

OF STURBRIDGE, MASSACHUSETTS
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STURBRIDGE

MASSACHUSETTS



ANNUAL TOWN REPORT

2019

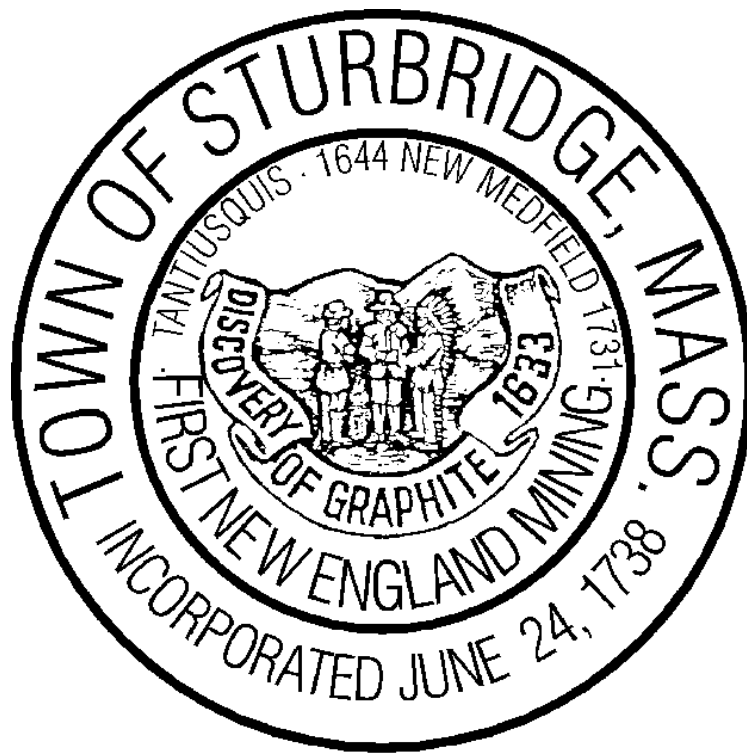
Front Cover Photo By: Savannah Fitzgibbons

Facebook page: Fitzpics Photography and Portrait Design

Instagram handle: @Fitzpics412

Cover Photo taken at the 2019 Home of the Brave 5K in Sturbridge, MA.

**REPORT
OF THE
TOWN OFFICERS**



***FOR THE YEAR ENDING
DECEMBER 31, 2019***

*We Remember
those who have passed on*



Donald Suprenant
Served as a Police Officer for the Sturbridge Police Department

Lawrence Boniface
Served on the Board of Assessors and Finance Committee

Robert Wright
Served as a Firefighter for the Sturbridge Fire Department

Thomas Brogan
Served as an employee of the Department of Public Works

Richard Tilton Jr.
Served as a Firefighter for the Sturbridge Fire Department

Richard Parrettie
Served as a Firefighter for the Sturbridge Fire Department

Cecile Switzer
Served as the Assistant Town Clerk and Secretary to the Board of Selectmen

Mark Lev
Served as the Building Inspector/Zoning Enforcement

James Krusas
Served on the Finance Committee

William Grandone
Served on the Council on Aging

*We are grateful for their years of faithful service to the
Town of Sturbridge.*

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ELECTED TOWN OFFICIALS

MODERATOR - 3 Year Term (One)

Michael Caplette 2022

TOWN CLERK - 3 Year Term (One)

Lynne Girouard 2022

BOARD OF REGISTRARS - 3 Year Term (3 Members)

Lynne Girouard, Town Clerk 2022 (elected)

Cheryl Wood Creeden 2021

Janet Garon 2021

Susan Murphy 2021

BOARD OF SELECTMEN - 3 Year Term (5 members)

Mary Blanchard, Chair 2020

Mary Dowling, Vice Chair 2022

Michael Suprenant, Clerk 2021

Pricilla Gimás 2020

Chase Kaitbenski 2021

BOARD OF ASSESSORS - 3 Year Term (3 Members)

Paul Murphy, Chair 2021

Sophia Lengyel Rogers, Vice Chair 2020

Dale Meehan McNeil 2022

STURBRIDGE SCHOOL COMMITTEE - 3 Year Term (5 Members)

Katherine Alexander, Chair 2020

Megan Panek, Vice Chair 2021

Mary Bellezza 2022

Kristin Tuohey, Secretary 2020

Karen Kowal 2022

TANTASQUA SCHOOL COMMITTEE - 3 Year Term (5 Members)

Patricia Barnicle 2020

Michelle Fitzgerald 2021

Susan Waters 2021

William Haggerty 2022

Kristen M. Leo 2022

Ted Goodwin 2020

CONSTABLES - 3 Year Term (3 Members)

L. David Covino 2022

Robert G. Cerny 2021

Tom Creeden 2020

ELECTED TOWN OFFICIALS

BOARD OF HEALTH - 3 Year Term (3 Members)

Linda Cocalis, Chair	2020
Richard Volpe	2022
Dr. George DeBusk	2021

RECREATION COMMITTEE - 3 Year Term (5 Members)

MaryLou Volpe, Chair	2021
Cindy Sowa Forgit	2022
Erin Carson	2021
Daniel Thompson	2020
Kadion Phillips	2020

ZONING BOARD OF APPEALS - 3 Year Term (5 Elected, 2 Appointed)

Elizabeth Banks	2020 (Elected)
Diane Trapasso	2021 (Elected)
Thomas Earls	2022 (Elected)
Fidelis Onwubueke	2022 (Elected)
William Zelenak	2021 (Elected)
Michael Young	2020 (Appointed)
Marge Cooney	2022 (Appointed)

LIBRARY TRUSTEES - 3 Year Term (9 Members)

Jacqueline Belisle	2020
Patricia Howard	2020
David Peterkin	2021
Sandra Gibson- Quigley	2020
Stephen Mullen	2022
Joyce Sinnott	2022
Rebecca Celuzza	2020
Melissa Earls	2022
Carol Mitchell	2021

APPOINTED/HIRED TOWN OFFICIALS

TOWN ADMINISTRATOR

Jeff Bridges	Town Administrator
Andrea Mensen	Administrative Assistant

FACILITIES

Robyn Chrabascz	Facilities Coordinator
-----------------	------------------------

APPOINTED/HIRED TOWN OFFICIALS

FINANCE DEPARTMENT

Barbara Barry	Finance Director 2020 (3 year appointment)
Christopher Geraghty	Town Accountant 2020 (3 year appointment)
Sandra Sears	Assistant Treasurer/Collector
Jean Campbell	Accounting Clerk
Dale Meehan-McNeil	Ambulance Billing

ASSESSORS DEPARTMENT

Ann Murphy	Principal Assessor 2020 (3 year appointment)
Liza Peters	Administrative Assistant

OFFICE OF THE TOWN CLERK

Lynne Girouard	Town Clerk 2022
Sheila O'Connell	Assistant Town Clerk

BUILDING INSPECTOR/ZONING ENFORCEMENT OFFICER - (3 year appointment)

Nelson Burlingame	Building Inspector 2021
Cynthia Forgit	Administrative Assistant

WIRE INSPECTOR - (3 year appointment)

Clyde Gagnon	Wire Inspector 2020
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ASSISTANT WIRE INSPECTOR - (3 year appointment)

William Gibson	Asst. Wire Inspector 2021
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PLUMBING and GAS INSPECTOR - (3 year appointment)

Peter Starkus	Plumbing/Gas Inspector 2020
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ASSISTANT PLUMBING and GAS INSPECTOR - (3 year appointment)

Paul Mazeika	Asst. Plumbing/Gas Inspector 2020
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HEALTH DEPARTMENT

Ken Lacy	Health Agent 2022 (3 year appointment)
Erin Carson	Administrative Assistant
Tricia Valiton	Health Inspector
Cheryl Rawinski	Nurse

APPOINTED/HIRED TOWN OFFICIALS

PLANNING DEPARTMENT

Jean Bubon
Jeneé Lacy

Town Planner 2020 (3 year appointment)
Administrative Assistant

CONSERVATION DEPARTMENT

Rebecca Gendreau

Holly Williams Lapidus

Conservation Agent 2021 (3 year
appointment)
Administrative Assistant

COUNCIL ON AGING DEPARTMENT

Leslie Wong
Marcia Wildgrube
Carmen MacGillivray
Jennifer Babcock
Jen Tetreault
Mike Alvarado

Director
Outreach Coordinator
Administrative Assistant
Program Assistant
Fitness Instructor
Custodian

TREE WARDEN - (3 year appointment)

Anthony Crane

Tree Warden 2022

CABLE ACCESS DEPARTMENT

Bruce Butcher
Stephen Sandberg

Production Coordinator
Scheduler Clerk

VETERANS DIRECTOR/SERVICES DIRECTOR - (3 year appointment)

Michael Struppa

Veterans Director 2022

RECREATION DEPARTMENT

Annie Roscioli

Recreation Director 2021

DIRECTOR OF PUBLIC WORKS – 3 year appointment

Butch Jackson
April Denault
Mark Augello

Director 2022
Administrative Assistant
Operations & Maintenance Manager 2021

MEMBERS OF THE HIGHWAY DEPARTMENT - (3 year appointment)

John Booth
Benjamin Burlingame
Ronald Barrows

2020
2021
2021

APPOINTED/HIRED TOWN OFFICIALS

MEMBERS OF THE HIGHWAY DEPARTMENT - (3 year appointment)

Brian Curboy	2020
Tyler Gustafson	2022
David Lamontagne	2021
Brian Larson	2022
Brian McRoy	2020
David Mitchell	2020
Daniel Gervasi	2021
Kimberly Welton-Pulsifer	2021
Andrew Szumilas	2020
Andrew McDermott	2021

MEMBERS OF THE POLICE DEPARTMENT – 3 year appointment

Police Chief Thomas Ford, III	2021
Melissa Rozzen	Administrative Assistant

FULL-TIME OFFICERS – (3 year appointment)

Earl Dessert, Lieutenant	2019
Larry Bateman, Sergeant	2020
Joseph Lombardi, Sergeant	2022
Sean Paine, Sergeant	2021
Scott Crevier	2021
Colby Tytula	2021
Hillary Murray	2021
Jeffrey Forcier	2022
David Fortier	2022
Daniel Hemingway	2020
Jeffrey Lavallee	2020
Nicole Patterson	2022
Paul Janson	2021
Ronald Obuchowski	2021
Thomas Giordano	2020
Garrett Danna	2020

PART-TIME OFFICER

FULL-TIME DISPATCHERS - (3 year appointment)

Barbara Boiteau	2020
Scott Belanger	2021
Toniah Maloney	2020
Patricia Lupacchino	2021
Ashley Griffin	2022

APPOINTED/HIRED TOWN OFFICIALS

PART-TIME DISPATCHERS - (3 year appointment)

Melissa Palmer	2020
Tami Warner	2021
Pearl Lutta	2022
Trevor Bresse	2022
Matthew Cole	2021
Linda Hatch	2022
Michele Rosano	2022

MEMBERS OF THE FIRE DEPARTMENT – 3 year appointment

Fire Chief John Grasso, Jr.	2020
Kristin Strasheim	Administrative Assistant

FULL-TIME PERSONNEL - (3 year appointment)

Lieutenant Matthew Roderick	2021
Lieutenant John Marinelli	2021
Lieutenant Eric Riendeau	2020
Patrick Normandin	2022
Jonathan Becker	2022
MaryLou Volpe	2021
Sean Moynagh	2021
Jennifer Ashe	2021
Stephen Joyce	2020
Matthew Bonneau	2021
Bryan Swanda	2021
Joshua Thomas	2022

PART-TIME PERSONNEL – (3 year appointment)

Michael Ashe	2021
Jaqueline Becker	2021
Scott Belanger	2021
Robert Moynagh	2021
Tina Kruczek	2020
Ryan Mullen	2020
Awtumn Courville	2022
Andrew Houle	2022
Luke Quatrocelli	2022
Anthony Messina	2022

APPOINTED/HIRED TOWN OFFICIALS

ANIMAL CONTROL OFFICER/ROAD KILL AGENT - 3 Year appointment

Michelle Connors 2021

HISTORICAL COMMISSION (3 year appointment)

Barbara Search, Chair 2021

Cathy Zavistoski 2022

Bailey Applegate 2022

Richard Volpe 2021

Charles Blanchard 2022

FINANCE COMMITTEE - (Appointed by Town Moderator) - 3 Year Term (9 Members)

Kathleen Neal, Chair 2022

Joni Light 2020

Laurance Morrison 2022

Karen Davis 2021

Michael Hager 2020

James Waddick 2021

Bruce Bryson 2019

Jared Burns 2020

Kevin Smith 2021

PLANNING BOARD - 5 Year Term (7 Members)

Charles Blanchard, Chair 2021

Susan Waters, Clerk/Vice Chair 2022

Russell Chamberland 2024

Dane LaBonte 2022

Jeffrey Adams 2023

Michael Chisholm 2023

TOWN COUNSEL - 1 Year Term

Kopelman & Paige 2020

EMERGENCY MANAGEMENT DIRECTOR - (3 year appointment)

Police Chief Thomas Ford, III 2019

EMERGENCY MANAGEMENT COORDINATOR - (3 year appointment)

Kevin Filchak 2020

LOCAL EMERGENCY PLANNING COMMITTEE

Thomas Ford III, Emergency Management Director

Jeff Bridges, Town Administrator

Kevin Filchak, Economic Development & Emergency Mgmt.

