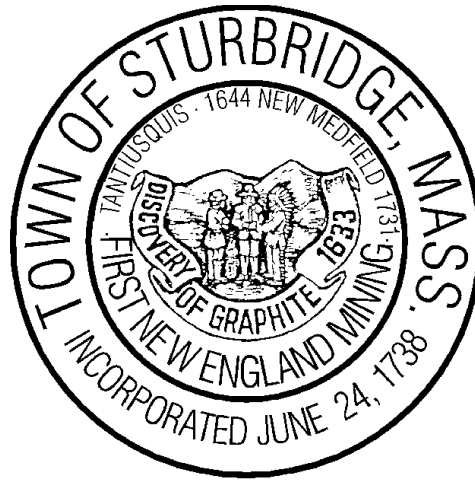


Town of Sturbridge



Two Hundred Eightieth Annual Town Meeting

Finance Committee Report Fiscal Year 2019

7:00 P.M.

June 4, 2018

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**

TABLE OF CONTENTS

	Inside Front
For Your Convenience Report of the Finance Committee	i
Line Item Budget	1
Line Item Budget Summary	13

ANNUAL TOWN MEETING WARRANT

Article No.		14
1	Town Reports	14
2	Community Preservation Committee Report	14
3	Community Preservation – Historic Cemetery Restoration	15
4	Community Preservation – Open Space/Trails	15
5	Community Preservation – Window Weatherization Project at Center Office Building	16
6	Community Preservation – Administration	17
7	Road Construction, Repairs and Maintenance	17
8	Town Budget	18
9	Water Department	18
10	Sewer Department	19
11	Sewer Project Debt	20
12	Public Access Department	21
13	Community Preservation Debt Service	22
14	Town Barn Field Project	22
15	Sturbridge Tourist Association	24
16	Betterment Committee	24
17	Capital Improvement Plan	26
18	Tree Planting Transfer of Funds	27
19	Ambulance Stabilization Fund	27
20	Fire Vehicle Stabilization Fund	28
21	OPEB Trust Fund	28
22	Tax Rate Relief	29
23	Capital Stabilization Fund	29
24	Free Cash Transfer - Data Center Upgrade (Public Safety Complex)	30
25	Revaluation/Interim Adjustments	30

26	Ambulance Stabilization Fund Transfer - Ambulance Purchase	31
27	Free Cash Transfer - Abandoned Properties Demolition	31
28	Revolving Funds - Spending Limits FY19	32
29	Betterment Payoffs - Dissolving of Betterments	33
30	Zoning Bylaw - Prohibition of Recreational Marijuana	33
31	Amend General Bylaw - False Alarm Bylaw	34
32	General Bylaw - Adoption of the Stretch Energy Code	38
33	Rescission of Town Acceptance of M.G.L. Chapter 90 Sec 22B (b-k)	38

SPECIAL TOWN MEETING WARRANT

63	Free Cash Transfer - Snow and Ice Deficit	40
64	Unpaid Bills of a Prior Fiscal Year	40

Memo from Town Administrator Re: Department Head Salaries	42
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APPENDICES

A	Annual Accounting of Revolving Funds	44
B	Community Preservation Report	45
C	Outstanding Debt	47
D	Free Cash Appropriations	48
E	Personnel Costs	49

FORMULA FOR CALCULATING TAX RATE

(Outside back cover)

**Report of the Finance Committee
Fiscal Year 2019
July 1, 2018-June 30, 2019**

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, 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.

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 its recommendations not only on current needs but 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 2017. 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 \$32,581,500.00. This represents an increase over FY2018 of \$1,036,700.00, or 3.9%. The general government budget has increased

2.9% over the FY18 budget. Health insurance costs increased 7.5% as the Town took advantage of a two year renewal last year with a guarantee of no more than a 7.5% increase for FY19. Pension costs have risen 9%.

The school budgets, for Burgess Elementary and for Sturbridge's share of the Tantasqua Regional School District budget, have increased 2.9% and 4.6% 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.

The increases in health insurance, pension costs and education costs almost equal the projected new revenues, resulting in no significant increases in the general government budget.

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

- Funding for a new IT specialist position. Currently Tantasqua provides IT services but with the needs of the Town in the IT area increasing, it is time to hire an in-house IT specialist
- Funding for the four employees for the Fire Department hired from the SAFER grant. In FY19, the Town is responsible for 25% of the salaries for these individuals
- Increasing the hours of the Facilities Coordinator to meet the needs of the Town
- Increasing the hours of the Administrative Assistant in the Town Planner's office and of the Ambulance Billing Clerk

Warrant Articles (budget)

In addition to the operating budget, the Finance Committee supports "raise and appropriate" warrant articles totaling \$921,000.00. The Finance Committee also supports the expenditure of \$572,850.00 for capital improvement projects (Article 17). The Capital improvement projects are funded from Free Cash in the amount of \$502,850.00 and from the Water Special Revenue Fund Balance in the amount of \$70,000.00.

The Finance Committee also supports the Town Barn Field project (Article 14) in the amount of \$6,700,000.00. The Community Preservation Committee will be contributing at least \$1,000,000.00 to the project, with the remainder to be borrowed by the Town, requiring a debt exclusion vote at a future election. The Recreation Committee is also seeking grants as another avenue for partial funding.

To recap, the Town will have a total proposed budget of \$33,984,543.00 as recommended by the Finance Committee. This represents the sum of: the line item budget, \$32,581,500.00, plus \$921,000.00 in raise and appropriate articles plus \$482,043.00 in such expenses as snow and ice deficit, offsets and special purpose funds.

Projected Revenues

The Town is projected to receive \$8,729,383.00, comprised of local revenues of \$4,001,009.00 and state aid of \$4,813,441.00. The Finance Committee recommends using \$350,000.00 from Unallocated Free Cash to reduce the proposed increase in spending, thereby lowering the projected tax rate. After those revenues and reductions are accounted for, the remainder of \$24,820,093.00 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 15) and the Betterment Committee (Article 16). The funds received are allocated as follows: 67.5% to the general fund, 16.25% for the Tourist Association, and 16.25% for the Betterment Committee.

By using Unallocated Free Cash to lower the tax rate, the proposed budget falls below the estimated Proposition 2½ levy limit by \$698,622.00. 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.

Innovation Fund

Local government services meet state and federal requirements, which leaves much room for town employees to find fresh, effective ways to reduce costs while increasing quality, improve efficiency, shorten delivery time and, as a result, make Sturbridge an even more attractive community to live and work in and to visit. We recommend the establishment of an Innovation Fund that the Town Administrator, perhaps with others, can draw from to recognize practical, sound ideas. Modest sums, awarded according to a set of objective criteria, can encourage all employees to look at their jobs anew. Everyone, certainly including the townspeople, would benefit.

Board of Health Staffing and its Increased Role

The Board of Health (BOH) has proposed separating the Title V duties from the Health Agent's duties in anticipation of additional mandated responsibilities that will, or may, be assumed by the Health Agent. The Finance Committee believes this separation of duties requires further study in the next budget cycle to determine if there is, or will be, a need for additional personnel to handle the Title V duties. The BOH is responsible for Comprehensive Emergency Management Plans, and it must now additionally address the current opioid crisis, while at the same time assuming a central role in the regulation of medical and, potentially, recreational marijuana industries in Sturbridge. Currently the Health Agent is responsible for the time-sensitive assignments required for Title V permitting, including percolation test, septic plan reviews, permitting and the paperwork associated with this task. A separation of the Title V duties from the Health Agent duties would free the Health Agent to focus on additional responsibilities, such as inspecting

housing rental units, seniors outreach, and the pursuit of grants for public health, and it could potentially improve overall efficiency in delivering Title V inspection services.

Balancing Increased Service and Cost

Residents face a vote whether to authorize \$6.7 million for construction of much needed recreation fields at the Town Barn. The project heads a list of six major long term proposals that would be financed through borrowing, if voters approve them, as each becomes detailed (a list of those projects can be found on P. iii of the Finance Committee's 2017 Annual Report to the Town). Each borrowing would be triggered by a debt exclusion vote.

Now, for the third consecutive year, the Finance Committee calls for the development of a comprehensive, phased plan covering each proposed project's expense estimates, town revenue projections, and foreseeable ongoing operational costs, in a timetable designed to make the increased services affordable. It is noteworthy that current revenue projections signal a decline, as does state aid, while fixed (distinct from variable) costs increase. Debt service and principal costs for the Burgess Elementary School upgrade and expansion and for the Town Hall renovation will appear, in declining amounts, in the tax bills for the coming 18 years and 12 years, respectively. Meanwhile, Sturbridge holds an excellent Standard & Poor bond rating (much like a person's credit score) of AA+/Stable.

A debt exclusion vote comes about through the statewide, decades-old Proposition 2 ½, which enables the town, with voter approval, to raise funds for certain purposes, such as those proposed, beyond its tax base or levy limit. By that method, \$5.7 million of the recreation fields cost would be financed, with the remaining \$1 million undertaken by the Community Preservation Committee.

The prospect of an unnecessary "traffic jam" of competing costly yet valuable projects remains a chief concern of the Finance Committee.

The Finance Committee's longstanding position aims to avoid sudden, sizable impacts on the tax rate, while taking care to attend to Sturbridge's needs and safeguarding the town's strong bond rating. That stance serves as the basis for the Finance Committee's renewed call for a carefully drawn overall major capital project plan.

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 FY2019 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 FY2019 line item budget (July 1, 2018 - June 30, 2019), thirty-three Annual Meeting Warrant Articles and two Special Town Meeting Warrant Articles. The Annual Town Meeting will be held at the Tantasqua Regional High School Auditorium on Monday, June 4, 2018, at 7:00 P.M.

Respectfully submitted,

Sturbridge Finance Committee

Kathleen Neal, Chair

Michael Serio, Vice Chair

Bruce Boyson

Jared Burns

Karen Davis

Michael Hager

Joni Light

Laurance Morrison

James Waddick

Town of Sturbridge -- Budget FY19

ACCOUNT NUMBER	DEPARTMENT	ACTUAL EXPENDED FY17	ACCEPTED BUDGET FY18	ADMINISTRATOR RECOMMEND FY19	SELECTMEN RECOMMEND FY19	FINCOM RECOMMEND FY19	VARIANCE SELECTMEN- FINCOM	VARIANCE FINCOM VS FY18 \$ %	ADOPTED TOWN MEETING	LINE NUMBER
Board of Selectmen										
11222-52000	Purchase of Services	37	1,250	1,350	1,350	\$1,350.00		100 8.0%		1
11222-57000	Other Charges	312	2,050	2,050	2,050	\$2,050.00	0	0 0.0%		2
	Total Expenses	349	3,300	3,400	3,400	\$3,400.00	0	100 3.0%		
	Board of Selectmen Total	349	3,300	3,400	3,400	\$3,400.00	0	100 3.0%		
<hr/>										
Town Administrator										
11231	Personnel Costs	197,924	205,513	206,207	206,207	\$206,207.00	0	694 0.3%		3
11232-52000	Purchase of Services	9,527	6,500	6,500	6,500	\$6,500.00	816	0 0.0%		4
11232-54000	Supplies	2,700	2,850	2,850	2,850	\$2,850.00	0	0 0.0%		5
11232-57000	Other Charges	5,618	6,600	6,600	6,600	\$6,600.00		0 0.0%		6
11232-58000	Matching Grant Funds	4,000	20,000	20,000	20,000	\$20,000.00	0	0 0.0%		7
	Total Expenses	21,845	35,950	35,950	35,950	\$35,950.00	816	0 0.0%		
	Town Administrator Total	219,769	241,463	242,157	242,157	\$242,157.00	0	694 0.3%		
<hr/>										
Finance Committee										
11311	Personnel Costs	357	3,468	3,468	3,468	\$3,468.00		0 0.0%		8
11312-52000	Purchase of Services	2,699	3,400	3,400	3,400	\$3,400.00		0 0.0%		9
11312-57000	Other Charges	176	200	200	200	\$200.00	0	0 0.0%		10
	Total Expenses	2,875	3,600	3,600	3,600	\$3,600.00	0	0 0.0%		
	Finance Committee Total	3,232	7,068	7,068	7,068	\$7,068.00	2,900	0 0.0%		
<i>This salary is for the Recording Secretary not any Finance Committee members.</i>										
<hr/>										
Town Accountant										
11351	Personnel Costs	77,161	82,716	86,550	86,550	\$86,550.00	0	3,834 4.6%		11
11352-52000	Purchase of Services	885	1,200	2,850	2,850	\$2,850.00		1,650 137.5%		12
11352-54000	Supplies	63	975	675	675	\$675.00	0	-300 -30.8%		13
11352-57000	Other Charges	50	625	325	325	\$325.00	0	-300 -48.0%		14
	Total Expenses	998	2,800	3,850	3,850	\$3,850.00	0	1,050 37.5%		
	Town Accountant Total	78,159	85,516	90,400	90,400	\$90,400.00	0	4,884 5.7%		
<hr/>										
Board of Assessors										
11411	Personnel Costs	95,021	98,999	104,794	104,794	\$104,794.00	0	5,795 5.9%		15
11412-52000	Purchase of Services	26,970	32,565	29,650	29,650	\$29,650.00		-2,915 -9.0%		16
11412-54000	Supplies	1,153	1,700	1,700	1,700	\$1,700.00	0	0 0.0%		17
11412-57000	Other Charges	692	1,380	1,380	1,380	\$1,380.00	0	0 0.0%		18
	Total Expenses	28,815	35,645	32,730	32,730	\$32,730.00	0	-2,915 -8.2%		
	Board of Assessors Total	123,836	134,644	137,524	137,524	\$137,524.00	0	2,880 2.1%		
<hr/>										
Finance Director										

