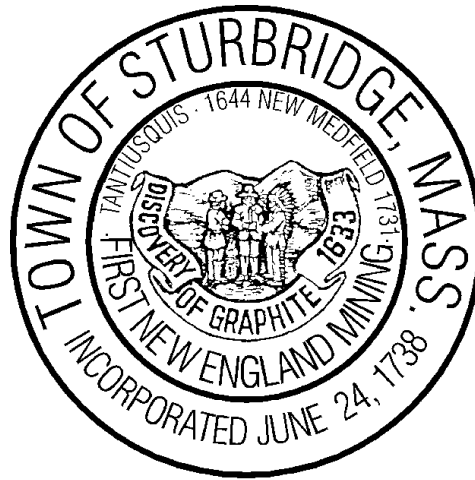


Town of Sturbridge



Two Hundred Seventy-Ninth Annual Town Meeting

Finance Committee Report Fiscal Year 2018

7:00 P.M.

June 5, 2017

Tantasqua Regional High School

For Your Convenience

Ambulance, 346 Main Street	
Emergency Only	911
Police Department, 346 Main Street	
Emergency Only	911
Business Only	508-347-2525
Alternate Emergency Number	508-347-1950
Public Safety Complex, 346 Main Street	508-347-2525
Fire Department, 346 Main Street	
To Report a Fire	911
Business Only	508-347-2525
Board of Selectmen, Town Hall, 308 Main Street	508-347-2500
Town Administrator, 308 Main Street	508-347-2500
Accountant, 308 Main Street	508-347-2502
Animal Control Officer, 346 Main Street	508-347-2525
Assessors, 308 Main Street	508-347-2503
Board of Health, 301 Main Street	508-347-2504
Building Inspector, 301 Main Street	508-347-2505
Civil Defense, 346 Main Street	508-347-2525
Conservation Commission, 301 Main Street	508-347-2506
Council on Aging, 408 Main Street	
Senior Center	508-347-7575
Nutrition Site	508-347-5063
DPW Director, 69 Rt. 84, New Boston Rd Ext	508-347-2516
Finance Department, 308 Main Street	508-347-2509
Joshua Hyde Public Library, 306 Main Street	508-347-2512
Parks & Recreation Committee, 301 Main Street	508-347-2041
Planning Board, 301 Main Street	508-347-2508
School Department	
Burgess Elementary School, 45 Burgess Schl. Rd	508-347-7041
Sewerage Treatment Plant, 375 Main Street	508-347-2514
Town Clerk, 308 Main Street	508-347-2510
Town Garage, 69 Rt. 84, New Boston Rd Ext	508-347-2515
Water Department, 375 Main Street	508-347-2513

Town Website: www.town.sturbridge.ma.us

**TOWN OF STURBRIDGE
FINANCE COMMITTEE REPORT
FISCAL YEAR 2018**

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(Outside back cover)

Report of the Finance Committee

Fiscal Year 2018

July 1, 2017-June 30, 2018

Greetings

The Finance Committee is pleased to present its recommendations for the Annual Budget and Town Meeting Articles. Many town employees assisted in the development of this report and the Committee is grateful for the support of the Finance Director, Town Administrator, Town Accountant, Department Heads, Tantasqua Business Manager and Superintendent of Schools. The Committee members also thank the various town and school committees who have given input for our deliberations.

The members of the Finance Committee hope you find this report informative and useful for the Town Meeting as you decide how to cast your votes on the budget and various warrant articles. Your votes can have a lasting effect on our community.

The Finance Committee wishes, sadly, to recognize our colleague and friend, Suzanne Smiley, who unexpectedly passed away in April. Suzanne served for two years and was a valued member. She will be missed.

Role and Responsibility of the Finance Committee

The Charter and General Bylaws of the Town direct the Finance Committee to give recommendations on all department budgets, transfer requests, warrant articles, zoning articles and general bylaw articles. The Finance Committee studies all articles and gives recommendations that it deems in the best interest of the Town and its citizens. Each Town Department is assigned a liaison from the Finance Committee who studies the department in depth to enable the Finance Committee to have as much information as possible to make a recommendation. The goal of the Finance Committee is to give the voters of the Town an objective viewpoint on all matters considered at the Annual and Special Town Meetings. The Finance Committee bases our recommendations not only on current needs but it looks to future needs, too. Since the Finance Committee is appointed by the elected Town Moderator, it functions as a check and balance to the Town's elected and appointed boards and committees.

Budget Highlights

Strong Credit Rating

Standard & Poor once again recognized the Town of Sturbridge for its financial policies, practices and positions in 2016. The credit rating for the Town remains at AA+/Stable. This reflects Sturbridge's conservative financial management policies and practices, balanced budget, strong debt position and the prudent conduct of operations.

A strong credit rating enables the Town to borrow money at lower interest rates.

Reasons for Budget Increase

The Finance Committee recommends a line item budget of \$31,477,500.00. This represents an increase over FY2017 of \$1,187,692.00, or 3.9%. The general government budget has increased 3.4% over FY17 budget. Some of the larger budget increases are due to an 11.5% increase in health insurance costs and a 10.5% increase in Worcester County Retirement.

The school budgets, Burgess Elementary's and Sturbridge's share of the Tantasqua Regional School District budget, have increased 2.5% and 7.3%, respectively. There has been some shifting in the school population from the elementary school to Tantasqua, accounting for some of the increase in the Tantasqua budget, with the remainder due to state minimum contribution requirements specifically for Sturbridge.

Overall, the Town's operating budget is somewhat leaner than in past years due to the increases cited above in health insurance, pension costs and education costs, as well as less than adequate funding of state aid. The increases in these areas almost equal the projected new revenues.

Within the Town's operating budget, the Finance Committee supports:

- Adjusting the assigned hours for the Building Commissioner and the Administrative Assistant from part-time to full-time
- Increasing the hours of the Health Inspector from 19 hours to 35 hours per week
- Including step increases for Department Heads who, previously, had no provision for moving up the pay scale as do other municipal employees
- Providing to long-serving Town employees longevity payments similar to those received by union employees

Warrant Articles (budget)

In addition to the operating budget, the Finance Committee supports "raise and appropriate" warrant articles totaling \$912,000.00. The Finance Committee also supports the expenditure of \$470,300.00 for capital improvement projects (Article 19).

To recap, the Town will have a total proposed budget of \$32,827,119.00 as recommended by the Finance Committee. This represents the sum of: the line item budget, \$31,477,500.00, plus \$912,000.00 in raise and appropriate articles plus \$437,619.00 for state assessments and special purpose funds.

Projected Revenues

The Town is projected to receive \$8,729,383.00, comprising local revenues of \$3,821,759.00 and state aid of \$4,907,624.00. The Finance Committee recommends using \$250,000.00 from Unallocated Free Cash to cut the proposed increase in spending, which lowers the projected tax rate. After those revenues and reductions are accounted for, the difference of \$23,847,736.00 will be raised through taxation.

Fortunately, the Town receives earmarked funds from the local hotel/motel tax of 6%. This provides funding for the Sturbridge Tourist Association (Article 17) and the Betterment Committee (Article 18). The funds received are allocated as follows: 67.5% to the general fund and 16.25% for the Tourist Association and 16.25% for the Betterment Committee.

Projected Tax Rate

The proposed budget calls for a projected tax rate for FY2018 of \$20.40, an increase of \$1.00 or 5.14% over FY2017. The projected tax rate is based on an estimate of assessed valuations. The actual assessed valuations will not be known until certified by the Department of Revenue. By using Unallocated Free Cash to lower the tax rate, the proposed budget falls below the estimated Proposition 2½ levy limit by \$781,679.00. This tax avoidance is another example of the Town's financial strength.

Issues for Your Consideration

The following topics, which fit the Finance Committee's theme of the "value in planning and foresight", deserve your consideration in shaping the future of Sturbridge.

Full Use of Community Preservation Funds

The Community Preservation Committee (CPC), in close coordination with the Open Space Committee, has, over time, successfully identified and secured large tracts of lands where Sturbridge residents and visitors alike may enjoy both passive and active recreation. Through its proposed Fiscal Year 2018 financial support for the replacement of the Cedar Lake tennis and basketball courts, the CPC reaffirms its commitment to enhance the Town's youth and adult recreation activities and facilities (please see the accompanying essay titled Growing Needs for Recreation Fields). CPC support of the Historical Commission serves as an ongoing testament to the community's investment in the value of our shared heritage.

Perhaps the Town is due to focus on an underserved CPC goal: development of 10% of the Town's housing stock as affordable. The topic deserves context (a fuller detail can be found at [www.town.sturbridge.ma.us: tab Boards & Committees, select Community Preservation](http://www.town.sturbridge.ma.us:tab%20Boards%20&%20Committees,select%20Community%20Preservation)).

At the April 2001 election, voters adopted the Community Preservation Act (MGL Chapter 44B), and soon the CPC was formed. The committee drew up a plan focusing on four factors: Open Space, Recreation, Historical Preservation, and Affordable Housing. Expenditures began in 2004.

Here is a summary, by category of to-date expenditures costs:

Open Space	\$4,291,320	70.3%
Recreation	\$ 245,445	4.0%
Historic Preservation	\$1,392,249	22.8%
Affordable Housing	<u>\$ 175,000</u>	<u>2.9%</u>
Total	\$6,104,014	100%

Importantly, the CPC functions as a funding mechanism, not as a developer. It serves as a catalyst. Development responsibility lies elsewhere, chiefly in the private sector. In the coming fiscal year, the Affordable Housing fund balance will grow to more than \$750,000, which reflects the statutorily earmarked cash available after the total expenditure, since 2004, of \$175,000 for that purpose, as shown in the table above.

The community has the money, the townspeople need ideas. A Housing Partnership Committee, evidently long dormant, was established for this purpose. It is suggested that the time to reinvigorate that committee is at hand.

Growing Need for Recreation Fields

Sturbridge has earned a state-wide reputation as an excellent community for young families, and for good reason. First-rate schools, a variety of outdoor activities, and Old Sturbridge Village offer attractive reasons for living here. But many families feel the burden of a clear shortage of recreational fields.

Even with the recent addition of several regulation or full-size playing fields at Burgess Elementary School there remains a significant demand for additional space. The dearth of practice times, due to too few fields, forces athletes to travel out of town for workouts, and the constant use of today's fields' strains local maintenance capabilities.

While Sturbridge rightly boasts an active lifestyle, families are often left wanting for sufficient recreation facilities. The solution lies in the addition of playing fields which would enable Sturbridge to host tournaments, with the revenue that

come with them. Local government as much as community groups and individual initiatives, in combination, can produce the practical action necessary to bring new fields, which means an even more satisfying way of local life.

Staffing to Match Needs

One of the roles of Town government is to provide needed services and support to its residents and businesses. While the Town and its employees have been able to meet the needs overall, several departments have seen increased workloads over the years, yet have not seen corresponding increases in staffing. These include the Building Department (inspector and administrative), Fire Department (administrative), Finance Department (ambulance billing clerk), Planning Department (administrative), Board of Health (inspector), Senior Center (outreach), and Police Department (detective).

Sturbridge's population stands at 10,148. Each additional resident sets another record. Residents and businesses are entitled to high quality service. At the same time they are equally entitled to government frugality, even as the need for service grows. Of course, the quality of service represents the value, in light of the cost.

This year's proposed budget includes increases in the hours for a few positions reflecting the press of needs. Of course, the health and safety of residents, business operations, and visitors are constant factors. The budget includes, for the Building Commissioner (from 28 to 35 hours a week), Building Department Administrative Assistant (from 25 to 35 hours per week), and the Board of Health Inspector (from 19 to 35 hours per week). Those increases will eventually cut backlogs and allow more time to deliver still higher levels of quality.

In the coming years, the Town Administrator should continue to assess the needs of each department and ensure suitable, yet affordable, staffing. Each increase must undergo rigorous review to achieve justification, not least to balance cost and quality with demonstrated need.

Drinking Water Concerns

For several months and now, some local households cook and bathe with bottled water. The alternative risks consuming tap water laced with the contaminants lead and/or 1,4 Dioxane. Those dangerous substances were found in the wells of all 15 homes that MassDEP tested recently on McGilpin Road. That neighborhood lies downhill from the Southbridge Landfill. The Sturbridge Board of Health continues to work with the State, the residents affected (and others, if necessary), credentialed laboratories, the Town Administrator, the Town Counsel, and Selectmen. The Southbridge Landfill operator, Casella, maintains that any threat in this town doesn't originate in their operations. Townspeople, who form a community of neighborhoods, are much encouraged to become knowledgeable of developments in this most-serious matter of public health.

Meanwhile, old and new neighborhoods, with longstanding and the latest infrastructure for water, typify this town. Thanks to the expertise of the Veolia Corporation and the skilled Department of Public Works, the community keeps a careful eye on the pipes and equipment delivering the water supply. A calamity echoing the harmful experience in Flint, Michigan, is unlikely here. But taking into account all that is constantly at stake, it is prudent to establish a permanent Public Safe Water Committee comprising residents and officials who specialize in the relevant science, engineering, and finance to obtain a superbly qualified independent periodic, town-wide review of Sturbridge's water apparatus, mechanisms, and processes. Such increased measures would only serve the public good and prove invaluable.

Warrant Articles

All recommendations and explanatory comments concerning the Warrant Articles for both the Annual and Special Town Meetings are contained in this report under the respective Warrant headings, along with the Finance Committee and Board of Selectmen votes on each article.

Accounting System

Consistent with the prior fiscal years, the FY2018 budget summary is formatted under the Uniform Massachusetts Accounting System (UMAS) standard.

Meeting Schedule

The Town Meeting agenda includes the review and voting of the FY2018 line item budget (July 1, 2017-June 30, 2018), forty-one Annual Meeting Warrant Articles and nine Special Town Meeting Warrant Articles. The Annual Town Meeting will be held at the Tantasqua Regional High School Auditorium on Monday, June 5, 2017, at 7:00 P.M.

Respectfully submitted,

Sturbridge Finance Committee

Kathleen Neal, Chair

Michael Serio, Vice Chair

Bruce Bryson

Jared Burns

Michael Hager

Joni Light

Laurance Morrison

James Waddick

Town of Sturbridge -- Budget FY18

<u>ACCOUNT NUMBER</u>	<u>DEPARTMENT</u>	<u>ACTUAL EXPENDED FY16</u>	<u>ACCEPTED BUDGET FY17</u>	<u>ADMINISTRATOR RECOMMEND FY18</u>	<u>SELECTMEN RECOMMEND FY18</u>	<u>FINCOM RECOMMEND FY18</u>	<u>VARIANCE FINCOM VS FY17</u> \$ %	<u>ADOPTED TOWN MEETING</u>	<u>LINE NUMBER</u>
Board of Selectmen									
11222-52000	Purchase of Services	947	1,250	1,250	1,250	1,250	0 0.0%		1
11222-57000	Other Charges	1,986	2,050	2,050	2,050	2,050	0 0.0%		2
	Total Expenses	2,933	3,300	3,300	3,300	3,300	0 0.0%		
	Board of Selectmen Total	2,933	3,300	3,300	3,300	3,300	0 0.0%		
<hr/>									
Town Administrator									
11231	Personnel Costs	193,997	207,042	205,513	205,513	205,513	-1,529 -0.7%		3
11232-52000	Purchase of Services	6,343	9,500	6,500	6,500	6,500	-3,000 -31.6%		4
11232-54000	Supplies	1,957	2,700	2,850	2,850	2,850	150 5.6%		5
11232-57000	Other Charges	3,927	6,600	6,600	6,600	6,600	0 0.0%		6
11232-58000	Matching Grant Funds	4,000	20,000	20,000	20,000	20,000	0 0.0%		7
	Total Expenses	16,227	38,800	35,950	35,950	35,950	-2,850 -7.3%		
	Town Administrator Total	210,224	245,842	241,463	241,463	241,463	-4,379 -1.8%		
<hr/>									
Finance Committee									
11311	Personnel Costs	1,949	3,300	3,468	3,468	3,468	168 5.1%		8
11312-52000	Purchase of Services	4,374	3,400	3,400	3,400	3,400	0 0.0%		9
11312-57000	Other Charges	176	200	200	200	200	0 0.0%		10
	Total Expenses	4,550	3,600	3,600	3,600	3,600	0 0.0%		
	Finance Committee Total	6,499	6,900	7,068	7,068	7,068	168 2.4%		
<hr/>									
<i>This salary is for the Recording Secretary not any Finance Committee members.</i>									
<hr/>									
Town Accountant									
11351	Personnel Costs	72,560	78,589	82,716	82,716	82,716	4,127 5.3%		11
11352-52000	Purchase of Services	989	1,200	1,200	1,200	1,200	0 0.0%		12
11352-54000	Supplies	888	900	975	975	975	75 8.3%		13
11352-57000	Other Charges	345	625	625	625	625	0 0.0%		14
	Total Expenses	2,222	2,725	2,800	2,800	2,800	75 2.8%		
	Town Accountant Total	74,782	81,314	85,516	85,516	85,516	4,202 5.2%		

Town of Sturbridge -- Budget FY18

<u>ACCOUNT NUMBER</u>	<u>DEPARTMENT</u>	<u>ACTUAL EXPENDED FY16</u>	<u>ACCEPTED BUDGET FY17</u>	<u>ADMINISTRATOR RECOMMEND FY18</u>	<u>SELECTMEN RECOMMEND FY18</u>	<u>FINCOM RECOMMEND FY18</u>	<u>VARIANCE FINCOM VS FY17 \$ %</u>	<u>ADOPTED TOWN MEETING</u>	<u>LINE NUMBER</u>
Board of Assessors									
11411	Personnel Costs	108,712	95,022	98,999	98,999	98,999	3,977 4.2%		15
11412-52000	Purchase of Services	41,620	30,995	32,565	32,565	32,565	1,570 5.1%		16
11412-54000	Supplies	1,698	1,700	1,700	1,700	1,700	0 0.0%		17
11412-57000	Other Charges	626	1,708	1,380	1,380	1,380	-328 -19.2%		18
	Total Expenses	43,944	34,403	35,645	35,645	35,645	1,242 3.6%		
	Board of Assessors Total	152,656	129,425	134,644	134,644	134,644	5,219 4.0%		
<hr/>									
Finance Director									
11451	Personnel Costs	195,205	206,815	216,397	216,397	216,397	9,582 4.6%		19
11452-52000	Purchase of Services	3,735	13,475	11,275	11,275	11,275	-2,200 -16.3%		20
11452-54000	Supplies	5,887	7,375	7,375	7,375	7,375	0 0.0%		21
11452-57000	Other Charges	511	2,425	1,575	1,575	1,575	-850 -35.1%		22
	Total Expenses	10,133	23,275	20,225	20,225	20,225	-3,050 -13.1%		
	Finance Director Total	205,338	230,090	236,622	236,622	236,622	6,532 2.8%		
<hr/>									
Town Counsel									
11512-52000	Purchase of Services	57,128	72,500	80,000	80,000	80,000	7,500 10.3%		23
	Total Expense	57,128	72,500	80,000	80,000	80,000	7,500 10.3%		
	Town Counsel Total	57,128	72,500	80,000	80,000	80,000	7,500 10.3%		
<hr/>									
Information Technology									
11552-52000	Purchase of Services	81,938	91,280	100,479	100,479	100,479	9,199 10.1%		24
11552-54000	Supplies	3,473	6,500	5,000	5,000	5,000	-1,500 -23.1%		25
11552-58050	Capital Outlay	33,611	35,500	50,000	50,000	50,000	14,500 40.8%		26
	Total Expense	119,022	133,280	155,479	155,479	155,479	22,199 16.7%		
	Information Technology Total	119,022	133,280	155,479	155,479	155,479	22,199 16.7%		

Town of Sturbridge -- Budget FY18

<u>ACCOUNT NUMBER</u>	<u>DEPARTMENT</u>	<u>ACTUAL EXPENDED FY16</u>	<u>ACCEPTED BUDGET FY17</u>	<u>ADMINISTRATOR RECOMMEND FY18</u>	<u>SELECTMEN RECOMMEND FY18</u>	<u>FINCOM RECOMMEND FY18</u>	<u>VARIANCE FINCOM VS FY17</u> \$ %	<u>ADOPTED TOWN MEETING</u>	<u>LINE NUMBER</u>
Town Clerk									
11611	Personnel Costs	104,036	107,717	95,090	95,090	95,090	-12,627 -11.7%		27
11612-52000	Purchase of Services	438	514	714	714	714	200 38.9%		28
11612-54000	Supplies	1,400	1,400	1,400	1,400	1,400	0 0.0%		29
11612-57000	Other Charges	1,047	1,600	1,600	1,600	1,600	0 0.0%		30
	Total Expenses	2,885	3,514	3,714	3,714	3,714	200 5.7%		
	Town Clerk Total	106,921	111,231	98,804	98,804	98,804	-12,427 -11.2%		
Elections & Registration									
11621	Personnel Costs	8,286	14,300	3,800	3,800	3,800	-10,500 -73.4%		31
11622-52000	Purchase of Services	9,196	13,400	6,480	6,480	6,480	-6,920 -51.6%		32
11622-54000	Supplies	1,862	2,400	1,100	1,100	1,100	-1,300 -54.2%		33
	Total Expenses	11,058	15,800	7,580	7,580	7,580	-8,220 -52.0%		
	Elections & Registration Total	19,344	30,100	11,380	11,380	11,380	-18,720 -62.2%		
Conservation Commission									
11711	Personnel Costs	61,719	68,357	72,427	72,427	72,427	4,070 6.0%		34
11712-52000	Purchase of Services	7,155	11,200	8,068	8,068	8,068	-3,132 -28.0%		35
11712-54000	Supplies	1,290	2,217	1,300	1,300	1,300	-917 -41.4%		36
11712-57000	Other Charges	456	600	600	600	600	0 0.0%		37
	Total Expenses	8,901	14,017	9,968	9,968	9,968	-4,049 -28.9%		
	Conservation Commission Total	70,620	82,374	82,395	82,395	82,395	21 0.0%		
Town Planner									
11751	Personnel Costs	109,578	114,586	123,116	123,116	123,116	8,530 7.4%		38
11752-52000	Purchase of Services	24,037	39,702	38,145	38,145	38,145	-1,557 -3.9%		39
11752-54000	Supplies	2,361	3,400	3,400	3,400	3,400	0 0.0%		40
11752-56000	Intergovernmental	2,405	2,465	2,527	2,527	2,527	62 2.5%		41
11752-57000	Other Charges	667	938	938	938	938	0 0.0%		42
	Total Expenses	29,470	46,505	45,010	45,010	45,010	-1,495 -3.2%		
	Planning Department Total	139,048	161,091	168,126	168,126	168,126	7,035 4.4%		

Town of Sturbridge -- Budget FY18

<u>ACCOUNT NUMBER</u>	<u>DEPARTMENT</u>	<u>ACTUAL EXPENDED FY16</u>	<u>ACCEPTED BUDGET FY17</u>	<u>ADMINISTRATOR RECOMMEND FY18</u>	<u>SELECTMEN RECOMMEND FY18</u>	<u>FINCOM RECOMMEND FY18</u>	<u>VARIANCE FINCOM VS FY17</u>		<u>ADOPTED TOWN MEETING</u>	<u>LINE NUMBER</u>
							<u>\$</u>	<u>%</u>		
Zoning Board of Appeals										
11762-52000	Purchase of Services	65	500	500	500	500	0	0.0%		43
11762-54000	Supplies	209	350	350	350	350	0	0.0%		44
11762-57000	Other Charges	0	90	90	90	90	0	0.0%		45
	Total Expenses	274	940	940	940	940	0	0.0%		
Zoning Board of Appeals Total		274	940	940	940	940	0	0.0%		
<hr/>										
Economic Development										
11772-52000	Purchase of Services	0	0	200	200	200	200	NEW		46
11772-54000	Supplies	0	2,000	1,200	1,200	1,200	-800	-40.0%		47
11772-57000	Other Charges	0	200	200	200	200	0	0.0%		48
	Total Expenses	0	2,200	1,600	1,600	1,600	-600	-27.3%		
Economic Development Total		0	2,200	1,600	1,600	1,600	-600	-27.3%		
<hr/>										
Facilities										
11911	Personnel Costs	0	60,000	60,480	60,480	60,480	480	0.8%		49
11912-52000	Purchase of Services	0	0	200	200	200	200	NEW		50
11912-54000	Supplies	0	2,000	1,000	1,000	1,000	-1,000	-50.0%		51
11912-57000	Other Charges	0	500	300	300	300	-200	-40.0%		52
	Total Expenses	0	2,500	1,500	1,500	1,500	-1,000	-40.0%		
Facilities Total		0	62,500	61,980	61,980	61,980	-520	-0.8%		
<hr/>										
Town Hall										
11932-52000	Purchase of Services	46,347	43,825	48,525	48,525	48,525	4,700	10.7%		53
11932-54000	Supplies	3,210	2,000	2,200	2,200	2,200	200	10.0%		54
	Total Expenses	49,557	45,825	50,725	50,725	50,725	4,900	10.7%		
Town Hall Total		49,557	45,825	50,725	50,725	50,725	4,900	10.7%		
<hr/>										
Center Office Building										
11942-52000	Purchase of Services	53,701	36,375	36,375	36,375	36,375	0	0.0%		55
11942-54000	Supplies	2,066	1,000	1,200	1,200	1,200	200	20.0%		56
	Total Expenses	55,767	37,375	37,575	37,575	37,575	200	0.5%		
Center Office Building Total		55,767	37,375	37,575	37,575	37,575	200	0.5%		