Deborah Boyd, Tantasqua Reg. School District

Barbara Barry, Finance Director

APPOINTED/HIRED TOWN OFFICIALS

Butch (Vernon) Jackson, DPW Director
Jean Bubon, Town Planner
Leslie Wong, Council on Aging Director
Ken Lacey, Health Agent
Nelson Burlingame, Building
John Degnan, Resident
Earl Dessert, PD
David Dettings, CERT
Rebecca Gendreau, Conservation
Paul Watson, OFS
Kristen Gerome, MEMA
John Grasso, Fire Chief
John Marinelli, FD – EMS
Wendy McRoy, Transportation
Wanda O’Connor, Harrington Hospital
Carlton Rondeau-Harrington, Harrington Hospital

HAZARDOUS WASTE COORDINATOR - 3 year appointment

Mike Hoy 2020

ADA COORDINATOR - 3 year appointment

Nelson Burlingame 2020

SAFETY COMMITTEE - 3 Year Term (5 Members)

Butch (Vernon Jackson), DPW Director 2020
Thomas Ford, III, Police Chief 2022
Jeff Bridges, Town Administrator 2022

PARKING CLERK

Barbara Barry

MOTH INSPECTOR

Thomas Chamberland

FENCE VIEWER

Butch (Vernon) Jackson

STREET LIGHT COMMITTEE - 3 Year Term (3 Members)

Police chief Thomas Ford, III 2019
Butch (Vernon) Jackson , DPW Director 2020

CONSERVATION COMMISSION - 3 Year Term (5 Members)

Edward Goodwin, Chair	2021
David Barnicle	2022
Steven Halterman	2022
Erik Gaspar	2022
Steven Chidester	2021

COUNCIL ON AGING - 3 Year Term (Up to 9 Members)

Susan Grandone, Chair	2021
Ann White	2022
Tina Peterson	2022
Kenneth White	2021
Gladys Santelli	2021
Barbara Gionfriddo	2022
Frances Clark	2021

CAPITAL PLANNING COMMITTEE - 3 year appointment

Jeff Bridges, Town Administrator	2020
Jean Bubon	2021
Gregory Morse	2020
Kevin Smith	2021
Fire Chief John Grasso, Jr.	2019
Heather Hart	2021

TRAFFIC SAFETY COMMITTEE - 3 year appointment

Anthony Celuzza	2022
Police Chief Thomas Ford, III	2022
Marc French	2022
Butch (Vernon) Jackson	2022
Jeff Bridges, Town Administrator	2022

OPEN SPACE COMMITTEE - 3 year appointment

Carol Goodwin, Chair	2021
Lynne Sarty-Peterson	2021
Elissa Gelfand	2021
Teresa Gorman	2022

COMMUNITY PRESERVATION COMMITTEE - 3 Year Term (3 of 9 Members)

Penny Dumas, Chair	2021
Barbara Search	2021
Kelly Emrich	2021
Edward Goodwin, Vice Chair	2022
Christopher Bouchard	2021
Kadion Phillips	2020
Edward Neal	2021

DESIGN REVIEW COMMITTEE - 3 Year Term (5 Members)

Chris Castendyk, Chair	2021
Christine Wilson	2022
Elaine Cook	2022
Amanda Normandin	2021
Richard Volpe	2021

TRAILS COMMITTEE - 3 Year Term

Brandon Goodwin, Chair	2021
Chris Trajkovski	2020
Bill Cunningham	2020
Fritz Reeve, Clerk	2021
David Peterkin	2021
Darcy Foley	2021
Thomas Chamberland, Associate Member	2021
David Vadenais, Associate Member	2021
Richard Paradise, Associate Member	2020
Gary Staab, Associate Member	2020
Patrick McGarrah, Associate Member	2020

STURBRIDGE TOURIST ASSOCIATION - 3 Year Term

Brian Amedy, Chair	2022
Thomas Chamberland, Vice chair	2021
Dawn Merriman	2022
Nicholas Salvadore	2021
Jeff Ardis	2021

ENERGY ADVISORY COMMITTEE – 3 Year Term

John Schneider	2019
Kenneth Elkinson	2019
Kerry Fuqua	2019

SCHOOL ADMINISTRATION

Erin M. Nosek	Superintendent
Deborah Boyd	Asst. Superintendent
Jodi Bourassa	Asst. Superintendent
Brenda Looney	Special Ed. / Pupil Service Dir
Kathleen Pelley	Principal Burgess
Mary Jaeger	Asst. Principal Burgess
Amanda Cassina	Administrative Assistant

SPECIAL EVENTS COMMITTEE – 3 Year Term

Lisa Beaudin	2021
Mary Dowling	2021
A. Sandy Nasto	2021
Annie Roscoli - Chairman	2021
Kerry Carey	2021

STURBRIDGE DIRECTORY

www.sturbridge.gov

EMERGENCY NUMBERS

Police Emergency	911
Regular Business	347-2525
Fire Emergency	911
Regular Business	347-2525
Ambulance Emergency.....	911
State Police	347-3352
Poison Control	765-9101
Poison Emergency 24 Hour	1-800-682-9211
Suicide Prevention.....	765-9101
Harrington Memorial Hospital	765-9771

TOWN HALL OFFICES

Accountant	347-2502
Administrator	347-2500
Ambulance Billing.....	347-2523
Assessors	347-2503
Board of Health	347-2504
Board of Registrars.....	347-2510
Building Inspector	347-2505
Conservation Commission.....	347-2506
DPW Director.....	347-2515
Dog Officer	774-334-2735
Electrical Inspector.....	347-2505
Gas Inspector	347-2505
Highway Department	347-2515
Local Cable Access TV: Bruce Butcher, Production Coordinator.....	347-7267
Notary Public: Lynne Girouard, Town Clerk.....	347-2510
Planning Board/Town Planner	347-2508
Plumbing Inspector.....	347-2505
Recreation Department.....	347-2041
Recycling Center	347-7608
Rubbish/Landfill.....	347-2504
Selectmen	347-2500
Senior Citizens Center.....	347-7575
Sewer Department	347-2514
Town Clerk	347-2510
Town Engineer	347-2515
Treasurer/Collector	347-2509
Tree Warden.....	774-200-3947
Veterans Department.....	347-2044
Water Department.....	347-2513
Zoning Board of Appeals	347-2508

LIBRARY

Joshua Hyde..... 347-2512

PERMITS & LICENSES

Birth Certificates 347-2510
Building Permits 347-2505
Burning Permits..... 347-2525
Common Victualler License..... 347-2500
Dog Licenses 347-2510
Driveway Permits..... 347-2515
Earth/Gravel Removal Permits..... 347-2500
Firearms I.D. Cards 347-2525
General Permits & Licenses 347-2500
Liquor Licenses..... 347-2500
Logging Permits..... 347-2500
Marriage Licenses..... 347-2510
Oil Burner Permits & Inspections 347-2525
Septic Permits 347-2504
Stove Permits 347-2525

SCHOOLS

Burgess Elementary..... 347-7041
Superintendent’s Office 347-3077
Tantasqua Regional Jr. High 347-7381
Tantasqua Regional Sr. High..... 347-9301
Tantasqua Regional Technical High 347-3045

PLACES OF WORSHIP

His Gathering Christian Center 347-9742
St. Anne’s (Catholic) 347-7338
Sturbridge Federated Church 347-3915
Bethlehem Lutheran Church 347-7297

CLUBS

American Legion 347-3248

AREA INFORMATION SERVICES

Tourist Information Center/Tri-Community Chamber of Commerce 347-2761

COUNSELING & HOTLINE SERVICES

AIDS Hot Line	1-800-235-2331
Adoption Resource Exchange	1-800-533-4346
Alcohol Referral.....	1-800-252-6465
Alcoholic Help Line - 24 Hour.....	1-800-331-2900
Cancer Information (Massachusetts)	1-800-4-CANCER
Child Abuse Hot Line	1-800-792-5200
Child Find, Inc. (National)	1-800-I-AM-LOST
Citizen Information Service	1-800-392-6090
Consumer Product Safety Commission.....	1-800-638-2772
Elder Affairs	1-800-882-2003
Income Tax Assistance (Federal).....	1-800-424-1040
Income Tax Assistance (State)	1-800-392-6089
Lawyer Referral Service.....	1-800-392-6164
Lead Poisoning Prevention.....	1-800-532-9571
League of Women Voters (Voter Info).....	1-800-882-1649
MA Commission for the Blind	1-800-392-6450
MA Handicapped Affairs	1-800-322-2020
MA Medical Society.....	1-800-322-2303
Medicare.....	1-800-882-1228
National Missing & Exploited Children.....	1-800-843-5678
Nutrition Hot Line	1-800-322-7203
Parental Stress Hot Line	1-800-632-8188
Pollution/Hazardous Substances.....	1-800-424-8802
Runaway Hot Line - 24 Hour	1-800-621-4000
Smokers Quit Line	1-800-422-6237
Sudden Infant Death Syndrome (SIDS)	1-617-424-5742
Venereal Disease Counseling	1-800-272-2577
Veterans Benefits (Massachusetts)	1-800-392-6015

IMPORTANT GOVERNMENTAL AGENCIES

PRESIDENT: Donald J. Trump.....202-456-1414

VICE PRESIDENT: Michael R. Pence202-456-1414

STATE OFFICES

Auditor.....617-727-2075

Deputy Auditor for Administration617-727-6200

General Information.....617-727-6200

Audit Operations.....617-727-0025

Division of Local Mandates.....617-727-0980

Auditor's Hotline 1-800-462-COST

GENERAL AGENCIES AND OFFICES

Administration and Finance General Information.....617-727-2050

Budget Bureau617-727-1308

Alcoholic Beverage Control Commission.....617-727-3040

Attorney General's Office: Information.....617-727-8400

Campaign and Political Finance Office.....617-727-8352

Civil Defense Director - Headquarters.....617-237-0200

Community Antenna Television Commission617-727-6925

DEP: General Information617-727-2690

Education Department: General Information617-770-7500

Elder Affairs Information617-727-7750

Emergency Finance Board.....617-727-2881

Exec. Office Communities and Develop. (EOCD)1-800-392-6445

Ethics Commission.....617-727-0060

Governor's Offices.....617-727-3600

Inspector General.....617-727-9140

Lt. Governor's Office617-727-7200

Public Health: General Information.....617-727-2700

Vital Statistics.....617-727-0036

Retirement Board1-800-392-6014

REVENUE DEPARTMENT.....1-800-392-6089

Bureau of Accounts.....617-727-4401

Liquor License Transfers.....617-727-9744

Bureau of Local Assessment617-727-4217

Division of Local Services.....617-626-2300

SECRETARY OF STATE

Information617-727-2800
Elections617-727-2828
Rules and Regulations.....617-727-3831
State Treasurer617-367-6900
Veterans Services: Information617-727-3578

STATE HOUSE

Governor Charlie Baker617-725-4005
Bookstore.....617-727-2834
Documents Room617-722-2860
House Ways and Means617-722-2380
House General Information617-722-2000
Library617-722-2590
Senate Ways and Means.....617-722-1481
Local Affairs Committee617-722-2400

SENATORS & CONGRESSMEN

Senator Elizabeth Warren617-565-3170
Senator Ed Markey617-565-8519
Congressman Richard E. Neal413-785-0325

