucks per day entering and exiting the site.
- E. Drainage facilities, existing and final grades and an erosion-sediment control plan compatible with the Massachusetts Department of Environmental Protection Erosion and Sediment Control Guidelines.
- F. A stormwater management plan that complies with the Massachusetts DEP Stormwater

Management Policy, together with supporting documentation prepared by a Professional Civil Engineer. Said plan shall demonstrate that natural storm drainage is leaving the property at the original natural drainage points and so that the total discharge at peak flow, and the area of drainage at any one point, is not increased, and so that the hydrograph of any post-development stream is the same as that of the pre-development stream.

- G. No application for an Earth Removal Permit shall be considered complete and shall not be acted upon, unless the Tax Collector of the Town of Sterling has certified, pursuant to MG.L. Chapter 40, Section 57 that no debt is owed to the Town by the applicant and owner.

#### **§ 63-7 Performance Standards.**

All earth removal activity shall comply with the Performance Standards listed herein, unless specifically waived by the PGA. Applicants shall submit a written statement regarding how each of the following performance standards will be addressed and/or mitigated:

- A. Will not endanger the public safety, public health or constitute a nuisance.
- B. Will not produce noise, dust, or other noxious effects beyond the lot lines of the property.
- C. Will not result in the transportation of materials in such manner as to cause traffic congestion, dust, spillage, noise, or other nuisances, hazards or damage, particularly on residential streets or adjacent land.
- D. Will not result in a change of topography or loss of ground cover that will cause soil erosion, stormwater runoff or impact drainage on the site, adjacent streets or abutting properties.
- E. Shall be in compliance with the Massachusetts Endangered Species Act and the Wetlands Protection Act.
- F. Will not cause pollution or particle infiltration to surrounding watercourses or groundwater.
- G. Will not result in the removal/stripping of loam in an amount that would leave less than six (6) inches of organic soil cover.
- H. Will not create a slope greater than five (5) feet in height that exceeds 1 vertical unit to 2 horizontal units (1:2) and does not exceed twenty (20) feet in vertical height except when in *competent* bedrock as determined by a geotechnical engineer. In competent bedrock earth removal shall not create a slope greater than five (5) feet in height that exceeds 1 vertical unit to 1 horizontal unit (1:1) and does not exceed twenty (20) feet in vertical height.
- I. The lowest excavated point shall be no less than eight (8) feet above the existing groundwater table except when incidental to the construction for which a building permit has been obtained. To insure this depth the applicant shall, at applicant's

expense, install observation wells in accordance with the designated agent of the Town of Sterling's Board of Health.

**§ 63-8 Site Standards, Requirements and Operations.**

In approving the issuance of a permit, the Board shall require conformity with the following standards and requirements:

- A. All non-exempted earth removal activities in §63-4 shall be required to be accompanied with an initial Close Out of Reclamation Plan in addition to a non-waivable statement as stipulated by the PGA, stamped by a Professional Civil Engineer attesting that all Performance Standards in §63-7, except those which the PGA has issued a waiver, shall be met for the duration of the earth removal. Following completion of earth removal activities, the applicant shall provide a final Close Out or Reclamation Plan as stipulated by the PGA, stamped by a Professional Civil Engineer, along with a report or a statement signed by a geotechnical engineer stating that said geotechnical engineer has inspected the site prior, during and upon completion of earth removal activities and certifying the structural integrity of the site and related slopes as shown on the final plan.
- B. The contractor hired to perform the earth removal or the applicant, if the applicant will be the entity performing the earth removal, shall provide the Town with a current certificate of liability insurance in the amount of \$1,000,000 per occurrence and \$3,000,000 in the aggregate, issued by an insurance company licensed in Massachusetts, and if the earth removal work abuts Town-owned land or a Town accepted way, the certificate of liability shall name the Town as an additional insured. The applicant shall be responsible for providing the Town with a current certificate of insurance throughout the duration of the earth removal activities.
- C. The Board may, where appropriate to the circumstances, waive, modify, state more specifically, or add to the following standards and requirements provided that the intent of this Bylaw is maintained and the Performance Standards stated in §63-7 are observed. Any such deviations from the following standards and requirements shall be stated as conditions to and noted upon the permit. Said site standards and requirements include:
  - (1) Except for fire ponds as provided in §63-4 J, no area shall be excavated so as to cause the accumulation of free-standing water. Permanent drainage shall be provided as needed in accordance with accepted engineering and conservation practices. Measures shall be taken to ensure that silting and sedimentation of nearby streams is not caused by a temporary or permanent drainage systems on site. Drainage shall not lead directly into streams, ponds, abutting properties nor shall drainage from access roads drain directly onto public ways.
  - (2) If erosion control structures are utilized, these devices shall be in place and stabilized before excavation can begin in the affected area. These structures shall

765 be inspected and maintained in accordance with the approved plan and the  
766 capacity of the structural device.

- 767 (3) If the earth removal operation occurs in phases, one phase shall be completed  
768 and seeded prior to the commencement of the next phase.
- 769 (4) Quarrying or mining operations shall be contained within the current property  
770 limits, as shown on the plan; the expansion to additional property must be  
771 authorized by a new permit by the PGA.
- 772 (5) During earth removal operations, a fence or suitable barrier shall be erected, as  
773 deemed necessary and approved by the PGA.
- 774 (6) Operations shall be conducted during the hours 7:00 A.M. to 5:00 P.M., Monday  
775 through Saturday. No earth is to be excavated or removed on Sundays or  
776 Massachusetts legal holidays. These hours of operation may be altered only upon  
777 written authorization of the PGA. Loaded trucks shall leave the premises only  
778 during permitted hours. All loaded vehicles shall be suitably covered to prevent  
779 dust and contents from spilling and blowing from the load.
- 780 (7) All trucking routes and methods shall be subject to approval by the Chief of Police  
781 and the Director of Public Works.
- 782 (8) Earth removal permits are only transferable upon approval of the PGA and shall  
783 automatically expire twelve (12) months from the date of issuance or upon  
784 completion of the earth removal for which it was issued or at such time as may be  
785 specified in said permit. In no case shall a permit be issued for a period longer  
786 than one year. A permit may be renewed by the PGA after evidence is presented  
787 that all conditions of the expiring permit have been complied with or if the work  
788 authorized under the permit has been delayed for good cause. There is no limit on  
789 the number of permit renewals which may be granted to an applicant. All renewal  
790 applications shall include a copy of the previous conditions of approval. When the  
791 applicant intends to increase the scope of the earth removal, a new application  
792 and public hearing shall be required.

793 **§ 63-9 Site Reclamation or Close Out.**

- 794 A. All debris, stumps, boulders, and similar material, shall be removed from the site or  
795 disposed of in an approved location on site. The area shall be reseeded so as to provide  
796 a vegetative cover with a minimum of six (6) inches of organic soil cover that will be  
797 maintained until the area is stabilized. Vegetation not surviving one growing season  
798 shall be replanted by the applicant in accordance with standard US Department of  
799 Agriculture Soil Conservation Service methods in order to prevent erosion. Alternatives  
800 to this method of site reclamation or close out shall be subject to the approval of the  
801 PGA.
- 802 B. Upon completion of the operation, the land shall be left so that the natural drainage

flow exits the property at the original drainage points or empties into the original drainage channel; and when it does so, the volume of runoff or flow at any one point is not increased above that which was normal for that particular point in the absence of the earthwork operation. This shall be documented and certified by a Professional Civil Engineer upon the Close Out or Reclamation Plan as stipulated by the PGA.

- C. All large stones and boulders which protrude above the finished grade shall be removed or buried. Alternatives to this method of site reclamation or close out shall be subject to approval by the PGA.

#### **§ 63-10 Engineering Review Consultant, Bonding & Security and Release.**

- A. Engineering Review Consultant. The PGA, at its sole discretion, may determine that a proposed project's size, scale, complexity, or potential impact warrants retaining the use of licensed professional independent consultants in any given respective field. Such consultants shall provide professional guidance to assist the PGA with the necessary review and analysis needed to make informed decisions that comply with all relevant laws and regulations regarding complex issues, including but not limited to hydrological testing, noise analysis, and other analyses deemed necessary. The PGA shall select and retain for a reasonable fee such consultants at the expense of the Applicant, in accordance with the provisions of G.L. c. 44, §53G.
- B. Bonding & Security. In determining the effect upon the Town, the PGA shall require a surety bond, in a form approved by Town Counsel and issued by a surety licensed by the Commonwealth of Massachusetts, which shall not expire until all conditions of the permit have been satisfied. Said bond shall be for an amount estimated to meet the conditions of the permit, in the event the earth removal operations are abandoned, and the Town must take steps to secure the site, and to satisfy the requirements of §63-9 Site Reclamation or Close Out.
- C. Release. After completion of work, the applicant shall submit a Close Out or Reclamation Plan as stipulated by the PGA, prepared by a registered professional engineer, showing grades at the conclusion of the operation, along with a report by geotechnical engineer certifying that the site and resulting slopes are stable. The PGA shall release the bond after the submission of said plan and with a determination that the Permit conditions have been met and when sufficient time has lapsed to ascertain that vegetation planted has successfully been established and that drainage is satisfactory.

#### **§ 63-11 Violations.**

- A. As a condition of receiving a permit, the applicant authorizes the PGA and/or its engineering consultant to enter on the site to conduct inspections on behalf of the PGA. The PGA and/or its engineering consultant shall contact the applicant in advance to arrange such inspections.