Town of Sturbridge -- Budget FY18

<u>ACCOUNT NUMBER</u>	<u>DEPARTMENT</u>	<u>ACTUAL EXPENDED FY16</u>	<u>ACCEPTED BUDGET FY17</u>	<u>ADMINISTRATOR RECOMMEND FY18</u>	<u>SELECTMEN RECOMMEND FY18</u>	<u>FINCOM RECOMMEND FY18</u>	<u>VARIANCE FINCOM VS FY17</u> \$ %	<u>ADOPTED TOWN MEETING</u>	<u>LINE NUMBER</u>
Senior Center Building									
11952-52000	Purchase of Services	27,968	33,340	33,737	33,737	33,737	397 1.2%		57
11952-54000	Supplies	5,064	2,700	1,700	1,700	1,700	-1,000 -37.0%		58
	Total Expenses	33,032	36,040	35,437	35,437	35,437	-603 -1.7%		
	Senior Center Building Total	33,032	36,040	35,437	35,437	35,437	-603 -1.7%		
<hr/>									
Joshua Hyde Library Building									
11962-52000	Purchase of Services	32,475	34,234	34,419	34,419	34,419	185 0.5%		59
11962-54000	Supplies	2,625	1,300	1,550	1,550	1,550	250 19.2%		60
	Total Expenses	35,100	35,534	35,969	35,969	35,969	435 1.2%		
	Joshua Hyde Library Building Total	35,100	35,534	35,969	35,969	35,969	435 1.2%		
<hr/>									
Safety Complex									
11972-52000	Purchase of Services	98,037	123,539	97,720	97,720	97,720	-25,819 -20.9%		61
11972-54000	Supplies	9,812	13,300	10,200	10,200	10,200	-3,100 -23.3%		62
	Total Expenses	107,849	136,839	107,920	107,920	107,920	-28,919 -21.1%		
	Safety Complex Total	107,849	136,839	107,920	107,920	107,920	-28,919 -21.1%		
<hr/>									
Nursery School									
11982-52000	Purchase of Services	1,000	2,000	2,000	2,000	2,000	0 0.0%		63
	Total Expenses	1,000	2,000	2,000	2,000	2,000	0 0.0%		
	Nursery School Total	1,000	2,000	2,000	2,000	2,000	0 0.0%		
<hr/>									
8 Brookfield Road									
11985-52000	Purchase of Services	136	1,500	1,500	1,500	1,500	0 0.0%		64
	Total Expenses	136	1,500	1,500	1,500	1,500	0 0.0%		
	8 Brookfield Road	136	1,500	1,500	1,500	1,500	0 0.0%		

Town of Sturbridge -- Budget FY18

<u>ACCOUNT NUMBER</u>	<u>DEPARTMENT</u>	<u>ACTUAL EXPENDED FY16</u>	<u>ACCEPTED BUDGET FY17</u>	<u>ADMINISTRATOR RECOMMEND FY18</u>	<u>SELECTMEN RECOMMEND FY18</u>	<u>FINCOM RECOMMEND FY18</u>	<u>VARIANCE FINCOM VS FY17 \$ %</u>	<u>ADOPTED TOWN MEETING</u>	<u>LINE NUMBER</u>
Police Department									
12101	Personnel Costs	2,042,652	2,258,941	2,336,123	2,336,123	2,336,123	77,182 3.4%		65
12102-52000	Purchase of Services	61,701	80,873	86,284	86,284	86,284	5,411 6.7%		66
12102-54000	Supplies	50,969	68,607	64,250	64,250	64,250	-4,357 -6.4%		67
12102-57000	Other Charges	5,409	6,674	7,064	7,064	7,064	390 5.8%		68
12102-58050	Capital Outlay	95,052	89,108	106,000	106,000	106,000	16,892 19.0%		69
	Total Expenses	213,131	245,262	263,598	263,598	263,598	18,336 7.5%		
	Police Department Total	2,255,783	2,504,203	2,599,721	2,599,721	2,599,721	95,518 3.8%		
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Fire Department									
12201	Personnel Costs	1,025,053	1,145,594	1,157,544	1,157,544	1,157,544	11,950 1.0%		70
12202-52000	Purchase of Services	72,076	86,527	87,406	87,406	86,406	-121 -0.1%		71
12202-54000	Supplies	63,963	53,800	63,900	63,900	63,900	10,100 18.8%		72
12202-57000	Other Charges	6,223	7,100	7,100	7,100	7,100	0 0.0%		73
	Total Expenses	142,262	147,427	158,406	158,406	157,406	9,979 6.8%		
	Fire Department Total	1,167,315	1,293,021	1,315,950	1,315,950	1,314,950	21,929 1.7%		
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Building Inspector									
	Personnel Costs	78,362	81,189	108,981	108,981	108,981	27,792 34.2%		74
12412-52000	Purchase of Services	25	1,620	1,620	1,620	1,620	0 0.0%		75
12412-54000	Supplies	978	2,501	1,600	1,600	1,600	-901 -36.0%		76
12412-57000	Other Charges	50	700	700	700	700	0 0.0%		77
	Total Expenses	1,053	4,821	3,920	3,920	3,920	-901 -18.7%		
	Building Inspector Total	79,415	86,010	112,901	112,901	112,901	26,891 31.3%		

Town of Sturbridge -- Budget FY18

<u>ACCOUNT NUMBER</u>	<u>DEPARTMENT</u>	<u>ACTUAL EXPENDED FY16</u>	<u>ACCEPTED BUDGET FY17</u>	<u>ADMINISTRATOR RECOMMEND FY18</u>	<u>SELECTMEN RECOMMEND FY18</u>	<u>FINCOM RECOMMEND FY18</u>	<u>VARIANCE FINCOM VS FY17</u> \$ %	<u>ADOPTED TOWN MEETING</u>	<u>LINE NUMBER</u>
Sealer of Weights & Measures									
12442-52000	Purchase of Services	5,300	5,350	5,350	5,350	5,350	0 0.0%		78
	Total Expenses	5,300	5,350	5,350	5,350	5,350	0 0.0%		
	Sealer of Weights & Measures Total	5,300	5,350	5,350	5,350	5,350	0 0.0%		
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Inspectors (Electric and Plumbing)									
	Personnel Costs	33,480	40,000	40,000	40,000	40,000	0 0.0%		79
12452-52000	Purchase of Services	0	795	300	300	300	-495 -62.3%		80
12452-54000	Supplies	0	500	500	500	500	0 0.0%		81
12452-57000	Other Charges	2,400	2,460	2,460	2,460	2,460	0 0.0%		82
	Total Expenses	2,400	3,755	3,260	3,260	3,260	-495 -13.2%		
	Inspectors Total	35,880	43,755	43,260	43,260	43,260	-495 -1.1%		
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Tree Warden									
12941	Personnel Costs	2,240	2,500	2,575	2,575	2,575	75 3.0%		83
12942-52000	Purchase of Services	14,055	15,200	15,900	15,900	15,900	700 4.6%		84
12942-54000	Supplies	666	675	675	675	675	0 0.0%		85
12942-57000	Other Charges	736	1,125	1,125	1,125	1,125	0 0.0%		86
	Total Expenses	15,457	17,000	17,700	17,700	17,700	700 4.1%		
	Tree Warden Total	17,697	19,500	20,275	20,275	20,275	775 4.0%		
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Education									
13002-53000	Burgess Elementary School	10,087,630	10,747,188	11,020,234	11,020,234	11,020,234	273,046 2.5%		87
	Total Burgess	10,087,630	10,747,188	11,020,234	11,020,234	11,020,234	273,046 2.5%		
13002-53200	Tantasqua Town Share	5,870,542	6,101,598	6,563,877	6,563,877	6,563,877	462,279 7.6%		88
13002-53210	Tant. Transportation Assessment	179,536	156,168	148,829	148,829	148,829	-7,339 -4.7%		89
	Total Tantasqua	6,050,078	6,257,766	6,712,706	6,712,706	6,712,706	454,940 7.3%		
13002-53801	Charter School Transportation	0	0	6,000	6,000	6,000	6,000 NEW		90
	Total Charter School	0	0	6,000	6,000	6,000	6,000		
	Education Total	16,137,708	17,004,954	17,738,940	17,738,940	17,738,940	733,986 4.3%		

Town of Sturbridge -- Budget FY18

<u>ACCOUNT NUMBER</u>	<u>DEPARTMENT</u>	<u>ACTUAL EXPENDED FY16</u>	<u>ACCEPTED BUDGET FY17</u>	<u>ADMINISTRATOR RECOMMEND FY18</u>	<u>SELECTMEN RECOMMEND FY18</u>	<u>FINCOM RECOMMEND FY18</u>	<u>VARIANCE FINCOM VS FY17 \$ %</u>	<u>ADOPTED TOWN MEETING</u>	<u>LINE NUMBER</u>
Department of Public Works									
14101	Personnel Costs	663,177	859,960	885,154	885,154	885,154	25,194 2.9%		91
14102-52000	Purchase of Services	54,570	84,089	80,329	80,329	80,329	-3,760 -4.5%		92
14102-54000	Supplies	67,801	69,040	76,240	76,240	76,240	7,200 10.4%		93
14102-57000	Other Charges	600	1,430	1,430	1,430	1,430	0 0.0%		94
	Total Expenses	122,971	154,559	157,999	157,999	157,999	3,440 2.2%		
Department of Public Works Total		786,148	1,014,519	1,043,153	1,043,153	1,043,153	28,634 2.8%		
<i>DPW Director's salary is augmented by funds contained in Warrant Articles for both the Water Department and Sewer Department totaling an additional \$ 25,046 for a combined annual salary of \$100,183</i>									
Town Road Maintenance									
14212-52400	Repairs and Maintenance	190,468	0	0	0	0	0 0%		95
14212-52410	Private Road Maintenance	5,615	6,000	6,000	6,000	6,000	0 0.0%		96
14212-52430	Road Construction	253,000	0	0	0	0	0 0.0%		97
	Total Expenses	5,615	6,000	6,000	6,000	6,000	0 0.0%		
Town Road Maintenance Total		5,615	6,000	6,000	6,000	6,000	0 0.0%		
Snow & Ice Removal									
14231	Personnel Costs	22,582	45,000	46,350	46,350	46,350	1,350 3.0%		98
14232-52000	Purchase of Services	65,709	65,000	65,000	65,000	65,000	0 0.0%		99
14232-54000	Supplies	91,176	85,000	85,000	85,000	85,000	0 0.0%		100
	Total Expenses	156,885	150,000	150,000	150,000	150,000	0 0.0%		
Snow & Ice Control Total		179,467	195,000	196,350	196,350	196,350	1,350 0.7%		
Landfill/Recycling Center									
14301	Personnel Costs	93,401	106,007	108,422	108,422	108,422	2,415 2.3%		101
14302-52000	Purchase of Services	135,723	177,060	157,460	157,460	157,460	-19,600 -11.1%		102
14302-54000	Supplies	9,986	15,270	9,270	9,270	9,270	-6,000 -39.3%		103
	Total Expenses	145,709	192,330	166,730	166,730	166,730	-25,600 -13.3%		
Landfill/Recycling Center Total		239,110	298,337	275,152	275,152	275,152	-23,185 -7.8%		

Town of Sturbridge -- Budget FY18

<u>ACCOUNT NUMBER</u>	<u>DEPARTMENT</u>	<u>ACTUAL EXPENDED FY16</u>	<u>ACCEPTED BUDGET FY17</u>	<u>ADMINISTRATOR RECOMMEND FY18</u>	<u>SELECTMEN RECOMMEND FY18</u>	<u>FINCOM RECOMMEND FY18</u>	<u>VARIANCE FINCOM VS FY17</u>		<u>ADOPTED TOWN MEETING</u>	<u>LINE NUMBER</u>
							<u>\$</u>	<u>%</u>		
Board of Health										
15101	Personnel Costs	80,411	93,715	96,757	96,757	96,757	3,042	3.2%	_____	104
15102-52000	Purchase of Services	1,500	2,511	3,771	3,771	3,771	1,260	50.2%	_____	105
15102-54000	Supplies	1,765	2,311	2,625	2,625	2,625	314	13.6%	_____	106
15102-57000	Other Charges	1,317	2,070	1,570	1,570	1,570	-500	-24.2%	_____	107
	Total Expenses	4,582	6,892	7,966	7,966	7,966	1,074	15.6%	_____	
	Board of Health Total	84,993	100,607	104,723	104,723	104,723	4,116	4.1%	_____	
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Community Health										
15152-53850	Community Health Care Total	2,000	4,000	4,000	4,000	4,000	0	0.0%	_____	108
	Total Expenses	2,000	4,000	4,000	4,000	4,000	0	0.0%	_____	
	Community Health Care Total	2,000	4,000	4,000	4,000	4,000	0	0.0%	_____	
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Inspections & Testing										
15202	Personnel Costs	18,973	21,594	44,117	44,117	44,117	22,523	104.3%	_____	109
	Inspections & Testing Total	18,973	21,594	44,117	44,117	44,117	22,523	104.3%	_____	
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Council on Aging										
15411	Personnel Costs	105,830	124,842	131,382	131,382	131,382	6,540	5.2%	_____	110
15412-52000	Purchase of Services	1,245	1,870	1,870	1,870	1,870	0	0.0%	_____	111
15412-54000	Supplies	1,047	1,650	1,700	1,700	1,700	50	3.0%	_____	112
15412-57000	Other Charges	408	2,200	2,400	2,400	2,400	200	9.1%	_____	113
15412-57110	Transportation	2,665	3,200	4,000	4,000	4,000	800	25.0%	_____	114
	Total Expenses	5,365	8,920	9,970	9,970	9,970	1,050	11.8%	_____	
	Council on Aging Total	111,195	133,762	141,352	141,352	141,352	7,590	5.7%	_____	

Town of Sturbridge -- Budget FY18

<u>ACCOUNT NUMBER</u>	<u>DEPARTMENT</u>	<u>ACTUAL EXPENDED FY16</u>	<u>ACCEPTED ADMINISTRATOR BUDGET FY17</u>	<u>RECOMMEND FY18</u>	<u>SELECTMEN RECOMMEND FY18</u>	<u>FINCOM RECOMMEND FY18</u>	<u>VARIANCE FINCOM VS FY17 \$ %</u>	<u>ADOPTED TOWN MEETING</u>	<u>LINE NUMBER</u>
Veterans' Services									
15431	Personnel Costs	4,561	5,000	5,150	5,150	5,150	150 3.0%		115
15432-52000	Purchase of Services	0	250	250	250	250	0 0.0%		116
15432-54000	Supplies	0	175	575	575	575	400 228.6%		117
15432-54100	American Legion	1,600	1,600	1,600	1,600	1,600	0 0.0%		118
15432-54400	Memorial/Veterans' Day	2,576	2,837	3,000	3,000	3,000	163 5.7%		119
15432-57000	Other Charges	257	500	500	500	500	0 0.0%		120
15432-57700	Veterans' Benefits	39,907	65,000	50,000	50,000	50,000	-15,000 -23.1%		121
	Total Expenses	44,340	70,362	55,925	55,925	55,925	-14,437 -20.5%		
	Veterans' Services Total	48,901	75,362	61,075	61,075	61,075	-14,287 -19.0%		
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Joshua Hyde Library Operations									
16101	Personnel Costs	324,886	343,208	348,110	348,110	348,110	4,902 1.4%		122
16102-52000	Purchase of Services	15,883	16,937	19,980	19,980	19,980	3,043 18.0%		123
16102-54000	Supplies	3,500	3,500	3,500	3,500	3,500	0 0.0%		124
16102-55820	Library Materials	88,374	92,260	94,494	94,494	94,494	2,234 2.4%		125
16102-57000	Other Charges	2,083	2,165	2,565	2,565	2,565	400 18.5%		126
	Total Expenses	109,840	114,862	120,539	120,539	120,539	5,677 4.9%		
	Joshua Hyde Library Operations Total	434,726	458,070	468,649	468,649	468,649	10,579 2.3%		
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Recreation									
16301	Personnel Costs	49,680	56,452	60,094	60,094	60,094	3,642 6.5%		127
16302-52000	Purchase of Services	8,061	12,623	12,673	12,673	12,673	50 0.4%		128
16302-54000	Supplies	948	3,163	2,650	2,650	2,650	-513 -16.2%		129
16302-56320	Team Sports	5,832	7,500	7,500	7,500	7,500	0 0.0%		130
16302-57000	Other Charges	110	210	210	210	210	0 0.0%		131
	Total Expenses	14,951	23,496	23,033	23,033	23,033	-463 -2.0%		
	Recreation Total	64,631	79,948	83,127	83,127	83,127	3,179 4.0%		

Town of Sturbridge -- Budget FY18

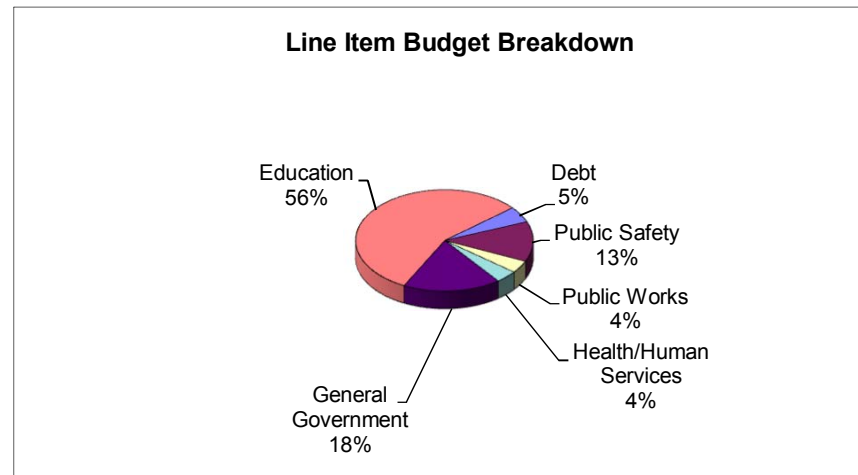
<u>ACCOUNT NUMBER</u>	<u>DEPARTMENT</u>	<u>ACTUAL EXPENDED FY16</u>	<u>ACCEPTED BUDGET FY17</u>	<u>ADMINISTRATOR RECOMMEND FY18</u>	<u>SELECTMEN RECOMMEND FY18</u>	<u>FINCOM RECOMMEND FY18</u>	<u>VARIANCE FINCOM VS FY17</u>		<u>ADOPTED TOWN MEETING</u>	<u>LINE NUMBER</u>
							<u>\$</u>	<u>%</u>		
Trails Committee										
16502-52000	Purchase of Services	0	200	200	200	200	0	0.0%		132
16502-57000	Other Charges	0	100	100	100	100	0	0.0%		133
	Total Expenses	0	300	300	300	300	0	0.0%		
	Trails Committee Total	0	300	300	300	300	0	0.0%		
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Historical Commission										
16902-52000	Purchase of Services	1,000	300	300	300	300	0	0.0%		134
16902-54000	Supplies	0	200	200	200	200	0	0.0%		135
16902-57000	Other Charges	0	100	100	100	100	0	0.0%		136
	Total Expenses	1,000	600	600	600	600	0	0.0%		
	Historical Commission Total	1,000	600	600	600	600	0	0.0%		
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Debt Service Principal										
17102-59193	Burgess Elementary Project	857,000	919,000	915,000	915,000	915,000	-4,000	-0.4%		137
17102-59192	Town Hall	175,000	175,000	175,000	175,000	175,000	0	0.0%		138
	Total Expense	1,032,000	1,094,000	1,090,000	1,090,000	1,090,000	-4,000	-0.4%		
	Debt Service Principal Total	1,032,000	1,094,000	1,090,000	1,090,000	1,090,000	-4,000	-0.4%		
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Debt Service Interest										
17502-59250	Short-Term Interest	10,024	10,000	10,000	10,000	10,000	0	0.0%		139
17502-59193	Burgess Elementary School	415,427	456,175	419,331	419,331	419,331	-36,844	-8.1%		140
17502-59192	Town Hall	93,493	87,368	80,368	80,368	80,368	-7,000	-8.0%		141
	Total Expenses	518,944	553,543	509,699	509,699	509,699	-43,844	-7.9%		
	Debt Service Interest Total	518,944	553,543	509,699	509,699	509,699	-43,844	-7.9%		

Town of Sturbridge -- Budget FY18

<u>ACCOUNT NUMBER</u>	<u>DEPARTMENT</u>	<u>ACTUAL EXPENDED FY16</u>	<u>ACCEPTED BUDGET FY17</u>	<u>ADMINISTRATOR RECOMMEND FY18</u>	<u>SELECTMEN RECOMMEND FY18</u>	<u>FINCOM RECOMMEND FY18</u>	<u>VARIANCE FINCOM VS FY17 \$ %</u>	<u>ADOPTED TOWN MEETING</u>	<u>LINE NUMBER</u>
Unclassified									
19102-51700	Group Insurance	1,370,394	1,505,000	1,678,000	1,678,000	1,678,000	173,000 11.5%		142
19102-51750	Unemployment	15,795	25,000	25,000	25,000	25,000	0 0.0%		143
19102-51800	Worcester Retirement System	985,166	1,059,573	1,171,263	1,171,263	1,171,263	111,690 10.5%		144
19102-51950	Medicare Tax	186,625	210,000	216,000	216,000	216,000	6,000 2.9%		145
19102-52110	Street Lights	53,533	60,000	60,000	60,000	60,000	0 0.0%		146
19102-52119	Energy Consulting	1,819	7,500	5,000	5,000	5,000	-2,500 -33.3%		147
19102-52630	Town Audit	25,000	25,000	25,000	25,000	25,000	0 0.0%		148
19102-52640	School Audit	0	0	4,000	4,000	4,000	4,000 100.0%		149
19102-52650	OPEB Study	5,600	0	7,500	7,500	7,500	7,500 100.0%		150
19102-53030	Legal Fees	7,855	25,000	20,000	20,000	20,000	-5,000 -20.0%		151
19102-53070	Tax Title	1,587	10,000	7,500	7,500	7,500	-2,500 -25.0%		152
19102-53090	Town Report	2,485	3,000	3,000	3,000	3,000	0 0.0%		153
19102-57410	Insurance Blanket	306,578	325,000	340,000	340,000	340,000	15,000 4.6%		154
19102-57800	Reserve Fund	77,702	139,000	143,000	143,000	143,000	4,000 2.9%		155
	Total Expenses	3,040,139	3,394,073	3,705,263	3,705,263	3,705,263	311,190 9.2%		
	Total Unclassified	3,040,139	3,394,073	3,705,263	3,705,263	3,705,263	311,190 9.2%		
<hr/>									
Central Purchasing									
19152-52310	Telephone	20,831	27,000	27,000	27,000	27,000	0 0.0%		156
19152-52315	Postage	20,660	21,000	21,000	21,000	21,000	0 0.0%		157
19152-54800	Gasoline	74,976	178,500	178,500	178,500	178,500	0 0.0%		158
19152-52320	Water/Sewer	8,006	11,000	11,000	11,000	11,000	0 0.0%		159
19152-54200	Copiers	4,961	6,100	6,100	6,100	6,100	0 0.0%		160
19152-53420	Slate Roof Maint Plan	0	10,000	10,000	10,000	10,000	0 0.0%		161
19152-56553	Fleet Vehicles	0	1,500	1,500	1,500	1,500	0 0.0%		162
	Window Cleaning	0	0	3,000	3,000	3,000	3,000 NEW		163
	Exterior Painting TH/COB	0	0	10,000	10,000	10,000	10,000 NEW		164
	Total Expenses	129,434	255,100	268,100	268,100	268,100	13,000 5.1%		
	Central Purchasing Total	129,434	255,100	268,100	268,100	268,100	13,000 5.1%		
<hr/>									
GRAND TOTAL		27,843,604	30,289,808	31,478,500	31,478,500	31,477,500	1,187,692 0		

Town of Sturbridge -- Budget FY18

ACCOUNT NUMBER	DEPARTMENT	ACTUAL EXPENDED FY16	ACCEPTED BUDGET FY17	ADMINISTRATOR RECOMMEND FY18	SELECTMEN RECOMMEND FY18	FINCOM RECOMMEND FY18	VARIANCE FINCOM VS FY17		ADOPTED TOWN MEETING	LINE NUMBER
							\$	%		
BUDGET SUMMARY										
(For illustration purposes only)										
	General Government Salaries	5,401,330	6,139,730	6,338,765	6,338,765	6,338,765	199,035	3.2%		
	General Government Expenses	6,304,566	7,145,124	7,406,795	7,406,795	7,405,795	260,671	3.6%		
	Total General Government	11,705,896	13,284,854	13,745,560	13,745,560	13,744,560	459,706	3.5%		
	Total Burgess	10,087,630	10,747,188	11,020,234	11,020,234	11,020,234	273,046	2.5%		
	Total Tantasqua	6,050,078	6,257,766	6,712,706	6,712,706	6,712,706	454,940	7.3%		
	Grand Total	27,843,604	30,289,808	31,478,500	31,478,500	31,477,500	1,187,692	3.9%		
	General Government % of Total	42.0%	43.9%	43.7%	43.7%	43.7%				
	Burgess % of Total	36.2%	35.5%	35.0%	35.0%	35.0%				
	Tantasqua % of Total	21.7%	20.7%	21.3%	21.3%	21.3%				
	Total	100.0%	100.0%	100.0%	100.0%	100.0%				



TOWN OF STURBRIDGE ANNUAL TOWN MEETING WARRANT



**TANTASQUA REGIONAL HIGH SCHOOL
MONDAY, JUNE 5, 2017 @ 7:00 P.M.**

ARTICLE 1 **TOWN REPORTS**

To hear the reports of the several Boards and Town Officials and any other Committee that may be ready; or take any action relative thereto.