STATE SENATOR

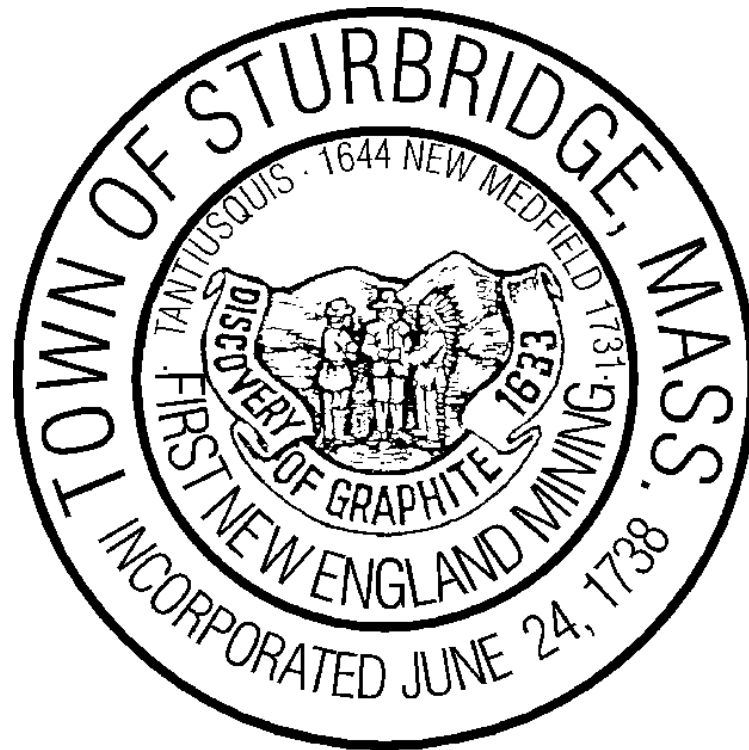
Anne Gobi.....617-722-1540

STATE REPRESENTATIVE

Todd Smola617-722-2100

ADMINISTRATION AND FINANCE

2019



REPORT OF THE BOARD OF SELECTMEN 2019

It is our pleasure to present the annual report of the Board of Selectmen.

Through the dedicated work of those involved in the functions of the Town much has been accomplished.

The Town remains in good, solid financial standing with a continued good bond rating and recommended balances in Free Cash and the Stabilization Fund.

The most notable personnel change this year was the hiring of a new Town Administrator. The search committee presented three candidates to the Board. After public interviews the Board unanimously appointed Jeff Bridges to the position. Jeff began his duties in April.

Appointments throughout the year include:

Vernon (Butch) Jackson – DPW Director
Ashley Griffin – Full Time Dispatcher
Casey Lacasse – Part Time Dispatcher
Nicole Patterson – Full Time Police Officer
Melissa Bak – Full Time Police Officer
James Towns – Firefighter/Paramedic
Andrew Houle – Call Firefighter
Justin Senigal – Part Time Call Firefighter
Luke Quatraselli Part Time Call Firefighter
Leslie Wong – Council On Aging Director
Marcia Wildgrube – Outreach Coordinator for the Council On Aging
Robyn Chrabaszcz – Facilities Coordinator
Anthony Crane – Tree Warden
Andrea Mensen – TA/BOS Administrative Assistant
Sandra Sears – Assistant Treasurer/Collector
Tyler Gustafson – Laborer/Driver DPW

Some of the accomplishments of the Board of Selectmen this year include:

- Signing a three year contract with the Police Union
- Signing a three year contract with the Fire Department Union
- Signing A Memorandum of Understanding with the DPW Union

- Along with the multitude of yearly license renewal signings, the Board approved 3 Taxi/Livery licenses, 2 Forest Cutting Plans, 2 Road Race Permits, 3 Special Use Permits, 8 One Day Liquor Licenses, 2 Transient Vendor Licenses and 3 Fuel Storage Permits..
- A new Liquor License and Common Victualler License were granted to the new owner of Old Sturbridge Pizza.
- A new Common Victualler License was granted to Panera Bread.
- A Liquor License, Common Victualler License and Live Entertainment License were granted to Stonewall Grille.
- The Board approved the Housing Partnership Rules and Regulations.
- The Board held a joint meeting with the Planning Board to discuss the direction of Route 15 zoning.
- The Board was presented with drafts of Host Community Agreements for the Siting of Adult Use Marijuana Establishments. The proponents are Caregiver – Patient Connection LLC, 253 Organic LLC and Heal Sturbridge Inc.
- The Board accepted a proposal from GovHR for a Personnel Classification and Compensation Study.
- The Board approved a proposal from BH&A for a Feasibility Study for renovations to the existing Senior Center or new construction at another site.
- The Board signed a Community Compact Grant.
- The Board accepted a Purchase and Sales Agreement for 501 Main Street.
- The Board again voted to retain a single tax rate.

As always, the Board of Selectmen would like to express our appreciation to all those who serve Sturbridge through employment, elected office, appointed boards, committees, commissions, and especially the citizens of Sturbridge for their continued support.

Respectfully submitted,
BOARD OF SELECTMAN

Mary Blanchard, Chairman
Mary Dowling, Vice Chairman
Michael Suprenant, Clerk
Priscilla Gimas
Chase Kaitbenski

REPORT OF THE TOWN ADMINISTRATOR

2019

I am very pleased to put forth my first report for the Sturbridge Annual Town Report. In my short time with Sturbridge I have had an opportunity to work with an excellent staff, dedicated Board of Selectmen, and outstanding volunteers. I have also had the chance to meet numerous residents and business owners very interested and invested in the well-being of the community. Sturbridge is fortunate to have so many that have a deep affinity for the community.

During the year, the Town welcomed several new staff members:

- Butch Jackson, Director of Public Works. Mr. Jackson, a lifelong resident of the Town, brings both extensive private and public sector experience to the position.
- Michael Struppa has been hired as the Veteran's Services Director. Mr. Struppa is a full time Firefighter-Paramedic for the Town of Southbridge and an Army Combat Medic for more than 20 years.
- Robyn Chrabascz has been brought on board as the Facilities Manager. Ms. Chrabascz is a licensed architect and brings an extensive skill set and body of knowledge to the position.
- Andrea Mensen has been hired to be the Administrative Assistant to the Town Administrator and Board of Selectmen. Mrs. Mensen grew up in Sturbridge and brings experience and a deep knowledge of the community to the position.
- Leslie Wong was promoted to Director of Council on Aging (COA). Although Mrs. Wong is not new to the organization, previously serving as Program Coordinator for the COA, her promotion to Director has brought new energy and ideas to the position.
- Tony Crane, Tree Warden. After many, many years of invaluable service as Tree Warden, Mr. Thomas Chamberland retired from the position in 2019. Mr. Tony Crane has been appointed and continues to provide these critical services to the Town.

Annually, the Board meets to establish the goals they have for the year for the Town Administrator. Upon my arrival in April, I began working on the established goals for 2019. The following is a brief synopsis of the goal and the status at the end of the year.

1. Conduct Personnel Classification study / plan.

The Town has engage GOVHR USA to conduct a compensation / classification plan for the non-union employees. The study will include developing a new employee classification plan as well as a compensation study. The compensation study will include Board of Selectmen

salaries. The kick-off meeting with the employees was conducted on December 11. Each employee prepared a job analysis questionnaire which will be used to create the classification system. A salary survey of financially comparable Towns is underway as well. Results will be available late winter. The Personnel Committee will be working with the consultant on the development and implementation of the classification system.

2. Implement process to allow active recreation on Shepard Property.

Since trying to get the property used as recreation fields has been unsuccessful, a different project may get more traction in the community. Therefore, I am proposing the Shepard Parcel as a potential site for a new senior center and will be evaluated during a feasibility / concept study, funds for which were approved at the January 27, 2020 Special Town Meeting.

If the Shepard Parcel is chosen as the preferred site for the Senior Center, that would begin a process of adjusting the conservation easement. Adjusting the easement would require the cooperation of many groups and a replacement of the land removed from conservation. Town Meeting and the Legislature would also have to vote to approve the changes to the easement.

3. Upgrade Town of Sturbridge Social Media Page.

The Town has assumed control of what was the “unofficial” Town of Sturbridge Facebook page and made it the official Town of Sturbridge Facebook page. To find it just type in “Town of Sturbridge” in the Facebook search bar and it will be an option. (This is not the community page). We have been linking the other Town Department’s Facebook pages, Recreation, Police, Fire, etc., to this one so all the information populates from those pages. Over time more and more content will be available via the Facebook page.

In addition, the Town has assumed a new web domain. The Town has adopted Sturbridge.Gov. The Town’s website can be found at Sturbridge.Gov and most of the Town’s staff have an email of the first letter of the person’s first name, the employee’s last name @Sturbridge.gov. For instance, the email to the Town Administrator is JBridges@Sturbridge.Gov.

4. Conduct a water and sewer rate study; take into account summer usage.

\$13,000 was approved at the June 2019 Town Meeting to pay for the rate study. To that end a request for proposal for qualified firms to conduct the study was crafted by Town Staff and submitted to the Board of Selectmen for review and comment. However, the Board of Selectmen has asked staff to review the survey that Tighe and Bond prepares to review our rates and the ability for those rates to support the water and sewer system. Staff will report back to the Board of Selectmen.

5. Work on facilities needs including Senior Center, Safety Complex, and DPW Building.

There was an established Senior Center Study Committee in place upon my arrival. A needs analysis was already complete. The Town is now in the process of conducting a concept / cost

estimate plan to compare renovating the existing Senior Center to building a new one in a different location. The costs of the study were approved at the Special Town Meeting on January 27, 2020 and the results should be available by late Spring.

Once the Senior Center Study is complete, work should begin on similar plans and improvements at the Department of Public Works and Public Safety Facilities. The Department of Public Works facility needs significant improvements and accommodations for the department operations, including additional rest rooms and other staff support areas such as a meal room and lockers, additional vehicle repair and storage capabilities, and a new salt storage shed. An additional vehicle barn could be constructed for added in door storage and vehicle maintenance.

The Public Safety Building would be reviewed for a complete upgrade and expansion and a plan to include the third floor, which is now record storage, as a usable space for public safety personnel.

I anticipate this process of renovating these facilities taking 10 years to complete.

6. Review / Study of bridges – update on repairs.

Department of Public Works Director, Butch Jackson, is working on this project. He is becoming familiar with the needs of the bridges in the community. A plan will be developed for the improvements to bridges that are deficient.

7. Determine process to re-open Streeter Street recreation area.

The Streeter Street recreation area is owned by the US Army Corp of Engineers. I have met with the local Army Corp. staff and toured the beach area. Although overgrown from lack of maintenance, the area was clean and the water looked clear. The restroom facilities were not able to be viewed since the Army Corp had welded the doors shut to prevent vandalism. However, the exterior of the building looked sound.

The Town will have to negotiate a lease with the Army Corp if we wish to re-open the facility and all costs of operations and improvements would be the Town's. Those conversations have begun and the Army Corp. has been very open and supportive of re-opening the recreation area.

Recreation Director Annie Roscioli has put together an operational budget for a season. The estimated operational costs (life guards, attendants, equipment, trash service, etc.) is \$71,847 for the season.

DPW can re-establish the parking area and work with a contractor to re-establish the beech and remove shoreline vegetation.

8. Work with Recreation Committee to create a dog park.

Park and Recreation Director Annie Roscioli is the point person on this project. She is currently reviewing Town owned parcels of land for an appropriate site.

9. Update the traffic rules & regulations using Mass DOT format and file with the Town Clerk.

Town Staff has acquired the model regulations from the Massachusetts Municipal Association and the Committee should begin work on this after the first of the year. The last time the traffic regulations were updated was 2007.

10. Reintroduce a Citizens Leadership Academy.

The Department Heads will be developing individual programs for inclusion in a Town-Wide Leadership Academy. This would be an approximately eight session program for 10-20 residents. Each session would take place at a different facility and the participants would learn about that particular department. The capstone for the Academy would be the attendance at a regular or special town meeting at which they would be recognized.

11. Investigate acquiring Belanger property on Riverlands.

Acquisition of this parcel would provide connections through all current Town owned land in the Riverlands and allow for the full connectivity of the Grand Trunk Trail. Contact has been made with the property owner and negotiations are ongoing.

Also, we have been blessed to have many Town residents serve on local boards and committee but there are always vacancies to fill. If you are interested in serving, please review the opportunities on the Town's website and email me as to your interest. Volunteers are critical to the operation of the Town.