- 841 B. If a violation of this Bylaw or any condition of a permit is suspected, the PGA shall, at a public  
842 meeting and after notifying the permit-holder and/or the operator of the earth removal  
843 activity in writing, determine whether a violation exists or occurred. The PGA shall take  
844 appropriate action, up to and including issuing a fine, ordering the permit-holder and/or earth  
845 removal operator to cure the violation, imposing additional conditions to safeguard against the  
846 violation, or issuing an order to cease earth removal activities.
- 847 C. If a permit-holder and/or operator of earth removal activity persists in such violation, the PGA  
848 shall, after notifying the permit holder and/or the operator of the earth removal activity in  
849 writing, seek an imposition of penalties authorized by MGL Chapter 40, Section 21, Paragraph  
850 17, and shall be subject to a fine of not more than \$50 for the first offense, not more than  
851 \$100 for the second offense and not more than \$200 for any subsequent offense. Each day  
852 during any portion of which such violation is allowed to continue shall be considered a  
853 separate offense. This Bylaw may also be enforced through the non-criminal disposition  
854 procedures set forth in MGL c. 40, section 21D and impose fines up to the amount of \$300.00,  
855 as provided in Article III of the Town's General Bylaws.
- 856 D. The PGA may seek injunctive relief to restrain violations or to compel abatement or  
857 remediation of violations.
- 858 E. If the violator holds a permit issued under this article, the PGA may revoke or suspend the  
859 permit after a public meeting and after notifying the permit-holder and/or the operator of the  
860 earth removal activity in writing, at which point all operations shall cease until such time as the  
861 necessary measures are taken to assure compliance with this article and a new permit or  
862 reinstatement of existing permit is issued.

863 **§ 63-12 Regulations.**

864 The PGA may adopt and periodically amend rules and regulations for the implementation of  
865 this article by majority vote after conducting a public hearing concerning such amendments.  
866 The hearing shall be published by the PGA in a newspaper of general circulation in each of  
867 two successive weeks, the first publication being not less than 14 days before the day of said  
868 hearing. Such rules and regulations may set forth performance standards for earth removal,  
869 impose filing and consultant fees, define additional terms not inconsistent with the article,  
870 and establish administrative procedures. Failure by the PGA to adopt such rules and  
871 regulations or a legal declaration of their invalidity by a court of law shall not act to suspend  
872 or invalidate the effect of this article.

873 **§ 63-13 Appeal.**

874 Appeals of the decisions of the PGA shall be conducted in accordance with Massachusetts  
875 General Law Chapter 249 Section 4.

876 **§ 63-14 Severability.**

877 The provisions of this article are severable, and the invalidity of any section, subdivision,  
878 paragraph, or other part of this article shall not affect the validity or effectiveness of the  
879 remainder of the article.

880           **§ 63-15 Dissolution of Earth Removal Board.**

881           Upon adoption of this bylaw by a majority of voters during a Town Meeting and following  
882           approval of this bylaw by the Attorney General, the Earth Removal Board shall be dissolved.  
883           All current Earth Removal Permits shall remain valid and shall transfer to the jurisdiction of  
884           the PGA under this amended bylaw. Following approval of this bylaw by the Attorney  
885           General, all pending and future earth removal issues shall be processed according to §63-14.  
886           Or take any other action in relation thereto.

887  
888           **Submitted by:**           The Board of Selectmen

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

890           **Recommendation:**   The Finance Committee supports this article

891           **Summary:**           This warrant article replaces the current Earth Removal Bylaw with an  
892           improved version that will further protect the health and safety of the public by regulating  
893           the removal of earth so as not to create hazardous conditions, washouts, excessive dust or  
894           noise and to protect natural resources within the Town of Sterling. This new warrant is  
895           intended to clarify both the roles and responsibilities of the applicant and the permit  
896           granting authority, to clearly indicate the pre and post submittal requirements and plans for  
897           the project and to simplify the process for all involved. The current earth removal bylaw, as  
898           written, is too vague and ambiguous and does not address, among many things, site  
899           restoration, stabilization and reuse; the proposed new bylaw will address these.

900  
901           The new warrant article more properly categorizes earth removal two ways, 1.) as a  
902           byproduct, or 2.) as the product. Landowners will now be able to remove earth provided they  
903           comply with certain performance standards. Quarrying or Mining operations are still  
904           restricted to the Light Industrial Zone and must also comply with the proposed new  
905           performance standards. The new bylaw leaves intact current exemptions, such as  
906           grandfathered activities and agriculture, as well as the critical point for requiring a permit  
907           (1,000 cubic yards.).

908  
909           This new warrant article also includes the dissolution of the current Earth Removal Board  
910           (ERB), consisting of representatives from one each of the Conservation Commission, Board of  
911           Selectmen and Planning Board, and two other members appointed by these three members.  
912           The new Bylaw places responsibility and accountability directly on the Select Board.

913  
914           **ARTICLE 29. Amendment to Protective Bylaw – Earth Removal**

915           To see if the Town will vote to amend the Protective (Zoning) Bylaw as follows:

916  
917           **A.     Table of Use**

918  
919           To delete Article 2, Section 2.3.1, D. Industrial, Wholesale or Extensive Uses, #7 Earth  
920           removal, as follows:  
921

## 2.3 USE REGULATIONS

### 2.3.1 Table of Principal Uses.

#### PRINCIPAL USES

#### DISTRICTS

RR NR C TC LI

#### D. INDUSTRIAL, WHOLESALE OR EXTENSIVE USES

7. ~~Earth removal~~<sup>1</sup> N N N N Y

And to replace herewith with a new use, #7 Quarrying or Mining, with the same Footnote #1 wording, as follows:

## 2.3 USE REGULATIONS

### 2.3.1 Table of Principal Uses.

#### PRINCIPAL USES

#### DISTRICTS

RR NR C TC LI

#### D. INDUSTRIAL, WHOLESALE OR EXTENSIVE USES

7. Quarrying or Mining<sup>1</sup> N N N N Y

<sup>1</sup> See the Earth Removal By-law in the General By-laws.

## B. Definitions

To amend Article 5, Definitions, by inserting, in alphabetical order, a new definition for "Quarrying or Mining":

**Quarrying or Mining** shall mean earth removal for the purpose of extracting loam, soil, sand, gravel, rocks and minerals for sale, including establishments engaged in operating sand and gravel pits and in washing, screening, or preparing sand and gravel for construction or industrial uses, but excluding grading of a lot in preparation for the construction of a structure or associated appurtenances for which a building permit or other similar permit has been issued by the Town.

by deleting Article 5, Definitions, the existing definition of "Earth Removal":

~~Earth Removal shall mean the removal of clay, gravel, sand, sod, loam, soil, stone or other earth materials as may be permitted pursuant to the By-laws of the town of Sterling.~~

<sup>1</sup> See the Earth Removal By-law in the General By-laws.



## C. Site Development Requirements

To amend Article 3, Site Development Requirements, Section 3.3.2, Erosion Control, subsection 3.3.2.2, which currently reads as follows:

3.3.2.2 Any construction which will expose more than 60,000 square feet of bare earth during development through either removal or filling on the same parcel or on contiguous parcels in the same ownership must comply with the following:

by inserting at the beginning of the subsection the following new text: "With the exception of where an Earth Removal permit has been issued," so the section will now read as follows:

3.3.2.2 With the exception of where an Earth Removal permit has been issued, any construction which will expose more than 60,000 square feet of bare earth during development through either removal or filling on the same parcel or on contiguous parcels in the same ownership must comply with the following:

## D. Administration and Procedures

To amend Article 6, Administration and Procedures, Section 6.2, Board of Appeals:

by deleting subsection 6.2.2.a.4. in its entirety, whereby a use variance would be required from the Board of Appeals for earth removal in the RR and NR zoning districts as follows:

~~4. in RR or NR Districts, no soil shall be removed from the premises except to facilitate grading for a proposed building for which a variance or a building permit has been granted, or to serve an established agricultural operation or an extension thereof. Removal of less than 1000 cubic yards of soil from any premises does not require a variance, nor does removal of soil necessary for building the infrastructure of a Definitive Subdivision Plan approved by the Planning Board. Removal of soil in an amount greater than or equal to 1000 cubic yards does require a variance. (Note: Reference should also be made to the Earth Removal By law of the town of Sterling's General By laws.)~~

Or take any action relative thereto.

**Submitted by:** The Board of Selectmen

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

**Recommendation:** The Planning Board will report at Town Meeting

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

**Summary:** Whenever a bylaw is modified or replaced (such as in the previous warrant article), an analysis needs to be undertaken in order to ensure that there are no references or conflicts with the existing bylaw. This article removes conflicts between the current Protective (Zoning) Bylaw and the new Earth Removal Bylaw.

**ARTICLE 30. Re-Zone land on Westerly Side of Rt 12**

To see if the Town will vote to amend its Zoning Map, as most recently amended, and its Protective Bylaws by rezoning the following parcels that are currently zoned as Neighborhood Residential (NR) to be included entirely within the Town Center (TC) zoning district or take any other action in relation thereto.