Town of Sturbridge -- Budget FY19

ACCOUNT NUMBER	DEPARTMENT	ACTUAL EXPENDED FY17	ACCEPTED BUDGET FY18	ADMINISTRATOR RECOMMEND FY19	SELECTMEN RECOMMEND FY19	FINCOM RECOMMEND FY19	VARIANCE SELECTMEN- FINCOM	VARIANCE VS FY18 \$ %	ADOPTED TOWN MEETING	LINE NUMBER
11451	Personnel Costs	205,687	216,397	229,425	229,425	\$229,425.00	0	13,028 6.0%		19
11452-52000	Purchase of Services	8,870	11,275	11,475	11,475	\$11,475.00		200 1.8%		20
11452-54000	Supplies	6,285	7,375	7,375	7,375	\$7,375.00	0	0 0.0%		21
11452-57000	Other Charges	1,357	1,575	1,575	1,575	\$1,575.00	0	0 0.0%		22
	Total Expenses	16,512	20,225	20,425	20,425	\$20,425.00	0	200 1.0%		
	Finance Director Total	222,199	236,622	249,850	249,850	\$249,850.00	0	13,228 5.6%		
	Town Counsel									
11512-52000	Purchase of Services	100,452	140,000	100,000	100,000	\$100,000.00	0	-40,000 -28.6%		23
	Total Expense	100,452	140,000	100,000	100,000	\$100,000.00	0	-40,000 -28.6%		
	Town Counsel Total	100,452	140,000	100,000	100,000	\$100,000.00	0	-40,000 -28.6%		
	Information Technology									
11551	Personnel Costs	0	0	70,000	70,000	\$70,000.00		70,000 NEW		24
11552-52000	Purchase of Services	99,553	100,479	74,780	74,780	\$74,780.00		-25,699 -25.6%		25
11552-54000	Supplies	3,526	5,000	10,200	10,200	\$10,200.00		5,200 104.0%		26
11552-58050	Capital Outlay	34,176	50,000	37,000	37,000	\$37,000.00		-13,000 -26.0%		27
	Total Expense	137,255	155,479	121,980	121,980	\$121,980.00	0	-33,499 -21.5%		
	Information Technology Total	137,255	155,479	191,980	191,980	\$191,980.00		36,501 23.5%		

Town of Sturbridge -- Budget FY19

<u>ACCOUNT NUMBER</u>	<u>DEPARTMENT</u>	<u>ACTUAL EXPENDED FY17</u>	<u>ACCEPTED BUDGET FY18</u>	<u>ADMINISTRATOR RECOMMEND FY19</u>	<u>SELECTMEN RECOMMEND FY19</u>	<u>FINCOM RECOMMEND FY19</u>	<u>VARIANCE SELECTMEN- FINCOM</u>	<u>VARIANCE FINCOM VS FY18 \$ %</u>	<u>ADOPTED TOWN MEETING</u>	<u>LINE NUMBER</u>
Town Clerk										
11611	Personnel Costs	83,515	95,090	96,786	96,786	\$96,786.00	0	1,696 1.8%		28
11612-52000	Purchase of Services	843	714	826	826	\$826.00		112 15.7%		29
11612-54000	Supplies	1,380	1,400	1,400	1,400	\$1,400.00	0	0 0.0%		30
11612-57000	Other Charges	898	1,600	1,000	1,000	\$1,000.00	0	-600 -37.5%		31
	Total Expenses	3,121	3,714	3,226	3,226	\$3,226.00	0	-488 -13.1%		
	Town Clerk Total	86,636	98,804	100,012	100,012	\$100,012.00	0	1,208 1.2%		
Elections & Registration										
11621	Personnel Costs	12,174	3,800	14,300	14,300	\$14,300.00	0	10,500 276.3%		32
11622-52000	Purchase of Services	12,112	6,480	13,732	13,732	\$13,732.00		7,252 111.9%		33
11622-54000	Supplies	1,891	1,100	1,800	1,800	\$1,800.00	0	700 63.6%		34
	Total Expenses	14,003	7,580	15,532	15,532	\$15,532.00	0	7,952 104.9%		
	Elections & Registration Total	26,177	11,380	29,832	29,832	\$29,832.00	0	18,452 162.1%		
Conservation Commission										
11711	Personnel Costs	66,037	72,427	74,623	74,623	\$74,623.00	0	2,196 3.0%		35
11712-52000	Purchase of Services	11,200	8,068	6,068	6,068	\$6,068.00		-2,000 -24.8%		36
11712-54000	Supplies	2,029	1,300	1,600	1,600	\$1,600.00	0	300 23.1%		37
11712-57000	Other Charges	387	600	600	600	\$600.00	0	0 0.0%		38
	Total Expenses	13,616	9,968	8,268	8,268	\$8,268.00	0	-1,700 -17.1%		
	Conservation Commission Total	79,653	82,395	82,891	82,891	\$82,891.00	0	496 0.6%		
Town Planner										
11751	Personnel Costs	109,449	123,116	124,028	124,028	\$124,028.00	0	912 0.7%		39
11752-52000	Purchase of Services	34,915	38,145	39,145	39,145	\$39,145.00		1,000 2.6%		40
11752-54000	Supplies	2,451	3,400	3,400	3,400	\$3,400.00	0	0 0.0%		41
11752-56000	Intergovernmental	2,465	2,527	2,590	2,590	\$2,590.00	0	63 2.5%		42
11752-57000	Other Charges	796	938	938	938	\$938.00	0	0 0.0%		43
	Total Expenses	40,627	45,010	46,073	46,073	\$46,073.00	0	1,063 2.4%		
	Planning Department Total	150,076	168,126	170,101	170,101	\$170,101.00	0	1,975 1.2%		

Town of Sturbridge -- Budget FY19

ACCOUNT NUMBER	DEPARTMENT	ACTUAL EXPENDED FY17	ACCEPTED BUDGET FY18	ADMINISTRATOR RECOMMEND FY19	SELECTMEN RECOMMEND FY19	FINCOM RECOMMEND FY19	VARIANCE SELECTMEN- FINCOM	VARIANCE FINCOM VS FY18 \$ %	ADOPTED TOWN MEETING	LINE NUMBER
Zoning Board of Appeals										
11762-52000	Purchase of Services	140	500	500	500	\$500.00	0	0	0.0%	44
11762-54000	Supplies	292	350	350	350	\$350.00	0	0	0.0%	45
11762-57000	Other Charges	0	90	90	90	\$90.00		0	0.0%	46
	Total Expenses	432	940	940	940	\$940.00	0	0	0.0%	
	Zoning Board of Appeals Total	432	940	940	940	\$940.00	0	0	0.0%	
Economic Development										
11772-52000	Purchase of Services	0	200	200	200	\$200.00		0	0.0%	47
11772-54000	Supplies	959	1,200	1,200	1,200	\$1,200.00		0	0.0%	48
11772-57000	Other Charges	39	200	200	200	\$200.00		0	0.0%	49
	Total Expenses	998	1,600	1,600	1,600	\$1,600.00	0	0	0.0%	
	Economic Development Total	998	1,600	1,600	1,600	\$1,600.00		0	0.0%	
Facilities										
11911	Personnel Costs	38,561	60,480	83,057	83,057	\$83,057.00		22,577	37.3%	50
11912-52000	Purchase of Services	0	200	200	200	\$200.00		0	0.0%	51
11912-54000	Supplies	981	1,000	1,000	1,000	\$1,000.00		0	0.0%	52
11912-57000	Other Charges	0	300	300	300	\$300.00	300	0	0.0%	53
	Total Expenses	981	1,500	1,500	1,500	\$1,500.00	300	0	0.0%	
	Facilities Total	39,542	61,980	84,557	84,557	\$84,557.00	300	22,577	36.4%	
Town Hall										
11932-52000	Purchase of Services	41,240	48,525	40,330	40,330	\$40,330.00	0	-8,195	-16.9%	54
11932-54000	Supplies	1,701	2,200	2,200	2,200	\$2,200.00	0	0	0.0%	55
	Total Expenses	42,941	50,725	42,530	42,530	\$42,530.00	0	-8,195	-16.2%	
	Town Hall Total	42,941	50,725	42,530	42,530	\$42,530.00	0	-8,195	-16.2%	
Center Office Building										
11942-52000	Purchase of Services	31,397	36,375	30,980	30,980	\$30,980.00		-5,395	-14.8%	56
11942-54000	Supplies	836	1,200	1,200	1,200	\$1,200.00		0	0.0%	57
	Total Expenses	32,233	37,575	32,180	32,180	\$32,180.00	0	-5,395	-14.4%	
	Center Office Building Total	32,233	37,575	32,180	32,180	\$32,180.00	0	-5,395	-14.4%	

Town of Sturbridge -- Budget FY19

<u>ACCOUNT NUMBER</u>	<u>DEPARTMENT</u>	<u>ACTUAL EXPENDED FY17</u>	<u>ACCEPTED BUDGET FY18</u>	<u>ADMINISTRATOR RECOMMEND FY19</u>	<u>SELECTMEN RECOMMEND FY19</u>	<u>FINCOM RECOMMEND FY19</u>	<u>VARIANCE SELECTMEN- FINCOM</u>	<u>VARIANCE FINCOM VS FY18 \$ %</u>	<u>ADOPTED TOWN MEETING</u>	<u>LINE NUMBER</u>
Senior Center Building										
11952-52000	Purchase of Services	19,916	33,737	19,817	19,817	\$19,817.00	0	-13,920 -41.3%		58
11952-54000	Supplies	1,652	1,700	2,000	2,000	\$2,000.00	0	300 17.6%		59
	Total Expenses	21,568	35,437	21,817	21,817	\$21,817.00	0	-13,620 -38.4%		
	Senior Center Building Total	21,568	35,437	21,817	21,817	\$21,817.00	0	-13,620 -38.4%		
<hr/>										
Joshua Hyde Library Building										
11962-52000	Purchase of Services	30,159	34,419	21,895	21,895	\$21,895.00	0	-12,524 -36.4%		60
11962-54000	Supplies	1,296	1,550	1,550	1,550	\$1,550.00	0	0 0.0%		61
	Total Expenses	31,455	35,969	23,445	23,445	\$23,445.00	0	-12,524 -34.8%		
	Joshua Hyde Library Building Total	31,455	35,969	23,445	23,445	\$23,445.00	0	-12,524 -34.8%		
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Safety Complex										
11972-52000	Purchase of Services	120,140	97,720	83,835	83,835	\$83,835.00	0	-13,885 -14.2%		62
11972-54000	Supplies	13,442	10,200	13,200	13,200	\$13,200.00	0	3,000 29.4%		63
	Total Expenses	133,582	107,920	97,035	97,035	\$97,035.00	0	-10,885 -10.1%		
	Safety Complex Total	133,582	107,920	97,035	97,035	\$97,035.00	0	-10,885 -10.1%		
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Nursery School										
11982-52000	Purchase of Services	1,175	5,300	2,000	2,000	\$2,000.00	0	-3,300 -62.3%		64
	Total Expenses	1,175	5,300	2,000	2,000	\$2,000.00	0	-3,300 -62.3%		
	Nursery School Total	1,175	5,300	2,000	2,000	\$2,000.00	0	-3,300 -62.3%		
<hr/>										
8 Brookfield Road										
11985-52000	Purchase of Services	133	1,500	1,300	1,300	\$1,300.00	0	-200 -13.3%		65
	Total Expenses	133	1,500	1,300	1,300	\$1,300.00	0	-200 -13.3%		
	8 Brookfield Road	133	1,500	1,300	1,300	\$1,300.00	0	-200 -13.3%		