Sponsor: Board of Selectmen

RECOMMENDATION OF THE FINANCE COMMITTEE:

That the Town vote to approve the article as written. Voted: 6 – 0 – 0.

RECOMMENDATION OF THE BOARD OF SELECTMEN:

That the Town vote to approve the article as written. Voted: 5 – 0 – 0.

<p><i>Summary: This article is the acceptance of all reports as included in the Annual Town Report. The Town Meeting usually defers the actual reading of the reports as they are provided in a printed format.</i></p>

ARTICLE 2 **COMMUNITY PRESERVATION COMMITTEE REPORT**

To see if the Town will vote to hear and act on the report of the Community Preservation Committee on the Fiscal Year 2018 Community Preservation budget and to appropriate from the Community Preservation Fund a sum of money to meet the administrative expenses and all other necessary and proper expenses of the Community Preservation Committee for Fiscal Year 2018; and further to reserve for future appropriation amounts as recommended by the Community Preservation Committee: a sum of money for the acquisition, creation and preservation of open space, a sum of money for acquisition and preservation of historic resources, and a sum of a money for the creation, preservation and support of community housing, or take any action relative thereto.

Sponsor: Community Preservation Committee

RECOMMENDATION OF THE FINANCE COMMITTEE:

That the Town vote to approve the article as written. Voted: 6 – 0 – 0.

RECOMMENDATION OF THE BOARD OF SELECTMEN:

That the Town vote to approve the article as written. Voted: 5 – 0 – 0.

Summary: The CPA Committee is required to submit a report to Town Meeting on the proposed use of CPA Funds. The CPA Committee Report is an appendix to the Finance Committee Report.

ARTICLE 3
COMMUNITY PRESERVATION – NORTH CEMETERY

To see if the Town will vote to appropriate from the Community Preservation Fund Historic Preservation Fund Balance the sum of NINE THOUSAND FIVE HUNDRED AND 00/100 DOLLARS (\$9,500.00) to be allocated for the purpose of conservation, rehabilitation and restoration of the historic North Cemetery and related administrative costs; or take any action relative thereto.

Sponsor: Community Preservation Committee

RECOMMENDATION OF THE FINANCE COMMITTEE:

That the Town vote to approve the article as written. Voted: 7 – 0 – 0.

RECOMMENDATION OF THE BOARD OF SELECTMEN:

That the Town vote to approve the article as written. Voted: 5 – 0 – 0.

RECOMMENDATION OF THE COMMUNITY PRESERVATION COMMITTEE:

That the Town vote to approve the article as written. Voted: 7 – 0 – 0.

Summary: These funds will be used to continue conservation and restoration work in the North Cemetery by Fannin-Lehner Preservation Consultants.

ARTICLE 4
COMMUNITY PRESERVATION – HISTORIC RESOURCE SURVEY

To see if the Town will vote to appropriate from the Community Preservation Fund Historic Preservation Fund Balance the sum of TWENTY THOUSAND AND 00/100 DOLLARS (\$20,000.00) to be allocated for the purpose of funding the Sturbridge Community Wide Historic Property Survey; or take any action relative thereto.

Sponsor: Community Preservation Committee

RECOMMENDATION OF THE FINANCE COMMITTEE:

That the Town vote to approve the article as written. Voted: 7 – 0 – 0.

RECOMMENDATION OF THE BOARD OF SELECTMEN:

That the Town vote to approve the article as written. Voted: 5 – 0 – 0.

RECOMMENDATION OF THE COMMUNITY PRESERVATION COMMITTEE:

That the Town vote to approve the article as written. Voted: 7 – 0 – 0.

Summary: These funds will be used by the Sturbridge Historical Commission to contract professional services to develop an inventory of historic structures and assets of the Town. This survey will work towards meeting a goal of the 2011 Sturbridge Master Plan.

ARTICLE 5
COMMUNITY PRESERVATION-ADMINISTRATION

To see if the Town will vote to appropriate from the Community Preservation Fund Undesignated Fund Balance the sum of FIFTEEN THOUSAND AND 00/100 DOLLARS (\$15,000.00) to be allocated for the purpose of operating and administrative expenses in FY 2018 for the Community Preservation Committee (CPC); or take any action relative thereto.

Sponsor: Community Preservation Committee

RECOMMENDATION OF THE FINANCE COMMITTEE:

That the Town vote to approve the article as written. Voted: 6 – 0 – 0.

RECOMMENDATION OF THE BOARD OF SELECTMEN:

That the Town vote to approve the article as written. Voted: 5 – 0 – 0.

RECOMMENDATION OF THE COMMUNITY PRESERVATION COMMITTEE:

That the Town vote to approve the article as written. Voted: 7 – 0 – 0.

Summary: These funds would be used to provide operating and administrative expenses for the Community Preservation Committee, including legal expenses, appraisal reports, general office supplies, CPA Coalition Dues, informational brochures and postage relating to locations, features and uses of CPA parcels. Any unused funds appropriated shall revert to the CPA Undesignated Fund Balance at the close of the fiscal year.

ARTICLE 6 **COMMUNITY PRESERVATION-RECREATION COURT BORROWING** **(2/3 Vote Required)**

To see if the Town will appropriate THREE HUNDRED SIX THOUSAND EIGHT HUNDRED FIFTY AND 00/100 DOLLARS (\$306,850.00), or any other amount, to pay costs of renovation/restoration of basketball and tennis courts at Cedar Lake, including the payment of costs incidental or related thereto, and to determine whether this amount shall be raised by taxation, borrowing, transfer from available funds, or otherwise provided, or take any other action relative thereto.

Sponsor: Community Preservation Committee

RECOMMENDATION OF THE FINANCE COMMITTEE:

That the Town appropriates THREE HUNDRED SIX THOUSAND EIGHT HUNDRED FIFTY AND 00/100 DOLLARS (\$306,850.00) to pay costs of renovation/restoration of basketball and tennis courts at Cedar Lake, including the payment of costs incidental or related thereto, and that to meet this appropriation, ELEVEN THOUSAND SEVEN HUNDRED TWENTY-FOUR AND 00/100 DOLLARS (\$11,724.00) shall be transferred from surplus funds borrowed under Article 21 of the Warrant at the April 24, 2006 Annual Town Meeting, which funds had been borrowed to pay costs of a Community Preservation Act project, but which are no longer needed to complete that project, and the Treasurer, with the approval of the Selectmen, is authorized to borrow TWO HUNDRED NINETY FIVE THOUSAND ONE HUNDRED TWENTY SIX AND 00/100 DOLLARS (\$295,126.00) under and pursuant to Chapter 44B of the General Laws (the Community Preservation Act), or any other enabling authority, and to issue bonds or notes of the Town therefor. Any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

That the Town vote to approve the article as written. Voted: 6 – 0 – 0.

RECOMMENDATION OF THE BOARD OF SELECTMEN:

That the Town appropriates THREE HUNDRED SIX THOUSAND EIGHT HUNDRED FIFTY AND 00/100 DOLLARS (\$306,850.00) to pay costs of renovation/restoration of basketball and tennis courts at Cedar Lake, including the payment of costs incidental or related thereto, and that to meet this appropriation, ELEVEN THOUSAND SEVEN HUNDRED TWENTY-FOUR AND 00/100 DOLLARS (\$11,724.00) shall be transferred from surplus funds borrowed under Article 21 of the Warrant at the April 24, 2006 Annual Town Meeting, which funds had been borrowed to pay costs of a Community Preservation Act project, but which are no longer needed to complete that project, and the Treasurer, with the approval of the Selectmen, is authorized to borrow TWO HUNDRED NINETY FIVE THOUSAND ONE HUNDRED TWENTY SIX AND 00/100 DOLLARS (\$295,126.00) under and pursuant to Chapter 44B of the General Laws (the Community Preservation Act), or any other enabling authority, and to issue bonds or notes of the Town therefor. Any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

That the Town vote to approve the article as written. Voted: 5 – 0 – 0.

RECOMMENDATION OF THE COMMUNITY PRESERVATION COMMITTEE:

That the Town appropriates THREE HUNDRED SIX THOUSAND EIGHT HUNDRED FIFTY AND 00/100 DOLLARS (\$306,850.00) to pay costs of renovation/restoration of basketball and tennis courts at Cedar Lake, including the payment of costs incidental or related thereto, and that to meet this appropriation, ELEVEN THOUSAND SEVEN HUNDRED TWENTY-FOUR AND 00/100 DOLLARS (\$11,724.00) shall be transferred from surplus funds borrowed under Article 21 of the Warrant at the April 24, 2006 Annual Town Meeting, which funds had been borrowed to pay costs of a Community Preservation Act project, but which are no longer needed to complete that project, and the Treasurer, with the approval of the Selectmen, is authorized to borrow TWO HUNDRED NINETY FIVE THOUSAND ONE HUNDRED TWENTY SIX AND 00/100 DOLLARS (\$295,126.00) under and pursuant to Chapter 44B of the General Laws (the Community Preservation Act), or any other enabling authority, and to issue bonds or notes of the Town therefor. Any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

That the Town vote to approve the article as written. Voted: 7 – 0 – 0.

Summary: The Cedar Lake Tennis & Basketball courts will be completely renovated. To pay for this restoration \$11,724.00 would come from surplus funds of a prior Community Preservation Act (CPA) project which are no longer needed. The remaining \$295,126.00 would be borrowed CPA funds.

ARTICLE 7
COMMUNITY PRESERVATION-OPEN SPACE ACQUISITION BORROWING
(2/3 Vote Required)

To see if the Town will vote to appropriate EIGHT HUNDRED FIFTY THOUSAND AND 00/100 DOLLARS (\$850,000.00) to pay costs of acquiring, by gift, negotiated purchase or eminent domain a parcel of land of approximately 241.53 acres, more or less, owned by Debra E. Gardiner as described on Assessors Map 27 as Parcel 14 and Parcel 50, to be managed and controlled by the Conservation Commission of the Town of Sturbridge in accordance with Chapter 40, Section 8C, for conservation and passive recreation purposes, and to determine whether this amount shall be raised by taxation, transfer from available funds, borrowing, including the borrowing of funds in accordance with M.G.L. c. 44B, §11 (the Community Preservation Act), or otherwise; that the Board of Selectmen, or any other appropriate official or body of the Town, is authorized to file on behalf of the Town of Sturbridge any and all applications deemed necessary under the Self-Help Act (M.G.L. Chapter I 32A, Section 11) or any other applications for funds in any way connected with the scope of this acquisition, and the Town Administrator and the Board of Selectmen and the Conservation Commission be authorized, as they deem appropriate, to enter into all agreements and execute any and all instruments including the conveyance of a perpetual conservation restriction in accordance with M.G.L. Chapter 184 as required by Section 12(a) of Chapter 448 or Chapter 293 Section 10 of the Acts of 1998 as amended, as may be necessary on behalf of the Town of Sturbridge to affect said purchase. Any conservation restriction may be granted to any organization qualified and willing to hold such a restriction, or take any other action relative thereto.

Sponsor: Community Preservation Committee

RECOMMENDATION OF THE FINANCE COMMITTEE:

That the Town take no action on this article. Voted: 4 – 3 – 0.

Concerns include the lack of expenditures by the CPC in the areas of affordable housing and recreation. There is added concern that by borrowing for this acquisition a high percentage of receipts will go towards the CPC debt service, thereby reducing the amount available to fund any other projects that present itself.

RECOMMENDATION OF THE BOARD OF SELECTMEN:

The Selectman voted to place the article as written. Voted: 5 – 0 – 0.

RECOMMENDATION OF THE COMMUNITY PRESERVATION COMMITTEE:

That the Town appropriates EIGHT HUNDRED FIFTY THOUSAND AND 00/100 DOLLARS (\$850,000.00) to pay costs of acquiring, by gift, negotiated purchase or eminent domain a parcel of land of approximately 241.53 acres, more or less, owned by Debra E. Gardiner as described on Assessors Map 27 as Parcel 14 and Parcel 50, Parcel, to be managed and controlled by the Conservation Commission of the Town of Sturbridge in accordance with Chapter 40, Section 8C, for conservation and passive recreation purposes, and that to meet this appropriation, the Treasurer, with the approval of the Selectmen, is authorized to borrow said sum under and pursuant to M.G.L. c. 44B, §11 (the Community Preservation Act), or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor. In connection with the acquisition of the aforesaid property, the Board of Selectmen, or any other appropriate official or body of the Town, is authorized to file on behalf of the Town of Sturbridge any and all applications deemed necessary under the Self-Help Act (M.G.L. Chapter I 32A, Section 11) or any other applications for funds in any way connected with the scope of this acquisition, and the Town Administrator and the Board of Selectmen and the Conservation Commission are each authorized, as they deem appropriate, to enter into all agreements and execute any and all instruments including the conveyance of a perpetual conservation restriction in accordance with M.G.L. Chapter 184 as required by Section 12(a) of Chapter 448 or Chapter 293 Section 10 of the Acts of 1998 as amended, as may be necessary on behalf of the Town of Sturbridge to affect said purchase. Any conservation restriction may be granted to any organization qualified and willing to hold such a restriction.

Voted: 7 – 0 – 0.

Summary: The Douty Farm Parcel is a 241.53-acre tract of land being considered by the town for open space and passive recreation which abuts Heins Farm Land. This acquisition would be funded completely by borrowed CPA funds.

ARTICLE 8
ROAD CONSTRUCTION, REPAIRS AND MAINTENANCE

To see if the Town will vote to raise and appropriate FOUR HUNDRED FIFTY-EIGHT THOUSAND AND 00/100 DOLLARS (\$458,000.00) to the Road Construction, Repairs and Maintenance Account in order to fund the road construction, repairs and maintenance of town roads as determined by the DPW Director; or take any action relative thereto.

Sponsor: Board of Selectmen

RECOMMENDATION OF THE FINANCE COMMITTEE:

That the Town vote to approve the article as written. Voted: 7 – 0 – 0.

RECOMMENDATION OF THE BOARD OF SELECTMEN:

That the Town vote to approve the article as written. Voted: 5 – 0 – 0.

Summary: The Town funds road repair and maintenance through an annual warrant article which does not expire at the end of the Fiscal Year to provide the Department of Public Works with greater flexibility in meeting the needs of the community.

ARTICLE 9
REVALUATION/INTERIM ADJUSTMENTS

To see if the Town will vote to raise and appropriate THIRTY-FIVE THOUSAND AND 00/100 DOLLARS (\$35,000.00) to the Revaluation/Interim Adjustments Account; or take any action relative thereto.

Sponsor: Board of Selectmen

RECOMMENDATION OF THE FINANCE COMMITTEE:

That the Town vote to approve the article as written. Voted: 7 – 0 – 0.

RECOMMENDATION OF THE BOARD OF SELECTMEN:

That the Town vote to approve the article as written. Voted: 5 – 0 – 0.

Summary: This article provides annual funding for property revaluations and interim adjustments that the town is required to perform in accordance with Massachusetts General Law.

ARTICLE 10
TOWN BUDGET

To see if the Town will vote to raise and appropriate a sum of money as may be necessary to pay the Town charges for the fiscal year beginning July 1, 2017 and vote to fix salary and compensation of all elected officials of the Town in accordance with the provisions of Massachusetts General Laws, Chapter 41, Section 108, effective July 1, 2017; or take any action relative thereto.

Sponsor: Board of Selectmen

RECOMMENDATION OF THE FINANCE COMMITTEE:

That the Town vote to approve the article as written. Voted: 7 – 0 – 0.

RECOMMENDATION OF THE BOARD OF SELECTMEN:

That the Town vote to approve the article as written. Voted: 5 – 0 – 0.

Summary: This article is for the approval of the Town and School operating budgets for Fiscal Year 2018.

ARTICLE 11
WATER DEPARTMENT

To see if the Town will vote to raise and appropriate, through the fixing and collection of just and equitable prices and rates set by the Board of Selectmen (acting as Water Commissioners), the sum of ONE MILLION FOUR HUNDRED NINETY-THREE THOUSAND SEVEN HUNDRED NINETY-TWO AND 00/100 DOLLARS (\$1,493,792.00), for the expenses of the Water Department or take any action relative thereto.

Estimated budget for FY18 is:

Contract Operations	\$ 676,927.00
Electricity	\$ 140,000.00
Chemicals, Testing & Propane	\$ 32,446.00
DPW Director	\$ 12,523.00
Meter Maintenance	\$ 10,000.00
Billing Expense	\$ 4,900.00
Legal/Administrative Expense	\$ 25,000.00
Debt Service	\$ 524,346.00
Miscellaneous	\$ 25,150.00
Capital Replacement	\$ 42,500.00

Total:	<u>\$ 1,493,792.00</u>
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Sponsor: Board of Selectmen

RECOMMENDATION OF THE FINANCE COMMITTEE:

That the Town vote to approve the article as written. Voted: 7 – 0 – 0.

RECOMMENDATION OF THE BOARD OF SELECTMEN:

That the Town vote to approve the article as written. Voted: 5 – 0 – 0.

Summary: This budget represents an increase of \$26,942.00 from last year. If approved, the water rate for FY18 will remain unchanged (\$6.93 per 100 cubic feet).

ARTICLE 12
SEWER DEPARTMENT

To see if the Town will vote to raise and appropriate, through the fixing and collection of just and equitable prices and rates set by the Board of Selectmen (acting as Sewer Commissioners), the sum of TWO MILLION SEVEN HUNDRED NINETY-SIX THOUSAND EIGHT HUNDRED FIFTY-SIX AND 00/100 DOLLARS (\$2,796,856.00), for the expenses of the Sewer Department or take any action relative thereto.

Estimated budget for FY18 is:

Contract Operations	\$	890,126.00
Electricity	\$	235,000.00
Chemicals, Testing & Diesel	\$	243,142.00
DPW Director	\$	12,523.00
Billing Expense	\$	4,900.00
Legal/Administrative Expense	\$	5,000.00
Debt Service	\$	859,265.00
Southbridge Fees	\$	180,000.00
Liquid Sludge Handling	\$	267,500.00
Miscellaneous Expenses	\$	47,800.00
Capital Replacement	\$	51,600.00

Total:	\$	<u>2,796,856.00</u>
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Sponsor: Board of Selectmen

RECOMMENDATION OF THE FINANCE COMMITTEE:

That the Town vote to approve the article as written. Voted: 7 – 0 – 0.

RECOMMENDATION OF THE BOARD OF SELECTMEN:

That the Town vote to approve the article as written. Voted: 5 – 0 – 0.

<i>Summary: This budget represents an increase of \$52,212.00 from last year. If approved, the sewer rate for FY18 will remain unchanged (\$9.82 per 100 cubic feet).</i>

ARTICLE 13
SEWER PROJECT DEBT

To see if the Town will vote to transfer the sum of:

- TWO HUNDRED THREE THOUSAND FIVE HUNDRED SEVENTY-SEVEN AND 00/100 DOLLARS (\$203,577.00) from the F/B Reserved for Sewer Betterments to the Phase II Sewer Debt Account #28440-59100;
- TWO HUNDRED FIFTY-THREE THOUSAND FOUR HUNDRED FIFTY AND 00/100 DOLLARS (\$253,450.00) from the F/B Reserved for Sewer Betterments to the Phase III Sewer Debt Account #28440-59300;

- ONE HUNDRED FOURTEEN THOUSAND FOUR HUNDRED FIFTEEN AND 00/100 DOLLARS (\$114,415.00) from the F/B Reserved for Sewer Betterments to the Cedar Lake Sewer Debt Account #28440-59200;
- ONE HUNDRED FIFTY-THREE THOUSAND TWO HUNDRED THIRTEEN AND 00/100 DOLLARS (\$153,213.00) from the F/B Reserved for Sewer Betterments to the Big Alum Sewer Debt Account #28440-59220; and
- FIFTY-EIGHT THOUSAND FOUR HUNDRED THIRTEEN AND 00/100 DOLLARS (\$58,413.00) from the F/B Reserved for Sewer Betterments to the Woodside/Westwood Sewer Debt Account #28440-59230;

for the purpose of paying the debt service due on these sewer projects for FY18, or take any action relative thereto.

Sponsor: Finance Director

RECOMMENDATION OF THE FINANCE COMMITTEE:

That the Town vote to approve the article as written. Voted: 7 – 0 – 0.

RECOMMENDATION OF THE BOARD OF SELECTMEN:

That the Town vote to approve the article as written. Voted: 5 – 0 – 0.

Summary: This warrant article appropriates the funds necessary to pay debt service on the several sewer projects the Town of Sturbridge has undertaken over the past decade. These debt service payments are repaid through betterment assessments from the property owners within the specific sewer projects and are not supported by either general property taxes or other sewer customers through the sewer rate.

ARTICLE 14
PUBLIC ACCESS DEPARTMENT

To see if the Town will vote to appropriate from the PEG Access and Cable Related Fund, the sum of ONE HUNDRED ONE THOUSAND NINE HUNDRED SIXTY-SEVEN and 00/100 DOLLARS (\$101,967.00) for the expenses of Public Access as follows:

Salaries/Wages	\$ 68,892.00
Employee Benefits	\$ 17,700.00
Operating Expenses	\$ 10,375.00
Capital	\$ 5,000.00
Total	\$ <u>101,967.00</u>

or take any action relative thereto.

Sponsor: Board of Selectmen

RECOMMENDATION OF THE FINANCE COMMITTEE:

That the Town vote to approve the article as written. Voted: 7 – 0 – 0.

RECOMMENDATION OF THE BOARD OF SELECTMEN:

That the Town vote to approve the article as written. Voted: 5 – 0 – 0.

Summary: This proposed budget provides for the operations of the Town's cable access service. Funds for this article are provided via a surcharge on each cable bill.

ARTICLE 15
COMMUNITY PRESERVATION DEBT SERVICE

To see if the Town will vote to transfer from the Community Preservation Fund – Undesignated Fund Balance, the sum of:

- NINETY-TWO THOUSAND TWO HUNDRED FIFTY AND 00/100 DOLLARS (\$92,250.00) for the purpose of paying the debt service for the OSV Land Acquisition;
- FIFTY-THREE THOUSAND FIVE HUNDRED FIFTY AND 00/100 DOLLARS (\$53,550.00) for the purpose of paying the debt service for the Heins Farm Acquisition;
- ONE HUNDRED TWELVE THOUSAND FOUR HUNDRED EIGHTY-TWO AND 00/100 DOLLARS (\$112,482.00) for the purpose of paying the debt service for the Town Hall/Center Office renovation project;

or take any action relative thereto.

Sponsor: Finance Director

RECOMMENDATION OF THE FINANCE COMMITTEE:

That the Town vote to approve the article as written. Voted: 7 – 0 – 0.

RECOMMENDATION OF THE BOARD OF SELECTMEN:

That the Town vote to approve the article as written. Voted: 5 – 0 – 0.

Summary: This article provides the appropriation to pay the costs for previously approved debt issuances for the acquisition of open space known as the Heins Farm, OSV parcels, and the renovation of the Town Hall and Center Office Building.

ARTICLE 16
REVOLVING FUNDS

To see if the Town will vote to establish and re-establish the following Revolving Funds as provided for in Massachusetts General Laws, Chapter 44, Section 53E½; or to take any action relative thereto.

<u>Revolving Fund</u>	<u>Purpose</u>	<u>Funds to be Deposited From</u>	<u>Authorized to Expend</u>	<u>Maximum Expenditure</u>
Recreation	Costs associated with recreational programs, activities and facilities improvements.	Program fees, donations, gifts, private sponsorship, facilities fees	Recreation Committee	\$30,000.00
HazMat Cleanup	To address hazardous materials spills and provide the Fire Department the means to bill insurance companies and refurbish supplies used in HazMat spills.	Insurance proceeds and other proceeds received by the HazMat Team for services.	Fire Chief	\$20,000.00
Board of Health	Payment for clerical support and staff required to service large events such as festivals and fairs, initial restaurant consultations and restaurant inspections beyond two per year, public health inspections, engineering, public health nursing and emergencies.	Temporary permits and licenses, fines levied by the BOH and fees for initial restaurant consultations, excess food service inspections, beach testing, and fees from complex Title 5 engineering services.	Board of Health	\$20,000.00
BOH: Pay-As-You-Throw Program	Any and all costs associated with the planning, promoting or implementing the PAYT Program, or the operational	Program fees including, but not limited to, receipts for Program bags, stickers or other fees that may be	Board of Health	\$20,000.00

	expenses, equipment or supplies of the PAYT Program.	established from time to time by the Board of Health and donations.		
Senior Center	Payment to instructors, presenters, service providers, supplies for special programs and repairs.	Program fees, private sponsorship, donations and participation fees	Council on Aging	\$10,000.00
Planning Department	Payment for any and all costs associated with the Town's Geographic Information System including the acquisition of software, hardware and maintenance of same and supplies, data and the development and/or conversion of data including the costs of consultant services to develop GIS related products for the town, or other related expenses.	GIS support services including fees collected for the development and printing of maps and other GIS data requests	Town Planner	\$10,000.00

Public Lands	Development and implementation of forestry management plans, trail development & maintenance, signage, trail maps, construction of foot bridges, purchase of supplies and development of access for public use, educational purposes and general maintenance of open space parcels owned by the Town.	Forestry management and donations.	Conservation Commission	\$20,000.00
Sturbridge Tourist Association	All and any costs associated with planning, promoting or implementing Sturbridge tourist related events.	Grants for tourism, revenue generated through tourist events and promotions; program fees and donations.	Sturbridge Tourist Association	\$20,000.00
CPR	All costs for the support of the CPR classes offered by the Sturbridge Fire Department including replacement of training materials	Program fees and donations	Fire Chief	<u>\$5,000.00</u>
House Numbering	All costs for the support of the House Numbering program offered by the Sturbridge Fire Department	Program fees and donations	Fire Chief	<u>\$5,000.00</u>

or take any action relative thereto.