I wish to thank Jenee Lacy and Andrea Mensen, Administrative Assistants to the Town Administrator and Board of Selectmen. Ms. Lacy began the year in this position but has moved to Administrative Assistant in the Planning Department. I also wish to thank Samantha Evans who filled in for Mrs. Mensen for several months. This position is critical for the Board of Selectmen and Town Administrator and we have been well served this year.

Finally, I wish to thank the Board of Selectmen and the residents and business owners of the Town for the tremendous opportunity to serve as Town Administrator. I look forward to working with the community to keep Sturbridge a very special place.

Respectfully submitted

Jeffrey K. Bridges, Jr.
Town Administrator

REPORT OF THE FINANCE DIRECTOR – FISCAL YEAR 2019

I hereby submit my report for the fiscal year beginning July 1, 2018 and ending June 30, 2019.

Reconciliation of Treasurer’s Cash	
Cash Balance July 1, 2018	\$ 26,405,045.76
Receipts	\$ 49,319,789.56
Payments Per Warrants	\$ 48,301,913.93
TREASURER’S CASH BALANCE, JUNE 30, 2019	\$ 27,422,921.39

COMPOSITION OF BALANCE ON JUNE 30, 2019

Interest Bearing Checking Accounts:	
Uni-Bank (Remote Deposit)	\$ 33,365.63
People's United Bank (Vendor)	\$ 1,790.98
Total Interest Bearing Checking Accounts:	\$ 35,156.61

Liquid Investments:

Bartholomew & Company (Ambulance Stabilization Fund)	\$ 66,444.45
Bartholomew & Company (Community Preservation Funds)	\$ 3,071,354.05
Bartholomew & Company (Elderly & Disabled Fund)	\$ 20,684.55
Bartholomew & Company (Sewer Surplus Fund)	\$ 1,829,978.15
Bartholomew & Company (Stabilization Fund)	\$ 2,260,231.04
Bartholomew & Company (Fire Vehicle Stabilization Fund)	\$ 203,274.97
Bartholomew & Company (Capital Stabilization Fund)	\$ 633,703.73
Bartholomew & Company (OPEB)	\$ 717,813.93
Santander Bank (Investment)	\$ 1,223,420.97
Santander Bank (School Lunch)	\$ 63,761.82
People's United (Investment)	\$ 379,905.42
Uni-Bank (Investment)	\$ 2,954,861.84
Uni-Bank (Deputy Collector)	\$ 17.25
Uni-Bank (Online Collections)	\$ 2,627.03
Uni-Bank (Interest Allocation)	\$ 40,101.69
Uni-Bank (Town Clerk)	\$ 0.25
Massachusetts Municipal Depository Trust (Investment)	\$ 1,146,535.68
TDBank (Investment)	\$ 801,572.60
bank Hometown (Student Activity)	\$ 53,983.20
Webster Bank (Investment)	\$ -
Eastern Bank (Investment)	\$ 435,254.23
Century Bank (Investment)	\$ 1,724,372.49
Country Bank (Investment)	\$ 1,136,363.24
Easthampton Savings Bank (Investment)	\$ 4,919,139.25
Peoples Bank (Investment)	\$ 1,860,507.73
The Cooperative Bank of Cape Cod (Investment)	\$ 1,020,711.89
Total Liquid Investments:	\$ 26,566,621.45

Trust Funds:

Bartholomew & Company	\$ 813,180.90
TOTAL:	\$ 27,414,958.96

TRUST FUNDS – FISCAL YEAR 2019

<u>General Trust Funds:</u>	<u>Principal</u>
A.B. Chamberlain Common Fund	500.00
David B. Hicks Memorial Fund	586.24
Watering Fund	2,000.00
Forrester MacDonald Memorial Fund	3,777.69
Franklin F. & Flora Plimpton Memorial Fund	9,750.88
General Trust Account	4,000.00
GBT Special Account	33.93
Conservation Fund	1,137.23
Veterans Memorial Fund	1,500.00
<u>Cemetery Trust Funds:</u>	<u>Principal</u>
Town of Sturbridge Perpetual Care Funds	5,826.23
Perpetual Care Fund	25,249.99
Perpetual Care - North Cemetery	67,386.12
H.A. Morse	500.00
Gardner Bates	500.00
C. Anna Benson	612.00
Booth - Lot	0.00
Booth - Perpetual Care	150.00
Joshua Hyde	1,000.00
Henry Fiske	1,078.00
A.B. Chamberlain Headstone	1,000.00
Abby Grey - Perpetual Care Daniel Holmes	918.89
Bertha L. Wallace	2,000.00
<u>Library Trust Funds:</u>	<u>Principal</u>
E. Weldon Schamacher Fund	102,124.89
Haynes Fund	26,156.11
Joshua Hyde Library Fund	71,667.22
Sturbridge Hill Trust for Local History	1,000.00
Emily Haynes Fund	48,884.06
Total Trusts & Interest	379,339.48

SCHEDULE OF TAX RECEIVABLES – YEAR ENDED JUNE 30, 2019

REAL ESTATE

Fiscal Year	Outstanding July 1, 2018 & Committed FY19	Collected/Liened to Treasurer	Abated	Refunded	Balance
2019	\$23,760,644.91	\$23,562,509.01	\$83,685.10	\$56,716.01	\$171,166.81
2018	\$167,953.13	\$178,797.95	\$263.41	\$11,108.23	\$0.00
TOTAL	\$23,928,598.04	\$23,741,306.96	\$83,948.51	\$67,824.24	\$171,166.81

PERSONAL PROPERTY

Fiscal Year	Outstanding July 1, 2018 & Committed FY19	COLLECTED	Abated	Refunded	Balance
2019	\$989,225.26	\$975,514.28	\$3,082.10	\$1,139.01	\$11,767.89
2018	\$8,766.35	\$2,600.67	\$2,180.77	\$410.20	\$4,395.11
2017	\$1,425.90	\$0.00	\$248.32	\$0.00	\$1,177.58
2016	\$424.54	\$0.00	\$0.00	\$0.00	\$424.54
2015	\$123.14	\$0.00	\$0.00	\$0.00	\$123.14
2014	\$138.56	\$0.00	\$0.00	\$0.00	\$138.56
2013	\$401.94	\$0.00	\$0.00	\$0.00	\$401.94
2012	\$338.50	\$0.00	\$0.00	\$0.00	\$338.50
2011	\$310.85	\$0.00	\$0.00	\$0.00	\$310.85
2010	\$311.37	\$311.37	\$0.00	\$0.00	\$0.00
TOTAL	\$1,001,466.41	\$978,426.32	\$5,511.19	\$1,549.21	\$19,078.11

MOTOR VEHICLE EXCISE

Fiscal Year	Outstanding July 1, 2018 & Committed FY19	COLLECTED	Abated	Refunded	Balance
2019	\$1,360,043.99	\$1,276,876.39	\$33,852.83	\$8,593.49	\$57,908.26
2018	\$209,435.91	\$189,403.12	\$15,816.25	\$16,519.97	\$20,736.51
2017	\$15,253.96	\$9,027.18	\$1,493.99	\$1,406.39	\$6,139.18
2016	\$6,863.25	\$2,017.82	\$2,846.13	\$2,858.51	\$4,857.81
2015	\$4,253.64	\$831.56	\$0.00	\$0.00	\$3,422.08
2014	\$3,486.66	\$566.97	\$0.00	\$0.00	\$2,919.69
PRIOR	\$307.50	\$307.50	\$0.00	\$0.00	\$0.00
TOTAL	\$1,599,644.91	\$1,479,030.54	\$54,009.20	\$29,378.36	\$95,983.53

SCHEDULE OF TAX RECEIVABLES – YEAR ENDED JUNE 30, 2019

BOAT EXCISE

Fiscal Year	Outstanding July 1, 2018 & Committed FY19	COLLECTED	Abated	Refunded	Balance
2019	\$7,998.00	\$6,480.43	\$1,392.75	\$40.00	\$164.82
2018	\$58.65	\$43.65	\$0.00	\$0.00	\$15.00
2017	\$92.92	\$14.92	\$0.00	\$0.00	\$78.00
2016	\$118.00	\$15.00	\$0.00	\$0.00	\$103.00
2015	\$15.00	\$0.00	\$0.00	\$0.00	\$15.00
2014	\$70.00	\$0.00	\$0.00	\$0.00	\$70.00
TOTAL	\$8,352.57	\$6,554.00	\$1,392.75	\$40.00	\$445.82

WATER USER FEES

Fiscal Year	Outstanding July 1, 2018 & Committed FY19	COLLECTED	Abated	Refunded	Balance
2019	\$1,633,290.53	\$1,559,806.99	\$1,106.25	\$0.00	\$72,377.29

SEWER USER FEES

Fiscal Year	Outstanding July 1, 2018 & Committed FY19	COLLECTED	Abated	Refunded	Balance
2019	\$2,451,661.04	\$2,342,175.53	\$2,262.44	\$190.00	\$107,413.07

AMBULANCE RECEIVABLE

Fiscal Year	Outstanding July 1, 2018 & Committed FY19	COLLECTED	Abated	Refunded	Balance
2019	\$1,716,991.75	\$588,691.40	\$876,185.79	\$3,590.90	\$255,705.46

COMMUNITY PRESERVATION ACT SURCHARGE

Fiscal Year	Outstanding July 1, 2018 & Committed FY19	Collected/Liened to Treasurer	Abated	Refunded	Balance
2019	\$497,040.75	\$493,164.99	\$1,710.61	\$502.93	\$2,668.08
2018	\$3,694.07	\$3,694.07	\$0.00	\$0.00	\$0.00
TOTAL	\$500,734.82	\$496,859.06	\$1,710.61	\$502.93	\$2,668.08

SCHEDULE OF TAX RECEIVABLES – YEAR ENDED JUNE 30, 2019

CARON ROAD VALLEY ROAD BETTERMENT ASSESSMENT

Fiscal Year	Outstanding July 1, 2018 & Committed FY19	COLLECTED	Abated	Refunded	Balance
2019	\$9,025.76	\$9,025.76	\$0.00	\$0.00	\$0.00

MOUNTAIN BROOK BETTERMENT ASSESSMENT

Fiscal Year	Outstanding July 1, 2018 & Committed FY19	COLLECTED	Abated	Refunded	Balance
2019	\$11,690.70	\$11,690.70	\$0.00	\$0.00	\$0.00
2018	\$349.71	\$349.71	\$0.00	\$0.00	\$0.00
TOTAL	\$12,040.41	\$12,040.41	\$0.00	\$0.00	\$0.00

PHASE II BETTERMENT ASSESSMENT

Fiscal Year	Outstanding July 1, 2018 & Committed FY19	COLLECTED	Abated	Refunded	Balance
2019	\$144,488.73	\$143,996.56	\$0.00	\$0.00	\$492.17
2018	\$1,476.51	\$1,476.51	\$492.17	\$492.17	\$0.00
TOTAL	\$145,965.24	\$145,473.07	\$492.17	\$492.17	\$492.17

CEDAR LAKE BETTERMENT ASSESSMENT

Fiscal Year	Outstanding July 1, 2018 & Committed FY19	COLLECTED	Abated	Refunded	Balance
2019	\$80,312.12	\$80,312.12	\$0.00	\$0.00	\$0.00
2018	\$490.77	\$490.77	\$0.00	\$0.00	\$0.00
TOTAL	\$80,802.89	\$80,802.89	\$0.00	\$0.00	\$0.00

PHASE III BETTERMENT ASSESSMENT

Fiscal Year	Outstanding July 1, 2018 & Committed FY19	COLLECTED	Abated	Refunded	Balance
2019	\$71,587.14	\$71,587.14	\$0.00	\$0.00	\$0.00
2018	\$1,077.22	\$1,077.22	\$0.00	\$0.00	\$0.00
TOTAL	\$72,664.36	\$72,664.36	\$0.00	\$0.00	\$0.00

SCHEDULE OF TAX RECEIVABLES – YEAR ENDED JUNE 30, 2019

BIG ALUM BETTERMENT ASSESSMENT

Fiscal Year	Outstanding July 1, 2018 & Committed FY19	COLLECTED	Abated	Refunded	Balance
2019	\$39,746.29	\$37,679.49	\$0.00	\$0.00	\$2,066.80