Parcel #	Address	Area
93-40	246 Worcester Rd.	0.61 acres
105-47	240 Worcester Rd.	1.6 acres
105-46	238 Worcester Rd.	1.3 acres
105-45	240 Worcester Rd.	2.8 acres
105-44	232 Worcester Rd.	0.35 acres
105-43	232R Worcester Rd.	0.4 acres
105-42	32 Princeton Rd.	9.2 acres
105-41	230 Worcester Rd	0.75 acres
105-40	228 Worcester Rd.	0.33 acres
105-39	Worcester Rd.	0.01 acres
105-38	224 Worcester Rd.	0.35 acres
105-37	222 Worcester Rd.	0.47 acres
105-36	220 Worcester Rd.	0.39 acres
105-35	218 Worcester Rd.	0.55 acres
105-34	212 Worcester Rd.	1.5 acres
Total Parcels: 15		20.61 acres* exclusive of road centerline

Parcels included in this zoning map amendment are outlined below:



or take any action relative thereto.

**Submitted by:** The Board of Selectmen  
**Recommendation:** The Board of Selectmen recommends passage of this article  
**Recommendation:** The Finance Committee supports this article  
**Recommendation:** The Planning Board will report at Town Meeting  
**Summary:** This warrant article seeks to further the economic development initiatives and endeavors of the Town by rezoning 15 parcels along the westerly side of Worcester Road that are located immediately south of the town center and will help

stimulate the revitalization and re-use opportunities for these properties, including the vacant Sterling Inn. Currently, these 15 parcels are zoned Neighborhood Residential. The zoning map amendment seeks to rezone them to the Town Center zone. The zoning districts located across the street from these 15 parcels include both the Town Center and the Commercial zoning districts. In addition to allowing existing uses to explore commercial opportunities, this rezoning will also allow vacant or underutilized properties the opportunity for compatible business uses along the Route 12 corridor that leads directly to Sterling's downtown core. The rezoning of these parcels to the Town Center zoning district cures numerous existing zoning dimensional requirement non-compliances and will not create any new dimensional violations.

**ARTICLE 31. Sale of Land – 135 Rowley Hill Road**

To see if the Town will vote to transfer the care, custody and control of property located at 135 Rowley Hill Road, being Assessor's Map 54, Lot 29, from the board or officer having custody thereof, for the purpose for which such property is currently held, to the Board of Selectmen for the purpose of conveyance, on such terms and conditions as the Board of Selectmen shall determine, and authorize the Board of Selectmen to execute any deeds and other documents as may be necessary or appropriate to accomplish the foregoing; or take any action in relation thereto.

**Submitted by:** The Board of Selectmen

**Recommendation:** The Board of Selectmen support this article

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

**Recommendation:** The Planning Board

**Summary:** The parcel is very small and not useable for municipal purposes.

Selling this property will generate property taxes for the Town (a very small amount). At least one abutter is interested in purchasing this land.

**ARTICLE 32. Fund Bills from FY 19**

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

Vendor	Purpose	Amount
KP-Law	Earth removal	\$1,422.00

**Submitted by:** Town Accountant

**Recommendation:** The Board of Selectmen approve this article

**Recommendation:** The Finance Committee approves this article

**Summary:** These services were received and the invoice should be paid.

1072 **ARTICLE 33 Accept Provisions of the Brave Act for Tax Exemptions for Veterans**

1073 To see if the Town will vote to accept the 5th paragraph of G.L. c. 59, §5, clauses 22G and  
1074 22H.

1075  
1076 Clause 22G provides that the so-called “veterans” exemptions from property taxes available  
1077 under G.L. c. 59, §5, clauses Twenty-second, Twenty-second A, Twenty-second B, Twenty-  
1078 second C, Twenty-second D, Twenty-second E, and Twenty-second F may be granted for real  
1079 estate that is the domicile of a person but which is owned by a trustee, conservator, or other  
1080 fiduciary for the person’s benefit, to the same extent as if the person were the owner of the  
1081 real estate, or take any other action relative thereto.

1082  
1083 Clause 22H, provides for an exemption from property taxes for real estate to the full amount  
1084 of the taxable valuation of real property of the surviving parents or guardians of soldiers and  
1085 sailors, members of the National Guard and veterans who: (i) during active duty service,  
1086 suffered an injury or illness documented by the United States Department of Veterans Affairs  
1087 or a branch of the armed forces that was a proximate cause of their death; or (ii) are missing  
1088 in action with a presumptive finding of death as a result of active duty service as members of  
1089 the armed forces of the United States; provided, however, that the real estate shall be  
1090 occupied by the surviving parents or guardians as the surviving parents' or guardians'  
1091 domicile; and provided further, that the surviving parents or guardians shall have been  
1092 domiciled in the commonwealth for the 5 consecutive years immediately before the date of  
1093 filing for an exemption pursuant to this clause or the soldier or sailor, member of the  
1094 National Guard or veteran was domiciled in the commonwealth for not less than 6 months  
1095 before entering service. Surviving parents or guardians eligible for an exemption pursuant to  
1096 this clause shall be eligible regardless of when the soldier, sailor, member of the National  
1097 Guard or veteran died or became missing in action with a presumptive finding of death;  
1098 provided, however, that the exemption shall only apply to tax years beginning on or after  
1099 January 1, 2019. Such exemption shall be available until such time as the surviving parents or  
1100 guardians are deceased. No real estate shall be so exempt which has been conveyed to the  
1101 surviving parents or guardians to evade taxation, or take any other action relative thereto.

1102  
1103 **Submitted by:** The Board of Selectmen

1104 **Recommendation:** The Board of Selectmen approve this article

1105 **Recommendation:** The Finance Committee approves this article

1106 **Summary:** 22G will allow a veteran or widow who resides in a home that was placed in a  
1107 trust without the necessary protections to continue receiving the exemption. In conversations with  
1108 the Assessor we believe this will currently apply to two households.

1109 22H is the provision that will grant a full property tax exemption to the parents or guardians  
1110 of a child who died on active duty in the military, or who was missing in action and declared  
1111 dead. This will currently apply to one household in Town.

**ARTICLE 34. Citizens Petition: Clothing, Shoe, and Book Collection Boxes and Outside Bin(s) Bylaw**

To see if the Town will vote to:

Adopt a bylaw that would prevent businesses and property owners from accepting a solicitation from any clothing and shoe recycling company, and book collection companies, asking them if they can place a clothing collection bin, a book collection bin, a shoe collection bin, or anything of the like on their property. This includes anyone asking to put it there for free or anyone offering to pay the Sterling business or property owner a monetary value for allowing the bin to be placed on their property.

Proposed Bylaw: A bylaw that would prevent businesses from accepting a solicitation from any clothing and shoe recycling company, a book collection company, asking them if they can place a clothing collection bin, a book collection bin, a shoe collection bin, or anything of the like on their property. This includes anyone asking to put it there for free or anyone offering to pay the Sterling business or property owner a monetary value for allowing the bin to be placed on their property.

**Violations and penalties.** Whoever violates this bylaw by acting as a property owner, business owner, keeper of a shop for the purchase, sale or barter of junk, old metals or secondhand articles without a license or a pawn shop, or in any other place or manner than that described in his/her license or after notice to him/her that his/her license had been revoked, or violates any rule, regulation or restriction made by the Selectmen, shall be liable to the following penalties: one hundred dollars (\$100) for the first offense; two hundred dollars (\$200) for the second offense; and three hundred dollars (\$300) for the third and any subsequent offense. Each day that a violation continues shall constitute a separate offense.

**Outside drop boxes.** A. Purpose. The purpose of this section of the bylaw is to promote the maintenance of outdoor "drop boxes" located on or abutting public ways and private ways open to use by the general public and sidewalks abutting such ways in a safe and clean condition. B. "Drop box" as used in this section shall mean any box, container or device, including any such designed to collect, distribute, or sell any item, which is located, on a temporary or permanent basis, in or adjoining a public way or a private way open to use by the general public, or in or adjoining a sidewalk abutting such a way. C. Each drop box shall: (1) Be properly maintained in a clean and neat condition and in reasonably good repair at all times; (2) Be emptied on a regular basis, at least monthly, to prevent overflow; (3) Contain clear identification, and the telephone number, of the organization responsible for maintenance of the drop box; and (4) Clearly state thereon, for the benefit of prospective donors, the use to which any donation will be made.

D. No person or entity other than those required by ( § ) of this article shall be required to secure or maintain a license for a drop box, but such boxes shall be subject to any drop box rules, regulations, restrictions, and fees, if any, as the Selectmen may adopt pursuant to ( § ) of this article, and the penalties set forth in ( § ) hereof shall apply to drop boxes.

**Grandfathered bins.** Any business or property owner that has a bin(s) located on their property prior to this bylaw taking effect may ask the Town of Sterling to be grandfathered in to allow the bin(s) to remain on their property. A grandfathered bin(s) will be subject to the following requirements: Any, and all bins, must be registered with the Town of Sterling. A written agreement will be required to be signed by the business/property owner and a written agreement will be required by the owner of the bin. This agreement will include the rules regarding the upkeep and cleanliness of any bin(s) and penalties outlined in ( § ) Failure to register the bin(s) with the Town of Sterling will result in the penalties outlined in ( § ). If any owner of a grandfathered bin(s) goes out of business, or abandons their bin(s), it will be the responsibility of the business/property owner to remove any abandoned bin(s) from their property or result in the penalties outlined in section ( § ).

If any business or property owner that is grandfathered in closes, relocates, or abandons the building they once used as their place of business, it will be the responsibility of said business or property owner to arrange removal of the grandfathered bin(s) or incur the penalties outlined in section ( § ) It would remain the responsibility of the current business/property owner to keep the grandfathered bin(s) clean and clear of debris. In the event that the business/or property owner can not obtain proper removal of said bin(s) the Town of Sterling, the Department of Public Works and Board of Health, will have the authority to remove any bin(s) that become abandoned, overflowing and create a public health hazard and become an eye sore. An abandoned bin(s) includes those abandoned by the bin owner.