Sponsor: Board of Selectmen

RECOMMENDATION OF THE FINANCE COMMITTEE:

That the Town vote to approve the article as written. Voted: 7 – 0 – 0.

RECOMMENDATION OF THE BOARD OF SELECTMEN:

That the Town vote to approve the article as written. Voted: 5 – 0 – 0.

Summary: This article re-establishes and provides spending authority for the Town's Revolving Funds. The annual accounting and balance of the revolving funds is included as an appendix to the Finance Committee's Report. There are two new revolving funds this year: for the CPR program and House Numbering program offered by the Fire Department.

ARTICLE 17
STURBRIDGE TOURIST ASSOCIATION

To see if the Town will transfer and appropriate from the Hotel/Motel Special Account to the Sturbridge Tourist Association Account the sum of ONE HUNDRED SIXTY-ONE THOUSAND NINE HUNDRED FIFTY-SEVEN AND 00/100 DOLLARS (\$161,957.00) or to take any action relative thereto.

Estimated budget for FY18:

Community Support	\$ 34,093.50
Marketing & Advertising	\$ 93,268.50
Economic Development/Tourism Coordinator	\$ 34,595.00
Total	<u>\$ 161,957.00</u>

Sponsor: Board of Selectmen/Town Administrator

RECOMMENDATION OF THE FINANCE COMMITTEE:

That the Town vote to approve the article as written. Voted: 7 – 0 – 0.

RECOMMENDATION OF THE BOARD OF SELECTMEN:

That the Town vote to approve the article as written. Voted: 5 – 0 – 0.

Summary: The revenues come from a 6% hotel/motel tax which is split with 67.5% going to the General Fund, 16.25% used for funding the Sturbridge Tourist Association and 16.25% used for the Betterment Committee. This budget is for marketing the community for tourism.

ARTICLE 18
BETTERMENT COMMITTEE

To see if the Town will vote to transfer and appropriate from the Hotel/Motel Special Account to the Betterment Account the sum of ONE HUNDRED SIXTY-ONE THOUSAND NINE HUNDRED FORTY-SEVEN AND 00/100 DOLLARS (\$161,947.00) for the following items:

Flower Barrels	\$ 2,200.00
Plantings (Bloom Committee)	\$ 450.00
Beautification of Senior Center and/or Grounds	\$ 1,000.00
Beautification Joshua Hyde Library	\$ 2,500.00
Wayfinding Streetscape Improvements	\$20,000.00
Beautification at Town Hall/Center Office Bldgs.	\$ 2,500.00
Tree Maintenance (town-wide)	\$ 9,250.00
Town Common Tree Maintenance	\$ 6,025.00
Tree Planting - Arbor Day Program	\$ 1,500.00
Town Offices Decorations	\$ 5,000.00
Main Street Tree and Park Maintenance	\$ 2,000.00
DPW Sidewalk Maintenance	\$20,000.00
DPW Leaf Vacuum	\$ 3,240.00
DPW Zero Turn Mower	\$ 3,702.00
DPW Lawn Tractor Mower	\$ 3,404.00
Fire Dept. Special Event Overtime	\$ 5,200.00
Fire Dept. Voice Pagers	\$ 6,600.00
Police Dept. Special Event Overtime	\$10,000.00
Police Dept. Solar LED Pedestrian Crossing Signs	\$ 8,500.00
Police Dept. Protective Plate Carrier Vests	\$19,980.00
Council on Aging Automatic Door Operator	\$ 2,960.00
Safety Improvements to Town Buildings	\$ 3,615.00
Cedar Lake (Town Beach) Water Treatment	\$ 1,750.00
Town Common Summer Concert Series	\$ 4,000.00
SLAC / Great Ponds Weed & Safety Program	\$ 5,000.00
Decorations for Town Common	\$ 3,500.00
Recreation Accessible Park Table	\$ 1,093.00
Recreation Ping Pong Table	\$ 888.00
Recreation Electrical Panel Town Common	\$ 1,825.00
Trail Committee Trafx Counter System	\$ 2,375.00
Trail Committee Driveway Surface Grader	\$ 1,900.00

TOTAL	\$161,957.00

or take any action relative thereto.

Sponsor: Board of Selectmen

RECOMMENDATION OF THE FINANCE COMMITTEE:

That the Town vote to approve the article as written. Voted: 7 – 0 – 0.

RECOMMENDATION OF THE BOARD OF SELECTMEN:

That the Town vote to approve the article as written. Voted: 5 – 0 – 0.

Summary: The revenues come from a 6% hotel/motel tax which is split with 67.5% going to the General Fund, 16.25% used for funding the Sturbridge Tourist Association and 16.25% used for the Betterment Committee. Betterment Committee funds are utilized for public safety, recreation and the beautification of the community.

ARTICLE 19 **CAPITAL IMPROVEMENT PLAN**

To see if the Town will vote to transfer from Free Cash and appropriate the sum of FOUR HUNDRED SEVENTY THOUSAND THREE HUNDRED AND 00/100 DOLLARS (\$470,300.00) to the Capital Improvement Account for the purpose of funding the following items, including the payment of all costs incidental and related thereto, from the Capital Improvement Plan to be undertaken for the Fiscal Year beginning July 1, 2017:

<u>Department</u>	<u>Item Approved</u>	<u>Amount</u>
Senior Center	Replacement Windows	\$ 28,000.00
DPW	Roof Repair – Office and Front Garage	\$ 42,000.00
DPW	Garage Waste Oil Furnace	\$ 8,200.00
DPW	Dump Truck	\$188,000.00
Facilities	HVAC Study Town Hall/Center	
	Office Building	\$ 35,000.00
Fire	Rescue Boat	\$ 28,000.00
Fire	Portable Two-Way Radios	\$ 27,000.00
Library	Painting – Main Floor of Library	\$ 25,000.00
Police	Defibrillators	\$ 12,600.00
Police	CrossMatch Livescan Full Palm Scanner	
	With IMC compatibility interface	\$ 25,500.00
Public Safety Complex	Security Access System	\$ 33,000.00
Trails	4WD Utility Vehicle	\$ 10,500.00
Public Safety Complex	Office Chairs	\$ 7,500.00

TOTAL:		\$470,300.00

or take any action relative thereto.

Sponsor: Board of Selectmen

RECOMMENDATION OF THE FINANCE COMMITTEE:

That the Town vote to approve the article as written. Voted: 7 – 0 – 0.

RECOMMENDATION OF THE BOARD OF SELECTMEN:

That the Town vote to approve the article as written. Voted: 5 – 0 – 0.

Summary: This budget funds a portion of the highest rated capital needs of the Town. The Town uses a ten-factor rating system where each capital request is rated between 0 and 100. The ten factors are: (1) public safety and health, (2) infrastructure needs, (3) quantity of use, (4) efficiency of services, (5) legal requirements, (6) public support, (7) personnel impacts, (8) service impacts, (9) budgetary constraints and (10) administrative needs. The Capital Plan as presented is consistent with the Comprehensive Fiscal Policies approved by the Selectmen and Finance Committee. Under this policy, capital expenditures rated as high priorities but costing under \$5,000.00 are included in department budgets; capital expenditures over \$5,000.00 and under \$100,000.00 are included in this article to be funded using free cash; and capital expenditures over \$100,000.00 are included and recommended as short-term borrowing or raise and appropriate articles.

ARTICLE 20
TREE PLANTING TRANSFER OF FUNDS

To see if the Town will vote to transfer the sum of FIVE THOUSAND AND 00/100 DOLLARS (\$5,000.00) from the Watering Fund Account to the Public Highway Shade Tree Account for the purpose of setting out and caring for shade trees along the public highways of the town; or take any action relative thereto.

Sponsor: Tree Warden

RECOMMENDATION OF THE FINANCE COMMITTEE:

That the Town vote to approve the article as written. Voted: 7 – 0 – 0.

RECOMMENDATION OF THE BOARD OF SELECTMEN:

That the Town vote to approve the article as written. Voted: 5 – 0 – 0.

Summary: This article utilizes existing sources of funds to provide for the setting out and caring for shade trees along the public highways of town in accordance with the Watering Fund trust agreement.

ARTICLE 21
AMBULANCE STABILIZATION FUND

To see if the Town will vote to raise and appropriate SIXTY THOUSAND AND 00/100 DOLLARS (\$60,000.00) to the Ambulance Stabilization Fund for the purpose of reserving funds for the future purchase of an ambulance; or take any action relative thereto.

Sponsor: Board of Selectmen

RECOMMENDATION OF THE FINANCE COMMITTEE:

That the Town vote to approve the article as written. Voted: 7 – 0 – 0.

RECOMMENDATION OF THE BOARD OF SELECTMEN:

That the Town vote to approve the article as written. Voted: 5 – 0 – 0.

Summary: Each year, the Town sets aside a sum of money to assist the Town in replacing its ambulances on a seven-year schedule. These funds will be set aside until a new ambulance is purchased. If approved, the approximate balance in the Ambulance Stabilization fund will be \$135,040.00.

ARTICLE 22
FIRE VEHICLE STABILIZATION FUND

To see if the Town will vote to raise and appropriate ONE HUNDRED THOUSAND AND 00/100 DOLLARS (\$100,000.00) to the Fire Vehicle Stabilization Fund for the purpose of reserving funds for the future purchase of major fire apparatus; or take any action relative thereto.

Sponsor: Board of Selectmen

RECOMMENDATION OF THE FINANCE COMMITTEE:

That the Town vote to approve the article as written. Voted: 7 – 0 – 0.

RECOMMENDATION OF THE BOARD OF SELECTMEN:

That the Town vote to approve the article as written. Voted: 5 – 0 – 0.

Summary: Beginning this year, the Town will be setting aside a sum of money each year to assist the Town in replacing its fire apparatus. These funds will be set aside until needed.

ARTICLE 23
OPEB TRUST FUND

To see if the Town will vote to raise and appropriate ONE HUNDRED THOUSAND AND 00/100 DOLLARS (\$100,000.00) to the Other Post-Employment Benefits Liability Trust Fund Account; or take any action relative thereto.

Sponsor: Board of Selectmen

RECOMMENDATION OF THE FINANCE COMMITTEE:

That the Town vote to approve the article as written. Voted: 7 – 0 – 0.

RECOMMENDATION OF THE BOARD OF SELECTMEN:

That the Town vote to approve the article as written. Voted: 5 – 0 – 0.

Summary: The Government Accounting Standards Board (GASB) has determined that Other Post-Employment Benefits (OPEB) are part of the compensation that employees earn each year notwithstanding that such benefits are not tendered until after employment has ended. These benefits include health insurance, prescription or other related benefits provided to eligible retirees. GASB-45 mandates that municipalities account for and, eventually, fund these benefits. The fund was established and capitalized with \$100,000.00 at the 2011 Annual Meeting. In accordance with the Town's financial policies, an annual contribution of not less than \$10,000.00 should be allocated to the fund until the actuarially calculated annual contribution of \$1.7 million can be initiated. The Town of Sturbridge remains proactive relative to other municipalities in addressing this obligation. If approved Sturbridge will have roughly \$566,000.00 in the fund.

ARTICLE 24
OPEN SPACE PLAN

To see if the Town will vote to transfer the sum of FIVE THOUSAND AND 00/100 DOLLARS (\$5,000.00) from Free Cash for the costs of updating the Open Space Plan; or take any action relative thereto.

Sponsor: Open Space Committee

RECOMMENDATION OF THE FINANCE COMMITTEE:

That the Town vote to approve the article as written. Voted: 8 – 0 – 0.

RECOMMENDATION OF THE BOARD OF SELECTMEN:

That the Town vote to approve the article as written. Voted: 5 – 0 – 0.

Summary: The Open Space Committee is required to update the Open Space Plan in 2018. These funds will provide them resources to produce this update with the assistance of consulting services.

ARTICLE 25
TAX RATE RELIEF

To see if the Town will vote to authorize the Board of Assessors to use the amount of TWO HUNDRED FIFTY THOUSAND AND 00/100 DOLLARS (\$250,000.00) from Free Cash to lower the tax rate for the fiscal year beginning on July 1, 2017; or take any action relative thereto.

Sponsor: Board of Selectmen

RECOMMENDATION OF THE FINANCE COMMITTEE:

That the Town vote to approve the article as written. Voted: 6 – 0 – 0.

RECOMMENDATION OF THE BOARD OF SELECTMEN:

That the Town vote to approve the article as written. Voted: 5 – 0 – 0.

Summary: The Town has historically utilized available Free Cash to reduce the tax rate when finances have allowed.

ARTICLE 26
CAPITAL STABILIZATION FUND

To see if the Town will vote to raise and appropriate ONE HUNDRED FIFTY-NINE THOUSAND AND 00/100 DOLLARS (\$159,000.00) to the Capital Stabilization Fund; or take any action relative thereto.

Sponsor: Board of Selectmen

RECOMMENDATION OF THE FINANCE COMMITTEE:

That the Town vote to approve the article as written. Voted: 6 – 0 – 0.

RECOMMENDATION OF THE BOARD OF SELECTMEN:

That the Town vote to approve the article as written. Voted: 5 – 0 – 0.

Summary: The purpose of this fund is to maintain an equipment replacement and facilities maintenance schedule. The Town's Comprehensive Fiscal Management Policies provide for annual funding of a minimum of .5% of the General Fund Operating Budget. The current balance in this fund is \$298,600.00.

ARTICLE 27
BETTERMENT PAYOFFS – DISSOLVING OF BETTERMENTS

To see if the Town will vote to transfer the sum of SEVENTY-FIVE AND 00/100 DOLLARS (\$75.00) from the F/B Reserved for Sewer Betterments for the purpose of paying recording fees to the Registry of Deeds; or take any action relative thereto.

Sponsor: Finance Director

RECOMMENDATION OF THE FINANCE COMMITTEE:

That the Town vote to approve the article as written. Voted: 7 – 0 – 0.

RECOMMENDATION OF THE BOARD OF SELECTMEN:

That the Town vote to approve the article as written. Voted: 5 – 0 – 0.

Summary: This article will provide funding to dissolve betterment liens by paying associated fees to the Worcester District Registry of Deeds. In FY18 there is one (1) betterment lien that needs to be released (dissolved).

ARTICLE 28
ZONING BYLAW – PROHIBITION OF RECREATIONAL MARIJUANA
(2/3 Vote Required)

To see if the Town will vote to amend the Zoning Bylaw by inserting a new Chapter 32 – Marijuana Not Medically Prescribed by inserting the language below or take any action relative thereto:

CHAPTER 32 –MARIJUANA NOT MEDICALLY PRESCRIBED

Chapter 32 - Marijuana Not Medically Prescribed

Consistent with MGL Ch. 94G, Section 3(a)(2), all types of marijuana establishments as defined in MGL Ch. 94G, Section 1(j), to include all marijuana cultivators, marijuana testing facilities, marijuana product manufacturers, marijuana retailers or any other types of licensed marijuana-related businesses, shall be prohibited within the Town of Sturbridge.

Sponsor: Board of Selectmen

RECOMMENDATION OF THE FINANCE COMMITTEE:

That the Town vote to approve the article as written. Voted: 4 – 2 – 0.

RECOMMENDATION OF THE BOARD OF SELECTMEN:

That the Town vote to approve the article as written. Voted: 5 – 0 – 0.

RECOMMENDATION OF THE PLANNING BOARD:

That the Town vote to approve the article as written. Voted: 7 – 0 – 0.

Summary: This proposal is a companion article to the ballot question presented to the voters on April 10, 2017 and would prohibit all non-medical commercial businesses related to marijuana, including marijuana cultivators, marijuana testing facilities, marijuana product manufacturers, marijuana retailers or any other type of licensed marijuana related businesses. This proposal would not prohibit the personal use of marijuana or growing of marijuana at a residence as permitted by law. If this article passes, Article 29 will be passed over.

ARTICLE 29 **ZONING BYLAW – TEMPORARY MORATORIUM** **OF RECREATIONAL MARIJUANA** ***(2/3 Vote Required)***

To see if the Town will vote to amend the Zoning Bylaw by inserting a new Chapter 31 – Temporary Moratorium on Recreational Marijuana Establishments by inserting the language below or take any action relative thereto:

CHAPTER 31 – TEMPORARY MORATORIUM ON RECREATIONAL MARIJUANA **ESTABLISHMENTS**

Purpose:

On November 8, 2016, the voters of the Commonwealth approved a law regulating the cultivation, processing, distribution, possession and use of marijuana for recreational purposes (new G.L. c. 94G, Regulation of the Use and Distribution of Marijuana Not Medically Prescribed). The law, which allows certain personal use and possession of marijuana, took effect on December 15, 2016 and (as amended on December 30, 2016; Chapter 351 of the Acts of 2016) requires a Cannabis Control Commission to issue regulations regarding the licensing of commercial activities by March 15, 2018 and to begin accepting applications for licenses on April 1, 2018. Currently under the Zoning Bylaw, a non-medical Marijuana Establishment (hereinafter, a “Recreational Marijuana Establishment”), as defined in G.L. c. 94G, §1, is not specifically addressed in the Zoning Bylaw. Regulations to be promulgated by the Cannabis Control Commission may provide guidance on certain aspects of location regulation of Recreational Marijuana Establishments. The regulation of recreational marijuana raises novel legal, planning, and public safety issues, and the Town needs time to study and consider the regulation of Recreational Marijuana Establishments and address such issues, as well as to address the potential impact of the State regulations on local zoning and to undertake a planning process to consider amending the Zoning Bylaw regarding regulation of Recreational Marijuana Establishments to as to allow sufficient time to address the effects of such structures and uses in the Town and to enact bylaws in a consistent manner.

Temporary Moratorium:

For the reasons set forth above and notwithstanding any other provision of the Zoning Bylaw to the contrary, the Town hereby adopts a temporary moratorium on the use of land or structures for a Recreational Marijuana Establishment and other uses related to recreational marijuana. The moratorium shall be in effect until December 30, 2018, or until such time as the Town adopts Zoning Bylaw amendments that regulate Recreational Marijuana Establishments, whichever occurs earlier. During the moratorium period, the Town will undertake a planning process to address the potential impacts of recreational marijuana in the Town, and to consider the Cannabis Control Commission regulations regarding Recreational Marijuana Establishments, and shall consider adopting new Zoning Bylaws in response to these new issues.

Definition –

Recreational Marijuana Establishment shall mean a marijuana cultivator, marijuana testing facility, marijuana product manufacturer, marijuana retailer or any other type of licensed marijuana related business.

Sponsor: Planning Board

RECOMMENDATION OF THE FINANCE COMMITTEE:

That the Town vote to approve the article as written. Voted: 5 – 1 – 0.

RECOMMENDATION OF THE BOARD OF SELECTMEN:

That the Town vote to approve the article as written. Voted: 5 – 0 – 0.

RECOMMENDATION OF THE PLANNING BOARD:

That the Town vote to approve the article as written. Voted: 7 – 0 – 0.

Summary: The purpose of this temporary moratorium is to allow sufficient time to engage in a planning process to address the potential impacts of recreational marijuana establishments in the Town and to enact bylaws in a manner consistent with sound land use planning goals and objectives. This article will be passed over if Article 28 passes.

ARTICLE 30

ZONING BYLAW – FOOD ESTABLISHMENT/FAST CASUAL

(2/3 Vote Required)

To see if the Town will vote to amend the Zoning Bylaw by deleting the current definition of “Restaurant” and inserting the following definitions of “Restaurant” and “Fast Casual Restaurant” in the appropriate locations within Chapter Two; and to modify the existing definition of Fast Food Establishment by inserting the underlined text or take any action relative thereto:

Fast Food Establishment: An establishment where the principal method of operating includes: (1) sale of prepared, ready-to-consume food and beverages in paper, plastic or other disposable containers, or (2) service of food and beverages directly to a customer in a motor vehicle. Bakeries, delicatessens, confectioneries, and other similar, retail establishments, which incidentally sell retail food and beverages in disposable containers for off-site consumption are not fast food establishments. A fast food establishment may have a drive thru window subject to the standards outlined in this bylaw.

Fast Casual Restaurant: An establishment that is at least 4,000 square feet in area, which serves food or beverages for immediate consumption either on the premises, or to be taken out for consumption elsewhere. A Fast Casual Restaurant is usually characterized as an establishment in which food is cooked on a customer-demand basis, payment is required prior to consumption, and seating or other physical accommodations for on-premises customer dining, with limited or no table service (no waiters or waitresses), is provided. (**or** – that does not offer full table service, but promises a higher quality of food with fewer frozen or processed ingredients than other fast food restaurants). Examples of this type of facility may include, but are not limited to, establishments selling sandwiches, salads, soups, fresh baked breads and other freshly prepared dishes. May include a drive thru window either by Special Permit or by right as noted elsewhere in this bylaw.

Restaurant: An establishment which serves food or beverages for immediate consumption primarily on the premises, with only a minor portion, if any, of the food being taken out of the establishment. A Full Service Restaurant is characterized as an establishment in which food is cooked or prepared on the premises on a customer-demand basis, which requires payment after consumption, and provides seating and tables for on-premises customer dining with table service (waiters or waitresses). A full service restaurant does not contain a Drive Thru Window. Furthermore, to see if the Town will vote to amend the Zoning Bylaw by inserting Fast Casual and Walk Up Establishments in Chapter Seven – Commercial District and Chapter Eleven Commercial II District by inserting a new 7.01 (m) and 7.01 (n) and inserting the following underlined text.

7.01 PERMITTED USES

(m) Walk Up Establishment

(n) Fast Casual Restaurant

Furthermore, to see if the Town will vote to amend the Zoning Bylaws by amending Chapter Eleven – Commercial II District by inserting a new 11.01 (m) and 11.01 (n) and inserting the underlined text.

11.01 PERMITTED USES

(m) Walk Up Establishment

(n) Fast Casual Restaurant

Sponsor: Planning Board

RECOMMENDATION OF THE FINANCE COMMITTEE:

That the Town vote to approve the article as written. Voted: 6 – 0 – 0.

RECOMMENDATION OF THE BOARD OF SELECTMEN:

The Selectman voted to place the article as written. Voted: 3 – 2 – 0.

RECOMMENDATION OF THE PLANNING BOARD:

That the Town vote to approve the article as written. Voted: 7 – 0 – 0.

Summary: This proposal would update our categories of and definitions for restaurants contained within the bylaw to be in line with industry standard definitions. This proposal would also add Fast Casual Restaurants and Walk Up Establishments (already defined in the bylaw) to the Commercial and Commercial II Zoning Districts.

ARTICLE 31

**ZONING BYLAW – DEFINITION OF SINGLE FAMILY ATTACHED AND
DETACHED DWELLING, & MULTI FAMILY DWELLING**

(2/3 Vote Required)

To see if the Town will vote to amend the Zoning Bylaw – Chapter Two Definitions by modifying the existing definition of “Single Family Dwelling” by inserting the underlined language text below and by inserting the following new definitions for “Single Family Attached Dwelling” and “Multi Family Dwelling” or take any action relative thereto:

Single Family Detached Dwelling - A detached building designed for or occupied exclusively by one family. **{Amended 4-29-74; Article 37}**

Single Family Attached Dwelling - A building where three or more individual dwelling units are physically connected to like dwellings for at least a portion of one or more of their exterior walls and therefore have no side yard. Single family attached dwellings may include townhouses in traditional row or other configuration or shape; or individual single family units meeting at a common lot line. A single family detached dwelling shall not include any building where any dwelling unit is located above or below any other dwelling unit.

Multi Family Dwelling – A building containing three or more dwelling units, including units that are located over one another.

Sponsor: Planning Board

RECOMMENDATION OF THE FINANCE COMMITTEE:

That the Town vote to approve the article as written. Voted: 6 – 0 – 0.

RECOMMENDATION OF THE BOARD OF SELECTMEN:

That the Town vote to approve the article as written. Voted: 5 – 0 – 0.

RECOMMENDATION OF THE PLANNING BOARD:

That the Town vote to approve the article as written. Voted: 7 – 0 – 0.

Summary: This proposal will update the definitions to be consistent with the terminology used in the Open Space Residential Development Bylaw.