Town of Sturbridge -- Budget FY19

ACCOUNT NUMBER	DEPARTMENT	ACTUAL EXPENDED FY17	ACCEPTED BUDGET FY18	ADMINISTRATOR RECOMMEND FY19	SELECTMEN RECOMMEND FY19	FINCOM RECOMMEND FY19	VARIANCE SELECTMEN- FINCOM	VARIANCE FINCOM VS FY18 \$ %	ADOPTED TOWN MEETING	LINE NUMBER
Police Department										
12101	Personnel Costs	2,157,157	2,336,123	2,367,341	2,367,341	\$2,367,341.00	0	31,218 1.3%		66
12102-52000	Purchase of Services	65,202	86,284	93,710	93,710	\$93,710.00	0	7,426 8.6%		67
12102-54000	Supplies	52,364	64,250	64,575	64,575	\$64,575.00	0	325 0.5%		68
12102-57000	Other Charges	4,949	7,064	6,619	6,619	\$6,619.00	0	-445 -6.3%		69
12102-58050	Capital Outlay	87,299	106,000	111,100	111,100	\$111,100.00	0	5,100 4.8%		70
	Total Expenses	209,814	263,598	276,004	276,004	\$276,004.00	0	12,406 4.7%		
	Police Department Total	2,366,971	2,599,721	2,643,345	2,643,345	\$2,643,345.00	0	43,624 1.7%		
Fire Department										
12201	Personnel Costs	1,070,074	1,157,544	1,245,262	1,245,262	\$1,245,262.00	0	87,718 7.6%		71
12202-52000	Purchase of Services	72,005	86,406	98,103	98,103	\$98,103.00	0	11,697 13.5%		72
12202-54000	Supplies	53,325	63,900	77,000	77,000	\$77,000.00	0	13,100 20.5%		73
12202-57000	Other Charges	5,950	7,100	6,700	6,700	\$6,700.00	0	-400 -5.6%		74
	Total Expenses	131,280	157,406	181,803	181,803	\$181,803.00	0	24,397 15.5%		
	Fire Department Total	1,201,354	1,314,950	1,427,065	1,427,065	\$1,427,065.00	0	112,115 8.5%		
Building Inspector										
	Personnel Costs	81,188	108,981	112,761	112,761	\$112,761.00	0	3,780 3.5%		75
12412-52000	Purchase of Services	395	1,620	1,620	1,620	\$1,620.00	0	0 0.0%		76
12412-54000	Supplies	2,192	1,600	1,600	1,600	\$1,600.00	0	0 0.0%		77
12412-57000	Other Charges	232	700	700	700	\$700.00	0	0 0.0%		78
	Total Expenses	2,819	3,920	3,920	3,920	\$3,920.00	0	0 0.0%		
	Building Inspector Total	84,007	112,901	116,681	116,681	\$116,681.00	0	3,780 3.3%		

Town of Sturbridge -- Budget FY19

ACCOUNT NUMBER	DEPARTMENT	ACTUAL EXPENDED FY17	ACCEPTED BUDGET FY18	ADMINISTRATOR RECOMMEND FY19	SELECTMEN RECOMMEND FY19	FINCOM RECOMMEND FY19	VARIANCE SELECTMEN- FINCOM	VARIANCE FINCOM VS FY18 \$ %	ADOPTED TOWN MEETING	LINE NUMBER
12442-52000	Sealer of Weights & Measures									
	Purchase of Services	5,300	5,350	5,350	5,350	\$5,350.00		0 0.0%		79
	Total Expenses	5,300	5,350	5,350	5,350	\$5,350.00	0	0 0.0%		
	Sealer of Weights & Measures Total	5,300	5,350	5,350	5,350	\$5,350.00	0	0 0.0%		
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	Inspectors (Electric and Plumbing)									
	Personnel Costs	46,760	44,000	55,000	55,000	\$55,000.00	0	11,000 25.0%		80
12452-52000	Purchase of Services	0	300	300	300	\$300.00		0 0.0%		81
12452-54000	Supplies	0	500	500	500	\$500.00	0	0 0.0%		82
12452-57000	Other Charges	2,400	2,460	2,465	2,465	\$2,465.00		5 0.2%		83
	Total Expenses	2,400	3,260	3,265	3,265	\$3,265.00	0	5 0.2%		
	Inspectors Total	49,160	47,260	58,265	58,265	\$58,265.00	0	11,005 23.3%		
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	Tree Warden									
12941	Personnel Costs	2,500	2,575	2,639	2,639	\$2,639.00	0	64 2.5%		84
					0	\$0.00				
12942-52000	Purchase of Services	15,193	15,900	16,131	16,131	\$16,131.00	0	231 1.5%		85
12942-54000	Supplies	496	675	675	675	\$675.00	0	0 0.0%		86
12942-57000	Other Charges	1,090	1,125	1,125	1,125	\$1,125.00	0	0 0.0%		87
	Total Expenses	16,779	17,700	17,931	17,931	\$17,931.00	0	231 1.3%		
	Tree Warden Total	19,279	20,275	20,570	20,570	\$20,570.00	0	295 1.5%		
<hr/>										
	Education									
13002-53000	Burgess Elementary School	10,710,030	11,020,234	11,341,746	11,341,746	\$11,341,746.00	0	321,512 2.9%		88
	Total Burgess	10,710,030	11,020,234	11,341,746	11,341,746	\$11,341,746.00	0	321,512 2.9%		
13002-53200	Tantasqua Town Share	6,101,598	6,563,877	6,890,586	6,890,586	\$6,890,586.00	0	326,709 5.0%		89
13002-53210	Tant. Transportation Assessment	156,168	148,829	131,083	131,083	\$131,083.00	0	-17,746 -11.9%		90
	Total Tantasqua	6,257,766	6,712,706	7,021,669	7,021,669	\$7,021,669.00	0	308,963 4.6%		
13002-53801	Charter School Transportation	0	6,000	6,000	6,000	\$6,000.00		0 0.0%		91
	Total Charter School	0	6,000	6,000	6,000	\$6,000.00	0	0		
	Education Total	16,967,796	17,738,940	18,369,415	18,369,415	\$18,369,415.00	0	630,475 3.6%		

Town of Sturbridge -- Budget FY19

<u>ACCOUNT NUMBER</u>	<u>DEPARTMENT</u>	<u>ACTUAL EXPENDED FY17</u>	<u>ACCEPTED BUDGET FY18</u>	<u>ADMINISTRATOR RECOMMEND FY19</u>	<u>SELECTMEN RECOMMEND FY19</u>	<u>FINCOM RECOMMEND FY19</u>	<u>VARIANCE SELECTMEN- FINCOM</u>	<u>VARIANCE FINCOM VS FY18 \$ %</u>	<u>ADOPTED TOWN MEETING</u>	<u>LINE NUMBER</u>
Department of Public Works										
14101	Personnel Costs	653,709	885,154	849,969	849,969	\$849,969.00	0	-35,185 -4.0%		92
14102-52000	Purchase of Services	71,041	80,329	65,639	65,639	\$65,639.00	0	-14,690 -18.3%		93
14102-54000	Supplies	68,455	76,240	81,140	81,140	\$81,140.00	0	4,900 6.4%		94
14102-57000	Other Charges	1,279	1,430	1,430	1,430	\$1,430.00	0	0 0.0%		95
	Total Expenses	140,775	157,999	148,209	148,209	\$148,209.00	0	-9,790 -6.2%		
Department of Public Works Total		794,484	1,043,153	998,178	998,178	\$998,178.00	0	-44,975 -4.3%		
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Town Road Maintenance										
14212-52410	Private Road Maintenance	5,990	6,000	6,000	6,000	\$6,000.00	6,000	0 0.0%		96
	Total Expenses	5,990	6,000	6,000	6,000	\$6,000.00	6,000	0 0.0%		
Town Road Maintenance Total		5,990	6,000	6,000	6,000	\$6,000.00	0	0 0.0%		
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Snow & Ice Removal										
14231	Personnel Costs	40,955	46,350	47,300	47,300	\$47,300.00	0	950 2.0%		97
14232-52000	Purchase of Services	127,791	65,000	70,000	70,000	\$70,000.00	0	5,000 7.7%		98
14232-54000	Supplies	151,054	85,000	100,000	100,000	\$100,000.00	0	15,000 17.6%		99
	Total Expenses	278,845	150,000	170,000	170,000	\$170,000.00	0	20,000 13.3%		
Snow & Ice Control Total		319,800	196,350	217,300	217,300	\$217,300.00	0	20,950 10.7%		
<hr/>										
Landfill/Recycling Center										
14301	Personnel Costs	97,212	108,422	109,938	109,938	\$109,938.00	0	1,516 1.4%		100
					0	\$0.00				
14302-52000	Purchase of Services	128,143	157,460	154,160	154,160	\$154,160.00	0	-3,300 -2.1%		101
14302-54000	Supplies	5,979	9,270	9,270	9,270	\$9,270.00	0	0 0.0%		102
	Total Expenses	134,122	166,730	163,430	163,430	\$163,430.00	0	-3,300 -2.0%		
Landfill/Recycling Center Total		231,334	275,152	273,368	273,368	\$273,368.00	0	-1,784 -0.6%		

Town of Sturbridge -- Budget FY19

ACCOUNT NUMBER	DEPARTMENT	ACTUAL EXPENDED FY17	ACCEPTED BUDGET FY18	ADMINISTRATOR RECOMMEND FY19	SELECTMEN RECOMMEND FY19	FINCOM RECOMMEND FY19	VARIANCE SELECTMEN- FINCOM	VARIANCE FINCOM VS FY18 \$ %	ADOPTED TOWN MEETING	LINE NUMBER
15101	Board of Health Personnel Costs	54,625	96,757	81,250	81,250	\$81,250.00	0	-15,507 -16.0%		103
15102-52000	Purchase of Services	1,871	3,771	4,471	4,471	\$4,471.00	1,220	700 18.6%		104
15102-54000	Supplies	989	2,625	2,625	2,625	\$2,625.00	0	0 0.0%		105
15102-57000	Other Charges	343	1,570	1,815	1,815	\$1,815.00	0	245 15.6%		106
	Total Expenses	3,203	7,966	8,911	8,911	\$8,911.00	1,220	945 11.9%		
	Board of Health Total	57,828	104,723	90,161	90,161	\$90,161.00	0	-14,562 -13.9%		
15152-53850	Community Health Community Health Care Total	600	4,000	4,000	4,000	\$4,000.00	0	0 0.0%		107
	Total Expenses	600	4,000	4,000	4,000	\$4,000.00	0	0 0.0%		
	Community Health Care Total	600	4,000	4,000	4,000	\$4,000.00	0	0 0.0%		
15202	Inspections & Testing Personnel Costs	17,406	44,117	46,119	46,119	\$46,119.00	0	2,002 4.5%		108
	Inspections & Testing Total	17,406	44,117	46,119	46,119	\$46,119.00	0	2,002 4.5%		
15411	Council on Aging Personnel Costs	108,671	131,382	126,844	126,844	\$126,844.00	0	-4,538 -3.5%		109
15412-52000	Purchase of Services	1,773	1,870	1,950	1,950	\$1,950.00	0	80 4.3%		110
15412-54000	Supplies	1,272	1,700	1,700	1,700	\$1,700.00	0	0 0.0%		111
15412-57000	Other Charges	1,145	2,400	2,400	2,400	\$2,400.00	0	0 0.0%		112
15412-57110	Transportation	3,082	4,000	4,000	4,000	\$4,000.00	0	0 0.0%		113
	Total Expenses	7,272	9,970	10,050	10,050	\$10,050.00	0	80 0.8%		
	Council on Aging Total	115,943	141,352	136,894	136,894	\$136,894.00	0	-4,458 -3.2%		