In the event that a bin or container company goes out of business and leaves their bin(s) abandoned at a business or property, it will become the responsibility of the business/property owner to arrange for removal of the abandoned bin(s). Failure to remove any out-of-service bin(s) or out-of-business bin(s) will result in the fees imposed in section ( § )

Any out-of-business bin container company that abandons their bin(s) placed on a business/property owner's property that the business/property owner can not successfully remove, the business/property owner can ask the Town of Sterling to help them with removal of any, and all, bins. The bin(s) will be removed from the property and disposed of at a scrap metal company. Any, and all, monies collected from a scrap metal company will be deposited into the general fund for the Town of Sterling. The business/ property owner that removes any out-of-service or abandoned bin(s) successfully on their own will not have to forfeit to the Town of Sterling any collected monies from a scrap metal company.

Any grandfathered business/property owner that puts their property up for sale will have the responsibility to remove any, and all, existing bin(s) when their property goes up for sale. Failure to remove the bin(s) will result in the fees imposed in section (§ ). Any grandfathered business/property owner that abandons their property or is not able to sell their property, and fails to remove any grandfathered bin(s) will result in the fees imposed in section (§ )

Upon adoption of this bylaw, the Selectmen and/or the Board of Health will be responsible to establish a regulation that will require the grandfathered business/property owners and bin company owners to sign agreements that outline their duties, as stated in this bylaw, to keep the bin(s) maintained and in good condition with current contact information identified on the bin(s) and emptied at least monthly. The regulation will include a fair and reasonable permit fee for the business/property owner and a license fee for the bin owner. It will be the responsibility of the Selectmen and/or Board of Health to assign the duties to the appropriate board, people or persons that will be responsible for keeping track of the permits, licenses, fees and paperwork to be able to collect said permit and license fees. This will include keeping track of where the bins are located in Sterling and making sure all bin(s) are accounted for. This includes maintaining an updated list with contact information for each bin owner so in the event of an abandoned bin, the bin owner can be contacted and asked to remove the bin. It will be the responsibility of the assigned people or person(s) to ensure that licenses remain up to date each year by sending a renewal application in the U.S. Mail with stated fees and license permit fees along with the written agreement required to maintain the grandfathered bin(s) on said properties. Any business/property owner or bin company owner that fails to pay their fees and get their license will result in removal of the bin(s) from any grandfathered business/property. Both the business/property owner and bin company owner must return the proper paperwork for the bin(s) to remain at any said grandfathered business/ property.

It will be the responsibility of the Selectmen and/or the Board of Health, to decide if the person(s) collecting the fees will receive a portion of the monies collected for said fees and permits. Any monies collected that are not distributed to any person(s) collecting the fees will be deposited into the general fund which can help to offset any and all fees charged to the Town of Sterling for any removal of a bin(s) or fees charged to clean up areas around the bin(s) that need to be cleaned up.

It will be the decision of the Selectmen to decide if they would like the Sterling Police to help them report any, and all, overflowing and unmaintained bin(s) to the Selectmen and/or Board of Health to take action on. It will be the duty of the Selectmen and/or Board of Health to take action on any, and all, bin(s) that are reported as unmaintained by any citizen of the Town of Sterling and/or any citizen of any surrounding town that brings it to the attention of the Board of Selectmen. This regulation will become effective once the bylaw is approved by the Commonwealth of Massachusetts and the Selectmen and/or the Board of Health have put the appropriate regulations in place to allow the permit, license and fee process to begin.

Or take any other action in relation thereto.



**Submitted by:** Citizens petition

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

**Recommendation:** The Finance Committee does not support this article.

**Summary:** Adoption of this bylaw would allow the Town of Sterling to be authorized to manage collection bins placed on private property that violate the bylaw; be authorized to assess fees and fines set forth in the bylaw; make businesses and bin owners accountable for upkeep and maintenance of the grandfathered bins or incur fines set forth in the bylaw; have the ability to remove bins that violate the bylaw and issue fines; allow citizens the ability to obtain help from the Town of Sterling when they notice overflowing and abandoned bins. Adoption of the bylaw would allow the Town of Sterling to keep bin quantities under control and not allow the town to become overflowing with unnecessary bins that encroach the beauty of the town.

**ARTICLE 35. Citizens Petition: Resolution Declaring Sterling a Pollinator-Friendly Community**

**RESOLUTION TOWARDS DECLARING STERLING TO BE A POLLINATOR FRIENDLY COMMUNITY**

To see if the Town of Sterling will vote to approve the following resolution:

WHEREAS, bees and other pollinators are a necessary component of a healthy ecosystem and food system, providing pollination of plants in order to grow vegetables, herbs and fruits;

and WHEREAS, locally grown crops such as apples, blueberries, strawberries, squash and tomatoes depend on pollinators and thus are at risk;

and WHEREAS, extensive research has documented that systemic pesticides cause illness and death to bees and pollinators and can concurrently negatively affect human and animal life;

and WHEREAS, alternative land management practices are available that dramatically increase pollinator forage while decreasing maintenance costs;

and WHEREAS, the monetary and social costs of maintaining pollinator-friendly landscapes can be less expensive than costs associated with maintaining chemically-treated landscapes.

NOW, THEREFORE, BE IT RESOLVED by the Town Meeting of the Town of Sterling, Massachusetts, that the Town of Sterling is hereby declared a Pollinator-Friendly Community, and that the Town encourages adoption of policies and practices that protect and support pollinator health by minimizing the sale and use of systemic pesticides.

Systemic pesticides (which include insecticides, herbicides and rodenticides) are chemicals that are absorbed by plants when (intentionally or inadvertently) applied to seeds, soil, or leaves or otherwise introduced into the environment. The chemicals can then circulate

through the plant's tissues, killing the insects that feed on them or deleteriously affecting other non-target animal or plant life.

BE IT FURTHER RESOLVED that the Town of Sterling urges all Sterling property owners, residents, businesses, institutions and neighborhoods to become more pollinator friendly by adopting practices including:

Committing to avoiding the use of systemic pesticides on their property and avoiding the planting of flowering plants which are treated with systemic pesticides;

Planting more pollinator-supporting forage on their property, and adopting systemic pesticide free lawn and landscaping practices.

The Town Clerk is requested to send copies of this Resolution to Governor Charlie Baker, Massachusetts Department of Agricultural Resources Commissioner John Lebeaux, State Senator Dean Tran, and State Representative Harold P. Naughton, or to take any other action relative thereto.

**Submitted by:** Citizens petition

**Recommendation:** The Board of Selectmen defers to Town Meeting

**Recommendation:** The Finance Committee defers to Town Meeting

**Summary:** The main focus of this resolution is towards the reduction in the use of systemic pesticides. Systemic pesticides, including the widely used neonicotinoids, have been linked to colony losses in honeybees and declines in other pollinator species. More recently, evidence has accumulated suggesting that their widespread, often prophylactic use is harming important parts of soil and water ecosystems, putting biodiversity and entire ecosystems at risk. Unlike other pesticides which remain on the surface of treated foliage, systemic pesticides are taken up by the plant (or other target organism) and transported to all the tissues of that organism (leaves, flowers, roots and stems, as well as pollen and nectar).

**ARTICLE 36. Citizens Petition: Amend the Zoning Bylaws relative to Marijuana Establishments**

To see if the Town will vote to amend the Town's Protective Bylaws by amending Section 4.8B, MARIJUANA ESTABLISHMENTS, that would provide as follows, and to further amend the Table of Uses, Section 2.3.1.C as follows:

A. Amend Section 4.9**b** Marijuana Establishments as follows:

Consistent with General laws, Chapter 94G, Section 3(a)(2), all types of non-medical "marijuana establishments" as defined in General Laws, Chapter 94G, Section 1, including marijuana cultivators, independent testing laboratories, marijuana product manufacturers, marijuana retailers or any other types of licensed marijuana-related businesses, shall be prohibited within the Town of Sterling, **except for medical**

**marijuana cultivation and product manufacturers operating within the Town prior to January 1, 2019 that desire to operate a co-located medical and adult use cultivation and product manufacturing facilities;**

B. Amend the Table of Uses, Section 2.3.1C, as follows:

Districts	RR	NR	C	TC	LI
29. Marijuana Establishments	N	N	N	N	N <sup>2</sup>

<sup>2</sup> Cultivation and product manufacturing by a duly licensed Marijuana Cultivator and Product Manufacturer, shall be permitted as of right within the **Limited** Industrial Zoning District only by existing licensed medical marijuana cultivation and product manufacturers operating within the Town prior to January 1, 2019.

**Submitted by:** Citizens petition

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

**Recommendation:** The Finance Committee will defer to Town Meeting.

**Recommendation:** The Planning Board will report at Town Meeting

**Summary:** The proposed bylaw would allow adult use cultivation and product manufacturing in the Limited Industrial Zoning District only by duly licensed Marijuana Cultivator and Product Manufactures operating within the Town prior to January 1, 2019. The bylaw would **not** allow the sale of any adult use marijuana products under any circumstances.

#### **ARTICLE 37. Apply Stabilization Fund to Stabilize the Tax Rate**

To see if the Town will vote to transfer a sum of money from the Stabilization Fund, to stabilize the tax rate; or take any action in relation thereto.