ARTICLE 32

**ZONING BYLAW – AMEND PERMITTED USES IN THE RURAL RESIDENTIAL,
SUBURBAN RESIDENTIAL AND SPECIAL USE DISTRICTS**

(2/3 Vote Required)

To see if the Town will vote to amend the Zoning Bylaw – Chapter Five – Rural Residential, Chapter Six – Suburban Residential and Chapter Fourteen – Special Use District by inserting the underlined text below or take any action relative thereto:

Chapter Five Proposed Amendments

5.01 PERMITTED USES

(a) Single family detached dwelling.

5.02 Exceptions which may be allowed by Special Permit from the Special Permit Granting Authority (SPGA) in accordance with the regulations appearing in Section 24.09 of this Bylaw: {Amended 4-11-83; Article 37}

(n) Single family attached dwelling, provided that:

(1) It is located within an Open Space Residential Development and meets the requirements outlined in Chapter 17 –Open Space Residential Development.

(2) There is not less than 20,000 square feet of lot area per dwelling unit

Chapter Six Proposed Amendments

6.01 PERMITTED USES

(a) Single family detached dwelling.

6.02 Exceptions which may be allowed by Special Permit from the Special Permit Granting Authority (SPGA) in accordance with the regulations appearing in Section 24.09 of this Bylaw. {Amended 4-11-83; Article 37}

(i) Single family attached dwelling, provided that:

(1) It is located within an Open Space Residential Development and meets the requirements outlined in Chapter 17 –Open Space Residential Development.

(2) There is not less than 20,000 square feet of lot area per dwelling unit

Chapter Fourteen Proposed Amendments

14.01 PERMITTED USES

(a) Single family detached dwelling

14.02 Exceptions which may be allowed by Special Permit from the Special Permit Granting Authority (SPGA) in accordance with the regulations appearing in Section 24.09 of this bylaw:

(h) Single family attached dwelling, provided that:

(1) It is located within an Open Space Residential Development and meets the requirements outlined in Chapter 17 –Open Space Residential Development.

(2) There is not less than 20,000 square feet of lot area per dwelling unit

(i) Two family dwelling provided that:

(1) It is located within an Open Space Residential Development and meets the requirements outlined in Chapter 17 –Open Space Residential Development.

(2) There is not less than twenty thousand (20,000) square feet of lot area per dwelling unit.

(j) Multi family dwelling provided that:

(1) It is located within an Open Space Residential Development and meets the requirements outlined in Chapter 17 –Open Space Residential Development.

(2) There is not less than twenty thousand (20,000) sq. ft. of lot area per dwelling unit.

Sponsor: Planning Board

RECOMMENDATION OF THE FINANCE COMMITTEE:

That the Town vote to approve the article as written. Voted: 6 – 0 – 0.

RECOMMENDATION OF THE BOARD OF SELECTMEN:

That the Town vote to approve the article as written. Voted: 4 – 0 – 1.

RECOMMENDATION OF THE PLANNING BOARD:

That the Town vote to approve the article as written. Voted: 7 – 0 – 0.

Summary: This proposal will update the permitted uses to be consistent with the updated definitions contained in Article 33.

ARTICLE 33 **ZONING BYLAW – OPEN SPACE RESIDENTIAL DEVELOPMENT** ***(2/3 Vote Required)***

To see if the Town will vote to amend the Zoning Bylaw- Chapter Seventeen – Open Space Residential Development by inserting the underlined text below and by deleting strikethrough text where noted below and renumbering the subsections as appropriate or take any action relative thereto:

CHAPTER SEVENTEEN **OPEN SPACE RESIDENTIAL DEVELOPMENT**

17.01 PURPOSE AND INTENT:

- A. Open Space Residential Development (OSRD) is a creative land use technique that accommodates residential growth while preserving at least 50% of the parcel as meaningful open space in perpetuity. OSRD is the preferred form of residential development in the Town of Sturbridge and is permitted within the Rural Residential, Suburban Residential and Special Use Zoning Districts.
- B. The primary purposes for this bylaw are to encourage flexibility and creativity in the design of residential developments and to encourage a less sprawling and more efficient form of development that consumes less open land and conforms to existing topography and natural features better than traditional subdivisions. Appropriate OSRD will facilitate the permanent preservation of meaningful open space and help to maintain the Town's traditional New England character and land use development pattern.

17.02 DEFINITIONS:

Active Recreation - Activities of a formal nature and often performed with others, requiring equipment and/or the use of motorized vehicles and taking place at prescribed places and sites.

Amenities - Natural or created features that enhance the aesthetic quality or visual appeal or makes more attractive or satisfying a particular property, place or area. Amenities may include

gardens, parks, playgrounds, tennis courts, ball fields, club houses, trails, swimming pools and other similar items.

Basic Maximum Number – The number of dwelling units that would be allowed on a site using the standard Zoning Bylaw Provisions and/or Subdivision Rules and Regulations as determined by a Conventional Yield Plan.

Common Area – Any land area, other than Open Space, set aside for common ownership as a result of an OSRD, including areas for Common Facilities.

Hard Stormwater Management Techniques – Structural stormwater management techniques including, but not limited to, catch basins, subsurface piping, stormwater inlets, and subsurface leaching facilities. These techniques generally require heavy infrastructure and often result in significant alteration of the site hydrology.

Homeowner’s Association – A private non-profit organization (corporation, association, or other legal entity) established by the developer to manage, maintain, support, and finance the common facilities and common open space of an OSRD, and to enforce certain covenants and restrictions.

Low Income Household – These households shall be defined as those in the ‘Very Low Income’ affordability range as published annually by the Department of Housing and Urban Development. Although this figure is generally considered to be 50% of the Area Median Income (AMI), the Planning Board recognizes that this calculation may vary depending upon the subsidy program applied to the unit.

Moderate Income Household – These households shall be defined as those in the ‘Low Income’ affordability range as published annually by the Department of Housing and Urban Development. Although this figure is generally considered to be 80% of the Area Median Income (AMI), the Planning Board recognizes that this calculation may vary depending upon the subsidy program applied to the unit.

Passive Recreation - Activities that involve inactive or less energetic activities, such as walking, sitting and picnicking, etc. These activities have less potential impact on surrounding land uses.

Soft Stormwater Management Techniques – Non-structural stormwater management techniques that use passive surface pre-treatment of stormwater in conjunction with decentralized recharge to achieve a low impact design that attempts to mimic predevelopment hydrologic conditions to the greatest practicable extent.

17.03 APPLICABILITY:

- A. The Planning Board may grant a Special Permit for an Open Space Residential Development for any parcel or contiguous parcels in the same ownership within the Rural Residential, Suburban Residential or Special Use Districts provided that the total land area is at least ten (10) acres for housing types other than single family detached dwelling

units. The Planning Board may determine that two or more parcels separated by a road or other man-made feature are “contiguous” for the purpose of this section, if they will serve as a singular resource and effectively satisfy the Purpose and Intent of this bylaw. An applicant for an OSRD Special Permit will be required to file plans showing both a conventional residential subdivision and an open space residential development in accordance with the provisions of this Bylaw.

- B. Eligible Districts. An OSRD shall be permitted within the Rural Residential, Suburban Residential or Special Use Districts, pursuant to the requirements of this Section.
- C. Uses Allowed As of Right. The following uses are allowed as of right in an OSRD with reduced or modified dimensional requirements as set forth in this Chapter:
 - 1. Single-family detached dwellings. Subject only to the requirements of the subdivision regulations or site plan review as applicable and any other generally applicable nonzoning land use regulations. All proposed single family detached housing developments choosing Open Space Residential Development as the development method shall comply with the provisions of this Chapter, unless the Planning Board allows a development that deviates from the requirements of this Chapter by Special Permit as noted in Sections 17.10 and 17.11.
- D. Special Permit Uses. The following uses are allowed by Special Permit from the Planning Board in an OSRD with reduced or modified dimensional requirements as set forth in this Chapter.
 - 1. Single-family Attached Dwelling
 - 2. Two family dwelling
 - 3. Multi-family dwelling
 - 4. Accessory dwelling units
 - 5. Bonus Dwelling Units (see section 17.11)

17.04 PRE-APPLICATION PROCEDURES:

- A. Pre- Application Conference:
 - (1) A pre-application meeting between Planning and other staff and the applicant is strongly encouraged. At the pre-application meeting, the applicant may outline the proposed development including both conventional and OSRD models to receive preliminary feedback prior to a complete design of the project. This pre-application meeting will help to promote better communications and will help to avoid misunderstandings about the bylaw, the procedures used, or any other applicable bylaw or regulation.
 - (2) The applicant is also encouraged to request a pre-application review at a regular business meeting of the Planning Board. If the applicant chooses to request a pre-application meeting, the Planning Board may, at its discretion, invite other Town boards to attend the pre-application review. The purpose of a pre-application review is to minimize the applicant’s costs of engineering and other technical experts, and to commence discussions with the Planning Board at the earliest possible stage in the development. At the pre-application review, the applicant may outline the proposed development including both conventional and OSRD

models, seek preliminary feedback from the Planning Board and/or its technical experts, and set a timetable for submittal of a formal application.

- (3) The applicant is encouraged to request a site visit by the Planning Board and/or its agents in order to facilitate pre-application review of the Special Permit. If a site visit is requested, the Planning Board may, at its discretion invite other Town Boards to attend the site visit.

B. PRE-APPLICATION SUBMITTALS. In order to facilitate review of the Special Permit at the pre-application stage, applicants should submit the following information:

(1) **Site Context Map.** This map shall illustrate the parcel in connection to its surrounding neighborhood. Based upon existing data sources and field inspections, it shall show various kinds of major natural resource areas or features that cross parcel lines or that are located on adjoining lands. This map enables the Planning Board to understand the site in relation to what is occurring on adjacent properties.

(2) **Existing Conditions/Site Analysis Map.** This map familiarizes officials with existing conditions on the property. Based upon existing data sources and field inspections, this base map shall show current zoning district boundaries including Flood Plain and Water Protection Districts and shall locate and describe noteworthy resources that should be protected through sensitive subdivision layouts. These resources shall include wetlands, riverfront areas, floodplains and steep slopes, but may also include mature, non-degraded woodlands, hedgerows, farmland, unique or special wildlife habitats, historic or cultural features (such as old structures or stone walls), unusual geologic formations and scenic views into and out from the property. Where appropriate, photographs of these resources should accompany the map. By overlaying this plan onto a development plan, the parties involved can clearly see where conservation priorities and desired development overlap/conflict.

(3) **Other Information.** In addition, applicants may submit any additional information or documentation that may be helpful to the Planning Board.

C. DESIGN CRITERIA- The design process and criteria outlined in Sections 17.06 and 17.07 shall be discussed by the parties at the pre-application conference and site visit.

17.05 APPLICATION FOR SPECIAL PERMIT OSRD:

The Planning Board, acting as the Special Permit Granting Authority (SPGA), may authorize an OSRD Special Permit pursuant to the procedures developed below.

- A. **Application.** An applicant for an OSRD Special Permit will be required to file plans showing both a conventional residential subdivision and an open space residential development in accordance with the provisions of this Bylaw. An application for a Special Permit shall be submitted on the appropriate forms to the Planning Department. Applicants for OSRD shall also file with the Department fifteen copies of the Concept Plan. The Concept Plan shall include a Conventional Yield Plan and an OSRD Plan (See

Subsections A (1) and (20) of this Section prepared by an interdisciplinary team including a Registered Civil Engineer, Registered Land Surveyor, and a Registered Landscape Architect. The applicant shall also submit both the Site Context Map and Existing Conditions/Site Analysis Map prepared according to Section 17.04. B. above. Additional information reasonably necessary to make the determinations and assessments cited herein shall be provided, including existing site contour maps and existing current soils maps.

B. Conventional Yield Plan. The Basic Maximum Number of allowable dwelling units shall be derived from a Conventional Yield Plan. The Conventional Yield Plan shall show a conventional development conforming to the applicable Zoning Bylaw provisions and Subdivision Rules and Regulations to show the maximum number of lots (or dwelling units) that could be placed upon the site under a conventional approach. The proponent shall have the burden of proof with regard to the Basic Maximum Number of units resulting from the design and engineering specifications shown on the Conventional Yield Plan. The Conventional Yield Plan shall contain, at a minimum, the following information:

- (1) Parcel boundaries, north point, date, legend, title “Conventional Yield Plan,” and scale.
- (2) The name and address of the record owner or owners, the applicant, and the design engineer and/or land surveyor that prepared the plan.
- (3) The names of all abutters as determined from the most recent Assessors’ records.
- (4) The names, approximate location, and widths of adjacent streets.
- (5) The locus of the land shown on the plan at a scale of one thousand feet to the inch (1” = 1,000’).
- (6) Existing topography at 2-foot contour intervals.
- (7) Map of soils using NRCS soils mapping.
- (8) All on-site local, state, and federal regulatory resource boundaries and buffer zones shall be clearly identified, and all wetland flag locations shall be numbered and placed upon the Yield Plan.
- (9) Lot lines with approximate areas and frontage dimensions, or unit placements and proposed common areas.
- (10) Location and extent of parking, landscaping, stormwater management, water supply and wastewater management service areas that would be required to accommodate the use.

- (11) If available, the location and results of any test pit investigations for soil profiles, percolation rates and determination of seasonal high ground water levels.

C. **OSRD PLAN.** The OSRD Plan shall address the general features of the land, and give approximate configurations of the proposed lots, of open space, and roadways. The OSRD Plan shall incorporate the Four-Step Design Process, according to Section 6 below, and the Design Standards, according to Section 7 below, when determining a proposed design for the development. In addition to those requirements for a Conventional Yield Plan listed in Section 4.A (1), an OSRD Plan shall contain the following information:

- (1) Topography at two-foot intervals and approximate location of any wetlands (as defined by MGL Chapter 131, Section 40 and by Sturbridge Conservation Commission Regulations) to include any abutting parcels within two hundred (200') feet.
- (2) The location of existing landscape features, including forests, farm fields, meadows, wetlands, riverfront areas, water bodies, archaeological and historic structures or points of interest, rock outcrops, boulder fields, stone walls, cliffs, high points, major land views, forest glades, major tree groupings, noteworthy tree specimens, and habitats of endangered or threatened wildlife, as identified as primary and secondary resources according to Section 6.A. Proposals for all site features to be preserved, demolished, or altered shall be noted on the OSRD Plan.
- (3) The location, names, widths and condition of adjacent streets, approaching or near the proposed development and the proposed lines of streets, ways, driveways, easements and any parcel of land intended to be dedicated for public use or to be reserved by deed covenant for use of all property owners in the development, or parcels of land or lots to be used for any purpose other than private residential shall be so designated within the development in a general manner.
- (4) Proposed roadway grades.
- (5) Official soil percolation tests for the purpose of siting wastewater treatment options shall be required as determined by the Planning Board. However, a narrative explanation shall be prepared by a Massachusetts Certified Professional Engineer detailing the proposed wastewater systems that will be utilized by the development and its likely impacts on-site and to any abutting parcels of land. For example, the narrative will specify whether individual on-site or off-site systems, shared systems, alternative to Title V systems, or any combination of these or other methods will be utilized. Additionally, the narrative shall describe potential flows and shall explain how the proposal will meet

Massachusetts Department of Environmental Protection (MADEP) and local standards for wastewater systems whether individual or shared.

- (6) A narrative explanation prepared by a Massachusetts Certified Professional Engineer proposing systems for stormwater drainage and likely impacts onsite and to any abutting parcels of land. For example, the narrative will specify whether Soft or Hard Stormwater Management Techniques will be used and the number of any detention/retention basins or infiltrating catch basins. It is not intended to include specific pipe sizes. Any information needed to justify this proposal should be included in the narrative. The proposed system of drainage, including existing natural waterways in a general manner shall be shown on the plan and accompanied by a conceptual landscaping plan.
- (7) A narrative explanation prepared by a Massachusetts Certified Professional Engineer, detailing the proposed drinking water supply system.
- (8) A narrative explanation of the proposed quality, quantity, use and ownership of the open space. Proposed Open Space Parcels shall be clearly shown on the plan. Additionally, the proposed Open Space Parcels shall be shown on a plan in relation to other existing protected lands within the Town. Applicants shall contact the Planning Department for electronic and/or paper copies of the most recent Protected Lands mapping for this purpose.
- (9) All proposed landscaped and buffer areas shall be noted on the plan and generally explained in a narrative.
- (10) A list of all legal documents necessary for implementation of the proposed development, including any Conservation Restrictions land transfers and Master Deeds with an accompanying narrative explaining their general purpose.
- (11) A narrative indicating all requested waivers, reductions, and/or modifications as permitted within the requirements of this bylaw.
- (12) A narrative providing preliminary findings, in a general way, of the environmental impact analysis if expected to be required*.1

F. **PROCEDURES:** Whenever an application for an OSRD Special Permit is filed with the Planning Department, the Department shall forward, within five (5) working days of the filing of the completed application, copies of the application, accompanying development plan, and other documentation, to the Board of Health, Conservation Commission,

¹ An Environmental Impact Analysis is required for any subdivision proposing five or more dwelling units. See the Town of Sturbridge Subdivision Regulations for detailed information.

Building Inspector, DPW Director, Police Chief, and Fire Chief, for their consideration, review, and report. The applicant shall furnish the copies necessary to fulfill this requirement. Reports from other boards and officials shall be submitted to the Planning Board within thirty-five (35) days of receipt of the reviewing party of all of the required materials; failure of these reviewing parties to make recommendations after having received copies of all such required materials shall be deemed a lack of opposition thereto. In the event that the Planning Board opens the public hearing on the application prior to the expiration of the thirty-five-day period, the Planning Board shall continue the public hearing to permit the formal submission of reports and recommendations within that thirty-five-day period.

- E. **SITE VISIT.** Whether or not conducted during the pre-application stage, the Planning Board may conduct a site visit during the public hearing. At the site visit, the Planning Board and/or its agents shall be accompanied by the applicant and/or its agents.
- F. **OTHER INFORMATION.** The submittals and permits of this section shall be in addition to any other requirements of the Subdivision Control Law or any other provisions of this Zoning Bylaw. To the extent permitted by law, the Planning Board shall coordinate the public hearing required for any application for an OSRD Special Permit with the public hearing required for approval of a Definitive subdivision plan.

17.06 DESIGN PROCESS:

A. **Design process.** As part of submitting an application for approval of an OSRD Special Permit, applicants are required to demonstrate to the Planning Board that the following Design Process was performed by a multi-disciplinary team of which one member must be a certified Landscape Architect and considered in determining the layout of proposed streets, house lots, and open space as shown on the OSRD plan.

- (1) Step One: Identifying Conservation Areas. Identify preservation land by two steps. First, Primary Conservation Areas (such as wetlands, riverfront areas, and floodplains regulated by state or federal law) and Secondary Conservation Areas (including unprotected elements of the natural landscape such as steep slopes, mature woodlands, prime farmland, lands adjacent to other protected lands as depicted on the current Protected Lands Map for the Town of Sturbridge, meadows, wildlife habitats and cultural features such as historic and archeological sites and scenic views) shall be identified and delineated. Second, the Potentially Developable Area will be identified and delineated. To the maximum extent feasible, the Potentially Developable Area shall consist of land outside identified Primary and Secondary Conservation Areas.
- (2) Step Two: Locating House Sites. Locate the approximate sites of individual houses within the Potentially Developable Area and include

the delineation of private yards and shared amenities, so as to reflect an integrated community, with emphasis on consistency with the Town's historical development patterns. The number of homes enjoying the amenities of the development should be maximized.

- (3) Step Three: Aligning the Streets and Trails. Align streets in order to access the house lots. Additionally, new trails should be laid out to create internal and external connections to existing and/or potential future streets, sidewalks, and trails.
- (4) Step Four: Lot Lines. Draw in the lot lines.

17.07 DESIGN STANDARDS:

The following General and Site Specific Design Standards shall apply to all OSRD Plans, and shall govern the development and design process:

A. General Design Standards.

- (1) The landscape shall be preserved in its natural state, insofar as practicable, by minimizing tree and soil removal. Any grade changes shall be in keeping with the general appearance of the neighboring developed areas. The orientation of individual building sites shall be such as to maintain maximum natural topography and cover. Topography, tree cover, surface water buffers, and natural drainage ways shall be treated as fixed determinants of road and lot configuration rather than as malleable elements that can be changed to follow a preferred development scheme.
- (2) Streets shall be designed and located in such a manner as to maintain and preserve natural topography, significant landmarks, and trees; to minimize cut and fill; and to preserve and enhance views and vistas on and off the subject parcel.
- (3) All open space (landscaped and usable) shall be designed to add to the visual amenities of the area by maximizing its visibility for persons passing the site or overlooking it from nearby properties.
- (4) The removal or disruption of historic, traditional or significant uses, structures, or architectural elements shall be minimized insofar as practicable, whether these exist on the site or on adjacent properties.

B. Site Specific Design Standards

- ~~(1) Housing Types. An OSRD Project shall consist of single or two-family residential housing only as may be allowed in the underlying zoning district.~~

- (1) Building Heights – All structures within an OSRD project shall comply with the height and story limitations as stated in Chapter Nineteen Table of Dimensional Requirements. However, building heights of greater than 35' but not to exceed three stories may be allowed by the Special Permit Granting Authority when it is determined that the location, scale and characteristics of the proposed land uses on the site, and the design, siting and scale of the structures included within the OSRD, is in harmony with the surrounding properties and land uses.
- (2) Parking. Each dwelling unit for single and two family homes shall be served by two (2) off street parking spaces per unit. Parking spaces in front of garages may count in this computation. For dwelling units with fewer than two bedrooms, the applicant shall provide one and one half (1.5) parking spaces per unit. Calculations for parking spaces in these developments shall be rounded up to the nearest integer where necessary. The Planning Board may choose to modify these requirements during the review process in response to conditions specific to an individual proposal.
- (3) Drainage. The Planning Board shall encourage the use of Soft Stormwater Management Techniques and other Low Impact Development techniques that reduce impervious surface and enable ground infiltration where possible.
- (4) Screening and Landscaping. All structural surface stormwater management facilities shall be accompanied by a conceptual landscape plan.
- ~~(5) Buffers. A buffer of 100' shall be provided along public ways and along the perimeter of the property where it abuts residentially zoned and occupied properties. The Planning Board may waive, reduce or increase this requirement where it determines that a different requirement is required to accomplish the objectives of this section. Applicants are encouraged to review potential buffer areas during the pre-application conference referenced in Section 4 (A.) 1 of this bylaw.~~
- (5) On-site Pedestrian and Bicycle Circulation. Walkways, trails, and bicycle paths shall be provided to link residences with recreation facilities (including parkland and open space) and adjacent land uses where appropriate.
- (6) Disturbed Areas. Every effort shall be made to minimize the area of disturbed areas of the tract. A disturbed area is land not left in its natural vegetated state.
- (7) Common Driveways. The Planning Board may authorize the use of common driveways to provide access to no more than 3 individual lots of land within an OSRD provided that the following conditions are met:

- (a) A common driveway shall have a minimum roadway width of sixteen (16) feet to a maximum of twenty (20) feet, in addition to an easement of sufficient width to assure proper drainage and maintenance.
- (b) A common driveway shall not exceed 75 feet in length.
- (c) The slope or grade of a common drive shall in no place exceed 8% grade or be less than 0.5% grade, except with the written approval of the DPW Director.
- (d) The common drive shall intersect a public way at an angle of not less than 80 degrees.
- (e) Alignment and sight distances should be sufficient to support a design speed of 15 mph.
- (f) The common driveway shall lie entirely within the lots being served.
- (g) The common driveway, at its intersection with the street, must provide a leveling-off area with a slope no greater than 1% for the first 20 feet and a slope no greater than 5% for the next 30 feet.
- (h) There shall be a minimum of 50 feet between the entrances of any two common driveways onto any road.
- (i) The common driveway shall be constructed of a minimum 15" gravel base, with an oil and stone top layer of 1½" consisting of three successive layers of ¾" crushed traprock stone, ½" crushed traprock stone and ¼" crushed traprock stone, with a crown sufficient for drainage; *or* of a top layer of bituminous concrete with a 3" minimum thickness; *or* of any other paving materials (stone pavers, porous pavers, etc.) with the approval of the DPW Director. Drainage shall be by sheet runoff to drainage swales adequate to dispose of surface runoff. Culverts will be installed if deemed necessary by the Planning Board.
- (j) A common driveway shall have adequate sight distance at its intersection with a public or private road, and shall not create traffic safety hazards to its users or the public.
- (k) The common driveway shall access the property over the frontage of at least one of the lots being served by the driveway.
- (l) The common driveway shall provide the only vehicular egress/access to the lots being serviced.
- (m) Permanent signs, sufficiently readable from the road to serve the purpose of emergency identification, indicating the street number address assigned to each lot served by the common driveway shall be installed within ten (10) feet of the intersection of the common driveway with the street, as well as within ten (10) feet of the intersection of an individual lot driveway with the common driveway. This requirement is in addition to those for individual homes.
- (n) Common driveway design shall to the greatest extent possible minimize adverse impact to wetlands, farmland, or other natural resources; allow reasonable, safe, and less environmentally damaging access to lots characterized by slopes or ledges; and result in the preservation of rural character through reduction of number of access ways; and retention of existing vegetation and topography.
- (o) Frontage along the length of a common driveway shall in no way be used to satisfy frontage requirements as specified in the Zoning Bylaw.

These standards may be waived when, in the opinion of the Planning Board, such action is in the public interest and not inconsistent with the purpose and intent of the Zoning Bylaw.