Town of Sturbridge -- Budget FY19

ACCOUNT NUMBER	DEPARTMENT	ACTUAL EXPENDED FY17	ACCEPTED BUDGET FY18	ADMINISTRATOR RECOMMEND FY19	SELECTMEN RECOMMEND FY19	FINCOM RECOMMEND FY19	VARIANCE SELECTMEN- FINCOM	VARIANCE FINCOM VS FY18 \$ %	ADOPTED TOWN MEETING	LINE NUMBER
15431	Veterans' Services Personnel Costs	5,417	5,150	5,279	5,279	\$5,279.00	0	129 2.5%		114
15432-52000	Purchase of Services	0	250	250	250	\$250.00	0	0 0.0%		115
15432-54000	Supplies	39	575	575	575	\$575.00	0	0 0.0%		116
15432-54100	American Legion	1,077	1,600	1,600	1,600	\$1,600.00	0	0 0.0%		117
15432-54400	Memorial/Veterans' Day	2,342	3,000	3,000	3,000	\$3,000.00	0	0 0.0%		118
15432-57000	Other Charges	259	500	500	500	\$500.00	0	0 0.0%		119
15432-57700	Veterans' Benefits	32,621	50,000	50,000	50,000	\$50,000.00	0	0 0.0%		120
	Total Expenses	36,338	55,925	55,925	55,925	\$55,925.00	0	0 0.0%		
	Veterans' Services Total	41,755	61,075	61,204	61,204	\$61,204.00	0	129 0.2%		
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16101	Joshua Hyde Library Operations Personnel Costs	335,220	348,110	356,304	356,304	\$356,304.00	0	8,194 2.4%		121
16102-52000	Purchase of Services	15,353	19,980	23,580	23,580	\$23,580.00	0	3,600 18.0%		122
16102-54000	Supplies	3,495	3,500	3,500	3,500	\$3,500.00	0	0 0.0%		123
16102-55820	Library Materials	92,260	94,494	96,533	96,533	\$96,533.00	0	2,039 2.2%		124
16102-57000	Other Charges	2,165	2,565	2,565	2,565	\$2,565.00	0	0 0.0%		125
	Total Expenses	113,273	120,539	126,178	126,178	\$126,178.00	0	5,639 4.7%		
	Joshua Hyde Library Operations Total	448,493	468,649	482,482	482,482	\$482,482.00	0	13,833 3.0%		
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16301	Recreation Personnel Costs	39,558	60,094	59,724	59,724	\$59,724.00	0	-370 -0.6%		126
			0	0						
16302-52000	Purchase of Services	9,864	12,673	10,045	10,045	\$10,045.00	0	-2,628 -20.7%		127
16302-54000	Supplies	1,464	2,650	2,680	2,680	\$2,680.00	0	30 1.1%		128
16302-56320	Team Sports	7,499	7,500	7,500	7,500	\$7,500.00	0	0 0.0%		129
16302-57000	Other Charges	135	210	210	210	\$210.00	0	0 0.0%		130
	Total Expenses	18,962	23,033	20,435	20,435	\$20,435.00	0	-2,598 -11.3%		
	Recreation Total	58,520	83,127	80,159	80,159	\$80,159.00	0	-2,968 -3.6%		

Town of Sturbridge -- Budget FY19

ACCOUNT NUMBER	DEPARTMENT	ACTUAL EXPENDED FY17	ACCEPTED BUDGET FY18	ADMINISTRATOR RECOMMEND FY19	SELECTMEN RECOMMEND FY19	FINCOM RECOMMEND FY19	VARIANCE SELECTMEN- FINCOM	VARIANCE FINCOM VS FY18 \$ %	ADOPTED TOWN MEETING	LINE NUMBER
Trails Committee										
16502-52000	Purchase of Services	0	200	1,000	1,000	\$1,000.00		800 400.0%		131
16502-57000	Other Charges	0	100	1,140	1,140	\$1,140.00		1,040 1040.0%		132
	Total Expenses	0	300	2,140	2,140	\$2,140.00	0	1,840 613.3%		
	Trails Committee Total	0	300	2,140	2,140	\$2,140.00	0	1,840 613.3%		
Historical Commission										
16902-52000	Purchase of Services	300	300	800	800	\$800.00		500 166.7%		133
16902-54000	Supplies	49	200	200	200	\$200.00		0 0.0%		134
16902-57000	Other Charges	100	100	200	200	\$200.00		100 100.0%		135
	Total Expenses	449	600	1,200	1,200	\$1,200.00	0	600 100.0%		
	Historical Commission Total	449	600	1,200	1,200	\$1,200.00	0	600 100.0%		
Debt Service Principal										
17102-59193	Burgess Elementary Project	919,000	915,000	918,000	918,000	\$918,000.00		3,000 0.3%		136
17102-59192	Town Hall	175,000	175,000	176,000	176,000	\$176,000.00		1,000 0.6%		137
	Total Expense	1,094,000	1,090,000	1,094,000	1,094,000	\$1,094,000.00	0	4,000 0.4%		
	Debt Service Principal Total	1,094,000	1,090,000	1,094,000	1,094,000	\$1,094,000.00	0	4,000 0.4%		
Debt Service Interest										
17502-59250	Short-Term Interest	0	10,000	10,000	10,000	\$10,000.00	0	0 0.0%		138
17502-59193	Burgess Elementary School	456,175	419,331	371,269	371,269	\$371,269.00		-48,062 -11.5%		139
17502-59192	Town Hall	87,368	80,368	67,240	67,240	\$67,240.00		-13,128 -16.3%		140
	Total Expenses	543,543	509,699	448,509	448,509	\$448,509.00	0	-61,190 -12.0%		
	Debt Service Interest Total	543,543	509,699	448,509	448,509	\$448,509.00	0	-61,190 -12.0%		

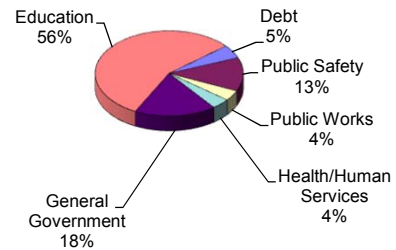
Town of Sturbridge -- Budget FY19

ACCOUNT NUMBER	DEPARTMENT	ACTUAL EXPENDED FY17	ACCEPTED BUDGET FY18	ADMINISTRATOR RECOMMEND FY19	SELECTMEN RECOMMEND FY19	FINCOM RECOMMEND FY19	VARIANCE SELECTMEN- FINCOM	VARIANCE FINCOM VS FY18 \$ %	ADOPTED TOWN MEETING	LINE NUMBER
Unclassified										
19102-51700	Group Insurance	1,494,481	1,678,000	1,804,000	1,804,000	\$1,804,000.00	0	126,000	7.5%	141
19102-51750	Unemployment	16,653	25,000	25,000	25,000	\$25,000.00	0	0	0.0%	142
19102-51800	Worcester Retirement System	1,061,157	1,171,263	1,275,676	1,275,676	\$1,275,676.00	0	104,413	8.9%	143
19102-51950	Medicare Tax	195,816	216,000	222,500	222,500	\$222,500.00	0	6,500	3.0%	144
19102-52110	Street Lights	55,087	60,000	60,000	60,000	\$60,000.00	0	0	0.0%	145
19102-52119	Energy Consulting	1,511	5,000	4,000	4,000	\$4,000.00	0	-1,000	-20.0%	146
19102-52630	Town Audit	25,000	25,000	30,000	30,000	\$30,000.00	0	5,000	20.0%	147
19102-52640	School Audit	0	4,000	0	0	\$0.00	0	-4,000	100.0%	148
19102-52650	OPEB Study	0	7,500	0	0	\$0.00	0	-7,500	100.0%	149
19102-53030	Legal Fees	4,899	20,000	15,000	15,000	\$15,000.00	0	-5,000	-25.0%	150
19102-53070	Tax Title	3,882	7,500	7,500	7,500	\$7,500.00	0	0	0.0%	151
19102-53090	Town Report	1,946	3,000	3,000	3,000	\$3,000.00	0	0	0.0%	152
19102-57410	Insurance Blanket	322,940	340,000	350,000	350,000	\$350,000.00	0	10,000	2.9%	153
	Insurance Deductible	0	0	5,000	5,000	\$5,000.00	0	5,000	NEW	154
19102-57800	Reserve Fund	101,531	143,000	154,000	154,000	\$154,000.00	0	11,000	7.7%	155
	Total Expenses	3,284,903	3,705,263	3,955,676	3,955,676	\$3,955,676.00	0	250,413	6.8%	
	Total Unclassified	3,284,903	3,705,263	3,955,676	3,955,676	\$3,955,676.00	0	250,413	6.8%	
Central Purchasing										
19152-52310	Telephone	26,602	27,000	30,000	30,000	\$30,000.00	27,000	3,000	11.1%	156
19152-52315	Postage	20,782	21,000	21,000	21,000	\$21,000.00	21,000	0	0.0%	157
19152-54800	Gasoline	7,937	178,500	150,000	150,000	\$150,000.00	178,500	-28,500	-16.0%	158
19152-52320	Water/Sewer	95,887	11,000	11,000	11,000	\$11,000.00	11,000	0	0.0%	159
19152-54200	Copiers	0	6,100	6,100	6,100	\$6,100.00	6,100	0	0.0%	160
19152-53420	Slate Roof Maint Plan	5,525	10,000	10,000	10,000	\$10,000.00	10,000	0	0.0%	161
19152-56553	Fleet Vehicles	0	1,500	1,500	1,500	\$1,500.00	1,500	0	0.0%	162
	Window Cleaning	0	3,000	0	0	\$0.00	3,000	-3,000	-100.0%	163
	Exterior Painting TH/COB	0	10,000	0	0	\$0.00		-10,000	-100.0%	164
	E-Z Pass	0	0	1,200	1,200	\$1,200.00		1,200	NEW	165
	Electricity	0	0	100,000	100,000	\$100,000.00		100,000	NEW	166
	Total Expenses	156,733	268,100	330,800	330,800	\$330,800.00	237,500	62,700	23.4%	
	Central Purchasing Total	156,733	268,100	330,800	330,800	\$330,800.00	237,500	62,700	23.4%	
	GRAND TOTAL	29,397,500	31,544,800	32,581,500	32,581,500	\$32,581,500.00	240,700	1,036,700	3.3%	

Town of Sturbridge -- Budget FY19

<u>ACCOUNT NUMBER</u>	<u>DEPARTMENT</u>	<u>ACTUAL EXPENDED FY17</u>	<u>ACCEPTED BUDGET FY18</u>	<u>ADMINISTRATOR RECOMMEND FY19</u>	<u>SELECTMEN RECOMMEND FY19</u>	<u>FINCOM RECOMMEND FY19</u>	<u>VARIANCE SELECTMEN- FINCOM</u>	<u>VARIANCE FINCOM VS FY18 \$ %</u>	<u>ADOPTED TOWN MEETING</u>	<u>LINE NUMBER</u>
BUDGET SUMMARY (For illustration purposes only)										
	General Government Salaries	5,596,338	6,336,765	6,558,968	6,558,968	\$6,558,968.00	0	222,203 3.5%		
	General Government Expenses	6,833,366	7,469,095	7,653,117	7,653,117	\$7,653,117.00	0	184,022 2.5%		
	Total General Government	12,429,704	13,805,860	14,212,085	14,212,085	\$14,212,085.00	0	406,225 2.9%		
	Total Burgess	10,710,030	11,020,234	11,341,746	11,341,746	\$11,341,746.00	0	321,512 2.9%		
	Total Tantasqua	6,257,766	6,712,706	7,021,669	7,021,669	\$7,021,669.00	0	308,963 4.6%		
	Total Charter School	0	6,000	6,000	6,000	\$6,000.00		0 0.0%		
	Grand Total	29,397,500	31,544,800	32,581,500	32,581,500	\$32,581,500.00	0	1,036,700 3.3%		
	General Government % of Total	42.3%	43.8%	43.6%	43.6%	\$0.44				
	Burgess % of Total	36.4%	34.9%	34.8%	34.8%	\$0.35				
	Tantasqua % of Total	21.3%	21.3%	21.6%	21.6%	\$0.22				
	Total	100.0%	100.0%	100.0%	100.0%	\$1.00				

Line Item Budget Breakdown



TOWN OF STURBRIDGE ANNUAL TOWN MEETING WARRANT



TANTASQUA REGIONAL HIGH SCHOOL MONDAY, JUNE 4, 2018 @ 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: 9-0-0.

RECOMMENDATION OF THE BOARD OF SELECTMEN:

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

Summary: This article is 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.

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 2019 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 2019; 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: 9-0-0.

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 – HISTORIC CEMETERY RESTORATION

To see if the Town will vote to appropriate from the Community Preservation Fund Undesignated 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 Old Burial Ground and 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: 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: 6-0-0.

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 – OPEN SPACE/TRAILS

To see if the Town will vote to appropriate from the Community Preservation Open Space Fund Balance the sum of THIRTY THOUSAND AND 00/100 DOLLARS (\$30,000.00) to be allocated general trail funds for the design, engineering, permitting, construction, material, and supplies to build and preserve trails, parking lots, related facilities and administrative

costs on CPC purchased properties in the Town of Sturbridge for open space and recreational purposes; 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: 6-0-0.

<p><i>Summary: These funds will be used to improve the Town's trail system. The Trails to be improved are found on properties purchased over the years from CPC funds.</i></p>
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ARTICLE 5
COMMUNITY PRESERVATION – WINDOW WEATHERIZATION PROJECT AT
CENTER OFFICE BUILDING

To see if the Town will vote to appropriate from Community Preservation Fund Historic Fund Balance the sum of FIFTEEN THOUSAND AND 00/100 DOLLARS (\$15,000.00) to be allocated for weatherizing and installing storm windows for the purpose of conservation and rehabilitation of the historic Center Office Building; or take any other action relative thereto.