WOODSIDE CIRCLE BETTERMENT ASSESSMENT

Fiscal Year	Outstanding July 1, 2018 & Committed FY19	COLLECTED	Abated	Refunded	Balance
2019	\$23,068.50	\$23,068.50	\$0.00	\$0.00	\$0.00

WATER/SEWER LIENS

	Outstanding July 1, 2018 & Committed FY19	Collected/Liened to Treasurer	Abated	Refunded	Balance
WATER	\$63,780.51	\$62,030.13	\$0.00	\$0.00	\$1,750.38
SEWER	\$86,684.74	\$82,578.14	\$0.00	\$0.00	\$4,106.60

Respectfully submitted,

Barbara A. Barry
Finance Director

2019 CALENDAR YEAR SALARIES

		<u>Base Pay</u>	<u>*Add'l Pay</u>
Achi, Elaine	Substitute Teacher/Assistant	\$6,304.50	
Ahlstrand, Grace	Library Page	\$3,320.00	
Allen, Trey	Lifeguard/Burgess Extended Day	\$6,400.25	
Alvarado, Jose	COA Custodian	\$5,820.24	
Anderson, Erin	Integration Assistant	\$18,704.68	
Andrews, Elisabeth	Substitute Nurse	\$200.00	
Antonucci, Kimberly	Long Term Substitute Teacher	\$7,128.24	
Arruda, Lauren	Grade 3 Teacher	\$88,437.42	
Ashe, Jennifer	Firefighter/Paramedic	\$64,231.68	\$15,959.83
Ashe, Michael	On Call Firefighter/EMT-B	\$3,309.37	
Augello, Mark	DPW Operations Manager	\$78,626.81	
Bardsley, Timothy	Registrar	\$292.50	
Baril, Dalaine	Remedial Reading Teacher	\$93,510.72	
Baril, Madison	Camera Operator	\$285.00	
Barrows, Ronald	Heavy Equipment Operator	\$47,969.60	\$6,368.62
Barry, Barbara A.	Finance Director	\$109,123.52	
Bartolomei, William	Senior/Veteran Workoff Program	\$644.00	
Bateman, Larry	Police Officer/Sergeant	\$74,138.80	\$56,734.44
Bates, Tiffany	Bus Driver	\$905.28	
Bean, Carly	Bus Driver	\$4,978.32	
Bean, Louann	Cafeteria Specialist	\$20,592.10	
Beaudoin, Allison	Substitute Teacher/Assistant	\$720.00	
Beaudoin, Lynn	Substitute Teacher/Assistant	\$9,116.50	
Beaudry, Benjamin	Adult League Monitor/Lifeguard	\$2,954.58	
Becker, Jacqueline	On Call Firefighter/Paramedic	\$499.39	
Becker, Jonathan	Firefighter/Paramedic	\$66,321.60	\$14,858.76
Befford, Abigail	Substitute Teacher	\$72.00	
Belanger, Scott	Dispatcher	\$51,287.92	\$47,491.93
Bell, Kristen	Social Behavioral Support Therapist	\$1,844.16	
Bell, Mitchell	Burgess Extended Day Staff	\$5,933.63	
Benoit, Carol	Police Officer	\$442.27	
Bernier, Katie	Remedial Reading Teacher	\$82,477.65	
Berti, Elnora	Bus Driver	\$21,826.92	
Bertrand, Ronald	Bus Driver	\$18,829.62	
Blair, Brenda Mary	Bus Driver	\$13,981.17	
Blais, Erika	Special Education Teacher	\$20,653.65	
Blow, Jacqueline	Camera Operator	\$680.00	

2019 CALENDAR YEAR SALARIES

		<u>Base Pay</u>	<u>*Add'l Pay</u>
Boiteau, Barbara	Lead Dispatcher	\$58,492.10	\$48,967.60
Bolduc, Karen	Administrative Assistant	\$43,879.72	
Bonneau, Matthew	Firefighter/Paramedic	\$59,299.20	\$14,069.70
Bonnette, Louise	Senior Workoff Program	\$655.00	
Booth, Jessica	Asst. Hazardous Waste Attendant	\$3,792.40	
Booth, John II	Recycling Manager	\$64,570.80	\$7,664.85
Boulay, Victoria	Integration Assistant	\$28,531.52	
Bourque, Kelsey	Occupational Therapy Assist.	\$21,199.13	
Bourque, Lesley	Un 61 Occupational Therapist	\$84,977.65	
Bresse, Trevor	Dispatcher	\$8,148.48	\$2,148.90
Bresse, Tyler	Dispatcher	\$3,291.27	
Bridges, Jeffrey	Town Administrator	\$106,202.38	
Briere, Susan	Library Assistant	\$4,334.58	
Brosnan, Elizabeth A.	Grade 6 Teacher	\$97,815.70	
Brousseau, Margaret	Senior Workoff Program	\$180.00	
Bruinsma, Kenneth	Bus Driver	\$662.78	
Brunell, Ramonita	Dispatcher	\$16,332.45	
Brunnett, Becca	Substitute Teacher	\$11,281.10	
Bubon, Jean	Town Planner	\$92,054.00	
Burke, Margaret	Sub Nurse/Nurse Assistant	\$120.70	
Burlingame, Benjamin	Equip Operator/Mechanic	\$56,163.60	\$6,926.15
Burlingame, Nelson	Building Inspector	\$78,897.97	
Burt, Dawn	Bus Driver	\$29,366.77	
Butcher, Bruce	Cable Access Coordinator	\$55,210.80	
Cahill, Lynn	Special Education Teacher	\$66,736.43	
Campbell, Jean	Accounting Clerk	\$14,490.78	
Campiglio, Andrew	Burgess Extended Day Staff	\$1,438.55	
Campiglio, Denise A.	Kindergarten Teacher	\$93,333.25	
Canavan, John F.	Assistant Principal	\$75,027.17	
Cantwell, Amy	Remedial Reading Teacher	\$83,438.22	
Capaldi, Michelle	Psychologist	\$79,256.29	
Caron, Dena	Inter-Library Loan/Adult Services	\$6,275.93	
Carson, Erin	BOH Administrative Assist.	\$24,530.58	
Cass-Evans, Samantha	Library Assistant	\$19,644.35	
Cassina, Amanda	Administrative Assistant to Principal	\$51,858.09	
Castendyk, A. Christian	Election Worker	\$201.00	
Castendyk, Nancy	Election Worker	\$177.00	

2019 CALENDAR YEAR SALARIES

		<u>Base Pay</u>	<u>*Add'l Pay</u>
Cave, Lisa	Grade 4 Teacher	\$50,805.42	
Chabot, Amy	Physical Therapy Assistant	\$12,104.07	
Chamberland, Joan	Election Worker	\$180.00	
Chamberland, Russell, R.	Bus Driver	\$17,395.60	
Chamberland, Thomas	TreeWarden	\$7,389.40	
Chrabascz, Robyn	Facilities Coordination	\$23,072.56	
Clark, Beth	Enrichment Teacher	\$71,411.35	
Clark, Frances	Senior Workoff Program	\$650.50	
Clark, Kristen	Bus Driver	\$18,335.65	
Clifford, Michelle R.	Education Assist/Student Support	\$23,201.36	
Cloutier, Rebecca	Substitute Teacher/Assistant	\$10,472.05	
Cole, Matthew	Dispatcher	\$12,712.25	
Colleton, Susan A.	Special Education Teacher	\$116,213.71	
Conceison, Lynne	Administrative Assistant	\$43,816.80	
Connolly, Lisa	Pathways Teacher	\$85,783.15	
Connors, Michelle	Animal Control Officer	\$22,776.33	
Cook, Elaine	Election Worker	\$261.00	
Corriveau, Carol	Senior Workoff Program	\$650.50	
Corriveau, Leah	Park & Rec Substitute Staff	\$72.00	
Corriveau, Tatum	Park & Rec Substitute Staff	\$2,430.00	
Corthell, Daniel	Special Education Teacher	\$80,946.07	
Coughlin, Jill	Burgess Extended Day Staff	\$14,733.15	
Courville, Autumn	Firefighter/EMT	\$15,607.78	
Crane, Anthony	Tree Warden	\$811.34	
Creelman, Jennifer	Integration Assistant	\$5,127.96	
Crevier, Scott	Police Officer	\$63,860.96	\$36,678.72
Cunningham, Melissa	Police Officer	\$35,015.57	\$15,565.83
Curboy, Brian W.	DPW Crew Leader	\$64,570.82	\$8,759.05
Curboy, Dawn M.	Integration Assistant	\$24,935.45	
Curboy, Kenneth	Custodian	\$52,188.00	
Curboy, Richard	Recycling Assistant	\$5,876.58	
Curnow, Grace A.	Guidance Counselor	\$90,173.00	
Czech, Lori	Kindergarten Teacher	\$90,898.00	
Danna, Garrett	School Resource Officer	\$60,608.32	\$38,794.63
Darger, Drew	Park & Rec. Substitute Staff	\$1,014.00	
Daubney Goyette, Jane	Speech Therapist	\$85,582.30	
Davies, Kathlene	Cafeteria Manager	\$42,480.80	

2019 CALENDAR YEAR SALARIES

		<u>Base Pay</u>	<u>*Add'l Pay</u>
Davis, Leonard	Bus Driver	\$27,394.64	
Davis, Melissa	Education Assist/Student Support	\$20,091.79	
Dawber, Karen Ann	Grade 4 Teacher	\$85,077.65	
Decourcey, Rebekah	Administrative Assistant	\$9,554.55	
Dehann, Michael	Custodian	\$603.00	
Demartino, Alissa	ABA Behavioral Assistant	\$6,309.60	
Demers, Cheryl	Bus Driver	\$18,304.69	
Denault, April	Administrative Assistant	\$6,041.60	
Derose, Carol	Camera Operator	\$140.00	
Desautels, Linda	Special Education Teacher	\$80,771.07	
Desjardin, Jamie	Psychologist/Team Chair	\$75,825.44	
Dessert, Earl	Police Officer/Lieutenant	\$91,300.95	\$23,787.96
Dion, Madalyn	Senior Workoff Program	\$578.00	
Dionne, Albert A.	Custodian	\$52,738.00	
Donato, Patricia A.	Education Assistant/Support Staff	\$11,683.90	
Dono, Alicia	Grade 2 Teacher	\$73,043.57	
Donovan, Sherrie	Physical Therapy Assistant	\$15,997.58	
Dubrey, Marie	Election Worker	\$174.00	
Dufresne, Tamara	Library Page	\$8,073.86	
Dunlop, Lucette	Election Worker	\$180.00	
Earnest, Brenda L.	Kindergarten Teacher	\$83,952.65	
Economos, Cheryl	Election Worker	\$180.00	
Edmonds, R. Tyler	Grade 1 Teacher	\$48,052.79	
Edmonds, Tammy	Grade 3 Teacher	\$86,737.65	
Emerson, Barry	DPW Seasonal	\$1,248.00	
Emrich, William A.	Physical Education Teacher	\$83,990.50	
Espinoza, Victor	Substitute Teacher	\$72.00	
Everson, Joanne	Recording Secretary	\$1,496.86	
Farraher, Audrey	Substitute Teacher	\$33.00	
Ferreira, Brenda	Substitute Teacher/Assistant	\$2,583.00	
Filchak, Kevin	Economic Dev/Tourism Coord.	\$48,827.91	
Filler, Brian	Custodian	\$13,212.20	
Firorucci, Stephanie	Substitute Nurse	\$574.25	
Forcier, Jeffrey	Police Officer	\$63,860.96	\$55,863.05
Forcier, Lorraine	Senior Workoff Program	\$650.50	
Ford, Thomas J. III	Police Chief	\$140,125.57	\$11,899.93
Ford Pelly, Kathleen	School Principal	\$114,791.97	