17.08 OPEN SPACE REQUIREMENTS:

A. Required Open Space

- (1) A. A minimum of fifty percent (50%) of the area of the parcel shall be provided as open space. Roadway rights-of-way and drainage areas shall not count toward the area to be provided as open space. The percentage of the minimum required open space that can be wetland shall not exceed the percentage of wetland for the entire site under existing conditions as shown on the OSRD Plan. A sample calculation follows:

Sample Calculation:

Existing Conditions –

12 acre site (3 acres of wetland) = 25% wetland coverage

Open Space Requirements –

50% Open Space = 6 acres (25% wetland coverage = 1.5 acres)

The Open Space would include 4.5 acres of upland and 1.5 acres of wetland.

B. Open Space Design Requirements

- (1) The location of open space provided through this bylaw shall be consistent with the policies contained in the Master Plan and the Open Space and Recreation Plan of the Town. The open space should be of a quality that both protects the environment and promotes community. The following design requirements shall apply to open space and lots provided through this bylaw:
 - (a.) Open space shall be planned as large, contiguous areas whenever possible. Long thin strips or narrow areas of open space (less than one hundred (100) feet wide) shall occur only when necessary for access, as vegetated buffers along wetlands or the perimeter of the site, or as connections between open space areas. The Planning Board may allow non-contiguous open space within the boundaries of the site when it is determined that the proposed open space areas promote the goals of this bylaw and/or will protect identified primary and/or secondary conservation areas and/or when the Planning Board determines that the size, shape and location of such parcels (within the proposed development) are suitable for the designated uses. Where feasible, these parcels shall be linked by trails.
 - (b.) Open space shall be arranged to protect valuable natural and cultural environments such as stream valleys, wetland buffers, un-fragmented forestland and significant trees, wildlife habitat, open fields, scenic views, trails, and archeological sites, and to avoid development in hazardous

areas such as flood plains and steep slopes. The development plan shall take advantage of the natural topography of the parcel, and cuts and fills shall be minimized.

(c.) Where the proposed development abuts or includes a body of water, reasonable access shall be provided to shorelines where appropriate.

(d.) The maximum number of dwelling units compatible with standard practices in design shall abut the open space and all homeowners within the Open Space Residential development shall have reasonable physical and visual access to the open space through internal roads, sidewalks or paths. Such access may be limited where the Planning Board finds that resource areas are vulnerable to trampling or other disturbance.

(e.) Open space shall be provided with adequate access, by a strip of land at least twenty (20) feet wide, suitable for a footpath, from one or more streets in the development.

(f.) Where a proposed development abuts land held for conservation purposes, the development shall be configured to minimize adverse impacts to abutting conservation land. Trail connections shall be provided where appropriate.

C. ALLOWABLE USE OF OPEN SPACE:

1. Purpose - Open space shall be used solely for recreation, conservation, agriculture or forestry purposes by residents and/or the public. Where appropriate, multiple use of open space is encouraged. At least one-half (1/2) of the required open space may be required by the Planning Board to be left in a natural state. The proposed use of the open space shall be specified in the application. If several uses are proposed, the plans shall specify what uses will occur in what areas. The Planning Board shall have the authority to approve or disapprove particular uses proposed for the open space.

(a.) Protected Lands – The Planning Board may require that up to one half of the minimum required open space remain in its natural state.

(b.) Recreation Lands - Where appropriate to the topography and natural features of the site, the Planning Board shall require that at least ten percent (10%) of the open space or two (2) acres (whichever is less) shall be of a shape, slope, location and condition to provide an informal field for group recreation or community gardens for the residents of the subdivision.

(c.) Leaching Facilities and or wells and well fields - If not connected to public sewerage and/or public water, and subject to the approval of the Board of Health, the Massachusetts Department of Environmental Protection, or as otherwise required by law, the Planning Board may permit a portion of the open space to be used for components of sewage disposal system and/or wells or well fields serving the subdivision, where the Planning Board finds that such use will not be detrimental to the character, quality, or use of the open space, wetlands or water bodies, and enhances the site plan. The Planning Board shall require adequate legal safeguards and covenants, to be included in the deeds to the lots in the Open Space Residential Development, that such facilities shall be adequately maintained by the lot owners within the development.

(d.) Accessory Structures - Up to five percent (5%) of the open space may be set aside and designated to allow for the construction of structures and facilities accessory to the proposed use of the open space including parking.

(e.) Agriculture and Forestry - Agriculture, horticulture, floriculture, viticulture, or forestry are allowed as accessory uses to the OSRD, provided, if the land is not conveyed to the Town, the owner shall submit a long-term management plan for the use of the land, including, as appropriate, sustainable forestry or agricultural processes, pesticide, insecticide, fertilizer, and animal waste management plans, and other issues pertaining to the stewardship of the land. The Planning Board shall review and approve the plan in making its decision.

D. OWNERSHIP OF OPEN SPACE:

1. Ownership Options

At the developer's option and subject to approval by the Planning Board, all areas to be protected as open space shall be either:

- (a) Conveyed to the Town to be placed under the care, custody and control of the Town of Sturbridge or the Town of Sturbridge Conservation Commission, and be accepted by it for open space use. Land conveyed to the Town may be opened to public use.
- (b) Conveyed to a non-profit organization, the principal purpose of which is the conservation or preservation of open space, with a conservation restriction as specified in Section V.K.7.b below. Such organization shall be approved by the Planning Board as a non-profit conservation organization.
- (c) Conveyed to a corporation or trust owned or to be owned by the owners of lots or residential units within the development (i.e. "homeowners association") and placed under a conservation restriction. If such a corporation or trust is utilized, ownership thereof shall pass with conveyance of the lots or residential units. The developer is responsible for the maintenance of the open space and other facilities to be held in common until such time as the homeowners association is legally and practically capable of assuming such responsibility. Thereafter, the members of the association shall share the cost of maintaining the open space. The Planning Board shall require the applicant to provide documentation that the Homeowners Association is an automatic (mandatory) association that has been established prior to the conveyance of any lots within the subdivision.

2. Permanent Restriction

- (a) In any case where open space is not conveyed to the Town, a permanent conservation or agricultural preservation restriction in accordance with M.G.L. Chapter 184, §§31-33, approved by the Planning Board and Board of Selectmen and enforceable by the Town, conforming to the standards of the Massachusetts Executive Office of Environmental Affairs, Division of Conservation Services, shall be recorded to ensure that such land shall be kept in an open or natural state and not be built for residential use or developed for accessory uses such as parking or roadways except as permitted by this bylaw and approved by the Planning Board. It is the applicant's duty to timely secure approvals of such restriction as required by G.L. c.184, §32. Restrictions shall provide for periodic inspection of the open space by the Town. Such restriction shall be submitted to the Planning Board for review prior to approval of the project, and shall be recorded at the Registry of Deeds/Land Court simultaneously with the recording of the OSRD special permit. A management plan may be required by the Planning Board which describes how existing woods, fields, meadows or other natural areas shall be maintained in accordance with good conservation practices.

3. Encumbrances

- (a) All areas to be set aside as open space shall be conveyed free of any mortgage interest, security interest, liens or other encumbrances inconsistent with using and maintaining the open space as such in perpetuity.

4. Maintenance of Open Space

- (a) In any case where open space is not conveyed to the Town, the Town shall be granted an easement over such land sufficient to ensure its perpetual maintenance as conservation or recreation land and to allow the Town to enter the property for the purposes of inspecting the maintenance of the property. Such easement shall provide that in the event the trust or other owner fails to maintain the open space in reasonable condition, the Town may, after notice to the lot owners and public hearing, enter upon such land to maintain it in order to prevent or abate a nuisance. The cost of such maintenance by the Town shall be assessed against the properties within the development and/or to the owner of the open space. The Town may file a lien against the lot or lots to ensure payment of such maintenance expenses.

5. Monumentation

- (a) Where the boundaries of the open space are not readily observable in the field, the Planning Board may require placement of surveyed bounds sufficient to identify the location of the open space.

17.09 USE AND DIMENSIONAL STANDARDS:

A. Housing Types

Single family detached dwelling, single family attached dwelling, two-family dwelling, multi family dwelling, and accessory dwelling units may be constructed in an Open Space Residential Development (OSRD) as outlined in Section 17.10 and except as specified, although such lots have less area, frontage and/or rear and side yard dimensions than normally required.

B. Basic Maximum Number of Dwellings

The maximum number of dwellings for an OSRD shall be determined by a Conventional Yield Plan even for OSRDs consisting of all single family detached dwellings. In no case shall the number of dwelling units permitted exceed that which would be permitted under a conventional ("grid") subdivision that complies with the Town Zoning Bylaw and the Subdivision Rules and Regulations of the Planning Board and any other applicable laws and regulations of the Town or the state with the following exceptions:

- a. Multi family dwellings may exceed four (4) dwelling units however no more than eight (8) dwelling units shall be allowed in one building.
- b. Increases in permissible density may be allowed according to Section 17.11 Bonus Dwelling Units.

17.10 REDUCTION OF DIMENSIONAL REQUIREMENTS:

- A. Applicants may propose to modify lot size, unit placement, shape, and other dimensional requirements otherwise applicable to the OSRD, subject to the following:

(1) Frontage

- (a) Existing roadways: Lots on existing roadways shall conform to the frontage requirement of the underlying district. However, the Planning Board may reduce the minimum frontage requirement through the special permit process where it is determined that such reduced lot (s) will further the goals of this bylaw.
- (b) Internal roadways: No lot within an OSRD shall have less than fifty (50) feet of frontage. This frontage requirement shall apply only to lots fronting on proposed internal roadways. However, the Planning Board may ~~waive~~ reduce ~~this~~ the minimum frontage requirement through the special permit process where it is determined that such reduced lot (s) will further the goals of this bylaw.

(2) Setbacks

- (a) Existing Roadways: Lots on existing roadways shall conform to the setback requirements of the underlying district. However, the Planning Board may waive reduce the minimum setback requirements through the special permit process where it is determined that such reduced setbacks will further the goals of this bylaw.
- (b) Internal roadways: Every dwelling unit fronting ~~on an internal~~ the proposed roadways shall be set back a minimum of twenty (20) feet from the front property

line, and ten (10) feet from any rear or side lot line. ~~In no event shall individual dwelling units be closer than thirty (30) feet to each other.~~

- (c) The side yard setback requirement shall apply to Single-family Detached Dwellings and end units of structures containing Single-family Attached Dwellings, Two family dwellings, and multi family dwellings. A side yard need not be provided on that side of a dwelling that shares a party wall or double wall with an adjacent dwelling.
- (d) The Planning Board may reduce the side yard requirement through the special permit process if dwelling unit dimensions or other conditions justify doing so, provided the reduction is consistent with the intent of this Section.

- (3) Lot Size – The minimum lot size shall be no less than 1/3 the square footage otherwise required in the Zoning District in which the subdivision is located or 10,000 square feet whichever is greater.

17.11 ~~INCREASES IN PERMISSABLE DENSITY~~ BONUS DWELLING UNITS:

The Planning Board may award a density bonus to increase the number of dwelling units beyond the Basic Maximum Number for an OSRD Plan. The density bonus for the OSRD shall not, in the aggregate, exceed twenty percent (20%) of the Basic Maximum Number. Computations shall be rounded down to the nearest integer when determining this bonus. The applicant must demonstrate that the land is suitable to support the additional bonus units (i.e. the parcel has suitable soils to support on-site systems, ample public sewer service is available, soil types and topography can support additional units, adequate water supply is available, etc.).

A. Open Space, Recreation, Prime Lands Density Bonus

- (1) For each additional ten percent (10%) of the site (over and above the required 50%) set aside as open space, a bonus of five percent (5%) of the Basic Maximum Number may be awarded. A bonus may only be awarded when the additional open space has no higher a percentage of wetlands than what is allowed for the mandatory 50% open space under 17.08 (A.).
- (2) For the construction of passive and/or active recreation facilities that are available for public use, one (1) dwelling unit may be added per two (2) acres of recreation land or per two thousand five hundred (2,500 feet of trail: however, this density bonus shall not exceed five percent (5%) of the Basic Maximum Number. For the purpose of this Section the term “trail” shall be defined as a linear corridor suitable for use for recreation and/or transportation designed to accommodate the expected users of the trail system. The Planning Board shall have final approval of the location, alignment, width and surface type of the proposed trail. An applicant wishing to receive a density bonus for trail construction is strongly encouraged to submit preliminary trail design plans as early in the process as possible.
- (3) For every five (5) acres of prime agricultural soils or active farmland preserved at the site, one dwelling unit may be added as a density bonus; provided that this density bonus shall not exceed five percent (5%) of the Basic Maximum Number.

B. Historic Preservation

- (1) For every historic structure preserved and subject to a historic preservation restriction, one (1) dwelling unit may be added to the Basic Maximum Number.

C. Alternative Energy

- (1) For every four dwelling units in which alternative renewable energy (i.e. solar power, wind power, hydroelectric power, and other sources deemed acceptable by the Planning Board) supplies at least fifty percent (50%) of the total annual energy requirements for heating and hot water for that dwelling unit, one dwelling unit may be added as a density bonus; provided that this density bonus shall not exceed five percent (5%) of the Basic Maximum Number.

D. Affordable Housing

- (1) A density bonus may be permitted when the proposed subdivision provides permanently affordable housing opportunities, whether within the Open Space Residential Subdivision or elsewhere in Sturbridge. When located within the Open Space Residential Subdivision, affordable units shall be developed concurrently with the market rate units.
- (2) For every two dwelling units restricted in perpetuity to occupancy by Moderate Income Households, or for every one dwelling unit restricted in perpetuity to occupancy by Low Income Households provided under this section, one additional market rate dwelling unit may be permitted, up to a maximum five percent (5%) of the Basic Maximum Number. Affordable housing units may be used toward density bonuses only if they can be counted towards the Town's affordable housing inventory as determined by the Massachusetts Department of Housing and Community Development. The applicant shall provide documentation demonstrating that the unit(s) shall count towards the community's affordable housing inventory to the satisfaction of the Planning Board.

17.12 DECISION OF THE PLANNING BOARD:

A. Review and Decision

With respect to materials submitted, time limits for action and other such procedural matters, the Planning Board shall act in accordance with the procedures specified in the Town of Sturbridge Rules and Regulations governing Special Permits – Planning Board adopted December 2, 2002 and as may from time to time be amended, and in accordance with MGL Chapter 40A, Sections 9 and 11 regarding submittal, review and decision. Where this bylaw requires additional submittals, those items shall also be submitted.

B. Approval Criteria

1. Findings: The Planning Board may approve the development upon finding that it complies with the purposes and standards of the Open Space Residential Development bylaw and those standards for the issuance of special permits set forth in Section 24.09 of the Zoning Bylaws and G.L. c.40A, §9, and is superior in design to a conventional subdivision with regard to protection of natural features and scenic resources of the site. The Planning Board shall consider the following criteria in making its decision:

- (a) Upland open space as required by this Bylaw has been provided and generally conforms to the Design Requirements in Section IV.K.5 of this Bylaw.
- (b) Approximate building sites have been identified and are not located closer than fifty (50) feet to wetlands and water bodies.
- (c) Proposed streets have been aligned to provide vehicular access to each house in a reasonable and economical manner. Lots and streets have been located to avoid or minimize adverse impacts on open space areas and to provide views of and access to the open space for the lots.
- (d) All lots and structures meet the applicable dimensional requirements of Section IV.K.4 of this Bylaw.

2. The Planning Board's findings, including the basis of such findings, shall be stated in the written decision of approval, conditional approval or denial of the application for special permit.

C. Conditions

The Planning Board shall impose conditions in its decision as necessary to ensure compliance with the purposes of this Bylaw. Approval of an Open Space Residential Development shall be conditioned upon Definitive Subdivision approval as applicable. Lands made subject to an OSRD special permit may not be further divided so as to increase the number of lots, or alter the ways, common areas, or open space provided for by such special permit, without a modification of the special permit.

D. Time Limit

- 1. A Special Permit under this Section shall lapse if substantial use or construction has not commenced within two (2) years from the date the special permit decision is filed with the Town Clerk, not including appeals periods, except for good cause shown. An extension of time may be granted by the Planning Board upon application by the owner/applicant prior to the expiration and upon review of the circumstances and a finding of good cause.

E. Relationship to Subdivision Control Law

Nothing contained herein shall exempt a proposed subdivision from compliance with other applicable provisions of this Bylaw or the Subdivision Rules and Regulations of the Planning Board, nor shall it affect the right of the Board of Health and of the Planning Board to approve,

condition or disapprove a subdivision plan in accordance with the provision of such Rules and Regulations and of the Subdivision Control Law. To the extent possible, the application for approval of an Open Space Residential Development and a definitive subdivision application shall be processed and administered contemporaneously. An application for an OSRD shall be followed by an application for a Definitive Subdivision Plan, as necessary.

17.13 Severability:

If any provision of this Bylaw is held invalid by a court of competent jurisdiction, the remainder of the Bylaw shall not be affected thereby. The invalidity of any section or sections or parts of any section or sections of this Bylaw shall not affect the validity of the remainder of the Sturbridge Zoning Bylaw.

Sponsor: Planning Board

RECOMMENDATION OF THE FINANCE COMMITTEE:

That the Town vote to approve the article as written. Voted: 6 – 0 – 0.

RECOMMENDATION OF THE BOARD OF SELECTMEN:

That the Town vote to approve the article as written. Voted: 4 – 0 – 1.

RECOMMENDATION OF THE PLANNING BOARD:

That the Town vote to approve the article as written. Voted: 7 – 0 – 0.

Summary: The proposed amendments seek to encourage flexible and creative housing development through modified dimensional requirements and greater housing diversity. The existing OSRD bylaw currently allows single family detached homes and two family homes by special permit; however, single family dwellings, two family dwellings, multifamily dwellings, and accessory dwelling units are allowed by right or special permit in the underlying zoning districts. The proposed amendments would allow: Single family detached dwellings by right; Single family attached dwellings by special permit; Two family dwellings by special permit; Multi-family dwellings by special permit; Accessory dwelling units by special permit.

Residential density would not change for allowed uses with proposed amendments to this bylaw.

ARTICLE 34 **ZONING BYLAW – MULTIPLE DWELLING PROJECTS** **(2/3 Vote Required)**

To see if the Town will vote to amend the Zoning Bylaws by deleting Chapter Twenty-One (Multiple Dwelling Projects) section 21.01 through 21.36 inclusive and furthermore to see if the Town will vote to amend the Zoning Bylaws by deleting the definition of Multiple Dwelling Project found in Chapter Two - Definitions, or take any action relative thereto:

Sponsor: Planning Board

RECOMMENDATION OF THE FINANCE COMMITTEE:

That the Town vote to approve the article as written. Voted: 6 – 0 – 0.

RECOMMENDATION OF THE BOARD OF SELECTMEN:

That the Town vote to approve the article as written. Voted: 5 – 0 – 0.

RECOMMENDATION OF THE PLANNING BOARD:

That the Town vote to approve the article as written. Voted: 7 – 0 – 0.

Summary: This proposal deletes Chapter 21 as this is redundant with the Open Space Residential Design as amended in Article 34.

ARTICLE 35

ZONING BYLAW – RURAL & SUBURBAN RESIDENTIAL DISTRICTS

(2/3 Vote Required)

To see if the Town will vote to amend the Zoning Bylaw – Chapter Five – Rural Residential District, Chapter Six – Suburban Residential District, and Chapter Fourteen Special Use District by deleting the strikethrough language as shown below or take any action relative thereto.

Propose to Amend Chapter Five as follows:

CHAPTER FIVE

USE REGULATIONS - RURAL RESIDENTIAL DISTRICT (RR)

{Adopted 3-1-65; Article 46}

~~5.02 (f) — Multiple dwelling project, provided that the Zoning Board of Appeals prior to reviewing the request, obtains a report on the proposal from the Planning Board and the Special Permit is granted subject to the additional conditions set forth under regulations for Multiple Dwelling Projects Chapter Twenty One of this Bylaw. {Amended 10-30-72; Article 21}~~

Propose to Amend Chapter Six in the Following Manner:

CHAPTER SIX

USE REGULATIONS - SUBURBAN RESIDENTIAL DISTRICT (SR)

~~6.02 (e) — Multiple Dwelling Project, provided that the Zoning Board of Appeals prior to reviewing the request obtains a report on the proposal from the Planning Board and the Special Permit is granted subject to the additional conditions set forth under Regulations for Multiple Dwelling Projects Chapter Twenty One of this Bylaw. {Amended 10-30-72; Article 21}~~

Propose to Amend Chapter Fourteen in the following manner:
CHAPTER FOURTEEN
SPECIAL USE DISTRICT (SU)

~~14.02(c) — Multiple dwelling project/~~ Mobile retirement community

Sponsor: Planning Board

RECOMMENDATION OF THE FINANCE COMMITTEE:

That the Town vote to approve the article as written. Voted: 6 – 0 – 0.

RECOMMENDATION OF THE BOARD OF SELECTMEN:

That the Town vote to approve the article as written. Voted: 5 – 0 – 0.

RECOMMENDATION OF THE PLANNING BOARD:

That the Town vote to approve the article as written. Voted: 7 – 0 – 0.

Summary: This proposal deletes Multiple Dwelling Project as a permitted use as this was deleted in article 35.

ARTICLE 36
ZONING BYLAW – CHAPTER 21 –
OFF STREET PARKING, LOADING & DRIVE THRU STANDARDS
(2/3 Vote Required)

To see if the Town will vote to amend the Zoning Bylaw by inserting a new Chapter 21 – Off Street Parking, Loading and Drive Thru Standards or take any action relative thereto:

Chapter 21

Off Street Parking, Loading and Drive Thru Standards

21.01 Purpose:

A. The purpose of this section is to provide standards that will lead to the provision of adequate parking to support various land uses within the town without the creation of excessive paved areas. These standards when applied shall accommodate automobile, pedestrian and bicycle access in a safe and aesthetically appealing manner by mitigating the effects of large commercial parking lots.

B. No building permit or certificate of occupancy shall be issued for the erection of a new building, the enlargement or increase in the net floor area of an existing building, the development of a use not located in a building, or the change from one type of use to another, unless off-street parking spaces, loading bays and bicycle parking are provided in accordance with this bylaw.

21.02 Motor Vehicle Parking:

General:

- A. This Chapter establishes the standards for the amount, location and development of parking areas within the Town of Sturbridge and shall apply to all parking lots developed within the Town.
- B. Parking lots shall be provided on the same lot or on another lot located in a zone in which the parking area is permitted within a radius of not more than three hundred feet from the lot to which it is appurtenant and in accordance with the Shared Parking Requirements in Section 21.10. Properties within the Commercial Tourist District shall not be required to comply with the 300 foot limitation, but may share parking anywhere within the District.
- C. Parking shall not be located within the applicable set back requirements in any District except for single residential use. Additionally, pedestrian lanes five feet wide must be located adjacent to the front and sides of such buildings to allow for handicapped passage without parking interference except for buildings for single residential use.
- D. Any two (2) driveways leading to or from a street from a single lot shall not be within thirty (30) feet of each other at their intersection with the front lot line. (Street Line).
- E. There shall not be any storage of material or equipment or display of merchandise within the required parking spaces.

21.03 Space Dimensions:

- A. The following dimensions shall apply:
Standard Spaces shall have an area of not less than 10' X 20' per vehicle
Parallel parking Spaces shall have an area of not less than 9' X 20'
Compact/Small Car Parking Spaces shall have an area of not less than 8' X 16'
Universal Access Spaces shall have an area of not less than 12' X 18'
Truck Parking Spaces shall have an area of not less than 12' X 72'
- B. When required, Loading Spaces shall have an area of not less than 10' X 30' and 14' height clearance.

21.04 Drive Aisles

- A. Two -way driving lanes shall be a minimum of 25 feet wide for angle parking. One-way driving lanes shall be a minimum of 18 feet wide for angle parking. A 24-foot wide driving lane is required for perpendicular parking. Dead-end parking lanes shall be avoided; however, if they are necessary, turnarounds shall be provided at their ends.
- B. Sufficient maneuvering space shall be provided such that vehicles shall not have to back into a public way or across a public sidewalk in to enter or exit any parking area. Space for snow removal activities shall be provided in addition to the required parking and maneuvering space.

21.05 Surface Materials and Space Delineation:

- A. The parking lot and access driveways thereto shall be surfaced with crushed stone or bituminous or cement concrete material or other material acceptable to the Board and shall be graded and drained so as to dispose of all surface water accumulation in accordance with acceptable engineering practices. To ensure safety, berms must be placed as required by the Planning Board except for parking lots for single residential use.
- B. A substantial bumper of masonry, steel, heavy timber, concrete curb, or berm curb which is backed shall be placed at the edge of surfaced areas except driveways in order to protect abutting structures, properties, and sidewalks.

C. All paved parking lots shall be striped to delineate parking spaces. In cases where the lot is not paved, parking spaces shall be delineated by the use of appropriate berms or landscape timbers or other method acceptable to the Board.

21.06 Lighting:

A. All parking lots and main pedestrian routes shall be suitably lighted. Lights shall be appropriately styled, shall be partial or full cut-offs and shall be energy efficient. Illumination levels shall conform with Illumination Engineering Society (IES) standards.