**Submitted by:** Finance Committee

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

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

**Summary:** This article appropriates stabilization funds to reduce the FY20 tax levy. The Finance Committee will submit an amount at Town Meeting after consideration of the spending on previously approved articles.

**ARTICLE 38. Annual Town Election**

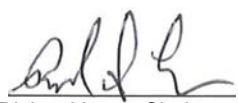
To elect by ballot on Monday, May 13, 2019 from 7:00am to 8:00pm at the Houghton Elementary School Gym on 32 Boutelle Road, the following officers:

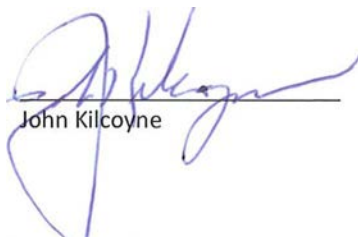
- (1) Board of Assessors for 3 year term
- (1) Board of Health for 3 year term
- (1) Board of Selectmen for 3 year term
- (1) Constable for 3 year term
- (1) Department of Public Works Board for 3 year term
- (2) Library Trustees each for 3 year terms
- (1) Planning Board for 5 year term
- (1) Sterling Housing Authority for 2 year term (to fill a vacancy)
- (1) Sterling Municipal Light Board for 3 year term
- (1) Wachusett Regional School Committee for 3 year term
- (1) Wachusett Regional School Committee for 1 year term (to fill a vacancy)


Also, to choose by ballot or otherwise, such other officers as may be necessary. The polls shall be opened on Monday, May 13, 2019 at seven o'clock in the forenoon {7:00am} and shall remain open until eight o'clock {8:00pm} in the evening.

Given under our hands this \_3rd\_ day of \_April\_, 2019.

**Sterling Board of Selectmen**

  
Richard Lane, Chairman

  
John Kilcoyne

  
Maureen Cranson

**To the Town Constable:** and you re directed to serve this Warrant by posting on the Town Website and posting attested copies at the following 6 municipal locations and one in each precinct at least seven (7) days before the holding said meeting:

Butterick Municipal Building {Precinct 1}	Police Station (Precinct 2)
Conant Free Library	Post Office
Sterling Municipal Light Building	Sterling Senior Center

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

# FY20 OMNIBUS BUDGET

Last Updated: 3/21/2019

Time: 9:15

	Account Number	Description	2017 Actual	2018 Actual	2019 Original	FY20 Dept Request	FY20 \$ Change	FY20 % Change
1		<b>ACCOUNTANT</b>						
2	01135-51100	ACCOUNTANT SALARY	29,376.00	29,962.97	30,862.00	29,948.00	(914.00)	-2.96%
3	01135-57000	ACCOUNTANT EXPENSE	7,354.21	8,125.38	9,050.00	10,361.00	1,311.00	14.49%
4		<b>Department Total</b>	<b>36,730.21</b>	<b>38,088.35</b>	<b>39,912.00</b>	<b>40,309.00</b>	<b>397.00</b>	<b>0.99%</b>
5		<b>ADA COORDIINATOR</b>						
6	01196-51200	ADA COORDINATOR STIPEND	1,500.00	750.00	1,500.00	1,500.00	0.00	0.00%
7		<b>Department Total</b>	<b>1,500.00</b>	<b>750.00</b>	<b>1,500.00</b>	<b>1,500.00</b>	<b>0.00</b>	<b>0.00%</b>
8		<b>AGRICULTURAL</b>						
9	01177-57000	AGRICULTURAL EXPENSE	100.00	318.74	750.00	750.00	0.00	0.00%
10		<b>Department Total</b>	<b>100.00</b>	<b>318.74</b>	<b>750.00</b>	<b>750.00</b>	<b>0.00</b>	<b>0.00%</b>
11		<b>ANIMAL INSPECTOR</b>						
12	01250-51100	ANIMAL INSPECTOR SALARY	1,250.00	1,500.00	2,250.00	3,000.00	750.00	33.33%
13	01250-57000	ANIMAL INSPECTOR EXPENSE	693.74	873.46	900.00	900.00	0.00	0.00%
14		<b>Department Total</b>	<b>1,943.74</b>	<b>2,373.46</b>	<b>3,150.00</b>	<b>3,900.00</b>	<b>750.00</b>	<b>23.81%</b>
15		<b>ASSESSOR</b>						
16	01141-51100	ASSESSOR STIPEND	4,500.00	4,500.00	4,500.00	4,500.00	0.00	0.00%
17	01141-51200	ASSESSOR WAGES	42,165.68	43,180.80	46,192.00	47,100.00	908.00	1.97%
18	01141-57000	ASSESSOR EXPENSE	53,608.29	53,781.69	71,700.00	79,515.00	7,815.00	10.90%
19	01142-57000	ASSESSOR REVAL	0.00	0.00	0.00	0.00	0.00	
20		<b>Department Total</b>	<b>100,273.97</b>	<b>101,462.49</b>	<b>122,392.00</b>	<b>131,115.00</b>	<b>8,723.00</b>	<b>7.13%</b>
21		<b>AUDIT</b>						
22	01136-57000	AUDIT EXPENSE	20,500.00	21,500.00	21,500.00	21,500.00	0.00	0.00%
23		<b>Department Total</b>	<b>20,500.00</b>	<b>21,500.00</b>	<b>21,500.00</b>	<b>21,500.00</b>	<b>0.00</b>	<b>0.00%</b>
24		<b>BOARD OF HEALTH</b>						
25	01510-51100	BOH STIPEND	309.00	309.00	309.00	309.00	0.00	0.00%
26	01510-51110	BOH INSPECTOR SALARY	81,546.93	85,042.88	91,243.00	101,282.00	10,039.00	11.00%
27	01510-53000	BOH WACHUSETT HOME HEALTH CARE	0.00	0.00	0.00	0.00	0.00	
28	01510-53001	BOH MONTACHUSETT PUBLIC HEALTH	2,925.00	3,925.00	3,200.00	3,200.00	0.00	0.00%
29	01510-57000	BOH EXPENSE	4,410.07	6,061.96	4,530.00	4,530.00	0.00	0.00%
30	01510-57001	BOH KIOSK	0.00	0.00	2,900.00	2,900.00	0.00	
31	01510-57002	BOH PRINTER/COPIER	0.00	0.00	2,970.00	655.00	(2,315.00)	-77.95%
32		<b>Department Total</b>	<b>89,191.00</b>	<b>95,338.84</b>	<b>105,152.00</b>	<b>112,876.00</b>	<b>7,724.00</b>	<b>7.35%</b>
33		<b>BOARD OF SELECTMEN</b>						
34	01122-51100	SELECTMAN STIPEND	4,500.00	4,500.00	4,500.00	4,500.00	0.00	0.00%
35	01122-57000	SELECTMAN EXPENSE	2,500.00	<sup>1</sup> 2,500.00	2,500.00	8,400.00	5,900.00	236.00%

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36		<b>Department Total</b>	<b>7,000.00</b>	<b>7,000.00</b>	<b>7,000.00</b>	<b>12,900.00</b>	<b>5,900.00</b>	<b>84.29%</b>
37		<b>CONSERVATION</b>						
38	01171-51200	CONSERVATION AGENT WAGES	23,705.00	24,179.00	24,904.00	25,402.00	498.00	2.00%
39	01171-57000	CONSERVATION COMMITTEE EXPENSE	890.61	1,030.00	1,000.00	1,000.00	0.00	0.00%
40	01171-57001	CENTRAL MASS STORMWATER COALITION	0.00	0.00	5,000.00	5,000.00	0.00	0.00%
41		<b>Department Total</b>	<b>24,595.61</b>	<b>25,209.00</b>	<b>30,904.00</b>	<b>31,402.00</b>	<b>498.00</b>	<b>1.61%</b>
42		<b>COUNCIL ON AGING</b>						
43	01540-51200	SENIOR CENTER FACILITIES MAINT TECH	0.00	14,607.09	0.00	0.00	0.00	0.00%
44	01540-51300	SENIOR CENTER OPERATIONS COORDINATOR	0.00	0.00	16,665.00	0.00	(16,665.00)	-100.00%
45	01540-57000	SENIOR CENTER OPERATIONS	25,737.98	15,935.00	15,935.00	21,755.00	5,820.00	36.52%
46	01541-51200	COA WAGES	118,743.48	126,032.81	153,330.95	182,805.22	29,474.27	19.22%
47	01541-53000	COA HOME CARE	400.00	400.00	400.00	400.00	0.00	0.00%
48	01541-53001	COA TITLE VII NUTRITION AND WHEAT	4,300.00	4,298.33	4,300.00	4,300.00	0.00	0.00%
49	01541-57000	COA EXPENSE	16,040.20	16,049.75	16,050.00	16,050.00	0.00	0.00%
50								
51		<b>Department Total</b>	<b>165,221.66</b>	<b>177,322.98</b>	<b>206,680.95</b>	<b>225,310.22</b>	<b>18,629.27</b>	<b>9.01%</b>
52		<b>CULTURAL COUNCIL</b>						
53	01542-57000	CULTURAL COUNCIL	0.00	0.00	3,550.00	3,550.00	0.00	0.00%
54		<b>Department Total</b>	<b>0.00</b>	<b>0.00</b>	<b>3,550.00</b>	<b>3,550.00</b>	<b>0.00</b>	<b>0.00%</b>
55		<b>DEBT SERVICE</b>						
56	01710-59000	DEBT - LONG TERM PRINCIPAL	1,566,960.64	1,601,891.14	1,581,000.00	1,545,000.00	(36,000.00)	-2.28%
57	01750-59010	DEBT - LONG TERM INTEREST	325,042.05	278,025.00	216,255.00	155,435.00	(60,820.00)	-28.12%
58	01751-59010	DEBT - SHORT TERM INTEREST	0.00	0.00	0.00	0.00	0.00	
59		<b>Department Total</b>	<b>1,892,002.69</b>	<b>1,879,916.14</b>	<b>1,797,255.00</b>	<b>1,700,435.00</b>	<b>(96,820.00)</b>	<b>-5.39%</b>
60		<b>DPW</b>						
61	01422-51100	DPW SALARY	66,626.00	71,368.18	73,227.45	74,692.00	1,464.55	2.00%
62	01422-51110	DPW BOARD STIPEND	1,800.00	1,800.00	1,800.00	1,800.00	0.00	0.00%
63	01422-51200	DPW WAGES	555,220.33	498,864.21	629,172.00	641,755.00	12,583.00	2.00%
64	01422-52000	DPW STREET LIGHTS	30,612.96	30,612.96	19,062.00	16,132.00	(2,930.00)	-15.37%
65	01422-52700	DPW HYDRANT RENTAL	26,675.00	26,675.00	26,675.00	26,675.00	0.00	0.00%
66	01422-52900	DPW TRASH PICKUP	506,497.94	487,942.49	558,000.00	602,000.00	44,000.00	7.89%
67	01422-52901	REGIONAL RECYCLING	4,335.50	4,181.00	4,181.00	4,181.00	0.00	0.00%
68	01422-52902	LANDFILL MONITORING	16,500.00	0.00	16,500.00	16,500.00	0.00	0.00%
69	01422-57000	DPW EXPENSE	286,639.54	313,587.37	319,420.00	322,420.00	3,000.00	0.94%
70	01422-57001	DPW EQUIPMENT LEASE	29,691.48	<sup>2</sup> 29,691.74	29,692.00	29,692.00	0.00	0.00%