Sponsor: Community Preservation 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

RECOMMENDATION OF THE COMMUNITY PRESERVATION COMMITTEE:

No vote was given before the print deadline.

<p><i>Summary: This article funds the installation of energy efficient storm windows in the Center Office Building.</i></p>

ARTICLE 6
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 2019 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: 6-0-0.

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 7
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: 9-0-0.

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 8 **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, 2018 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, 2018; 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: 9-0-0.

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 2019.

ARTICLE 9 **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 SIXTY-TWO THOUSAND FIVE HUNDRED SEVENTY-FIVE AND 00/100 DOLLARS (\$1,462,575.00), for the expenses of the Water Department; or take any action relative thereto.

Estimated budget for FY19 is:

Contract Operations	\$	695,881.00
Electricity	\$	140,000.00
Chemicals, Testing & Propane	\$	33,355.00
DPW Director	\$	13,308.00
Meter Maintenance	\$	10,000.00
Billing Expense	\$	4,900.00
Legal/Administrative Expense	\$	5,000.00
Debt Service	\$	453,131.00

Miscellaneous	\$ 40,000.00
Capital Replacement	\$ <u>67,000.00</u>
Total:	\$ 1,462,575.00

Sponsor: Board of Selectmen

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 budget covers the operating expenses for providing public water in Sturbridge. This budget will not require a rate increase in the water rate (currently at \$6.93 per 100 cubic feet).

ARTICLE 10
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 FOUR HUNDRED FORTY THOUSAND SEVEN HUNDRED FIFTY-NINE AND 00/100 DOLLARS (\$2,440,759.00) and by transferring the sum of ONE HUNDRED EIGHTY-TWO THOUSAND AND 00/100 DOLLARS (\$182,000.00) from Sewer Reserve Fund Balance, for a total sum of TWO MILLION SIX HUNDRED TWENTY-TWO THOUSAND SEVEN HUNDRED FIFTY-NINE AND 00/100 DOLLARS (\$2,622,759.00) for the expenses of the Sewer Department; or take any action relative thereto.

Estimated budget for FY19 is:

Contract Operations	\$ 915,050.00
Electricity	\$ 235,000.00
Chemicals, Testing & Diesel	\$ 40,000.00
DPW Director	\$ 13,309.00
Billing Expense	\$ 4,900.00
Legal/Administrative Expense	\$ 5,000.00
Debt Service	\$ 840,700.00
Southbridge Fees	\$ 198,000.00
Liquid Sludge Handling	\$ 267,500.00
Miscellaneous Expenses	\$ 56,000.00
Capital Replacement	\$ <u>47,300.00</u>
Total:	\$ 2,622,759.00

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: This budget covers the operating expenses for providing public sewer in Sturbridge. This budget will not require a rate increase in the sewer rate (currently \$9.82 per 100 cubic feet).

ARTICLE 11
SEWER PROJECT DEBT

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

- ONE HUNDRED NINETY-NINE THOUSAND EIGHTEEN AND 00/100 DOLLARS (\$199,018.00) from the F/B Reserved for Sewer Betterments to the Phase II Sewer Debt Account #28440-59100;
- TWO HUNDRED THIRTY-NINE THOUSAND SEVEN HUNDRED FIFTY AND 00/100 DOLLARS (\$239,750.00) from the F/B Reserved for Sewer Betterments to the Phase III Sewer Debt Account #28440-59300;
- ONE HUNDRED FIFTEEN THOUSAND TWO HUNDRED FOUR AND 00/100 DOLLARS (\$115,204.00) from the F/B Reserved for Sewer Betterments to the Cedar Lake Sewer Debt Account #28440-59200;
- ONE HUNDRED FIFTY THOUSAND FOUR HUNDRED AND 00/100 DOLLARS (\$150,400.00) from the F/B Reserved for Sewer Betterments to the Big Alum Sewer Debt Account #28440-59220; and
- FIFTY-SEVEN THOUSAND FOUR HUNDRED AND 00/100 DOLLARS (\$57,400.00) 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 FY19; 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: 9-0-0.

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 12
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 SEVENTY-FOUR THOUSAND ONE HUNDRED FORTY-THREE AND 00/100 DOLLARS (\$174,143.00) for the expenses of Public Access as follows:

Estimated budget for FY19 is:

Salaries/Wages	\$	71,668.00
Employee Benefits	\$	16,875.00
Operating Expenses	\$	5,600.00
Capital	\$	80,000.00
Total	\$	174,143.00

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: 9-0-0.

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 13
COMMUNITY PRESERVATION DEBT SERVICE

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

- EIGHTY-FOUR THOUSAND FIVE HUNDRED FIFTY AND 00/100 DOLLARS (\$84,550.00) for the purpose of paying the debt service for the OSV Land Acquisition;
- FIFTY-ONE THOUSAND NINE HUNDRED FIFTY AND 00/100 DOLLARS (\$51,950.00) for the purpose of paying the debt service for the Heins Farm Acquisition;
- ONE HUNDRED NINE THOUSAND FOUR HUNDRED EIGHTY-TWO AND 00/100 DOLLARS (\$109,482.00) for the purpose of paying the debt service for the Town Hall/Center Office renovation project;
- THIRTY-TWO THOUSAND THREE HUNDRED NINETY AND 00/100 DOLLARS (\$32,390.00) for the purpose of paying the debt service for the Recreation Court 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: 6-0-0.

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, the renovation of the Town Hall and Center Office Building and the Recreation Court Project.

ARTICLE 14
TOWN BARN FIELD PROJECT
(2/3 Vote Required)

To see if the Town will appropriate the sum of SIX MILLION SEVEN HUNDRED THOUSAND AND 00/100 DOLLARS (\$6,700,000.00), or any other amount, to pay costs of designing, reconstructing and equipping Town Barn Field, including the payment of all costs incidental and related thereto, and to determine whether this amount shall be raised by taxation, borrowing, transfer from available funds, or otherwise provided, and to meet said appropriation the Treasurer, with the approval of the Board of Selectman, is authorized to

borrow the full amount of such appropriation under G.L. c. 44, c. 44B, or any other general or special law, and to issue bonds or notes of the Town in connection therewith; and further that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any 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 G.L. c. 44 §20, thereby reducing by a like amount the amount authorized to be borrowed to pay such costs; or take any other action relative thereto.

Sponsor: Recreation Committee

RECOMMENDATION OF THE FINANCE COMMITTEE:

That the Town appropriates SIX MILLION SEVEN HUNDRED THOUSAND AND 00/100 DOLLARS (\$6,700,000.00) to pay costs of designing, reconstructing and equipping Town Barn Field, including the payment of all costs incidental and related thereto, and that to meet this appropriation, the Treasurer, with the approval of the Selectmen, is authorized to borrow \$5,700,000 of said amount under and pursuant to G. L. c. 44, §7(1), or any other enabling authority, and \$1,000,000 of said amount under and pursuant to G. L. c. 44B, or any other enabling authority, and to issue bonds or notes of the Town in connection therewith; and further, that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any 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 G. L. c. 44, §20, thereby reducing by a like amount the amount authorized to be borrowed to pay such costs; or take any other action relative thereto.

Voted: 7-1-0.

RECOMMENDATION OF THE BOARD OF SELECTMEN:

To be provided at Town Meeting.

RECOMMENDATION OF THE RECREATION COMMITTEE:

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

Summary: The Recreation Committee developed plans for the Town Barn Field Project to provide the town with additional recreational fields. Based on the 2018 estimated construction numbers the total project cost is \$6.7 million. \$5.7 million would be funded through a debt exclusion vote, and \$1 million will be funded with Community Preservation Funds through borrowing. If this passes at Town Meeting it will also need to be voted by ballot at the next town election. This project will increase the property tax rate by approximately \$0.42 (\$5.7 million at 4.10% for 20 years). This translates to an increase of \$126.00 for a residential home valued at \$300,000.00.

ARTICLE 15
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 EIGHTY-TWO THOUSAND TWO HUNDRED TWENTY-ONE AND 00/100 DOLLARS (\$182,221.00); or to take any action relative thereto.

Estimated budget for FY19:

Community Support	\$ 36,024.88
Marketing & Advertising	\$ 109,332.60
Economic Development/Tourism Coordinator	<u>\$ 36,863.52</u>
Total	<u>\$ 182,221.00</u>

Sponsor: Board of Selectmen

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 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 available for marketing the community for tourism, as well as funding the Economic Development/Tourism Coordinator position.

ARTICLE 16
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 EIGHTY-TWO THOUSAND TWO HUNDRED TWENTY-ONE AND 00/100 DOLLARS (\$182,221.00); for the following items:

Flower Barrels	\$ 2,200.00
Plantings (Bloom Committee)	\$ 450.00
Beautification of Senior Center and/or Grounds	\$ 750.00
Beautification Joshua Hyde Library	\$ 2,500.00
Wayfinding Streetscape Improvements	\$ 23,750.00
Beautification at Town Hall and Center Office Building	\$ 2,500.00
Tree Planting - Arbor Day Program	\$ 1,725.00
Town Offices & Library Decorations	\$ 5,000.00
Historical Award Plaques	\$ 1,000.00

American Flags (Telephone Poles in Historic District)	\$ 2,000.00
Sidewalk Maintenance	\$ 20,000.00
Tree Maintenance (town-wide)	\$ 9,500.00
Town Common Tree Maintenance	\$ 6,992.00
Main Street Tree and Park Maint. (Street Landscaping)	\$ 2,000.00
Special Event Overtime (Police)	\$ 10,000.00
Replacement Crosswalk Signs	\$ 3,676.00
Harley Davidson Police Motorcycle	\$ 23,500.00
Protective Firefighting Gear	\$ 13,500.00
Special Event Overtime (Fire)	\$ 5,775.00
Fire Turnout Gear Drying Cabinet	\$ 10,500.00
Cedar Lake (Town Beach) Water Treatment	\$ 1,750.00
Town Common Summer Concert Series	\$ 4,000.00
Decorations for Town Common	\$ 3,550.00
Portable Lifeguard Chairs	\$ 917.00
PA System	\$ 2,049.00
Wall Mount Horizontal Message Center	\$ 500.00
Backstop at Turner's Field	\$ 4,220.00
Fencing at Turner's Field	\$ 6,400.00
Trail Shed Addition	\$ 3,970.00
Trail Tools	\$ 1,225.00
Funding for Special Events in the Community	\$ 1,322.00
SLAC / Great Ponds Weed & Safety Program	\$ 5,000.00

TOTAL	\$182,221.00

or to 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: 9-0-0.

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 17
CAPITAL IMPROVEMENT PLAN

To see if the Town will vote to transfer from Free Cash and appropriate the sum of FIVE HUNDRED TWO THOUSAND EIGHT HUNDRED FIFTY AND 00/100 DOLLARS (\$502,850.00) and to transfer from Water Special Revenue Fund Balance and appropriate the sum of SEVENTY THOUSAND AND 00/100 DOLLARS (\$70,000.00) 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, 2018:

<u>Department</u>	<u>Item Approved</u>	<u>Amount</u>
Library	Main Floor Furnishings	\$ 60,000.00
Public Safety Complex	Upgrade fire alarm system	\$ 16,000.00
DPW	Mack Chassis Dump Truck	\$ 198,000.00
Water	Utility Truck with Crane	\$ 70,000.00
Fire	Ambulance	\$ 175,000.00
Police	Two Radar Speed Signs	\$ 7,000.00
Police	Railmounted Tactical Lights	\$ 7,300.00
Public Safety Complex	Rooftop Cooling Unit	\$ 25,000.00
Public Safety Complex	Apparatus Bay Electrical Upgrades	\$ 14,550.00

TOTAL:		\$ 572,850.00

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: 9-0-0.

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 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 18
TREE PLANTING TRANSFER OF FUNDS

To see if the Town will vote to transfer the sum of SIX THOUSAND AND 00/100 DOLLARS (\$6,000.00) 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: 9-0-0

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 19
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 including the payment of all costs incidental and related thereto; 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: 9-0-0.

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. If approved, the approximate balance in the Ambulance Stabilization fund will be \$196,556.00. However, Article 26 proposes to withdraw \$132,000.00 from this fund for the purchase of a new ambulance in FY19, which will leave a balance in this fund of \$64,556.00.

ARTICLE 20
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 including the payment of all costs incidental and related thereto; 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: 9-0-0.

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 expensive fire apparatus. These funds will be set aside until needed. If approved, the approximate balance in this fund will be \$200,933.00.

ARTICLE 21
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: 9-0-0.