B. Where practical, exterior lighting installations shall include timers, dimmers, sensors, or photocell controllers that turn lights off during daylight hours or during hours when lighting is not needed, to reduce overall energy consumption and eliminate unneeded lighting. For typical business parking lots, after active hours, illuminance should be no greater than required for security purposes. In the case of one (or more) tenants staying open beyond the hours of the majority of the property, appropriate levels of lighting shall be maintained for security and safety of those working at and visiting the establishment.

21.07 Electric Vehicle Parking:

A. An electric vehicle charging station (EVCS) shall be allowed within any legal single-family or multiple-family residential driveway, garage or carport. EVCS may be installed within any existing legal commercial parking space subject to the following.

- 1) The EVCS shall be protected as necessary to prevent damage by automobiles
- 2) The EVCS shall have complete instructions and appropriate warnings posted in an unobstructed location next to each EVCS
- 3) The EVCSs shall be located in a manner that will be easily seen by the public for informational and security purposes and shall be illuminated during evening business hours
- 4) Be located in desirable and convenient parking locations that will serve as an incentive for the use of electric vehicles
- 5) Complete instructions and appropriate warnings concerning the use of the EVCS shall be posted on a sign in a prominent location on each station for use by the operator
- 6) One standard nonilluminated sign, not to exceed 4 square feet in area and 10 feet in height, may be posted for the purpose of identifying the location of each cluster of EVCSs
- 7) The EVCS may be on a timer that limits the use of the station to the normal business hours of the use(s) that it serves to preclude unauthorized use after business hours

21.08 Pedestrian Circulation:

A. It is important to remember that drivers become pedestrians once they park their cars and that they must walk to the facility for which the parking is provided. Parking lots shall include a clearly delineated, properly constructed pedestrian system to bring people from their cars to the facility.

B. Pedestrian walkways, streets, driveways, terraces, and parking areas shall be carefully designed to provide an inviting and stable appearance, with respect to topography, proper relation to surrounding streets and pedestrian ways, number of access points to public streets, provision of a clear and efficient street system on the site, adequate widths of drives and street, separation and attractive parking lots, and proper relationship of circulation elements to structures and other site features. Universal accessibility shall be provided in conformance with State regulations and Federal guidelines (AAB and ADA). The use of architectural treatments such as stamped concrete, pavers or bricks are highly encouraged for walkways and crosswalks within the site.

C. Sidewalks should not only be provided within the site but should also be provided along the frontage of the property abutting any roadway.

21.09 Parking Lot Landscaping:

A. Buffering:

Parking spaces, driveways, buildings, structures, and storage materials shall not be allowed within the front setback, and the area of the front setback shall be a buffer, and landscaped as such. Landscaping of the frontage buffer shall consider the need for proposed or future sidewalk installations. The buffer shall allow for necessary access to the site, but driveways shall otherwise not be allowed in the buffer.

B. Interior Parking Lot Landscaping:

- 1) Interior areas of parking lots (exclusive of buffer areas) shall be landscaped according to the following percentage of total parking lot areas:

Lots under 20 parking spaces	0.0%
Lots equal to or over 20 spaces	5.0%
Lots equal to or over 100 spaces	7.5%
Lots equal to or over 200 spaces	10.0%

- 2) The landscaping shall be located in bermed/protected areas, such as along walkways, in center islands, at the ends of bays, or between parking stalls. A mixture of hardy ornamental or deciduous shade trees must be planted. A minimum of one (1) shade tree is required for every ten (10) parking spaces.
- 3) No landscaping island shall be less than ten (10) feet wide. No landscaping strip separating parking bays shall be less than eight (8) feet wide. Only hardy ground cover or mulch shall be placed within a two (2) foot area under any potential car over-hang, to avoid the burning of landscape plantings. In no case shall a tree be set back less than four (4) feet from paved areas.

- 4) The Planning Board encourages the use of large planting islands (over 600 square feet) to be located throughout the lot and planted with shade trees, low shrubs and/or ground cover. Uninterrupted parking rows should generally not exceed 10 spaces, but in no case should they exceed 15 spaces.
 - 5) The location of landscaping islands shall not interfere with the need to conduct firefighting operations. All landscape plans shall require the approval of the Fire Department for this purpose. Interior and bermed landscape areas cannot be designated as snow storage areas; sufficient open lawn area shall be provided for this purpose.
 - 6) Where quality woodland exists, the Planning Board requires that it be preserved in the prescribed buffer areas along the perimeter of the lot, and additional evergreen shrubs shall be required if needed.
- C. Additional Requirements for Lots Over 200 Spaces
- 1) Parking lots over 200 spaces shall consider the creation of multiple, separated parking areas. These areas shall be separated by landscaping elements and/or differences in grade, and shall be naturally screened from one another.
 - 2) Separate pedestrian walkways shall be provided to allow safe movement within the lots. These walkways should generally be oriented perpendicular to and between parking bays. Adjacent to the walks, trees should be planted. These plantings will aid in the identification of the walkway locations within the lot and also aid in providing shade for the pedestrian. The following guidelines apply to the development of walkways within large parking lots:
 - a. One walkway can serve as a collector for up to four (4) bays of parked cars.
 - b. The walkway should be a minimum of four (4) feet wide.
 - c. All walkways should be raised to a standard sidewalk height and should be constructed of different paving material than the parking lot, and should be handicap accessible.
 - d. All walkways shall be maintained at all times and remain accessible to pedestrians at all time unless otherwise approved by the Board.
 - 3) A 5 year landscape maintenance plan detailing the maintenance and replacement of defective plantings, commencing the year the site has received its final occupancy permit, shall be submitted as part of the application.

21.10 Shared Parking:

A. Parking spaces required for one use shall not be considered as providing the required facilities for any other use, except as hereinafter provided. Any existing parking above 120% of parking otherwise required for all uses on a property may be shared or leased by right. Where existing parking spaces are more than 100% but less than 120% of parking otherwise required for all on-site uses, applicants for a Site Plan Review approval or Special Permit may request to share and/or lease the parking spaces, based on the following conditions:

- 1) Parking spaces to be shared represent the difference between peak parking needs generated by on-site uses occurring at different times. This may include reductions in parking use resulting from employees, tenants, patrons or other

parking users of the site being common to and shared by more than one different use on the site, and/or:

- 2) Parking spaces to be shared represent the difference between current levels of peak parking utilization and anticipated lower future levels of peak parking utilization, said difference to be generated in whole or in part by a parking management plan approved by the permit granting authority. Said plans shall include and implement measures such as car and van pooling, bicycling and public transit. The permit granting authority may require periodic documentation of reductions in parking utilization realized as a result of the parking management plans.
- 3) The shared or leased parking is suitably located in the neighborhood in which it is proposed, as deemed appropriate by the permit granting authority.
- 4) The shared parking spaces may only be located in a zone in which the parking area is permitted.
- 5) An agreement, lease, deed, contract or easement establishing shared use of a parking facility shall be submitted to and approved by the Planning Board. The approved agreement shall be recorded in the Registry of Deeds, as applicable, prior to the issuance of an occupancy permit for the project.
- 6) In the event that a shared parking agreement is terminated, those uses with less than the required number of spaces shall notify the Planning Board within fourteen (14) days and do one of the following:
 - a. Provide at least fifty (50) percent of the required parking within sixty days and provide the remaining required parking within six (6) months following termination of the shared use agreement; orDemonstrate to the Planning Board, using a study deemed reliable by the Board, that the available parking is sufficient to accommodate the use's peak parking demand.

21.11 Parking Spaces Required:

A. Commercial Tourist District:

Properties within the Commercial Tourist District shall not be required to comply with the current parking requirements for the continued use for a same or similar use that exists at the time of adoption of this section. A proposed change shall require review by the Planning Board and a determination of practical parking requirements for the proposed use given the constraints of the District. Factors such as shared parking, peak parking demands of uses at different times of the day or week, and actual projected parking needs shall be considered when determining practical parking requirements. The Town Planner, Zoning Enforcement Officer and DPW Director shall review such parking proposals and make recommendations to the Planning Board on the parking proposals. The intent of this section of the bylaw is to encourage the continued use and reuse of buildings within the Commercial Tourist District.

B. Parking Calculations:

With the exception of properties located within the Commercial Tourist District as noted above, the following schedule of parking requirements shall apply. Please note that the number of parking spaces is computed based on the primary uses on the site.

Use Categories	Specific Uses	Minimum Required
Residential Categories		
	Dwelling Unit	2
	Accessory Dwelling Unit	1 per unit
	Senior Housing	1 per unit
	Bed & Breakfast	1 per guest room in addition to the 2 for the residence
Retail and Service		
	Hotel, Inn, Motel	1 per room and 1 per employee
	Retail	1 per 200 sq. ft. of gross floor area
	Personal Service	1 per 200 square feet of gross floor area – in the case of a hair salon or barber shop the ratio shall be 1 per 200 square feet or two per chair, whichever is greater
	Health clubs, gyms and fitness centers	1 per 4 occupants based upon the maximum allowable occupancy
	Theaters	1 per 10 seats
	Bank or other Financial Institution	1 per 400 square feet of floor area
	Veterinarian	1 space for every 2 employees, plus 1 space per doctor, plus 1 space per examination room
Office		
	General office	1 per 500 sq. ft. and 1 per employee working on the largest shift
	Corporate office	1.1 per employee
	Medical/Dental office	1 per 300 square feet of floor area/or/ 2 per exam room and 1 per employee
Other Commercial		
	Restaurant, Café, Tavern, Microbrewery	1 per 3 seats and 1 per employee working on the largest shift
	Miniature Golf	1 per hole and 1 per employee
	Commercial Outdoor Recreation	1 space for every 3 persons that the outdoor facilities are designed to accommodate when used to maximum capacity
	Indoor Family Amusement Centers	3 spaces per 1,000 square feet of gross floor area, plus one space for each 2 licensed game machines
	Vehicle Repair	2 spaces per service bay plus one space per employee working on the largest shift
	Vehicle Sales & Service	2 spaces per service bay plus one space per employee working on the largest shift, plus one space for each vehicle allowed for sale by the license
	Art Studio/Class Space	1 per studio and 1 per 3 students if classes are provided

Industrial		
	Manufacturing and Production	1 per 2 employees
	Warehouse and Wholesale	1 per 2 employees
Institutional		
	Long Term Care Facility	1 space for 4 beds and 1 per employee working on the largest shift

C. Reasonable and appropriate off street parking requirements for structures and land uses which do not fall within the categories listed under this section shall be determined, in each case, by the Planning Board as part of the Special Permit or Site Plan Approval process, which shall consider all factors entering into the parking needs of such use.

21.12 Reductions in Required Parking:

A. A decrease in the number of off-street parking spaces required by this Chapter may be granted as part of the Special Permit or Site Plan Approval process provided that the following criteria have been met:

- 1) The purpose and intent of the bylaw is met.
- 2) The amount of off street-parking to be provided will be sufficient to serve the use(s) for which it is intended.
- 3) The decrease in required off-street parking is based on a parking study prepared by a registered professional engineer. The parking study will include, at a minimum, the following:
 - a. Size and type of existing uses or activities on site
 - b. Size and type of proposed uses or activities on site
 - c. Rate of parking turnover
 - d. Peak traffic and parking loads to be encountered
 - e. Any other pertinent factors such as experience with the same use in another location
- 4) If the Planning Board allows a decrease in the amount of required off street parking, it may require that a portion of the site be reserved to meet the off-street parking spaces required by this bylaw. The reserved area shall not be developed and shall either be landscaped or maintained in its natural state.

21.13 BICYCLE RACKS

For all parking lots of 10 or more parking spaces, it is encouraged that the installation of bicycle racks be provided. The bike racks shall be designed to provide for the locking of bikes to the racks. The design, location and number of bike racks shall be approved by the permit granting authority as part of an approval of the permit request.

21.14 Drive Thru Facilities:

A. Purpose:

The purpose of this Chapter/Section is to regulate drive thru facilities by imposing certain performance standards to ensure that the design and operation of such uses effectively mitigate problems commonly associated with drive thru facilities such as traffic congestion, excessive pavement, noise from idling cars and amplification equipment, lighting, and queued traffic interfering with on-site and off-site traffic and pedestrian flow.

B. Applicability:

These standards apply to the construction of any drive thru within the Town of Sturbridge whether allowed by right or by Special Permit. The size of the site or the size and location of existing structures and abutting structures may make it impossible to meet the requirements of this section.

C. General Development Standards:

The development standards in this section are intended to supplement the standards in the underlying zoning district where the drive thru is proposed. In the event of conflict between these standards and the underlying zoning district standards, the provisions of this section shall apply.

- 1) Drive thru aisles shall have a minimum ten foot interior radius at curves and a minimum twelve foot width.
- 2) Each drive-thru entrance/exit shall be at least fifty (50' 0") feet from an intersection of public rights-of-way, measured at the closest intersecting curbs, and at least twenty-five (25' 0") feet from the curb-cut on an adjacent property.
- 3) Each entrance to a drive thru aisle and the direction of traffic flow shall be clearly designated by signs and pavement markings.
- 4) Each drive-thru aisle shall be separated from the circulation routes necessary for ingress or egress from the property, or access to a parking space.

D. Stacking Lane Standards:

These regulations ensure that there is adequate on-site maneuvering and circulation areas, ensure that stacking vehicles do not impede traffic on abutting streets, and that stacking lanes will not have nuisance impacts on abutting residential lands.

- 1) In general views of the stacking lanes from the street should be minimized.
- 2) Drive-thru windows shall provide at least one hundred eighty (180' 0") feet of stacking space for each facility, as measured from the service window or unit to the entry point into the drive-up lane. Nonfood and/or non-beverage businesses may reduce the stacking space to a minimum of sixty (60' 0") feet.
- 3) Stacking lanes and their circulation may include escape lanes at logical and functional locations for drive thru uses.
- 4) Stacking lanes must be designed so that they do not interfere with parking and vehicle circulation and shall be separated from circulation routes necessary for ingress and egress from the property or to access a parking space.
- 5) The entrance to the stacking lanes and the direction of traffic flow shall be clearly identified, thru the use of means such as striping, landscaping, and signs.
- 6) Double Drive Thru Lanes may be acceptable if they do not interfere with smooth and safe pedestrian and vehicular traffic circulation.

E. Landscaping of the Drive Thru Aisles:

Landscaping shall be provided as described below and this shall be in addition to the parking lot landscaping requirements noted above:

- 1) A five (5' 0") foot-wide planter or other suitable landscape area between the drive-thru aisle and the parking area that includes shade trees consistent with those used in the parking area
- 2) A minimum three (3' 0") foot-tall, maximum four (4' 0") foot-tall planter or other suitable landscape area with low shrubs that screens the drive-thru aisles from the abutting public right-of-way shall be used to minimize the visual impact of readerboard signs and directional signs. At no time shall this landscape barrier be pruned in a manner that allows the vehicle headlights from the drive-thru lane to be visible from abutting street rights-of-way. Plantings should also be designed to discourage potential safety issues (e.g., persons lying in wait)
- 3) Pedestrian Access and Crossings. Pedestrian access shall be provided from each abutting street to the primary entrance with a continuous four (4' 0") foot-wide sidewalk or delineated walkway. Pedestrian walkways should not intersect the drive-thru drive aisles, but where they do the walkways shall have clear visibility and shall be delineated by textured and colored paving.

F. Hours of Operation:

With the exception of drive up ATM windows, when located on a site within one hundred (100' 0") feet of any residential property (measured from the nearest property lines), hours of operation for the drive-up/drive-thru service shall be limited from 7:00 a.m. to 10:00 p.m. daily. If the use is located greater than one hundred (100' 0") feet from a residential use, then there are no restrictions on the hours of operation. The Special Permit Granting Authority may grant exceptions in the Special Permit after preparation of a qualified noise study.

G. Signs:

Signs shall be permitted in accordance with the provisions of Chapter 22. Double drive-thru aisles shall be restricted to two (2) menu/order board signs. All menu boards shall be located close to the order station and be properly integrated with the design of the building and appropriate landscaping.

H. Parking:

The provision of drive-thru service facilities shall not justify a reduction in the number of required off-street parking spaces for the accompanying use.

I. Noise:

Any drive-up or drive-thru speaker system shall emit no more than fifty (50) decibels and at no time shall any speaker system be audible above daytime ambient noise levels beyond the property lines of the site. The system shall be designed to compensate for ambient noise levels in the immediate area.

Sponsor: Planning Board

RECOMMENDATION OF THE FINANCE COMMITTEE:

That the Town vote to approve the article as written. Voted: 6 – 0 – 0.

RECOMMENDATION OF THE BOARD OF SELECTMEN:

That the Town vote to approve the article as written. Voted: 3 – 1 – 1.

RECOMMENDATION OF THE PLANNING BOARD:

That the Town vote to approve the article as written. Voted: 7 – 0 – 0.

Summary: This proposal combines the parking and loading standards found within Chapter Twenty and Chapter Twenty-Five and places that language in one consolidated Chapter for ease of use. This new Chapter will also update standards by inserting language for alternative vehicle parking spaces, adding a new Table for required parking spaces and inserting procedures for reductions in required parking spaces and will also consolidate parking standards found throughout the bylaw into one Chapter. A new section on Drive Thru Facilities standards will also be inserted into this Chapter. The existing language is proposed to be deleted from Chapter Twenty and Twenty-Five.

ARTICLE 37
ZONING BYLAW – CHAPTER TWENTY –
GENERAL REGULATIONS
(2/3 Vote Required)

To see if the Town will vote to amend the Zoning Bylaw – Chapter Twenty – General Regulations by deleting subsection 20.21, entitled “Off Street Parking and Loading Spaces”, in its entirety and by renumbering subsection 20 accordingly or take any action relative thereto.

Sponsor: Planning Board

RECOMMENDATION OF THE FINANCE COMMITTEE:

That the Town vote to approve the article as written. Voted: 6 – 0 – 0.

RECOMMENDATION OF THE BOARD OF SELECTMEN:

That the Town vote to approve the article as written. Voted: 5 – 0 – 0.

RECOMMENDATION OF THE PLANNING BOARD:

That the Town vote to approve the article as written. Voted: 7 – 0 – 0.

Summary: This proposal deletes language contained within the new Chapter Twenty-One voted in Article 36.

ARTICLE 38
ZONING BYLAW – CHAPTER TWENTY-FIVE – SITE PLAN REVIEW
(2/3 Vote Required)

To see if the Town will vote to amend the Zoning Bylaw – Chapter Twenty Five Site Plan Review –by deleting subsection 2.07(p.), entitled “Parking Lot Landscaping Requirements”, in its entirety and by renumbering subsection 2.07 accordingly or take any action relative thereto:

Sponsor: Planning Board

RECOMMENDATION OF THE FINANCE COMMITTEE:

That the Town vote to approve the article as written. Voted: 6 – 0 – 0.

RECOMMENDATION OF THE BOARD OF SELECTMEN:

That the Town vote to approve the article as written. Voted: 5 – 0 – 0.

RECOMMENDATION OF THE PLANNING BOARD:

That the Town vote to approve the article as written. Voted: 7 – 0 – 0.

Summary: This proposal deletes language contained within the new Chapter 21 voted in Article 38.

ARTICLE 39
PETITIONED ARTICLE – STREET ACCEPTANCE – OLD TOWNE WAY

To see if the Town will vote to recognize the road, Old Towne Way, as a Public Road.

Sponsor: By Petition

RECOMMENDATION OF THE FINANCE COMMITTEE:

That the Town take no action on the article. Voted: 6 – 0 – 0.

The Finance Committee is recommending no action due to deficiencies in the article including: no “metes and bounds” description; no “as built plan”; as suggested by DPW Director, and the failure to build the retention pond as required by the Conservation Committee.

RECOMMENDATION OF THE BOARD OF SELECTMEN:

The Selectman voted to place the article as written. Voted: 5 – 0 – 0.

Summary: This is a petitioned article to accept Old Towne Way, which connects to Lake Road and Paradise Lane, as a public road.

ARTICLE 40

PETITIONED ARTICLE - CHANGE TO ZONING MAP – 212-226 CHARLTON RD

(2/3 Vote Required)

To see if the Town will vote to amend the zoning of parcels #208-02528-212, #208-02528-214, #208-02528-216 and #208-02528-226 from ‘Industrial’ to ‘Commercial.’

Sponsor: By Petition

RECOMMENDATION OF THE FINANCE COMMITTEE:

That the Town vote to approve the article as written. Voted: 5 – 1 – 0.

RECOMMENDATION OF THE BOARD OF SELECTMEN:

The Selectman voted to place the article as written. Voted: 5 – 0 – 0.

RECOMMENDATION OF THE PLANNING BOARD:

That the Town vote to approve the article as written. Voted: 4 – 3 – 0.

Summary: This article is sought by the property owners of 212, 214, 216, and 226 Charlton Road, who are seeking a zone change from ‘Industrial’ to ‘Commercial.’ These properties contain four houses located on Route 20 West across from Cracker Barrel.

ARTICLE 41

PETITIONED ARTICLE – AMEND CHAPTER 27 –

VILLAGE GATEWAY DISTRICT

(2/3 Vote Required)

To see if the Town will vote to amend Chapter 27 – Village Gateway District by inserting a new 27.04B 6 to allow Fast Casual Restaurants with Drive Thru.

Sponsor: By Petition

RECOMMENDATION OF THE FINANCE COMMITTEE:

That the Town vote to approve the article as written. Voted: 4 – 1 – 1.

RECOMMENDATION OF THE BOARD OF SELECTMEN:

The Selectman voted to place the article as written. Voted: 5 – 0 – 0.

RECOMMENDATION OF THE PLANNING BOARD:

Recommendation not provide. Voted: 2 – 5 – 0.

<p><i>Summary: This article is sought to amend the Zoning Bylaws to allow for Fast Casual Restaurants with Drive Thru's by special permit in the Village Gateway District.</i></p>
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**TOWN OF STURBRIDGE
SPECIAL TOWN MEETING WARRANT**



**TANTASQUA REGIONAL HIGH SCHOOL
MONDAY, JUNE 5, 2017 @ 7:00 P.M.**

**ARTICLE 54
UNPAID BILLS OF A PREVIOUS FISCAL YEAR
(9/10 Vote Required)**

To see if the Town will vote to transfer the sum of FIVE THOUSAND TWO HUNDRED NINETY-THREE AND 00/100 DOLLARS (\$5,293.00) from Free Cash for the purpose of paying unpaid bills of a prior fiscal year; or take any action relative thereto.

Sponsor: Finance Director

RECOMMENDATION OF THE FINANCE COMMITTEE:

That the Town vote to approve the article as written. Voted: 8 – 0 – 0.

RECOMMENDATION OF THE BOARD OF SELECTMEN:

That the Town vote to approve the article as written. Voted: 5 – 0 – 0.

Summary: The following invoices were not submitted timely for payment in a previous fiscal year. The services were received by the Town and payment is due.
American Alarm – Senior Center - \$178.00
O'Reilly Talbot & Okun Assoc. – Fire Department - \$2,000.00
Tom Berkowitz Trucking – Board of Health - \$3,115.00

**ARTICLE 55
TRANSFER OF FREE CASH ROADS FUND**

To see if the Town will vote to transfer the sum of ONE HUNDRED NINE THOUSAND FIVE HUNDRED AND 00/100 DOLLARS (\$109,500.00) from Free Cash to the Road Construction, Repairs and Maintenance Account; or take any action relative thereto.

Sponsor: Finance Director

RECOMMENDATION OF THE FINANCE COMMITTEE:

That the Town vote to approve the article as written. Voted: 8 – 0 – 0.

RECOMMENDATION OF THE BOARD OF SELECTMEN:

That the Town vote to approve the article as written. Voted: 5 – 0 – 0.

Summary: The Town began a new process for funding road maintenance in the FY2017 budget by creating a road maintenance fund. This article seeks to transfer \$109,500.00 from previously unexpended road maintenance funds which closed out to Free Cash last year and add those funds to the newly created road maintenance account.

ARTICLE 56
RESCIND PRIOR BORROWING AUTHORIZATIONS

To see if the Town will vote to rescind the following excess borrowing authorizations:

<u>Amount</u>	<u>Project</u>	<u>Authorization</u>
\$270,000.00	Street Sweeper	Article 19 – June 1, 2015
\$139,000.00	SCBA equipment	Article 18 – June 1, 2015

or take any action relative thereto.

Sponsor: Finance Director

RECOMMENDATION OF THE FINANCE COMMITTEE:

That the Town vote to approve the article as written. Voted: 8 – 0 – 0.

RECOMMENDATION OF THE BOARD OF SELECTMEN:

That the Town vote to approve the article as written. Voted: 5 – 0 – 0.

Summary: This article will rescind prior borrowing authorizations for completed projects which were paid for with Free Cash.

ARTICLE 57
CREATE CAPITAL STABILIZATION FUND
(2/3 Vote Required)

To see if the Town will vote to establish a Capital Stabilization Fund in accordance with MGL Chapter 40, Section 5B; or take any action relative thereto.

Sponsor: Finance Director

RECOMMENDATION OF THE FINANCE COMMITTEE:

That the Town vote to approve the article as written. Voted: 8 – 0 – 0.

RECOMMENDATION OF THE BOARD OF SELECTMEN:

That the Town vote to approve the article as written. Voted: 5 – 0 – 0.