2019 CALENDAR YEAR SALARIES

		<u>Base Pay</u>	<u>*Add'l Pay</u>
Forgit, Cynthia	Building Department Clerk	\$37,400.95	
Forni, Melissa	Grade 5 Teacher	\$62,410.51	
Fortier, David	Police Officer	\$63,940.16	\$41,307.63
Foskett, Susan	Senior Workoff Program	\$674.50	
Foulis, Grace	Substitute Teacher	\$288.00	
Foulis, Michelle	Integration Assistant	\$25,265.76	
Fowler, Chloe	Camera Operator	\$140.00	
Francolini, Erika	Burgess Extended Day Staff	\$6,374.38	
Freeland, Chase	Seasonal DPW Laborer	\$2,496.00	
Furey, Tara	Assistant Nurse	\$42,551.58	
Gagnon, Clyde	Wire Inspector	\$19,750.00	
Gagnon, Stephen	Veteran's Agent	\$1,319.76	
Gallant, Ashley	Burgess Extended Day Staff/Recreation Substitute	\$7,573.67	
Garon, Robert	Assistant Electrical Inspector	\$50.00	
Gatta, Courtney	Camera Operator	\$775.00	
Gaudino, Noelle	ABA Behavioral Assistant	\$12,958.46	
Gendreau, Rebecca	Conservation Agent	\$57,224.25	
Geraghty, Christopher	Town Accountant	\$74,190.24	
Gervasi, Daniel	Heavy Equipment Operator	\$47,324.80	\$5,902.59
Ghantous, Nicole	Burgess Extended Day Staff	\$5,576.59	
Gibeault, Kelly	Bus Driver	\$17,643.11	
Gibson, William	Assistant Electrical Inspector	\$1,300.00	
Gingras, Cassandra	ABA Behavioral Assistant	\$19,727.38	
Giordano, Thomas	Police Officer	\$61,124.16	\$39,979.00
Girouard, Lynne A.	Town Clerk	\$63,893.94	
Girouard, Lynne T.	Grade 2 Teacher	\$82,727.65	
Girouard, Robert	Senior Workoff Program	\$495.00	
Girouard, Therese	Senior Workoff Program	\$500.00	
Gordon, Emily	Remedial Reading Teacher	\$74,333.34	
Grasso, John A. Jr.	Fire Chief	\$111,271.56	
Green, Shelby	Grade 3 Teacher	\$56,255.49	
Griffin, Ashley	Dispatcher	\$47,003.15	\$25,139.85
Griswold, Gary	Seasonal DPW Laborer	\$5,383.04	
Grout, Ashley	Grade 4 Teacher	\$84,819.56	
Grubert, Joanne	Substitute Teacher/Assistant	\$2,523.00	
Grudzien, Judith	Education Assist/Student Support	\$23,364.56	
Guerin, Paul	Assistant Principal	\$29,769.21	

2019 CALENDAR YEAR SALARIES

		<u>Base Pay</u>	<u>*Add'l Pay</u>
Gustafson, Tyler	DPW Laborer	\$24,323.28	\$2,317.56
Hagen,Shauna	Education Assist/Student Support	\$22,835.52	
Hall, Laura	Education Assist/Student Support	\$22,436.44	
Hatch, Linda	Dispatcher	\$8,307.23	
Hemingway, Daniel	K-9 Officer	\$64,129.84	\$32,103.19
Hendrick, Heather	Substitute Teacher/Assistant	\$1,511.00	
Holstrom, Gordon E.	Call Firefighter/EMT	\$302.08	
Hougaard, Kristin	Grade 1 Teacher	\$86,453.22	
Houle, Andrew	Call Firefighter/EMT	\$1,300.77	
Howe, James	Bus Driver	\$8,590.72	
Howe, Tammy	Grade 3 Teacher	\$87,420.36	
Hoy, Pamela	Special Education Teacher	\$28,478.74	
Hoye, Michael	Chemist	\$1,750.00	
Iacovone, Jeanne	Bus Driver	\$1,637.90	
Jackson, Vernon	DPW Director	\$85,352.56	
Jaeger, Mary F.	Assistant Principal	\$98,039.62	
Jalbert, Jeremy	IT Specialist	\$58,910.05	
Jalbert, Rachel	COA Program Assistant	\$10,407.27	
Janson, Paul	Police Officer	\$55,288.01	\$36,397.01
Jeffries, Patricia	Election Worker	\$174.00	
Jennette, Natalie	Speech Pathology Assistant	\$3,048.21	
Johnson, Bruce	Bus Driver	\$15,373.34	
Johnson, Claire	Preschool Teacher	\$72,881.51	
Jones, Michael	Grade 6 Teacher	\$57,949.36	
Jones, Sarah	Grade 4 Teacher	\$72,881.51	
Joyce, Stephen	Firefighter/Paramedic	\$61,430.40	\$20,488.04
Juozaitis Rodriguez, Erica	Kindergarten Teacher	\$72,881.51	
Kay, Daniel R.	Special Education Teacher	\$90,173.00	
Kenneway, Maureen E.	Kindergarten Teacher	\$86,826.40	
Keville, Nadine M.	Health Teacher	\$96,420.72	
Kline, Susan	Library Assistant	\$887.84	
Knight, Christina	Election Worker	\$36.00	
Knight, Robert	Election Worker	\$36.00	
Knott, Avery	Library Page	\$2,790.00	
Knouse, Lore L.	Substitute Teacher/Assistant	\$1,572.50	
Koblara, Susan	Substitute Nurse	\$199.45	
Konkel-Dery, Judith A.	Special Education Teacher	\$100,515.70	

2019 CALENDAR YEAR SALARIES

		<u>Base Pay</u>	<u>*Add'l Pay</u>
Kosbab, Kelli	Bus Driver	\$20,142.05	
Kozak, Theodore	Interim Town Administrator	\$29,005.75	
Krause, Jana	Substitute Teacher	\$324.50	
Krilovich, Robert J.	Music Teacher	\$81,093.77	
Krochmalnyckyj, Roman	Park & Rec Playleader	\$2,388.00	
Kruczek, Tina	Call Firefighter/EMT	\$885.78	
Kvaracein, Kimberly	Sunday Librarian	\$5,675.10	
Lacasse, Casey	Dispatcher	\$7,988.49	
Lacey, Kenneth	Board of Health Agent	\$37,959.00	
Lacy, Jeneé	Administrative Assistant	\$33,970.44	
Laflamme, Darlene	Substitute Teacher/Assistant	\$4,267.00	
Laflash, Adam	Firefighter/Paramedic	\$3,284.90	
Lafrance, Jessica	Library Page	\$5,752.00	
Lalli, Patricia	Assistant Children's Librarian	\$50,817.70	
Lamica, Sherry	Custodian	\$15,214.05	
Lamontagne, David	Heavy Equipment Operator	\$45,699.20	\$5,396.44
Landry, Diana	Bus Driver	\$17,713.34	
Langille, Jessica	Bus Driver	\$18,140.83	
Larson, Brian	Equip Operator/Mechanic	\$54,472.00	\$6,318.67
Lavallee, Jeffrey	Police Officer	\$64,428.32	\$84,723.49
Lemieux, Tracey	Library Instructional Asst.	\$40,664.09	
Lenti, Sylvia E.	Library Assistant	\$8,059.29	
Lock, Emily	Parks & Rec Substitute Staff	\$704.01	
Lombardi, Joseph	Police Officer/Sergeant	\$74,913.38	\$116,455.64
Lucas, Lydia	Nurse Assistant	\$33,595.50	
Lupacchino, Patricia	Dispatcher	\$51,458.16	\$44,288.59
Lutta, Pearl	Dispatcher	\$7,233.20	
Macaruso, Cindrea	Substitute Teacher	\$684.00	
MacConnell, Marilyn	Senior Workoff Program	\$650.50	
MacGillivray, Carmen	COA Clerk	\$20,234.20	
Maguire, John	Dispatcher	\$2,562.75	
Maguire, Kimberly	ABA Behavioral Assistant	\$30,020.90	
Malizia, Lynette D.	Integration Assistant	\$30,136.78	
Mallard, Marjorie	ABA Behavioral Assistant	\$27,013.66	
Mallard, Tanya	Substitute Teacher/Assistant	\$16,966.48	
Maloney, Toniah	Dispatcher	\$51,397.26	\$17,505.55
Marinelli, John	Firefighter/EMT	\$73,327.90	\$28,470.86

2019 CALENDAR YEAR SALARIES

		<u>Base Pay</u>	<u>*Add'l Pay</u>
Marino, Gretchen	Substitute Nurse	\$185.00	
Martin, Emmanuel	Firefighter/Paramedic	\$28,923.33	\$6,822.55
Mattioli, Barbara	Election Worker	\$217.50	
Maus, Deborah	Cafeteria Worker	\$12,971.49	
May, Brittany	Cert Occupational Therapy Asst.	\$12,426.51	
Mayen, Tasha	Library Assistant	\$1,397.21	
McCarthy, Joann	Bus Driver	\$18,546.42	
McClain, Elaine M.	Library Assistant	\$27,219.76	
McCormick, Sheila	Grade 2 Teacher	\$97,650.70	
McDermott, Andrew	Equipment Operator	\$41,742.16	\$4,696.65
McDonald, Judith C.	Library Assistant	\$42,420.37	
McDonald, Sherry	Substitute Teacher	\$72.00	
McDonough, Ruth	Senior Workoff Program	\$655.00	
McGarry, Jessica	Grade 1 Teacher	\$96,990.70	
McHugh, Quinn	Camera Operator	\$140.00	
McKenna, Gabrielle	Speech Pathologist	\$50,622.63	
McKeon, Cheryl A.	Cafeteria Worker	\$17,189.59	
McKeon, Maureen A.	Grade 5 Teacher	\$91,510.50	
McKinstry, Carol N.	Substitute Teacher	\$4,827.95	
McLaughlin, Eric	Part-Time Dispatcher	\$3,070.79	
McNeil, Dale	Ambulance Billing	\$26,002.00	
McRoy, Brian L.	Senior Equipment Operator	\$59,668.80	\$4,974.67
McRoy, Travis	Recycling Center Assistant	\$4,675.71	
McRoy, Wendy	Transportation Supervisor	\$45,812.50	
Menafo, Alexander	Senior Workoff Program	\$653.00	
Menard, Jade	Burgess Extended Day	\$217.50	
Menard, Lynn Ann	Grade 1 Teacher	\$101,990.70	
Menard, Matthew	Burgess Extended Day Staff	\$1,118.33	
Mensen, Andrea	Administrative Assistant	\$13,711.12	
Merchant, Michael	Recycling Center Assistant	\$347.65	
Mero, Bryan	Custodian	\$52,525.16	
Messina, Anthony	On Call Firefighter/EMT-B	\$27,807.02	
Messina, Nancy	Bus Driver	\$7,201.66	
Meunier, Lisa M.	School Nurse	\$99,050.70	
Meyer, Mary	Un 61 Occupational Therapist	\$76,410.35	
Minchoff, Danny	Music Teacher	\$91,273.00	
Mitchell, David R.	Heavy Equipment Operator	\$48,195.60	\$3,907.95

2019 CALENDAR YEAR SALARIES

		<u>Base Pay</u>	<u>*Add'l Pay</u>
Mongeon, Anne E.	Integration Assistant	\$24,719.00	
Montgomery, James	Bus Driver	\$18,556.28	
Moore, Kimberly	Grade 2 Teacher	\$96,990.70	
Moriarty, Kelsey	Substitute Teacher	\$362.25	
Moriarty, Shannon	ABA Behavioral Assistant	\$23,791.68	
Moriarty, Susan J.	Education Assistant	\$20,789.41	
Morris, Gavin	Lifeguard	\$2,747.67	
Morrison, Joseph	Custodian	\$45,045.47	
Morrissey, Marsha	Substitute Teacher/Assistant	\$3,343.90	
Morse, Deborah J.	Assistant Treasurer/Collector	\$54,231.18	
Morse, Gregory H.	DPW Director	\$17,241.73	
Mortell, James	Custodian	\$14,436.68	
Moynagh, Robert	Call Firefighter/Emt	\$21,665.29	
Moynagh, Sean	Firefighter/Paramedic	\$69,683.52	\$25,593.25
Mullen, Ryan	Call Firefighter/EMT	\$8,090.23	
Mullin, Jennifer	Grade 3 Teacher	\$82,897.65	
Mundell, Cody	Technologist	\$9,387.26	
Murphy, Ann	Principal Assessor	\$77,553.42	
Murphy, Jean Terrill	Physical Education Teacher	\$86,445.36	
Murphy, Siobhain	Parks & Rec Lifeguard	\$2,863.87	
Murray, Hillary	School Resource Officer	\$64,682.44	\$39,278.82
Myotte, Amber	Grade 6 Teacher	\$89,658.79	
Nauman, Christine	Integration Assistant	\$32,333.74	
Neslusan, Christine	Substitute Teacher	\$484.00	
Nicholas, Katherine	Preschool Teacher	\$60,381.01	
Nichols, Lynn	Remedial Math Teacher	\$98,290.70	
Nikolla, Gregory	Custodian	\$25,984.80	
Nikolla, Patricia	Substitute Teacher/Assistant	\$9,450.00	
Nollstadt, Lisa	Administrative Assistant	\$30,232.81	
Normandin, Patrick	Firefighter/Paramedic	\$67,453.44	\$31,062.71
Norrgard, Kathleen	Senior Workoff Program	\$650.50	
O'Donnell, Olive	Senior Workoff Program	\$664.50	
O'Brien, Melissa	Education Assist/Student Support	\$23,145.20	
Obuchowski, Ronald	Police Officer	\$64,670.81	\$60,041.09
O'Connell, Sheila	Assistant Town Clerk	\$29,057.95	
Olander, Jamie	ABA Behavioral Assistant	\$17,485.62	
Olander, Kaylee	Substitute Teacher	\$837.00	