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 at the 2011 Annual Meeting. In accordance with the Town's financial policies, an annual contribution of not less than \$10,000 should be allocated to the fund until such time as the actuarially calculated annual contribution of \$1.7 million can be initiated. If approved Sturbridge will have roughly \$689,857 in the fund.

ARTICLE 22

TAX RATE RELIEF

To see if the Town will vote to authorize the Board of Assessors to use the amount of THREE HUNDRED FIFTY THOUSAND AND 00/100 DOLLARS (\$350,000.00) from Free Cash to lower the tax rate for the fiscal year beginning on July 1, 2018; 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: 5-3-0.

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. This is a \$100,000.00 increase over the past few years.

ARTICLE 23

CAPITAL STABILIZATION FUND

To see if the Town will vote to raise and appropriate ONE HUNDRED SIXTY-THREE THOUSAND AND 00/100 DOLLARS (\$163,000.00) 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: 9-0-0.

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. If approved the approximate balance in this fund will be \$624,872.00.

ARTICLE 24
FREE CASH TRANSFER – DATA CENTER UPGRADE (PUBLIC SAFETY COMPLEX)

To see if the Town will vote to transfer the sum of EIGHTY THOUSAND AND 00/100 DOLLARS (\$80,000.00) from Free Cash for a data service upgrade at the Public Safety Complex including the payment of all costs incidental and related thereto; 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: 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 of Sturbridge needs to update the data-center at our Public Safety Complex (PSC). The current server infrastructure is past its life expectancy and offers little redundancy. This upgrade would also take advantage of the latest developments in server virtualization. The upgrade will ensure that future initiatives can be successfully implemented. The PSC has multiple software programs that continually need updating and expansion.

ARTICLE 25
REVALUATION/INTERIM ADJUSTMENTS

To see if the Town will vote to raise and appropriate FORTY THOUSAND AND 00/100 DOLLARS (\$40,000.00) 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: 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 provides annual funding for property revaluations and interim adjustments that the town is required to perform in accordance with Massachusetts General Law.

ARTICLE 26

AMBULANCE STABILIZATION FUND TRANSFER – AMBULANCE PURCHASE
(2/3 Vote Required)

To see if the Town will vote to transfer the sum of ONE HUNDRED THIRTY-TWO THOUSAND AND 00/100 DOLLARS (\$132,000.00) from the Ambulance Stabilization Fund for the purchase of a replacement ambulance including the payment of all costs incidental and related thereto; 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: 9-0-0.

RECOMMENDATION OF THE BOARD OF SELECTMEN:

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

Summary: This article will allow the Town to purchase a new ambulance in the amount of approximately \$306,000.00 using \$132,000.00 Ambulance Stabilization (Article 19) funds and \$175,000.00 from the Capital Fund (Article 17). The cost of the ambulance will be offset by a small trade in allowance from the previous ambulance.

ARTICLE 27

FREE CASH TRANSFER – ABANDONED PROPERTIES DEMOLITION

To see if the Town will vote to transfer the sum of SEVENTY-FIVE THOUSAND AND 00/100 DOLLARS (\$75,000.00) from Free Cash for the abatement of hazardous materials, demolition and any related costs of properties deemed by the Board of Selectman to be abandoned and which pose a safety hazard to the community; 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: 6-3-0.

RECOMMENDATION OF THE BOARD OF SELECTMEN:

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

Summary: This article seeks an appropriation of \$75,000 from Free Cash to initiate the removal of any properties in Town which are deemed to be a danger to the community and abandoned by the property owner. Massachusetts General Law provides for a lien on the property to allow the town to be reimbursed.

ARTICLE 28
REVOLVING FUNDS – SPENDING LIMITS FY19

To see if the Town will vote pursuant to the provisions of Chapter 44, Section 53 E ½, to set the FY19 spending limits for certain revolving funds as follows:

<u>Revolving Fund:</u>	<u>Maximum Expenditure:</u>
Recreation	\$30,000.00
HazMat Cleanup	\$20,000.00
Board of Health	\$20,000.00
BOH: Pay-As-You-Throw Program	\$20,000.00
Senior Center	\$10,000.00
Planning Department	\$10,000.00
Public Lands	\$20,000.00
Sturbridge Tourist Association	\$20,000.00
CPR	\$ 5,000.00
House Numbering	\$ 5,000.00

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: 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 departmental revolving fund statute, G.L. c. 44, § 53E½, was amended by the Municipal Modernization Act in 2016 which eliminated the caps on the amount that could be spent from the revolving funds. At the Special Town Meeting in February 26, 2018, the revolving fund bylaw was adopted per the Municipal Modernization Act, however Town Meeting must continue to vote annually on or before July 1 on the amount that may be spent from each fund during the upcoming fiscal year.

ARTICLE 29
BETTERMENT PAYOFFS – DISSOLVING OF BETTERMENT

To see if the Town will vote to transfer the sum of ONE HUNDRED FIFTY AND 00/100 DOLLARS (\$150.00) 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: 9-0-0.

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 FY19 there are two (2) betterment liens that needs to be released (dissolved).

ARTICLE 30
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:

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; or take any action relative thereto.

Sponsor: Board of Selectmen

RECOMMENDATION OF THE FINANCE COMMITTEE:

That the Town take no action on this article. Voted: 6-1-1.

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: 4-1-0.

Summary: This identical article was defeated at last year's Annual Town Meeting. It is a companion article to the ballot question presented to the voters on April 10, 2017. It would prohibit all non-medical commercial businesses related to marijuana. This proposal would not prohibit the personal use of marijuana or growing of marijuana at a residence as permitted by law

ARTICLE 31 **AMEND GENERAL BYLAWS - FALSE ALARM BYLAW**

To see if the Town will vote to delete sections 8.40 through 8.52 of the General Bylaws, inclusive in their entirety and replace them with the following:

8.40 FALSE ALARMS

Definitions: For the purpose of this bylaw, the following terms, phrases, words and their derivations shall have the following meaning. The word "shall" is always mandatory and not merely directory.

Alarm User - Any homeowner, renter, lessee, or other resident and any renter, lessee, or owner of a business or other establishment or building (other than a government facility) who is primarily responsible for an Alarm System and/or an activation of an Alarm System.

Alarm System - An assembly of equipment and/or devices or a single device arranged to signal the presence of a hazard requiring urgent attention and to which police or fire personnel are expected to respond. This includes, but is not limited to, all burglar alarms, fire alarms, smoke alarms, carbon monoxide alarms, hold-up alarms, telephone dialer alarms, premises alarms, or alarms on motor vehicles.

False Alarm - Activation of an alarm system through mechanical failure, malfunction, improper installation, or the negligence of the owner or lessee of an alarm system or his employees or agents; Alarms caused by power outages, hurricanes, tornadoes, earthquakes, other similar severe weather or severe atmospheric disturbances shall not be deemed to be false alarms.

8.41 ADMINISTRATIVE RULES

The Police Chief or Fire Chief may promulgate such rules as may be necessary for the implementation of this bylaw.

8.42 MAINTENANCE AND UPKEEP; ALARMS PERMISSIBLE WITHOUT PENALTY.

The owners or lessees of an alarm are responsible for the maintenance and upkeep of any Alarm System located on their premises.

A maximum of two (2) False Alarms warnings shall be allowed from any alarm system without penalty, during any calendar year.

8.43 VIOLATIONS; PENALTIES FOR OFFENSES

The Sturbridge Police Department shall maintain records of the number of False Alarms and violations of §8.42.

Effective January 1 of each calendar year, beginning with the 3rd false activation of the system, a fine of \$25.00 shall be imposed.

Beginning with the 4th false alarm and any False Alarm thereafter within the same calendar year, a False Alarm shall result in a fine of \$50.00 for each false activation.

8.44 AUDIBLE BELL OR HORN

All Alarm Systems which use an audible bell or horn shall be equipped with an automatic shut off device which will deactivate the Alarm System within ten (10) minutes. All Alarm users with an audible bell or horn must comply with this section within ninety (90) days of the adoption of this bylaw.

Any alarm which fails to comply with the above paragraph and emits a continuous and uninterrupted signal for more than thirty (30) minutes which cannot be shut off or otherwise curtailed due to the absence or unavailability of the alarm user or those persons designated by him, and which disturbs the peace, comfort and repose of a community or neighborhood of the area where the Alarm System is located, shall constitute a public nuisance. Upon receiving complaints regarding such a continuous and uninterrupted signal, the Police Department and/or Fire Department shall endeavor to contact the alarm user, or the members of the alarm user's family or those persons designated by the alarm user under this section in an effort to abate the nuisance. The Police Department and/or Fire Department shall record the time each complaint was made.

In the event that the Police or Fire Department is unable to contact the alarm user, a member of the alarm user's family, or those persons designated by the alarm user cannot or will not curtail the audible signal being emitted by the Alarm System, the Police or Fire Department may take any reasonable action necessary to abate the nuisance.

After entry upon property has been made in accordance with this section and the nuisance abated, the Police or Fire Department shall have the property secured, if necessary. The reasonable costs and expense of abating a nuisance in accordance with this section may be assessed to the alarm user. These funds shall be deposited in the Town's General Fund.

8.45 NOTIFICATION AND APPEAL

The Police or Fire department, depending upon the type of alarm shall notify the responsible alarm user of any False Alarm warnings or charges by mail. Within fourteen (14) days after the mailing of such notice, the alarm user may file written notice with the appropriate Department Chief to include information to show that the alarm was not a False Alarm within the meaning of this bylaw.

The appropriate Department Chief shall consider such information, reaffirm or rescind the False Alarm charge, and notify the alarm user of his decision by mail. Each notice of a False Alarm charge or a reaffirmation of such a charge, by the Police or Fire Department to the alarm user shall refer to and provide instructions concerning the alarm user's right to further recourse by filing an appeal with the Appeal Board.

Within fourteen (14) days after mailing of such notice, the alarm user may file with the Board of Selectmen, herein after referred to as the Alarm Appeal Board, an appeal in writing.

8.46 APPEAL TO THE ALARM APPEAL BOARD

Upon the receipt of a timely appeal from a False Alarm charge, the Alarm Appeal Board shall hold a hearing to consider it and shall mail notice of the time and place of said hearing to the alarm user making the appeal at his last known address at least fourteen (14) days before the hearing.

On the basis of information provided by the alarm user and other information introduced at the hearing, the Board shall affirm the charge if it finds that the charge was properly imposed or rescind the charge if the charge was not properly imposed.

If the Board finds that the charge was properly assessed, the charge shall be paid immediately.

8.47 ENFORCEMENT OF THIS BYLAW

This by-law may be enforced by any means available in law or in equity, including non-criminal disposition in accordance with G.L. c.40, §21D. The Town, upon authorization by the Selectmen, may institute civil proceedings to enforce the provisions of this bylaw.

8.48 CONFIDENTIALITY

The Town recognizes that it is subject to the requirements of the Public Records Law, Section 10 of Chapter 66 of the Massachusetts General laws. However, in the interests of public safety, it is the intention of the Town, to the extent permitted by law, to maintain confidentially personal information and infrastructure information regarding Alarm Systems, including, but not limited to, that information specifically identifying the location, operations or other proprietary information contained in the information it receives.

8.49 GOVERNMENT IMMUNITY

Notwithstanding the provisions of this by-law, the Town, its departments, officials, officers, agents and employees shall be under no duty or obligation, either express or implied, of response or the adequacy, operation or maintenance of any Alarm System or of the alarm monitoring facilities at Police and Fire Department. Any and all liability resulting from the Town's failure to respond to a notification is hereby disclaimed; governmental immunity, as provided by law, is retained. Alarm owners and users in Town shall acknowledge that law enforcement response may be influenced by factors such as, but not limited to: the availability of police and fire units, staffing levels, the priority of calls, weather, traffic and emergency conditions.

8.50 SEVERABILITY

The invalidity of any part or parts of this bylaw shall not affect the validity of the remaining parts; 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: 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 is presented to correct deficiencies in the current bylaws and to provide a uniform system of dealing with false police and fire alarms.

ARTICLE 32

GENERAL BYLAWS – ADOPTION OF THE STRETCH ENERGY CODE

To see if the Town will vote to enact Chapter 8.60 of the Town of Sturbridge General Bylaws, entitled “Stretch Energy Code” for the purpose of regulating the design and construction of buildings for the effective use of energy, pursuant to Appendix 115.AA of the Massachusetts Building Code, 780 CMR, the Stretch Energy Code, including future editions, amendments or modifications thereto, with an effective date of January 1, 2019, a copy of which is on file with the Town Clerk, or take any other 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: 3-2-0.