Summary: This vote will establish a Capital Stabilization Fund, formerly referred to as Capital Projects Fund, to put funds aside to maintain an equipment replacement and facilities maintenance schedule per the town's Comprehensive Fiscal Policies.

ARTICLE 58
CAPITAL STABILIZATION FUND TRANSFER

To see if the Town will vote to transfer the sum of TWO HUNDRED NINETY-EIGHT THOUSAND SIX HUNDRED AND 00/100 DOLLARS (\$298,600.00) from the Capital Projects Fund to the Capital Stabilization Fund, or take any action relative thereto.

Sponsor: Finance Director

RECOMMENDATION OF THE FINANCE COMMITTEE:

That the Town vote to approve the article as written. Voted: 8 – 0 – 0.

RECOMMENDATION OF THE BOARD OF SELECTMEN:

That the Town vote to approve the article as written. Voted: 5 – 0 – 0.

Summary: Following up on the actions of the previous article, this article seeks to move the monies currently in the Capital Projects Fund to the newly established Capital Stabilization Fund.

ARTICLE 59
FREE CASH TRANSFER - SNOW AND ICE DEFICIT

To see if the Town will vote to transfer the sum of ONE HUNDRED TWENTY-FOUR THOUSAND EIGHT HUNDRED AND 00/100 DOLLARS (\$124,800.00) from Free Cash to the Snow & Ice Account (#11432) or take any action relative thereto.

Sponsor: Finance Director

RECOMMENDATION OF THE FINANCE COMMITTEE:

That the Town vote to approve the article as written. Voted: 8 – 0 – 0.

RECOMMENDATION OF THE BOARD OF SELECTMEN:

That the Town vote to approve the article as written. Voted: 5 – 0 – 0.

Summary: This article will fund the Snow & Ice Removal deficit in Fiscal Year 2017. The Town can deficit spend each year for all costs related to snow and ice removal.

ARTICLE 60
FREE CASH TRANSFER – SERVER/STORAGE UPGRADE/REPLACEMENT

To see if the Town will vote to transfer the sum of FIFTY-SIX THOUSAND AND 00/100 DOLLARS (\$56,000.00) from Free Cash for all costs related to the upgrade/replacement of the server at Town Hall, or take any action relative thereto.

Sponsor: Finance Director

RECOMMENDATION OF THE FINANCE COMMITTEE:

That the Town vote to approve the article as written. Voted: 7 – 0 – 0.

RECOMMENDATION OF THE BOARD OF SELECTMEN:

That the Town vote to approve the article as written. Voted: 5 – 0 – 0.

<i>Summary: This article will fund new servers as well as related costs at the Town Hall.</i>

ARTICLE 61
TAX INCREMENT FINANCING AGREEMENT
AND PROJECT CERTIFICATION: PUBLICK HOUSE SERVICE CORP 1

To see if the Town will vote to approve and certify the Local Incentive Application submitted for a hotel facility located at the project site situated at 283 Main Street, as shown on the Project Certification Application, and to authorize the Board of Selectmen to enter into a Tax Increment Financing Agreement, pursuant to the provisions of M.G.L. Chapter 40, section 59, with Publick House Service Corp 1, or its acceptable designee, all in substantially the form submitted to this Town Meeting, such approval serving to confirm the information contained in the Project Certification Application that (1) the project as proposed is consistent with the Town's economic development objectives and can reasonably be expected to benefit significantly from the Tax Increment Financing Agreement; (2) the project will not overburden the Town's infrastructure and utilities servicing the Economic Opportunity Area; and (3) the project, as described in the Project Certification Application, will have a reasonable chance of increasing employment opportunities; and to authorize designation of the project as a certified project for a term of ten (10) years and a tax increment financing plan of not more than ten (10) years at the following exemption rate on the added value resulting from the project:

1 st Year	90%
2 nd Year	90%
3 rd Year	90%
4 th Year	60%
5 th Year	60%
6 th Year	40%
7 th Year	40%
8 th Year	20%
9 th Year	20%
10 th Year	10%

Or take any action in relation thereto.

Sponsor: Board of Selectmen

RECOMMENDATION OF THE FINANCE COMMITTEE:

That the Town vote to approve the article as written. Voted: 7 – 0 – 0.

RECOMMENDATION OF THE BOARD OF SELECTMEN:

That the Town vote to approve the article as written. Voted: 5 – 0 – 0.

*Summary: This article would authorize the Board of Selectmen to offer a TIF to the Publick House, or acceptable designee, for purposes of facilitating the construction of a new hotel facility. By offering a TIF, the Publick House may also be eligible for the state's 5% Economic Development Incentive Program tax credit, under G.L. c.63, §38N.
Note that the TIF does NOT exempt the room tax revenue that the Town of Sturbridge would receive.*

ARTICLE 62
TAX INCREMENT FINANCING AGREEMENT
AND PROJECT CERTIFICATION: ARLAND TOOL & MFG INC.

To see if the Town will vote to approve the Project Certification Application submitted for an office building located at the project site situated at 198 Charlton Road, as shown on the Project Certification Application, and to authorize the Board of Selectmen to enter into a Tax Increment Financing Agreement, pursuant to the provisions of M.G.L. Chapter 40, Section 59, with Arland Tool & Mfg., Inc., or its acceptable designee, all in substantially the form submitted to this Town Meeting, such approval serving to confirm the information contained in the Project Certification Application that (1) the project as proposed is consistent with the Town's economic development objectives and can reasonably be expected to benefit significantly from the Tax Increment Financing Agreement; (2) the project will not overburden the Town's infrastructure and utilities servicing the Economic Opportunity Area; and (3) the project, as described in the Project Certification Application, will have a reasonable chance of increasing employment opportunities; and to authorize designation of the project as a certified project for a term of five (5) years and a tax increment financing plan of not more than five (5) years at the following exemption rate on the added value resulting from the project:

1st Year	90%
2nd Year	70%
3rd Year	50%
4th Year	30%
5th Year	10%

Or take any action in relation thereto.

Sponsor: Board of Selectmen

RECOMMENDATION OF THE FINANCE COMMITTEE:

That the Town vote to approve the article as written. Voted: 6 – 0 – 1.

RECOMMENDATION OF THE BOARD OF SELECTMEN:

That the Town vote to approve the article as written. Voted: 5 – 0 – 0.

Summary: This article would authorize the Board of Selectmen to offer a TIF to Arland Tool & Mfg. Inc., or acceptable designee, for purposes of facilitating the construction of a 43,000-sq. ft. office complex at 198 Charlton Rd.

APPENDIX A

ANNUAL ACCOUNTING OF REVOLVING FUNDS

July 1, 2015- June 30, 2016

RECREATION REVOLVING FUND

Starting Balance	\$	24,548.45
Revenue	\$	9,735.00
Expenditures	\$	9,986.03
Ending Balance	\$	24,297.42

PLANNING DEPARTMENT REVOLVING FUND

Starting Balance	\$	802.00
Revenue	\$	13.00
Expenditures	\$	-
Ending Balance	\$	815.00

FIRE DEPARTMENT HAZMAT REVOLVING FUND

Starting Balance	\$	1,462.98
Revenue	\$	7,041.89
Expenditures	\$	8,110.03
Ending Balance	\$	394.84

CONSERVATION COMMISSION REVOLVING FUND (PUBLIC LANDS)

Starting Balance	\$	800.00
Revenue	\$	-
Expenditures	\$	-
Ending Balance	\$	800.00

SENIOR CENTER REVOLVING FUND

Starting Balance	\$	4,987.59
Revenue	\$	2,946.00
Expenditures	\$	3,465.90
Ending Balance	\$	4,467.69

STURBRIDGE TOURIST ASSOCIATION REVOLVING FUND

Starting Balance	\$	254.98
Revenues	\$	-
Expenditures		
Ending Balance	\$	254.98

BOARD OF HEALTH REVOLVING FUND

Starting Balance	\$	47,534.73
Revenues	\$	15,190.00
Expenditures	\$	15,261.49
Ending Balance	\$	47,463.24

PAY AS YOU THROW PROGRAM

Starting Balance	\$	56,914.39
Revenues	\$	21,200.00
Expenditures	\$	8,188.64
Ending Balance	\$	69,925.75

APPENDIX B

COMMUNITY PRESERVATION COMMITTEE REPORT TO THE FINANCE COMMITTEE FY2018 ANNUAL TOWN MEETING

The Community Preservation Committee looks forward to presenting the following five (5) articles to the voters at the June 5, 2017 Annual Town Meeting.

1. To see if the Town will vote to appropriate from the Community Preservation Fund Historic Preservation Fund Balance the sum of \$9,500.00 to be allocated for the purpose of conservation, rehabilitation and restoration of the historic North Cemetery and related administrative costs.
2. To see if the Town will vote to appropriate from the Community Preservation Fund Undesignated Fund Balance the Sum of \$15,000.00 to be allocated for the purpose of operating and administrative expenses in FY2018 for the Community Preservation Committee (CPC).
3. To borrow up to \$850,000.00 for the purpose of acquiring and preserving the Douty Farm Chapter 61A land, including attorney fees, conservation restriction, and other associated costs. Principal and Interest payments on this borrowing will be repaid with CPA funds.
4. To borrow up to 306,850.00 for the purpose of renovation/restoration of basketball and tennis courts at Cedar Lake. Principal and Interest payments on this borrowing will be repaid with CPA Funds.
5. To see if the Town will vote to appropriate from the Community Preservation Fund Historic Preservation Fund Balance the sum of \$20,000.00 to be allocated for the purpose of funding the Sturbridge Community Wide Historic Property Survey. The Town is applying for a Mass Historical Commission Survey and Planning Grant in the amount of \$10,000.00. If this grant is received the amount expended from CPA funds will be reduced by the amount of the grant.

CPA Revenue for FY17 and FY18:

FY17

State Revenue FY17	\$149,944.00
FY17 Surcharge Committed	\$430,985.00
Interest Earned through 3/31/17	<u>\$ 22,537.00</u>
Total Estimated FY17 Revenues	\$603,466.00

FY18

Anticipated State Revenue FY18	\$ 64,000.00
Anticipated FY18 Surcharge	\$434,000.00
Anticipated Interest Income	<u>\$ 27,500.00</u>
Total Anticipated FY18 Revenues	\$525,500.00

APPENDIX B
STURBRIDGE CPA FUND BALANCE TABLE
(Figures provided by Sturbridge Finance Department)

Community Preservation – Fund Balances	Undesignated Fund Balance	Open Space	Historic Resources	Community Housing	Total All Funds
Estimated Fund Balance after FY17 ATM	\$541,785.38	\$104,222.01	\$83,468.99	\$717,628.16	\$1,893,221.54
Estimated FY17 Revenue:	\$422,425.85	\$60,346.55	\$60,346.55	\$60,346.55	\$603,464.50
<u>FY18 Proposed Warrant Arti- cles:</u>					
Administrative Expenses	\$15,000.00				\$15,000.00
North Cemetery Restora- tion/Preservation			\$9,500.00		\$9,500.00
Historic Property Survey			\$20,000.00		\$20,000.00
FY18 Debt Payments	\$258,282.00				\$258,282.00
Estimated Fund Balance after FY18 ATM	\$690,929.23	\$164,568.56	\$114,315.54	\$777,974.71	\$2,193,905.04

Thank you to Barbara Barry, Finance Director, for being instrumental in preparing this report to the Finance Committee.

Respectfully Submitted,

Penny Dumas, Chair

APPENDIX C

FY2018 Outstanding Debt

Sources of Funding - Amounts Outstanding	
Property Taxes	\$ -
Property Taxes - Debt Exclusion	\$ 19,208,753.13
Betterment Assessment	\$ 3,781,500.69
Water Fees	\$ 7,829,717.27
Sewer Fees	\$ 13,217,163.00
CPA Funds	\$ 2,278,971.87

Long Term Debt									
Project	Issue Date	Maturity Date	Source of Funding	Principal Issued	Total Interest on Loan	Outstanding Principal	Outstanding Interest	FY18 Loan Payment	
Well #1	2/15/2012	11/1/2031	Water Fees	\$ 1,620,500.00	\$ 462,300.44	\$ 1,200,000.00	\$ 261,700.00	\$ 112,800.00	
Route 131 Waterline	2/15/2011	11/15/2030	Water Fees	\$ 1,557,000.00	\$ 627,191.88	\$ 1,075,000.00	\$ 306,443.75	\$ 120,912.50	
Water Tower Replacement*	2/15/2011	11/15/2017	Water Fees	\$ 203,000.00	\$ 27,330.00	\$ 25,000.00	\$ 500.00	\$ 25,500.00	
New Boston Road Waterline*	2/15/2011	11/15/2017	Water Fees	\$ 129,000.00	\$ 16,627.50	\$ 15,000.00	\$ 300.00	\$ 15,300.00	
McGregory Road Waterline*	2/15/2011	11/15/2017	Water Fees	\$ 94,000.00	\$ 11,840.00	\$ 10,000.00	\$ 200.00	\$ 10,200.00	
Rt. 20 Waterline*	2/15/2011	11/15/2017	Water Fees	\$ 84,000.00	\$ 10,565.00	\$ 10,000.00	\$ 200.00	\$ 10,200.00	
Well #4	2011	2040	Water Fees	\$ 2,178,500.00	\$ 1,600,408.92	\$ 1,920,709.42	\$ 1,102,169.50	\$ 126,005.00	
Well #4	2012	2041	Water Fees	\$ 734,500.00	\$ 512,300.70	\$ 587,596.00	\$ 330,512.40	\$ 50,925.82	
Well #4	2012	2041	Water Fees	\$ 856,000.00	\$ 464,369.85	\$ 684,796.00	\$ 299,590.20	\$ 52,501.86	
WWTP Upgrade	2/15/2011	11/15/2030	Sewer Fees	\$ 1,095,000.00	\$ 447,312.50	\$ 765,000.00	\$ 220,125.00	\$ 84,200.00	
WWTP Upgrade*	2/15/2011	11/15/2017	Sewer Fees	\$ 173,000.00	\$ 23,892.50	\$ 25,000.00	\$ 500.00	\$ 25,500.00	
WWTP Upgrade	2010	2030	Sewer Fees	\$ 5,971,293.00	\$ -	\$ 4,423,348.00	\$ -	\$ 282,963.62	
WWTP Upgrade	2012	2031	Sewer Fees	\$ 9,026,495.00	\$ -	\$ 7,517,665.00	\$ -	\$ 408,901.06	
Southbridge Sewer Connection*	2/15/2011	11/15/2021	Sewer Fees	\$ 510,000.00	\$ 109,612.50	\$ 245,000.00	\$ 20,525.00	\$ 57,700.00	
Big Alum Sewer Project*	2/15/2012	11/1/2025	Betterment Assessment	\$ 820,000.00	\$ 153,606.94	\$ 520,000.00	\$ 62,906.25	\$ 73,262.50	
Big Alum Sewer Project*	2/15/2012	11/1/2025	Betterment Assessment	\$ 155,000.00	\$ 27,209.44	\$ 90,000.00	\$ 11,112.50	\$ 12,300.00	
Big Alum Sewer Project*	2/15/2012	11/1/2025	Betterment Assessment	\$ 775,000.00	\$ 146,899.72	\$ 495,000.00	\$ 61,118.75	\$ 67,650.00	
Woodside Circle Sewer Project*	2/15/2012	11/1/2028	Betterment Assessment	\$ 730,000.00	\$ 170,122.78	\$ 505,000.00	\$ 84,037.50	\$ 58,412.50	
Phase 2 Sewer Project*	2/15/2011	11/15/2017	Betterment Assessment	\$ 69,000.00	\$ 9,552.50	\$ 10,000.00	\$ 200.00	\$ 10,200.00	
Phase 2 Sewer Project*	2/15/2011	11/15/2021	Betterment Assessment	\$ 165,000.00	\$ 34,259.38	\$ 75,000.00	\$ 6,393.75	\$ 17,362.50	
Phase 2 Sewer Project	2005	2019	Betterment Assessment	\$ 2,084,276.19	\$ 422,884.35	\$ 357,536.00	\$ 732.75	\$ 176,013.95	
Phase 3 Sewer Project*	2/15/2011	11/15/2021	Betterment Assessment	\$ 2,220,000.00	\$ 478,862.50	\$ 1,065,000.00	\$ 89,600.00	\$ 253,450.00	
Cedar Lake Sewer Project	2005	2019	Betterment Assessment	\$ 46,376.50	\$ 9,671.09	\$ 11,117.58	\$ 94.52	\$ 3,849.12	
Cedar Lake Sewer Project	2005	2019	Betterment Assessment	\$ 1,423,944.36	\$ 297,077.82	\$ 333,786.23	\$ 2,864.86	\$ 110,565.38	
Burgess Elementary School	2/15/2011	11/15/2030	Property Taxes - Debt Exclusion	\$ 9,000,000.00	\$ 3,696,187.50	\$ 6,300,000.00	\$ 1,825,875.00	\$ 690,750.00	
Burgess Elementary School	2/15/2012	11/1/2031	Property Taxes - Debt Exclusion	\$ 6,700,500.00	\$ 1,932,156.83	\$ 5,025,000.00	\$ 1,095,868.75	\$ 472,350.00	
Burgess Elementary School	12/22/2015	7/15/2030	Property Taxes - Debt Exclusion	\$ 1,954,000.00	\$ 458,806.04	\$ 1,820,000.00	\$ 386,912.50	\$ 191,425.00	
Town Hall	8/1/2009	8/1/2029	Property Taxes - Debt Exclusion	\$ 3,437,502.00	\$ 1,378,875.05	\$ 2,195,000.00	\$ 560,096.88	\$ 259,668.75	
Town Hall	8/1/2009	8/1/2029	CPA Funds	\$ 1,497,798.00	\$ 612,726.20	\$ 970,000.00	\$ 253,171.87	\$ 112,481.25	
OSV Land Acquisition*	12/22/2015	7/15/2025	CPA Funds	\$ 616,000.00	\$ 126,005.83	\$ 555,000.00	\$ 99,125.00	\$ 92,250.00	
Heins Farm Land Acquisition*	12/22/2015	7/15/2025	CPA Funds	\$ 375,000.00	\$ 77,928.61	\$ 340,000.00	\$ 61,675.00	\$ 53,550.00	
*Refunded									
			Totals:	\$ 56,301,685.05	\$ 14,346,584.37	\$ 39,171,554.23	\$ 7,144,551.73	\$ 4,039,150.81	

**APPENDIX D
TOWN OF STURBRIDGE
FY 2017
USE OF FREE CASH**

	<u>Certified</u>	<u>Appropriated</u>	<u>Balance</u>
Certified 7/01/16	\$3,368,709.00		
December 12, 2016 Special Town Meeting:			
Article 48 - Purchase of a Ladder Truck		\$400,000.00	\$2,968,709.00
Article 49 - Costs Associated with Southbridge Landfill Project		\$75,000.00	\$2,893,709.00
Article 50 - Unpaid Bills of a Previous Fiscal Year		\$7,347.34	\$2,886,361.66
Article 51 - Capital Projects Fund		\$152,000.00	\$2,734,361.66
 Balance Remaining After 12/12/16 STM:			 \$2,734,361.66
 June 5, 2017 Special Town Meeting:			
Article 54 - Unpaid Bills of a Previous Year		\$5,393.00	\$2,728,968.66
Article 55 - Road Construction, Repairs and Maintenance		\$109,500.00	\$2,619,468.66
Article 59 - Snow and Ice Deficit		\$124,800.00	\$2,494,668.66
Article 60 - Server/Storage Upgrade/Replacement		\$56,000.00	\$2,438,668.66
 Balance Remaining After 6/5/17 STM:			 \$2,438,668.66
 June 5, 2017 Annual Town Meeting:			
Article 19 - Capital Improvement Plan		\$470,300.00	\$1,968,368.66
Article 24 - Open Space Plan		\$5,000.00	\$1,963,368.66
Article 25 - Tax Rate Relief		\$250,000.00	\$1,713,368.66
 Balance Remaining After 6/5/17 ATM:			 \$1,713,368.66

APPENDIX E
Fiscal Year 2018
Breakdown of Personnel Costs in Line Item Budget

Department

Town Administrator
Department Head Salary \$ 140,039.00
Merit Based Pay Incentive \$ 22,912.00
Salaries/Wages \$ 42,562.00
Total Personnel Costs: \$ 205,513.00

Finance Committee
Salaries/Wages \$ 3,468.00
Total Personnel Costs: \$ 3,468.00

Accountant
Department Head Salary \$ 68,496.00
Salaries/Wages \$ 14,220.00
Total Personnel Costs: \$ 82,716.00

Assessor
Department Head Salary \$ 69,935.00
Salaries/Wages \$ 29,064.00
Total Personnel Costs: \$ 98,999.00

Finance Director
Department Head Salary \$ 99,438.00
Salaries/Wages \$ 114,559.00
Certification Stipend \$ 1,000.00
Longevity \$ 1,400.00
Total Personnel Costs: \$ 216,397.00

Town Clerk
Department Head Salary \$ 60,564.00
Salaries/Wages \$ 34,526.00
Total Personnel Costs: \$ 95,090.00

Elections & Registrations
Board Salaries \$ 300.00
Salaries/Wages \$ 3,500.00
Total Personnel Costs: \$ 3,800.00

Conservation
Department Head Salary \$ 53,707.00
Salaries/Wages \$ 18,720.00
Total Personnel Costs: \$ 72,427.00

Town Planner
Department Head Salary \$ 84,447.00
Salaries/Wages \$ 38,194.00
Longevity \$ 475.00
Total Personnel Costs: \$ 123,116.00

Facilities
Salaries/Wages \$ 60,480.00
Total Personnel Costs: \$ 60,480.00

Police Department
Department Head Salary \$ 125,739.00
Stipend Emergency Management \$ 6,000.00
Salaries/Wages \$ 1,837,266.00
Overtime \$ 359,368.00
Longevity \$ 7,750.00
Total Personnel Costs: \$ 2,336,123.00

Fire Department
Department Head Salary \$ 107,100.00
Salaries/Wages \$ 836,282.00
Overtime \$ 212,462.00
Longevity \$ 1,700.00
Total Personnel Costs: \$ 1,157,544.00

Department

Building Inspector
Department Head Salary \$ 73,764.00
Salaries/Wages \$ 35,217.00
Total Personnel Costs: \$ 108,981.00

Inspectors
Salaries/Wages \$ 40,000.00
Total Personnel Costs: \$ 40,000.00

Tree Warden
Salaries/Wages \$ 2,575.00
Total Personnel Costs: \$ 2,575.00

DPW
Department Head Salary \$ 75,137.00 *
Salaries/Wages \$ 795,867.00
Overtime \$ 12,000.00
Longevity \$ 2,150.00
Total Personnel Costs: \$ 885,154.00

*DPW Director's salary is augmented by funds contained in Warrant Articles for both the Water and Sewer Departments for a total Department Head Salary of \$100,183.

Snow & Ice Removal
Overtime \$ 46,350.00
Total Personnel Costs: \$ 46,350.00

Landfill/Recycling Center
Salaries/Wages \$ 106,922.00
Overtime \$ 1,500.00
Total Personnel Costs: \$ 108,422.00

Board of Health
Department Head Salary \$ 72,150.00
Salaries/Wages \$ 24,607.00
Total Personnel Costs: \$ 96,757.00

Inspections and Testing
Salaries/Wages \$ 44,117.00
Total Personnel Costs: \$ 44,117.00

Council on Aging
Department Head Salary \$ 56,953.00
Salaries/Wages \$ 73,929.00
Longevity \$ 500.00
Total Personnel Costs: \$ 131,382.00

Veteran's Agent
Salaries/Wages \$ 5,150.00
Total Personnel Costs: \$ 5,150.00

Library
Department Head Salary \$ 74,986.00
Salaries/Wages \$ 271,924.00
Longevity \$ 1,200.00
Total Personnel Costs: \$ 348,110.00

Recreation
Department Head Salary \$ 25,173.00
Salaries/Wages \$ 34,671.00
Longevity \$ 250.00
Total Personnel Costs: \$ 60,094.00

FORMULA FOR CALCULATING THE TAX RATE

GENERAL FUND EXPENDITURES	\$	31,477,500
ADDITIONAL EXPENSES TO BE RAISED	\$	437,619
RAISE AND APPROPRIATE ARTICLES	\$	912,000
TOTAL EXPENDITURES (as recommended by the Finance Committee)	\$	32,827,119
STATE AID	\$	4,907,624
LOCAL REVENUES	\$	3,821,759
FREE CASH/STABILIZATION FUND USED TO OFFSET TAX RATE	\$	250,000
TOTAL REVENUES AVAILABLE	\$	8,979,383
NET AMOUNT TO BE RAISED BY TAXATION	\$	23,847,736
PROJECTED ASSESSED VALUATION*	\$	1,169,156,413
ESTIMATED PROPOSITION 2 1/2 LEVY LIMIT	\$	24,629,415
EXCESS LEVY CAPACITY	\$	781,679
PROJECTED TAX RATE (for Residential property)	\$	20.40
% TAX RATE INCREASE (for Residential property)		5.14%

For a residential property assessed at \$300,000, the FY17 property tax bill is estimated to be

\$ 5,820

For a residential property assessed at \$300,000, the FY18 property tax bill is

\$ 6,120

* Note: Projected tax rate is based on an estimated assessed valuation. Final figures are subject to change based on actual certified values by the Department of Revenue. These numbers should be used for illustrative purposes only.