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71		Department Total	1,524,598.75	1,464,722.95	1,677,729.45	1,735,847.00	58,117.55	3.46%
72		DPW SNOW & ICE						
73	01423-51200	SNOW & ICE WAGES	65,164.62	44,973.94	60,000.00	60,000.00	0.00	0.00%
74	01423-57000	SNOW & ICE EXPENSE	194,173.74	188,735.79	116,000.00	121,000.00	5,000.00	4.31%
75		Department Total	259,338.36	233,709.73	176,000.00	181,000.00	5,000.00	2.84%
76		ECONOMIC DEVELOPMENT						
77	01178-57000	ECONOMIC DEVELOPMENT COMMITTEE EXPENSE	5,000.00	2,848.92	26,000.00	26,000.00	0.00	0.00%
78		Department Total	5,000.00	2,848.92	26,000.00	26,000.00	0.00	0.00%
79		EXTENSION SERVICE						
80	01690-57000	EXTENSION SERVICE	510.00	510.00	510.00	510.00	0.00	0.00%
81		Department Total	510.00	510.00	510.00	510.00	0.00	0.00%
82		FACILITIES						
83	01192-51200	FACILITIES WAGES	28,691.07	28,137.00	33,197.00	33,860.94	663.94	2.00%
84	01192-57000	FACILITIES EXPENSE	65,049.02	109,106.67	76,576.00	76,576.00	0.00	0.00%
85		Department Total	93,740.09	137,243.67	109,773.00	110,436.94	663.94	0.60%
86		FINANCE BOARD						
87	01131-51100	FINANCE BOARD STIPEND	0.00	0.00	0.00	0.00	0.00	
88	01131-57000	FINANCE BOARD EXPENSE	274.64	0.00	280.00	280.00	0.00	0.00%
89		Department Total	274.64	0.00	280.00	280.00	0.00	0.00%
90		FIRE-EMT						
91	01220-51100	FIRE CHIEF SALARY	95,429.00	97,338.00	100,258.00	102,264.00	2,006.00	2.00%
92	01220-51200	FIRE WAGES	449,930.07	479,479.24	598,610.00	642,394.00	43,784.00	7.31%
93	01220-51500	FIRE EMERGENCY MANAGEMENT STIPEND	10,000.00	10,000.00	10,000.00	10,000.00	0.00	0.00%
94	01220-57000	FIRE EXPENSE	119,779.16	131,987.04	133,900.00	176,500.00	42,600.00	31.81%
95	01220-57001	FIRE EMERGENCY MANAGEMENT EXPENSE	1,492.75	1,411.02	1,500.00	1,500.00	0.00	0.00%
96	01220-57002	FIRE EQUIPMENT LEASE	62,148.05	62,148.05	62,148.05	62,148.05	0.00	0.00%
97		Department Total	738,779.03	782,363.35	906,416.05	994,806.05	88,390.00	9.75%
98								
99		FIRE-AMBULANCE						
100	01231-51100	AMBULANCE CHIEF SALARY	12,200.00	12,200.00	12,566.00	12,817.00	251.00	2.00%
101	01231-51200	AMBULANCE WAGES	269,883.18	263,597.98	342,387.00	354,796.00	12,409.00	3.62%
102	01231-57000	AMBULANCE EXPENSE	69,670.38	77,823.81	78,500.00	97,700.00	19,200.00	24.46%
103	01231-57002	AMBULANCE LEASE	38,867.20	38,867.20	38,867.20	0.00	(38,867.20)	-100.00%
104		Department Total	390,620.76	392,488.99	472,320.20	465,313.00	(7,007.20)	-1.48%
105		HISTORICAL COMMISSION						

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106	01670-57000	HISTORICAL EXPENSE	695.55	0.00	2,500.00	2,500.00	0.00	0.00%
107		Department Total	695.55	0.00	2,500.00	2,500.00	0.00	0.00%
108		HUMAN RESOURCES						
109	01152-51100	HUMAN RESOURCE STIPEND	0.00	0.00	0.00	0.00	0.00	
110	01152-57000	HUMAN RESOURCE EXPENSE	200.00	0.00	200.00	200.00	0.00	0.00%
111	01152-57001	HUMAN RESOURCE TRAINING	0.00	0.00	200.00	200.00	0.00	100.00%
112		Department Total	200.00	0.00	400.00	400.00	0.00	0.00%
113		INFORMATION TECHNOLOGY						
114	01155-52000	IT PROFESSIONAL SERVICES	40,000.00	86,009.89	0.00	0.00	0.00	0.00%
115	01155-57000	IT EXPENSE	57,635.32	34,023.81	136,930.00	145,548.00	8,618.00	6.29%
116	01155-57001	IT WEB HOSTING	3,600.60	0.00	0.00	0.00	0.00	
117								
118		Department Total	101,235.92	120,033.70	136,930.00	145,548.00	8,618.00	6.29%
119		INSPECTIONAL SERVICES						
120	01241-51100	BUILDING INSPECTOR SALARY	58,589.44	59,992.00	61,792.00	63,041.00	1,249.00	2.02%
121	01241-51101	INSPECTION WIRE INSP SALARY	0.00	0.00	0.00	0.00	0.00	0.00%
122	01241-51102	INSPECTION PLUMBING INSP SALARY	10,160.80	10,404.00	10,716.00	10,930.00	214.00	2.00%
123	01241-51103	INSPECTON GAS INSP SALARY	5,588.95	5,723.00	5,895.00	6,012.00	117.00	1.98%
124	01241-51200	BUILDING INSPECTOR WAGES	34,151.92	33,906.73	36,602.00	37,500.17	898.17	2.45%
125	01241-57000	INSPECTION EXPENSE	5,519.59	4,796.15	5,500.00	5,500.00	0.00	0.00%
126	01241-57001	SEALER OF WEIGHT & MEASURES EXPENSE	1,200.00	0.00	1,200.00	1,200.00	0.00	0.00%
127		Department Total	115,210.70	114,821.88	121,705.00	124,183.17	2,478.17	2.04%
128		INSURANCE-BENEFITS						
129	01910-59020	INSURANCE-BENEFITS	1,365,997.29	1,373,933.00	1,580,261.79	1,490,875.00	(89,386.79)	-5.66%
130		Department Total	1,365,997.29	1,373,933.00	1,580,261.79	1,490,875.00	(89,386.79)	-5.66%
131		LEGAL SERVICES						
132	01151-53000	LEGAL SERVICES	43,814.39	70,447.18	62,000.00	62,000.00	0.00	0.00%
133		Department Total	43,814.39	70,447.18	62,000.00	62,000.00	0.00	0.00%
134		LIBRARY						
135	01610-51100	LIBRARY SALARY	74,941.00	77,189.00	79,505.00	81,098.69	1,593.69	2.00%
136	01610-51200	LIBRARY WAGES	202,189.44	207,339.67	217,659.00	229,785.00	12,126.00	5.57%
137	01610-57000	LIBRARY EXPENSE	115,017.00	130,311.00	131,750.00	133,807.00	2,057.00	1.56%
138		Department Total	392,147.44	414,839.67	428,914.00	444,690.69	15,776.69	3.68%
139		MEMORIAL AND VETERANS DAY						
140	01699-57000	MEMORIAL AND VETERANS DAY	3,088.80	4,129.02	5,600.00	5,600.00	0.00	0.00%