Summary: This article seeks to adopt the ‘Stretch Energy Code’ for new construction in the Town beginning in January 2019. This would be a pre-requisite to becoming a ‘Green Community’, thereby qualifying the Town for state funding for energy efficiency up to \$140,000, and be eligible for competitive grants for future energy projects.

ARTICLE 33

RESCISSION OF TOWN ACCEPTANCE OF MGL CHAPTER 90 SEC 22B (b-k)

To see if the Town will vote to rescind its acceptance of G.L. chapter 90, section 22B (b)-(k); or take any other action in relation thereto.

Sponsor: Board of Selectmen

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 seeks to rescind its adoption of a statute of Massachusetts General Laws which calls for a hearing process for abandoned vehicles in Sturbridge.

**TOWN OF STURBRIDGE
SPECIAL TOWN MEETING WARRANT**



**TANTASQUA REGIONAL HIGH SCHOOL
MONDAY, JUNE 4, 2018 @ 7:00 P.M.**

ARTICLE 63

FREE CASH TRANSFER - SNOW AND ICE DEFICIT

To see if the Town will vote to transfer a sum of money 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 transfer ONE HUNDRED FORTY-FIVE THOUSAND FIVE HUNDRED NINETY-SEVEN AND 00/100 DOLLARS (\$145,597.00) from Free Cash to the Snow & Ice Account (#11432); or take any action relative thereto.

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 2018. The Town can deficit spend each year for all costs related to snow and ice removal.

ARTICLE 64

UNPAID BILLS OF A PREVIOUS FISCAL YEAR

(9/10 vote required)

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

Recommendation will be given at Town Meeting.

RECOMMENDATION OF THE BOARD OF SELECTMEN:

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

Summary: This article seeks to fund any bills of a prior Fiscal Year. At the time of the posting of the Town Meeting Warrant there were no known prior year bills. This article is included if any unpaid bills are received. The motion at Town Meeting will reflect the amount.



Town of Sturbridge

Leon A. Gaumond Jr., Town Administrator

42

To: The voters of the Town of Sturbridge
From: Leon A. Gaumond Jr., Town Administrator
Date: May 8, 2018
Re: Questions about the Department Managers Salaries

There have been several questions recently by members of the Board of Selectmen regarding the recently adopted step system for department managers which began this past year as well as the change in the presentation of the budget when it comes to the department manager's salaries. I was asked to prepare this memo to the residents to explain the process. I am happy to explain.

When I was hired as your Town Administrator I found a system of compensation for Department Heads which needed improvement. While there is a step and grade system for all other town employees (union as well as non-union) there was no such system for Department Managers which has, over time, caused internal and external inequities in the compensation system. While we had minimums and maximums for the positions, there was NO WAY for a department head to move up in the pay scale towards the maximum of the pay scale. As a result, the Town had some department managers who were employees for five or so years still getting paid the MINIMUM in their pay grade and we had some department managers who were employees for MANY years who were inexplicably not close to the maximum of their pay grade. The Department Managers felt this was unfair and I saw the unfairness of this as well. This past year I filled a Department Manager position in which I hired the individual at Step 1, which is the lowest pay for the position, which was only a few dollars lower than an employee in the same grade who has worked here for many years.

Public entities, such as the Town of Sturbridge, oftentimes use a classification plan to determine how much a position is to be paid. In Sturbridge, the Personnel Committee uses a ratings system to attribute points to a variety of different categories to be added together in order to establish the position's grade. Every position, from Custodian to Town Administrator, has a grade. These grades and positions are then compared to our benchmarked communities to establish minimums and maximums in the pay scale. Last year I proposed establishing a ten step system for department managers in Sturbridge using the previously established minimums and maximums for each grade. I presented my findings to the Personnel Committee as well as the Selectmen and that process was approved prior to last year's budget process.

In Sturbridge, the Town establishes a General Wage Adjustment for all non-union employees, both department managers as well as non-department managers, based on what the union employees are generally given. This year, the Town of Sturbridge is budgeting a 2.5% General Wage Adjustment. This prevents our employees from being priced out of the marketplace and helps with retention. In a pay system where an employee has not reached the maximum of their pay scale (usually based on time in the position), an employee would get their step increase as well as their General Wage Adjustment. This is now the case for all municipal employees in Sturbridge, including police officers, firefighters, DPW employees, department managers and administrative assistants.

Usually there is roughly the same percentage of pay increase between steps. Another way of saying that is that the percentage between steps is roughly the same for like employees. The same thing cannot be said about Department Head salaries. In some cases the SPAN between the minimum and maximum is small. This 'problem' is something to be corrected by the Personnel Committee when they study the Department Managers pay scales.

A few months ago, the Chairman of the Board of Selectmen took the data from the Town Administrator's draft budget and prepared a table stating the Department Manager's salaries. She felt, and the other Selectmen agreed, that this should be presented in the Town Meeting Budget Book so the people of the Town would know what the Department Managers are paid. Prior to this year's fiscal budget being adopted, all salary lines were voted separately in the operating budget at Town Meeting. The effect of this is that we would need to go to the Finance Committee (or in some cases call a Special Town Meeting) to make even minor adjustments in the budget to deal with an emergency. Allow me to provide an example: This year I had to fill an unexpected vacancy in the Senior Center Director's position. Since we voted the salary line as a total this year, we were able to use monies which would have been dedicated for the Manager's salary to pay for extra hours for the staff at the Senior Center without having to run into deficit or go back to Town Meeting. This method of budgeting is the method used by a large majority of the communities in our area.

<u>Position</u>	<u>FY17 Salary</u>	<u>Fy18 Salary</u>	<u>Increase</u>	<u>%</u>	<u>FY19 Salary</u>	<u>Increase</u>	<u>%</u>
Town Administrator	\$135,960.00	\$140,039.00	\$4,079.00	3.00%	\$143,540.00	\$3,501.00	2.50%
Town Accountant	\$64,925.00	\$68,496.00	\$3,571.00	5.50%	\$71,683.00	\$3,187.00	4.65%
Principal Assessor	\$67,257.00	\$69,935.00	\$2,678.00	3.98%	\$75,010.00	\$5,075.00	7.26%
Finance Director	\$94,823.00	\$99,438.00	\$4,615.00	4.87%	\$105,514.00	\$6,076.00	6.11%
Town Clerk	\$58,800.00	\$60,564.00	\$1,764.00	3.00%	\$62,078.00	\$1,514.00	2.50%
Conservation Agent**	\$50,456.00	\$53,707.00	\$3,251.00	6.44%	\$55,050.00	\$1,343.00	2.50%
Town Planner	\$81,370.00	\$84,447.00	\$3,077.00	3.78%	\$89,421.00	\$4,974.00	5.89%
Police Chief	\$120,868.00	\$124,494.00	\$3,626.00	3.00%	\$141,400.00	\$16,906.00	13.58%
Fire Chief	\$105,000.00	\$107,100.00	\$2,100.00	2.00%	\$110,313.00	\$3,213.00	3.00%
Building Inspector*	\$51,150.00	\$73,764.00	\$22,614.00	44.21%	\$75,942.00	\$2,178.00	2.95%
DPW Director	\$95,613.00	\$100,183.00	\$4,570.00	4.78%	\$106,468.00	\$6,285.00	6.27%
Board of Health Agent**	\$70,049.00	\$53,707.00	-\$16,342.00	-23.33%	\$56,953.00	\$3,246.00	6.04%
COA Director**	\$54,000.00	\$50,461.00	-\$3,539.00	-6.55%	\$55,050.00	\$4,589.00	9.09%
Library Director	\$72,103.00	\$74,986.00	\$2,883.00	4.00%	\$79,714.00	\$4,728.00	6.31%

A few notes from the above table; the Building Inspector's (*) hours increased from 28 hours/week to 35 hours/week in FY18. We also saw three new Department Managers hired this past year (**). I should also point out that the Town Administrator, Police Chief & Fire Chief all work under employment contracts.

I hope that this document helps to explain the questions raised by the Selectmen. As a Town Administrator I have been committed to transparency in all areas of the Town government, including the budget process. I hope to refine this process based on feedback from the citizens. I look forward to answering any further questions about this process. Please feel free to contact me by emailing me at lgaumond@town.sturbridge.ma.us.

Appendix A ANNUAL ACCOUNTING OF REVOLVING FUNDS

July 1, 2016- June 30, 2017

RECREATION REVOLVING FUND

Starting Balance	\$	24,297.42
Revenue	\$	16,471.66
Expenditures	\$	8,467.63
Ending Balance	\$	32,301.45

PLANNING DEPARTMENT REVOLVING FUND

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

FIRE DEPARTMENT HAZMAT REVOLVING FUND

Starting Balance	\$	394.84
Revenue	\$	1,667.26
Expenditures	\$	-
Ending Balance	\$	2,062.10

CONSERVATION COMMISSION REVOLVING FUND (PUBLIC LANDS)

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

SENIOR CENTER REVOLVING FUND

Starting Balance	\$	4,467.69
Revenue	\$	3,114.46
Expenditures	\$	3,729.76
Ending Balance	\$	3,852.39

STURBRIDGE TOURIST ASSOCIATION REVOLVING FUND

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

BOARD OF HEALTH REVOLVING FUND

Starting Balance	\$	47,463.24
Revenues	\$	18,145.00
Expenditures	\$	19,294.54
Ending Balance	\$	46,313.70

PAY AS YOU THROW PROGRAM

Starting Balance	\$	69,925.75
Revenues	\$	21,300.00
Expenditures	\$	7,012.78
Ending Balance	\$	84,212.97

APPENDIX B

COMMUNITY PRESERVATION COMMITTEE REPORT TO THE FINANCE COMMITTEE FY2019 ANNUAL TOWN MEETING

The Community Preservation Committee looks forward to presenting the following articles to the voters at the June 4, 2018 Annual Town Meeting.

1. To see if the town will vote to appropriate from the **Community Preservation Open Space Fund Balance**, the sum of \$30,000.00 to be allocated for general trail funds for the design, engineering, permitting, construction, material, and supplies to build and preserve trails, parking lots and related facilities and administrative costs on CPC purchased properties in the Town of Sturbridge for open space and recreational purposes.
2. To see if the Town will vote to appropriate from the **Community Preservation Fund Undesignated Fund Balance** the sum of \$9,500.00 to be allocated for the purpose of conservation, rehabilitation and restoration of the Old Burial Ground and North Cemetery and related administrative costs.
3. 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 FY 2019 for the Community Preservation Committee (CPC).
4. To support borrowing \$1,000,000.00 for twenty (20) years for the purpose of contributing to the town barn field project as proposed by the Recreation Committee. Principal and interest payments on this portion of the borrowing will be repaid with CPA Funds.

Additionally, an article appears on the Annual Town Meeting warrant to see if the Town will vote to appropriate from the **Community Preservation Fund Historic Fund Balance** the sum of \$15,000.00 to be allocated for weatherizing and installing storm windows for the purpose of conservation and rehabilitation of the historic Center Office Building. The Community Preservation Committee will offer their recommendation as to whether we are moving forward with funding for this project the night of the Annual Town Meeting.