2019 CALENDAR YEAR SALARIES

		<u>Base Pay</u>	<u>*Add'l Pay</u>
Olson, Kathleen	Substitute Teacher/Assistant	\$7,628.00	
Osberg, Grace	School Adjustment Counselor	\$57,821.01	
Ouellette, Amy	ABA Behavioral Assistant	\$26,323.95	
Ouimet, Arthur Jr.	Senior Workoff Program	\$632.00	
Pacitti, Genevieve V.	Education Assist/Student Support	\$32,365.23	
Pacitti, Heather	ABA Behavioral Assistant	\$39,572.10	
Page, Edward	Police Officer	\$67,632.09	\$51,327.70
Paine, Sean	Police Officer/Sergeant	\$74,091.36	\$47,359.63
Palmer, Melissa	Part-Time Dispatcher	\$851.74	
Papandrea, Jill	Substitute Nurse	\$184.00	
Parent, Emilie	Grade 6 Teacher	\$88,270.36	
Parenteau, Jo-Lyn	Grade 1 Teacher	\$99,909.45	
Parker, Cecile	Senior Workoff Program	\$502.50	
Parker, Erin M.	Technology Teacher	\$92,351.75	
Patterson, Nichole	Police Officer	\$43,623.12	\$22,899.02
Pecci, Rose	Park & Rec Substitute Staff	\$630.00	
Peck, Alesia M.	Grade 4 Teacher	\$102,278.20	
Pelletier, Meghan	Un 61 Physical Therapist	\$2,933.66	
Peters, Liza	Administrative Assistant	\$28,872.67	
Peters, Zachary	Camera Operator	\$490.00	
Phillips, Danielle	Grade 3 Teacher	\$78,140.64	
Piantoni, Gina	Library Page	\$32,928.16	
Piascik, Ashley	Administrative Assistant	\$6,820.00	
Pike, Justin	Firefighter/EMT-B	\$9,278.90	\$3,792.05
Piotte, Tammy	Bus Driver	\$4,696.02	
Placella, Laurie	Education Asst/Student Support	\$23,058.08	
Plimpton, Rebecca	Library Director	\$83,315.48	
Plumb, Bryan	Substitute Teacher	\$712.50	
Plumley, Taylor	Dispatcher	\$695.42	
Portwood, Nicole	Substitute Teacher/Assistant	\$7,314.00	
Pressman, Sarah	ABA Behavioral Assistant	\$17,733.35	
Provo, Barbara	Pathways Teacher	\$96,990.70	
Provost, Dorothy	Senior Workoff Program	\$650.50	
Prue, Marilyn	Bus Driver	\$1,007.05	
Quattrocelli, Luke	Firefighter	\$899.58	
Quinn, Debra	Grade 4 Teacher	\$81,271.07	
Quinn, Megan	Special Education Teacher	\$46,012.79	

2019 CALENDAR YEAR SALARIES

		<u>Base Pay</u>	<u>*Add'l Pay</u>
Rabbitt, Susan	Substitute Nurse	\$2,667.50	
Rae-Sinanian, Janet	Senior Workoff Program	\$846.00	
Ramirez, Elizabeth	Grade 2 Teacher	\$101,740.70	
Randall, Christine	ABA Behavioral Assistant	\$27,426.30	
Reed, Tina	Cafeteria Worker	\$2,886.00	
Resener, Jessica	Grade 1 Teacher	\$75,819.87	
Rice, Lisa	Library Assistant	\$3,604.00	
Richardson, Robert	Senior Workoff Program	\$650.50	
Richer, Louise	Senior Workoff Program	\$650.50	
Riel, Nicole	Grade 5 Teacher	\$51,459.63	
Riendeau, Eric	Firefighter/Paramedic	\$82,524.94	\$18,182.07
Ripley, Jessica	Grade 6 Teacher	\$52,899.15	
Robinson, Sandra	Bus Driver	\$12,938.05	
Roderick, Matthew A.	Firefighter/EMT-I	\$79,056.00	\$33,356.20
Rodier, Meghan	Un 61 Occupational Therapist	\$68,355.01	
Rodriguez, Carlos	Custodian	\$50,237.03	
Ropiak, Judith A.	Educational Assistant/Clerk	\$19,387.63	
Rosano, Michele	Dispatcher	\$15,909.55	
Roscioli, Annie	Recreation Director	\$36,070.25	
Rowley, Michele	Bus Driver	\$26,131.89	
Roy, Patricia	Election Worker	\$191.75	
Rozzen, Melissa	Police Secretary	\$46,464.13	
Ryan, Brenda	Election Worker	\$174.00	
Sandberg, Stephen	Cable Access Clerk	\$7,217.66	
Schantz, Maria	Substitute Teacher	\$864.00	
Schiaraffa, Jeremiah	Adult League Monitor	\$210.00	
Schwartz, Susan	Election Worker	\$216.00	
Sciullo, Lisa	Education Assist/Student Support	\$23,228.60	
Sears, Ryan	Park & Rec Substitute Staff	\$1,854.00	
Sears, Sandra	Assistant Treasurer/Collector	\$44,363.15	
Shepard, Doreen	Substitute Teacher/Assistant	\$3,168.00	
Solari, Jacquelyn	Remedial Math Teacher	\$44,836.50	
Soper, Cheryl	Burgess Extended Day	\$2,115.00	
Sosik , Amy	Grade 5 Teacher	\$76,735.21	
Spence, Shelbia	Substitute Teacher/Assistant	\$144.00	
Splaine, Elissa	DPW Secretary	\$36,137.43	
Sprague, Rachel	Senior Workoff Program	\$512.00	

2019 CALENDAR YEAR SALARIES

		<u>Base Pay</u>	<u>*Add'l Pay</u>
Spreeman, Beverly	Election Worker	\$180.00	
St. Francis, Alexis	Dispatcher	\$24,048.45	\$11,695.26
St. Laurent, Debra	Education Assist/Student Support	\$20,887.95	
St. Laurent, Juli	Physical Therapist	\$32,604.93	
Starkus, Peter	Plumbing Inspector	\$20,750.00	
Starr, Krista	Kindergarten Teacher	\$62,787.84	
Stern, Catherine	Remedial Math Teacher	\$86,195.36	
Stevens, Lee	Bus Driver	\$24,981.56	
Stietzel, Barbara	Election Worker	\$42.00	
Stietzel, Ronald	Election Worker	\$256.50	
Stoltze, Teresa	Education Assist/Student Support	\$9,774.41	
Strasheim, Kristin	Administrative Assistant	\$22,767.99	
Strause, Audra	Substitute Teacher/Assistant	\$3,762.00	
Struppa, Michael	Veteran's Agent	\$7,625.67	
Svedberg, Michael	Technologist	\$34,645.30	
Swanda, Bryan	Firefighter/EMT-B	\$55,766.92	\$9,308.39
Swift, Sarah A.	Media/Librarian	\$97,790.70	
Szumilas, Andrew	Laborer/Driver	\$41,540.80	\$4,719.85
Terry, Jamie	Board of Health Agent	\$2,987.50	
Tetreault, Jennifer	Fitness Instructor	\$13,230.00	
Thomas, Dawn	Integration Assistant	\$17,300.02	
Thomas, Donna	Grade 6 Teacher	\$95,410.72	
Thomas, Joshua	Firefighter/Paramedic	\$15,408.24	\$4,471.08
Thompson, Kirstie	BCBA Behavioral Specialist	\$38,608.97	
Thompson, Lori	Grade 2 Teacher	\$88,822.42	
Thompson, Theresa A.	Education Assist/Student Support	\$23,326.76	
Thurston, Sally	Grade 5 Teacher	\$89,873.00	
Tibbetts, Roberta J.	Integration Assistant	\$28,710.25	
Tolson, Maureen B	Speech Therapist	\$96,260.72	
Toon, Dawn	Board of Health Inspector	\$362.50	
Towns, James	Firefighter/EMT	\$32,828.16	\$14,339.50
Trapasso, Diane	Election Worker	\$195.00	
Tremblay, Scott	Recycling Center Assistant	\$18,151.34	
Trent, Jessica	Special Ed. Consulting Teacher for Integration	\$51,285.42	
Tytula, Colby	Police Officer	\$60,467.92	\$38,735.63
Valiton, Patricia	Health Inspector	\$46,063.05	
VanWickler, Dawn	Cafeteria Worker	\$9,401.04	

2019 CALENDAR YEAR SALARIES

		<u>Base Pay</u>	<u>*Add'l Pay</u>
Vargas, Johnny	Burgess Extended Day	\$2,766.97	
Varney, Austin	DPW Seasonal	\$2,760.00	
Vezeau, Keith	Library Assistant	\$4,626.77	
Vinton, Julie	Art Teacher	\$91,458.00	
Volpe, Marylou	Firefighter/EMT	\$67,032.96	\$30,154.77
Walker, Jeffrey	Head Custodian	\$66,442.53	
Walsh, Elizabeth	Special Education Teacher	\$67,136.43	
Walsh, Pauline	Senior Workoff Program	\$661.00	
Walters, Alison	Psychologist	\$55,380.77	
Warner, Tami	Dispatcher	\$13,667.18	
Watterson, Carol	Substitute Teacher/Assistant	\$486.00	
Weeden, Erin	Substitute Teacher/Assistant	\$936.50	
Welton-Pulsifer, Kimberly	DPW Crew Leader	\$62,298.41	\$7,735.03
Weston, Heather	COA Director	\$22,178.86	
White, Christina	Substitute Teacher/Assistant	\$66.00	
White, Kimberly	Education Assist/Student Support	\$23,314.49	
White, Sherri	ABA Behavioral Assistant	\$33,583.90	
Wildgrube, Marcia	Outreach Coordinator	\$7,533.12	
Williams, Sarah	Substitute Teacher/Assistant	\$108.00	
Williams Lapidus, Holly	Administrative Assistant	\$11,290.24	
Wilson, Christine A.	Election Worker	\$257.25	
Wong, Leslie	COA Director	\$43,284.70	
Wuelfing, Bethany	Grade 5 Teacher	\$80,640.64	
Yarter, Nicholas	Burgess Extended Day Staff	\$3,318.90	
Yates, Darren	Burgess Extended Day Staff	\$6,543.72	
Zelazo, Cheryl A.	Assistant Adult Librarian	\$55,195.24	
Zikos, Lucine	Technology Instructional Assistant	\$40,692.32	
Zilic, Samson	Substitute Teacher/Assistant	\$3,831.00	

*Add'l Pay includes all or some of the following: Quinn Bill, Overtime, Court Time, Extra Detail.

**REPORT OF THE TOWN ACCOUNTANT
FISCAL YEAR 2019**

I hereby submit my report for the fiscal year beginning July 1, 2018 and ending June 30, 2019.