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141		Department Total	3,088.80	4,129.02	5,600.00	5,600.00	0.00	0.00%
142		<b>MODERATOR</b>						
143	01114-51100	MODERATOR STIPEND	500.00	0.00	500.00	500.00	0.00	0.00%
144	01114-57000	MODERATOR EXPENSE	0.00	0.00	150.00	150.00	0.00	0.00%
145		Department Total	500.00	0.00	650.00	650.00	0.00	0.00%
146		<b>OPEN SPACE</b>						
147	01179-57000	OPEN SPACE EXPENSE	822.64	2,011.11	1,500.00	1,500.00	0.00	0.00%
148		Department Total	822.64	2,011.11	1,500.00	1,500.00	0.00	0.00%
149		<b>PERSONNEL BOARD</b>						
150	01159-52000	PERSONNEL BOARD TRAINING	0.00	0.00	0.00	200.00	200.00	0.00%
151	01159-57000	PERSONNEL BOARD EXPENSE	0.00	0.00	1,800.00	400.00	(1,400.00)	-77.78%
152	01159-57001	PERSONNEL BOARD MERIT PAY	0.00	0.00	0.00	67,291.00	67,291.00	#DIV/0!
153		Department Total	0.00	0.00	1,800.00	67,891.00	66,091.00	3671.72%
154		<b>PLANNING</b>						
155	01175-51100	PLANNING STIPEND	300.00	500.00	1,500.00	1,500.00	0.00	0.00%
156	01175-56310	MRPC EXPENSE	2,492.26	2,554.56	2,772.00	2,850.00	78.00	2.81%
157	01175-57000	PLANNING EXPENSE	15,417.23	16,946.31	17,857.00	19,231.00	1,374.00	7.69%
158								
159		Department Total	18,209.49	20,000.87	22,129.00	23,581.00	1,452.00	6.56%
160		<b>POLICE</b>						
161	01210-51100	POLICE SALARY	128,680.00	128,823.87	135,337.00	138,041.00	2,704.00	2.00%
162	01210-51200	POLICE WAGES	1,176,099.85	1,456,431.17	1,329,426.00	1,356,014.50	26,588.50	2.00%
163	01210-57000	POLICE EXPENSE	98,139.41	99,067.74	103,800.00	105,575.00	1,775.00	1.71%
164	01210-58500	POLICE CRUISER	39,000.00	40,000.00	40,000.00	41,000.00	1,000.00	2.50%
165		Department Total	1,441,919.26	1,724,322.78	1,608,563.00	1,640,630.50	32,067.50	1.99%
166		<b>POLICE-ANIMAL CONTROL</b>						
167	01249-51200	ANIMAL CONTROL WAGES	20,083.20	21,163.00	21,798.00	22,233.96	435.96	2.00%
168	01249-57000	ANIMAL CONTROL EXPENSE	3,983.19	4,000.00	4,000.00	4,000.00	0.00	0.00%
169		Department Total	24,066.39	25,163.00	25,798.00	26,233.96	435.96	1.69%
170		<b>POLICE-DISPATCH</b>						
171	01215-51200	COMMUNICATION WAGES	257,392.00	258,775.85	270,427.00	275,835.54	5,408.54	2.00%
172	01215-57000	COMMUNICATION EXPENSE	84,144.11	91,500.38	93,958.00	103,397.16	9,439.16	10.05%
173		Department Total	341,536.11	350,276.23	364,385.00	379,232.70	14,847.70	4.07%
174		<b>RECREATION</b>						
175	01630-51100	RECREATION SALARY	49,057.36	5 49,940.80	51,642.00	52,674.84	1,032.84	2.00%

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176	01630-51200	RECREATION WAGES	37,276.69	36,988.17	41,449.00	44,119.00	2,670.00	6.44%
177	01630-57000	RECREATION EXPENSE	7,494.66	7,756.31	7,956.00	28,100.00	20,144.00	253.19%
178		<b>Department Total</b>	<b>93,828.71</b>	<b>94,685.28</b>	<b>101,047.00</b>	<b>124,893.84</b>	<b>23,846.84</b>	<b>23.60%</b>
179		<b>TOWN ADMINISTRATOR</b>						
180	01129-51100	TOWN ADMINISTRATOR SALARY	73,264.63	97,375.60	100,332.00	102,338.64	2,006.64	2.00%
181	01129-51200	TOWN ADMINISTRATOR WAGES	77,192.50	74,827.87	81,642.00	65,625.31	(16,016.69)	-19.62%
182	01129-51201	OPERATIONS MANAGER WAGES	0.00	0.00	44,040.00	44,920.80	880.80	
183	01129-57000	TOWN ADMINISTRATOR EXPENSE	52,774.08	60,281.01	55,347.00	60,757.50	5,410.50	9.78%
184	01129-57001	COA SENIOR WORKOFF PROGRAM	0.00	11,888.95	15,000.00	15,000.00		
185	01175-57001	TOWN PLANNER (FY19)	0.00	0.00	73,500.00	0.00		
186	01129-51202	TOWN PLANNER SALARY (FY20)	0.00	0.00	0.00	74,970.00	1,470.00	2.00%
187	01129-57002	TOWN PLANNER EXPENSE	0.00	0.00	0.00	7,750.00	7,750.00	#DIV/0!
188		<b>Department Total</b>	<b>203,231.21</b>	<b>244,373.43</b>	<b>369,861.00</b>	<b>371,362.25</b>	<b>1,501.25</b>	<b>0.41%</b>
189		<b>TOWN CLERK</b>						
190	01161-51100	TOWN CLERK SALARY	64,952.00	64,832.12	65,920.00	67,238.40	1,318.40	2.00%
191	01161-51200	TOWN CLERK WAGES	39,576.68	43,177.86	45,347.00	46,253.94	906.94	2.00%
192	01161-52000	TOWN CLERK TRAINING	3,451.72	3,286.30	3,500.00	3,500.00	0.00	0.00%
193	01161-57000	TOWN CLERK EXPENSE	13,789.28	12,405.26	11,000.00	11,000.00	0.00	0.00%
194	01162-51200	ELECTION WAGES	17,657.21	10,797.50	11,149.00	6,660.00	(4,489.00)	-40.26%
195	01162-57000	ELECTION EXPENSE	12,669.44	12,500.00	8,900.00	10,700.00	1,800.00	20.22%
196		<b>Department Total</b>	<b>152,096.33</b>	<b>146,999.04</b>	<b>145,816.00</b>	<b>145,352.34</b>	<b>(463.66)</b>	<b>-0.32%</b>
197		<b>TREASURER/COLLECTOR</b>						
198	01145-51100	TREASURER/COLLECTOR SALARY	57,717.06	71,544.81	73,885.00	75,363.00	1,478.00	2.00%
199	01145-51200	TREASURER/COLLECTOR WAGES	91,719.24	99,478.68	105,102.40	96,803.00	(8,299.40)	-7.90%
200	01145-57000	TREASURER/COLLECTOR EXPENSE	40,281.12	41,539.09	43,500.00	51,800.00	8,300.00	19.08%
201		<b>Department Total</b>	<b>189,717.42</b>	<b>212,562.58</b>	<b>222,487.40</b>	<b>223,966.00</b>	<b>1,478.60</b>	<b>0.66%</b>
202		<b>VETERANS</b>						
203	01543-51200	VETERANS WAGES	20,000.00	0.00	0.00	0.00	0.00	
204	01543-57000	VETERANS EXPENSE	2,200.00	20,000.00	20,000.00	20,000.00	0.00	0.00%
205	01543-57700	VETERANS BENEFITS	29,442.94	20,754.04	30,000.00	25,000.00	(5,000.00)	-16.67%
206		<b>Department Total</b>	<b>51,642.94</b>	<b>40,754.04</b>	<b>50,000.00</b>	<b>45,000.00</b>	<b>(5,000.00)</b>	<b>-10.00%</b>
207		<b>WORC COUNTY RETIREMENT</b>						
208	01910-59060	WORCESTER COUNTY RETIREMENT	616,567.00	668,846.00	733,175.00	855,519.00	122,344.00	16.69%
209		<b>Department Total</b>	<b>616,567.00</b>	<b>668,846.00</b>	<b>733,175.00</b>	<b>855,519.00</b>	<b>122,344.00</b>	<b>16.69%</b>
210		<b>ZONING BOARD OF APPEALS</b>						