CPA Revenue for FY18 and FY19:

FY18

State Revenue FY18	\$130,854.00
FY18 Surcharge Committed	\$466,733.00
Interest Earned through 3/31/18	<u>\$ 22,859.00</u>
Total Estimated FY18 Revenues	\$620,446.00

FY19

Anticipated State Revenue FY19	\$ 75,000.00
Anticipated FY19 Surcharge	\$470,000.00
Anticipated Interest Income	<u>\$ 27,000.00</u>
Total Anticipated FY19 Revenues	\$572,000.00

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 FY18 ATM	\$1,092,153.84	\$185,481.17	\$135,228.15	\$778,887.32	\$2,191,750.48
FY19 Proposed Warrant Articles:					
Open Space/Trails		\$30,000.00			\$30,000.00
Historic Cemetery Restoration	\$9,500.00				\$9,500.00
Administrative Funds	\$15,000.00				\$15,000.00
FY19 Debt Payments	\$278,372.00				\$278,372.00
Window Weatherization Project Center Office Building (TBD)*			\$15,000.00		\$15,000.00
Estimated Fund Balance after FY19 ATM	\$789,281.84	\$155,481.17	\$120,228.15	\$778,887.32	\$1,843,878.48

*Recommendation to be provided at Town Meeting

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

FY2019 Outstanding Debt

Sources of Funding - Amounts Outstanding	
Property Taxes	\$ -
Property Taxes - Debt Exclusion	\$ 17,402,574.13
Betterment Assessment	\$ 2,997,758.62
Water Fees	\$ 7,269,689.34
Sewer Fees	\$ 12,349,720.26
CPA Funds	\$ 2,381,255.62

Long Term Debt								
Project	Issue Date	Maturity Date	Source of Funding	Principal Issued	Total Interest on Loan	Outstanding Principal	Outstanding Interest	FY19 Loan Payment
Well #1	2/15/2012	11/1/2031	Water Fees	\$ 1,620,500.00	\$ 462,300.44	\$ 1,120,000.00	\$ 228,900.00	\$ 111,000.00
Route 131 Waterline	2/15/2011	11/15/2030	Water Fees	\$ 1,557,000.00	\$ 627,191.88	\$ 992,450.00	\$ 232,398.50	\$ 114,798.00
Well #4	2011	2040	Water Fees	\$ 2,178,500.00	\$ 1,600,408.92	\$ 1,871,532.80	\$ 1,025,341.12	\$ 126,005.00
Well #4	2012	2041	Water Fees	\$ 734,500.00	\$ 512,300.70	\$ 563,112.00	\$ 304,070.58	\$ 49,824.04
Well #4	2012	2041	Water Fees	\$ 856,000.00	\$ 464,369.85	\$ 656,262.00	\$ 275,622.34	\$ 51,503.17
WWTP Upgrade	2/15/2011	11/15/2030	Sewer Fees	\$ 1,095,000.00	\$ 447,312.50	\$ 707,750.00	\$ 167,591.26	\$ 79,922.50
WWTP Upgrade	2010	2030	Sewer Fees	\$ 5,971,293.00	\$ -	\$ 4,146,812.00	\$ -	\$ 288,131.63
WWTP Upgrade	2012	2031	Sewer Fees	\$ 9,026,495.00	\$ -	\$ 7,119,742.00	\$ -	\$ 416,945.68
Southbridge Sewer Connection*	2/15/2011	11/15/2021	Sewer Fees	\$ 510,000.00	\$ 109,612.50	\$ 195,000.00	\$ 12,825.00	\$ 55,700.00
Big Alum Sewer Project*	2/15/2012	11/1/2025	Betterment Assessment	\$ 820,000.00	\$ 153,606.94	\$ 460,000.00	\$ 49,643.75	\$ 71,912.50
Big Alum Sewer Project*	2/15/2012	11/1/2025	Betterment Assessment	\$ 155,000.00	\$ 27,209.44	\$ 80,000.00	\$ 8,812.50	\$ 12,075.00
Big Alum Sewer Project*	2/15/2012	11/1/2025	Betterment Assessment	\$ 775,000.00	\$ 146,899.72	\$ 440,000.00	\$ 48,468.75	\$ 66,412.50
Woodside Circle Sewer Project*	2/15/2012	11/1/2028	Betterment Assessment	\$ 730,000.00	\$ 170,122.78	\$ 460,000.00	\$ 70,625.00	\$ 57,400.00
Phase 2 Sewer Project*	2/15/2011	11/15/2021	Betterment Assessment	\$ 165,000.00	\$ 34,259.38	\$ 60,000.00	\$ 4,031.25	\$ 16,762.50
Phase 2 Sewer Project	2005	2019	Betterment Assessment	\$ 2,084,276.19	\$ 422,884.35	\$ 182,070.30	\$ -	\$ 182,070.30
Phase 3 Sewer Project*	2/15/2011	11/15/2021	Betterment Assessment	\$ 2,220,000.00	\$ 478,862.50	\$ 845,000.00	\$ 56,150.00	\$ 239,750.00
Cedar Lake Sewer Project	2005	2019	Betterment Assessment	\$ 46,376.50	\$ 9,671.09	\$ 7,347.61	\$ -	\$ 3,701.52
Cedar Lake Sewer Project	2005	2019	Betterment Assessment	\$ 1,423,944.36	\$ 297,077.82	\$ 225,609.46	\$ -	\$ 111,134.11
Burgess Elementary School	2/15/2011	11/15/2030	Property Taxes - Debt Exclusion	\$ 9,000,000.00	\$ 3,696,187.50	\$ 5,836,500.00	\$ 1,554,107.50	\$ 658,425.00
Burgess Elementary School	2/15/2012	11/1/2031	Property Taxes - Debt Exclusion	\$ 6,700,500.00	\$ 1,932,156.83	\$ 4,690,000.00	\$ 958,518.75	\$ 464,812.50
Burgess Elementary School	12/22/2015	7/15/2030	Property Taxes - Debt Exclusion	\$ 1,954,000.00	\$ 458,806.04	\$ 1,690,000.00	\$ 325,487.50	\$ 186,225.00
Town Hall	8/1/2009	8/1/2029	Property Taxes - Debt Exclusion	\$ 3,437,502.00	\$ 1,378,875.05	\$ 1,927,300.00	\$ 420,660.38	\$ 316,052.00
Town Hall	8/1/2009	8/1/2029	CPA Funds	\$ 1,497,798.00	\$ 612,726.20	\$ 895,000.00	\$ 215,690.62	\$ 109,481.25
OSV Land Acquisition*	12/22/2015	7/15/2025	CPA Funds	\$ 616,000.00	\$ 126,005.83	\$ 485,000.00	\$ 76,875.00	\$ 84,550.00
Heins Farm Land Acquisition*	12/22/2015	7/15/2025	CPA Funds	\$ 375,000.00	\$ 77,928.61	\$ 300,000.00	\$ 48,125.00	\$ 51,950.00
Recreation Courts	12/8/2017	11/15/1932	CPA Funds	\$ 287,000.00	\$ 78,288.08	\$ 287,000.00	\$ 73,565.00	\$ 32,390.00
*Refunded								
			Totals:	\$ 55,836,685.05	\$ 14,325,064.95	\$ 36,243,488.17	\$ 6,157,509.80	\$3,958,934.20

Appendix D

	TOWN OF STURBRIDGE			
	FY 2018			
	USE OF FREE CASH			
	<u>Certified</u>	<u>Appropriated</u>	<u>Balance</u>	
Certified 7/01/17	\$4,371,400.00			
February 26, 2018 Special Town Meeting				
Article 43 - Inspectors Personnel Costs		\$4,000.00	\$4,367,400.00	
Article 44 - Student Activity Account Audit		\$4,000.00	\$4,363,400.00	
Article 46 - Electronic Vote Tabulators		\$19,600.00	\$4,343,800.00	
Article 47 - Fire Department Energy Efficiency Program		\$31,000.00	\$4,312,800.00	
Article 48 - Library HVAC Improvements		\$10,000.00	\$4,302,800.00	
Article 55 - Unpaid Bills of a Previous Year		\$1,076.09	\$4,301,723.91	
Article 58 - Stabilization Fund		\$230,000.00	\$4,071,723.91	
Article 59 - Town Counsel		\$60,000.00	\$4,011,723.91	
Balance Remaining After 2/26/18 STM:			\$4,011,723.91	
June 4, 2018 Annual Town Meeting				
Article 17 - Capital Improvement Plan		\$502,850.00		
Article 22 - Tax Rate Relief		\$350,000.00		
Article 24 - Data Center Upgrade Public Safety Complex		\$80,000.00		
Article 25 - Wireless Devices		\$150,000.00		
Article 27 - Abandoned Properties Demolition		\$75,000.00		
Balance Remaining After 6/4/18 ATM:			\$2,853,873.91	
June 4, 2018 Special Town Meeting				
Article 63 - Snow & Ice Deficit		\$145,597.00		
Article 65 - Unpaid Bills of a Previous Fiscal Year		TBD		
Balance Remaining After 6/4/18 STM:			\$2,708,276.91	

Appendix E
Fiscal Year 2019
Breakdown of Personnel Costs in Line Item Budget

<u>Department</u>		<u>Department</u>	
Town Administrator		Building Inspector	
Department Head Salary	\$ 143,540.00	Department Head Salary	\$ 75,942.00
Merit Based Pay Incentive	\$ 23,937.00	Salaries/Wages	\$ 36,819.00
Salaries/Wages	\$ 38,730.00	Total Personnel Costs:	\$ 112,761.00
Total Personnel Costs:	\$ 206,207.00		
Finance Committee		Inspectors	
Salaries/Wages	\$ 3,468.00	Salaries/Wages	\$ 55,000.00
Total Personnel Costs:	\$ 3,468.00	Total Personnel Costs:	\$ 55,000.00
Accountant		Tree Warden	
Department Head Salary	\$ 71,683.00	Salaries/Wages	\$ 2,639.00
Salaries/Wages	\$ 14,867.00	Total Personnel Costs:	\$ 2,639.00
Total Personnel Costs:	\$ 86,550.00		
Assessor		DPW	
Department Head Salary	\$ 75,010.00	Department Head Salary	\$ 79,851.00
Salaries/Wages	\$ 29,784.00	Salaries/Wages	\$ 754,018.00
Total Personnel Costs:	\$ 104,794.00	Overtime	\$ 14,000.00
		Longevity	\$ 2,100.00
		Total Personnel Costs:	\$ 849,969.00
Finance Director		*DPW Director's salary is augmented by funds contained	
Department Head Salary	\$ 105,514.00	in Warrant Articles for both the Water and Sewer Departments	
Salaries/Wages	\$ 121,511.00	for a total Department Head Salary of \$106,468.	
Certification Stipend	\$ 1,000.00		
Longevity	\$ 1,400.00	Snow & Ice Removal	
Total Personnel Costs:	\$ 229,425.00	Overtime	\$ 47,300.00
		Total Personnel Costs:	\$ 47,300.00
Town Clerk		Landfill/Recycling Center	
Department Head Salary	\$ 62,078.00	Salaries/Wages	\$ 108,438.00
Salaries/Wages	\$ 34,708.00	Overtime	\$ 1,500.00
Total Personnel Costs:	\$ 96,786.00	Total Personnel Costs:	\$ 109,938.00
Elections & Registrations		Board of Health	
Board Salaries	\$ 300.00	Department Head Salary	\$ 56,953.00
Salaries/Wages	\$ 14,000.00	Salaries/Wages	\$ 24,297.00
Total Personnel Costs:	\$ 14,300.00	Total Personnel Costs:	\$ 81,250.00
Conservation		Inspections and Testing	
Department Head Salary	\$ 55,050.00	Salaries/Wages	\$ 46,119.00
Salaries/Wages	\$ 19,573.00	Total Personnel Costs:	\$ 46,119.00
Total Personnel Costs:	\$ 74,623.00		
Town Planner		Council on Aging	
Department Head Salary	\$ 89,421.00	Department Head Salary	\$ 55,050.00
Salaries/Wages	\$ 34,307.00	Salaries/Wages	\$ 71,444.00
Longevity	\$ 300.00	Longevity	\$ 350.00
Total Personnel Costs:	\$ 124,028.00	Total Personnel Costs:	\$ 126,844.00
Facilities		Veteran's Agent	
Salaries/Wages	\$ 83,057.00	Salaries/Wages	\$ 5,279.00
Total Personnel Costs:	\$ 83,057.00	Total Personnel Costs:	\$ 5,279.00
Police Department		Library	
Department Head Salary	\$ 141,400.00	Department Head Salary	\$ 79,714.00
Stipend Emergency Management	\$ 6,000.00	Salaries/Wages	\$ 275,190.00
Salaries/Wages	\$ 1,850,847.00	Longevity	\$ 1,400.00
Overtime	\$ 361,244.00	Total Personnel Costs:	\$ 356,304.00
Longevity	\$ 7,850.00		
Total Personnel Costs:	\$ 2,367,341.00	Recreation	
Fire Department		Department Head Salary	\$ 32,175.00
Department Head Salary	\$ 110,313.00	Salaries/Wages	\$ 27,549.00
Salaries/Wages	\$ 914,799.00	Total Personnel Costs:	\$ 59,724.00
Overtime	\$ 218,000.00	Information Technology	
Longevity	\$ 2,150.00	Salaries/Wages	\$70,000.00
Total Personnel Costs:	\$ 1,245,262.00	Total Personnel Costs:	\$70,000.00

FORMULA FOR CALCULATING THE TAX RATE

GENERAL FUND EXPENDITURES	\$ 32,581,500
ADDITIONAL EXPENSES TO BE RAISED	\$ 482,043
RAISE AND APPROPRIATE ARTICLES	\$ 921,000
TOTAL EXPENDITURES (as recommended by the Finance Committee)	\$ 33,984,543
STATE AID	\$ 4,813,441
LOCAL REVENUES	\$ 4,001,009
FREE CASH/STABILIZATION FUND USED TO OFFSET TAX RATE	\$ 350,000
TOTAL REVENUES AVAILABLE	\$ 9,164,450
NET AMOUNT TO BE RAISED BY TAXATION	\$ 24,820,093
ESTIMATED PROPOSITION 2 1/2 LEVY LIMIT	\$ 25,518,715
EXCESS LEVY CAPACITY	\$ 698,622

*The tax rate is historically set each year in September by the Department of Revenue once the assessed valuation of the town is known.