# FY20 OMNIBUS BUDGET

Last Updated: 3/21/2019

Time: 9:15

	Account Number	Description	2017 Actual	2018 Actual	2019 Original	FY20 Dept Request	FY20 \$ Change	FY20 % Change
211	01176-51200	BOARD OF APPEALS WAGES	(20.00)	0.00	0.00	0.00	0.00	
212	01176-57000	BOARD OF APPEALS EXPENSE	7,873.99	2,556.92	7,000.00	5,000.00	(2,000.00)	-28.57%
213		Department Total	7,853.99	2,556.92	7,000.00	5,000.00	(2,000.00)	-28.57%
214			Municipal Operating Budget		11,701,296.84	11,986,349.66	285,052.82	2.44%
215								
216	Article	WACHUSETT REGIONAL SCHOOL DIST						
217	01300-57000	WACHUSETT RSD MINIMUN CONTRIBUTION	10,677,028.00	8,145,271.00	7,944,064.00	8,220,062.00	275,998.00	3.47%
218	01300-57001	WACHUSETT RSD ABOVE NET MIN CONTRIBUTIO	0.00	2,017,855.00	2,332,149.00	2,377,050.00	44,901.00	1.93%
219		WACHUSETT RSD TRANSPORTATION	0.00	675,047.00	688,551.00	717,246.00	28,695.00	4.17%
220		WACHUSETT RSD DEBT SERVICE	0.00	404,245.00	378,975.00	369,100.00	(9,875.00)	-2.61%
221		Department Total	10,677,028.00	11,242,418.00	11,343,739.00	11,683,458.00	339,719.00	2.99%
222	Article	MONTACHUSETT REG. SCH00L DIST						
223	01301-57000	SCHOOL MONTACHUSETT REGIONAL VOC TECH	783,665.00	853,783.11	814,091.00	821,969.00	7,878.00	0.97%
224		DEBT AND INTEREST - BUILDING PROJECT **				13,137.00	13,137.00	
225		Department Total	783,665.00	853,783.11	814,091.00	835,106.00	21,015.00	2.58%
226	Article	OPEB						
227	01910-59060	OPEB Separate warrant article	0.00	0.00	150,000.00	0.00	(150,000.00)	-100.00%
228		Department Total	0.00	0.00	150,000.00	0.00	(150,000.00)	-100.00%
229	Article	Reserve Fund						
230	01132-56900	RESERVE FUND	0.00	0.00	100,000.00	100,000.00	0.00	0.00%
231		Department Total	0.00	0.00	100,000.00	100,000.00	0.00	0.00%
232								
233			Total Including Schools / OPEB /Resv Fund		24,109,126.84	24,604,913.66	495,786.82	2.06%

Proofs 24,109,126.84 24,604,913.66 495,786.82

**DEPARTMENTAL BUDGET INCREASES - EXPLANATION**

<b>Account Description</b>	<b><u>Line #</u></b>	<b>% <u>Increase</u></b>	<b>Total Dept <u>Increase</u></b>	<b><u>FY19</u></b>	<b><u>FY20 Request</u></b>	<b>\$ <u>Increase</u></b>	<b>Note: Budget items with increases over 10% were selected for this summary <u>Explanation</u></b>
Accountant Expense	3	14.49%	0.99%	9,050.00	10,361.00	1,311.00	7% increase for Financial Software (Softright). After paying for professional development there are very few dollars remaining to pay for other office expenses. Actual increase \$750.00 FY19 budget \$1,035.00, FY20 \$1,785.00
Animal Inspector Salary	12	33.33%	23.81%	2,250.00	3,000.00	750.00	During the FY17 budget discussions the BOH recognized that the animal inspector salary (\$1000.00) was below an average range and in fact below min wage standards based on the duties and responsibilities of the Animal Inspector. Since FY17 budget the BOH has proposed and increased this salary line item moderately to achieve an average salary range matching the job description thus representing a greater percentage increase to this line item.
Assessor Expense	18	10.90%	7.13%	71,700.00	79,515.00	7,815.00	The budget item for Vision Software (\$6,015.00) has been moved from the IT budget to the assessor expense line
BOH Inspector Salary	26	11.00%	7.35%	91,243.00	101,282.00	10,039.00	The FY 19 Budget Food and Septic Inspector (Robert Moore) line item has been increased from the budgeted \$6450 (4 hours per week) to a proposed FY 20 request of \$12,660 (8 hours per week) The Administrative Assistant position (Elaine Heller) was budgeted at 3 hours/week in FY 19 for a total of \$3,152. The BOH has requested \$4,500. / 5 hours per week for FY 2020
Selectman Expense	35	236.00%	84.29%	2,500.00	8,400.00	5,900.00	\$2,200.00 for Warrant printing, \$3,400.00 ATM Sound equipment Removed from the Town Administrator budget to Selectman Expense \$1,000.00 for Town Banners, \$500.00 Misc
COA Senior Center Operations	45	36.52%	9.01%	15,935.00	21,755.00	5,820.00	This is the third full year of operating the Senior Center building at 36 Muddy Pond Road. We are finally able to itemize all expenses, including mandatory inspections and certified cleanings, related to the operation and maintenance of the building.
COA Wages	46	19.22%	9.01%	15,935.00	21,755.00	5,820.00	\$3,721.12 COA wage account assuming 4 hours per week of Outreach Coordinator's Pay currently paid from Formula Grant  \$4,286.88 Increase of Maintenance Tech's house per week to 19 Hours This is necessary to maintain upkeep due to increased usage.  \$5,709.60 Increase of the Meal Site Manager's hourly wage from \$15.29 to \$17.85 per hour to address the proposed change in job description / job classification

**DEPARTMENTAL BUDGET INCREASES - EXPLANATION**

<u>Account Description</u>	<u>Line #</u>	<u>% Increase</u>	<u>Total Dept Increase</u>	<u>FY19</u>	<u>FY20 Request</u>	<u>\$ Increase</u>	<u>Note: Budget items with increases over 10% were selected for this summary</u> <u>Explanation</u>
DPW TRASH PICKUP	70	12.54%	5.01%	558,000.00	628,000.00	70,000.00	New Contract
Fire Department Expense	94	31.81%	9.75%	133,900.00	176,500.00	42,600.00	
				13,000.00	Fire - Electricity		Slight reduction - LED lighting upgrade
				9,000.00	Fire - Heating		Slight reduction based on previous FY actuals
				11,500.00	Fire - Communications		Increase due to incident notification software
				200.00	Fire - Water		No change based on FY18 actuals / FY19 YTD
				2,500.00	Fire - Education		No change based on FY18 actuals / FY19 YTD
				1,500.00	Fire - Medical Services		No change based on FY18 actuals / FY19 YTD
				8,000.00	Fire - Building Repairs		Increase based on actual costs of HVAC repairs
				45,000.00	Fire - Truck/Apparatus Repair		Increase for PM service on frontline apparatus
				25,000.00	Fire - Equipment Repairs		Increase based on actual PM cost increases
				7,100.00	Fire - New Equipment		Replace 4-gas & 5-gas meters / RIT Pack III (L1)
				2,500.00	Fire - Office Supplies		No change based on FY18 actuals / FY19 YTD
				3,000.00	Fire - Building Supplies		No change based on FY18 actuals / FY19 YTD
				30,000.00	Fire - Protective Clothing		Increase based on annual PPE purchase (6 sets)
				15,000.00	Fire - Firefighting Supplies		Slight increase based previous FY actuals
				3,200.00	Fire - Dues and Meetings		Slight increase due to increased D8 Dues
Ambulance Expense	102	24.46%	-1.48%	78,500.00	97,700.00	19,200.00	
				21,000.00	Ambulance - Billing Services		Slight increase due to increased billing
				7,500.00	Ambulance - Education		Slight decrease due to no NCCP in FY20
				500.00	Ambulance - Medical Services		No change based on previous FY actuals
				5,000.00	Ambulance - Vehicle Repairs		No change in anticipation of new Amb.
				8,000.00	Ambulance - Equipment Repairs		Slight increase due to PM contracts ^
				7,500.00	Ambulance - New Equipment		One time increase for new Amb. Radios
				2,500.00	Ambulance - Office Supplies		Slight decrease based on actuals
				13,200.00	Ambulance - Uniforms/Clothing		One time increase for new EMS PPE
				25,000.00	Ambulance - EMS Supplies		No change based on previous FY actuals
				7,500.00	Ambulance - Dues and Meetings		No change based on previous FY actuals
							The -1.48% total budget reduction is due to the Ambulance Lease being removed from the budget.
Personnel Board Merit Pay	152		3671.72%	1,800.00	67,891.00	66,091.00	Funds needed to implement new Merit/Longevity program
Communication Expense	172	10.05%	4.07%	93,958.00	103,397.00	9,439.00	\$6,120.00 New Radios \$1,440.00 MDT's Fire/EMS

# **DEPARTMENTAL BUDGET INCREASES - EXPLANATION**

<b>Account Description</b>	<b><u>Line</u> #</b>	<b>% <u>Increase</u></b>	<b>Total Dept <u>Increase</u></b>	<b><u>FY19</u></b>	<b><u>FY20 Request</u></b>	<b>\$ <u>Increase</u></b>	<b>Note: Budget items with increases over 10% were selected for this summary <u>Explanation</u></b>
Recreation Expense	177	253.19%	23.60%	7,956.00	28,100.00	20,144.00	\$20,000.00 increase due to increased field maintenance
Election Expense	195	20.22%	-0.32%	8,900.00	10,700.00	1,800.00	* Automatic Voter Registration begins January 1, 2020 increasing postage for acknowledgment letters, etc ** Additional ballot box for spare tabulator \$1,200  Decrease in overall budget due to Election Wages reduction
Treasurer Expense	200	19.08%	-0.66%	43,500.00	51,800.00	8,300.00	
				7,000.00	PAYROLL COSTS		
				1,600.00	POSTAGE MACHINE LEASE		
				2,000.00	OFFICE SUPPLIES		
				9,700.00	POSTAGE		Increase 1/27/19
				500.00	BONDING		
				12,700.00	SOFTWARE		INCREASE \$830
				7,500.00	BILL PRINTING		
				5,000.00	ACTURIAL STUDY		FULL STUDY NEEDS TO BE DONE IN FY20
				300.00	DUES		
				1,500.00	TRAVEL & EDUCATION		ELIZABETH WILL BE DOING TRAINING
				4,000.00	TAX TITLE		
							Decrease in overall budget due to Wages reduction