Account Name	Year-To-Date Revenue	Totals
Taxes:		
Personal Property Taxes	976,879.85	
Real Estate Taxes	23,560,767.40	
Rollback Taxes	3,498.20	
Supplemental Real Estate Taxes	28,382.02	
Tax Liens Redeemed	90,240.89	
Motor Vehicle Excise	1,450,242.50	
Boat Excise	3,257.60	
Trailer Excise	34,864.00	26,148,132.46
 Betterment Revenue:		
Mountain Brook Betterment	30,225.33	
Maintain Brook Betterment Interest	3,447.36	
Caron & Valley Betterment	9,025.76	
Caron & Valley Betterment Interest	3,152.07	45,850.52
 Penalties & Interest On Taxes:		
Real Estate & Personal Property	36,619.81	
Motor Vehicle Excise Taxes	37,041.71	
Tax Liens	123,136.41	
Boat Liens	283.30	197,081.23
 Other Taxes:		
Payments in Lieu of Taxes	27,463.00	
Room Occupancy Tax -- Hotel/Motel	730,963.07	
Forestry Products	-	
Meals Tax	481,991.05	1,240,417.12
 Ambulance Service Fees	 585,100.50	 585,100.50
 Grave Openings & Sales	 4,803.00	 4,803.00

Account Name	Year-To-Date Revenue	Totals
Fees & Other Charges		
Library Fax /Copier Fees	2,207.00	
Town Hall Copy Receipts	1,115.00	
Town Clerk Misc	555.00	
Business Certifications	6,601.00	
Vital Records	11,948.00	
Flammable Storage	4,025.00	
Extended Polling Hours	4,245.00	
Emergency Cleanup Mass Pike	2,800.00	
Board of Health Charges, Fees & Income	14,740.00	
Police Department - Records Requests	456.00	
Police Department - False Alarm Fees	3,900.00	
COA Newsletter Postage	45.00	
Dog License Fees	13,766.00	
Collector's Fees	11,101.94	
Site Plan Review	2,640.00	
Zoning Board Fees	925.00	
Annual Cable Franchise	1,378.50	
Registry Markings	10,270.00	
Conservation Commission - Wetland Filing Fees	2,957.80	
Union 61 Reimbursement	120,979.91	
Café Benefits Reimb.		
MassDOT Fire Fees	-	
Fire Department - Insurance Requests	40.00	
10% Administrative Fee -- Extra Detail	21,732.53	238,428.68
Licenses & Permits:		
Alcohol Beverages Licenses	51,275.00	
Other Licenses	6,950.00	
Transient Vendor Licenses	4,330.00	
Electrical Permits	35,370.00	
Building Permits	124,448.00	
Plumbing Permits	31,165.00	
Board of Health Permits	38,040.00	
Fire Permits	10,092.00	
Fire Inspections	10,760.00	
Police Permits	6,950.00	
Driveway Permits	450.00	319,830.00

Account Name	Year-To-Date Revenue	Totals
State Revenue:		
Abatements: Veterans, Blind, Surviving Spouse	25,413.00	
Elderly Abatements	7,028.00	
School Aid Chapter 70	3,821,314.00	
Charter School Reimbursement	11,073.00	
Unrestricted Government Aid	801,067.00	
State Owned Land	133,827.00	
Veterans Benefits - Ch 115	21,489.00	
Thames River		
Court Fines	166,752.25	
Municipal Medicaid Reimbursement	110,617.31	5,098,580.56
Fines & Forfeitures:		
Library Fines	750.66	
Dog Fines	2,480.00	
Parking Fines	895.00	
Non-Criminal Dispositions	1,500.00	
Abandoned Vehicles	2,270.00	7,895.66
Miscellaneous Revenue:		
Sale of Foreclosed Property	-	
Earnings on Investments	195,105.58	
Miscellaneous Revenue	182,805.82	
Sale of Surplus Equipment	2,929.00	
I O D Reimbursement	31,714.29	
FEMA Reimbursement	28,612.50	
Reimbursement - Prior Year	9,118.25	
Land Court Fees Returned	277.32	
Workmens Comp Reimbursement	995.99	
Premium on Bond	-	
Water/ Sewer Liability Account	-	
Local Access Cable Payroll Deductions	19,283.18	470,841.93
Transfers From Other Funds:		
Stabilization	132,000.00	
Capital Projects		
Agency Funds		
Trust Funds	6,000.00	138,000.00
TOTAL GENERAL FUND REVENUES		34,494,961.66

**SPECIAL REVENUE FUNDS
FISCAL YEAR 2019**

Sewer Special Revenue Fund

Fund Balance as of June 30, 2018: \$4,289,394.87

Expenditures:

Department Head Salary	\$11,641.53
Energy	\$171,668.47
Registry Feeds	\$150.00
Outside Contract	\$852,373.21
Billing Expense	\$4,718.68
Miscellaneous Equipment	\$71,209.30
Chemical & Testing	\$2,399.19
Encumbered Chemical & Testing	\$1,849.47
Capital Replacement	\$46,066.59
Debt Service	\$840,699.82
Debt Service - Phase II	\$199,017.30
Debt Service - Phase III	\$239,750.00
Debt Service - Cedar Lake	\$115,203.41
Debt Service - Big Alum	\$150,400.00
Debt Service - Woodside	\$57,400.00
Liquid Sludge Hauling	\$154,688.07
Encumbered Liquid Sludge Hauling	\$11,660.70
Southbridge Fees	\$192,673.83
Total Expenditures	\$3,123,569.57

Revenues:

Sewer User Charges	2,265,433.46
Sewer Interest Charges	9,144.94
Interest and Demand On Sewer	5,660.39
Sewer Liens	78,746.26
Interest Income - Surplus	24,486.65
Septic Revenue	79,886.58
Miscellaneous Charges	555.00
Cross Connection Fees	14,400.00
Sewer Rate Relief	2,281.00
Sewer Privilege Fees	36,935.12

Phase II Betterments	151,688.23
Phase II Interest	5,886.61
Cedar Lake Betterments	83,854.44
Cedar Lake Interest	3,271.74
Phase III Sewer Betterments	81,101.71
Phase III Sewer Interest	18,629.68
Big Alum Betterments	46,203.85
Big Alum Interest	15,228.77
Woodside Betterments	31,966.35
Woodside Interest	14,258.61
Phase III Betterment Liens	543.69
Total Revenues	2,970,163.08

Fund Balance as of June 30, 2019: \$4,135,988.38

Water Special Revenue Fund

Fund Balance as of June 30, 2018: \$1,806,135.46

Expenditures:

Department Head Salary	\$11,641.53
Energy	\$65,093.21
Outside Contract	\$655,395.24
Billing Expense	\$4,851.60
Miscellaneous	\$37,838.80
Capital Replacement	\$33,716.83
Article 42 Fiske Booster Station	\$5,585.00
Debt Service	\$453,130.21
Water Meter Maintenance	\$8,906.93
Well #5 Emergency Repair	\$11,200.00
Perchlorate Investigation	\$15,800.00
Total Expenditures	<u>\$1,303,159.35</u>

Revenues:

Water User Charges	1,487,437.52
Water Interest Charges	7,022.52
Interest & Demand On Water	5,660.39
Water Liens	59,894.32
Miscellaneous Water	16,057.19
Cross Connection	14,065.24
Total Revenues	<u>1,590,137.18</u>

Fund Balance as of June 30, 2019: \$2,093,113.29

Town of Sturbridge
Fiscal Year 2019

Department:	Budget	Expended	Unexpended
Board of Selectmen			
Salaries/Wages	\$0.00	\$0.00	\$923.00
Purchased Services	\$1,350.00	\$1,263.67	\$86.33
Other Charges/Expenses	\$2,050.00	\$629.16	\$1,420.84
Total Board of Selectmen	\$3,400.00	\$1,892.83	\$1,507.17
Town Administrator			
Department Head Salary	\$163,540.00	\$137,937.53	\$25,602.47
Clerical/Secretarial Salary	\$38,730.00	\$31,098.92	\$7,631.08
Merit Based Pay Incentive	\$23,937.00	\$17,289.00	\$6,648.00
Purchased Services	\$18,300.00	\$16,094.17	\$2,205.83
Supplies/Expenses	\$2,850.00	\$1,120.56	\$1,729.44
Encumbered Supplies	\$53.48	\$53.48	\$0.00
Other Charges/Expenses	\$6,600.00	\$3,039.26	\$3,560.74
Matching Grant Funds	\$20,000.00	\$6,834.00	\$13,166.00
Total Town Administrator	\$274,010.48	\$213,466.92	\$60,543.56
Finance Committee			
Salaries/Wages	\$3,468.00	\$1,468.38	\$1,999.62
Purchased Services	\$3,400.00	\$2,350.00	\$1,050.00
Other Charges/Expenses	\$200.00	\$180.00	\$20.00
Total Finance Committee	\$7,068.00	\$3,998.38	\$3,069.62
Town Accountant			
Department Head Salary	\$71,683.00	\$71,683.00	\$0.00
Salaries/Wages	\$14,867.00	\$14,371.25	\$495.75
Purchased Services	\$2,850.00	\$2,790.00	\$60.00
Supplies/Expenses	\$675.00	\$465.81	\$209.19
Encumbered Supplies	\$708.08	\$708.08	\$0.00
Other Charges/Expenses	\$325.00	\$50.00	\$275.00
Total Town Accountant	\$91,108.08	\$90,068.14	\$1,039.94
Board of Assessors			
Department Head Salary	\$75,010.00	\$75,010.00	\$0.00
Salaries/Wages	\$29,784.00	\$28,404.30	\$1,379.70
Purchased Services	\$29,650.00	\$21,016.15	\$8,633.85
Encumbered Purchased Services	\$3,700.00	\$0.00	\$3,700.00
Vision Upgrade	\$15,950.00	\$15,950.00	\$0.00
Supplies/Expenses	\$1,700.00	\$803.02	\$896.98
Other Charges/Expenses	\$1,380.00	\$914.02	\$465.98
Total Board of Assessors	\$157,174.00	\$142,097.49	\$15,076.51

Department	Budget	Expended	Unexpended
Finance Director			
Department Head Salary	\$105,514.00	\$105,514.00	\$0.00
Salaries/Wages	\$121,511.00	\$121,401.52	\$109.48
Longevity	\$1,400.00	\$1,400.00	\$0.00
Certificate Stipend	\$1,000.00	\$1,000.00	\$0.00
Purchased Services	\$11,475.00	\$5,686.61	\$5,788.39
Supplies/Expenses	\$7,375.00	\$6,297.54	\$1,077.46
Other Charges/Expenses	\$1,575.00	\$1,010.15	\$564.85
Total Finance Director	\$249,850.00	\$242,309.82	\$7,540.18
Town Counsel			
Purchased Services	\$100,000.00	\$68,033.14	\$31,966.86
Total Town Counsel	\$100,000.00	\$68,033.14	\$31,966.86
Information Technology			
Department Head Salary	\$70,000.00	\$44,557.01	\$25,442.99
Purchased Services	\$74,780.00	\$68,849.73	\$5,930.27
Supplies/Expenses	\$10,200.00	\$5,241.57	\$4,958.43
Capital Outlay	\$37,000.00	\$36,935.04	\$64.96
Encubered Capital Outlay	\$17,500.00	\$17,500.00	\$0.00
Total Information Technology	\$209,480.00	\$173,083.35	\$36,396.65
Town Clerk			
Department Head Salary	\$62,744.00	\$62,744.00	\$0.00
Salaries/Wages	\$35,770.00	\$32,237.82	\$3,532.18
Purchased Services	\$826.00	\$584.00	\$242.00
Supplies/Expenses	\$2,900.00	\$2,433.59	\$466.41
Other Charges/Expenses	\$1,000.00	\$838.22	\$161.78
Total Town Clerk	\$103,240.00	\$98,837.63	\$4,402.37
Election & Registration			
Board Members Salaries	\$300.00	\$300.00	\$0.00
Salaries/Wages	\$14,000.00	\$10,271.66	\$3,728.34
Purchased Services	\$13,732.00	\$10,383.39	\$3,348.61
Supplies/Expenses	\$1,800.00	\$1,781.74	\$18.26
Total Election & Registration	\$29,832.00	\$22,736.79	\$7,095.21
Conservation Commission			
Department Head Salary	\$55,050.00	\$55,050.00	\$0.00
Salaries/Wages	\$19,573.00	\$13,981.00	\$5,592.00
Purchased Services	\$6,068.00	\$4,906.05	\$1,161.95
Supplies/Expenses	\$1,600.00	\$1,497.92	\$102.08
Other Charges/Expenses	\$600.00	\$439.09	\$160.91
Total Conservation Commission	\$82,891.00	\$75,874.06	\$7,016.94
Planning Board			
Department Head Salary	\$89,421.00	\$89,421.00	\$0.00
Salaries/Wages	\$34,307.00	\$28,268.66	\$6,038.34
Longevity	\$300.00	\$300.00	\$0.00
Purchased Services	\$39,145.00	\$31,816.02	\$7,328.98

Department	Budget	Expended	Unexpended
Encumbered Purchased Services	\$12,376.00	\$6,211.29	\$6,164.71
Supplies/Expenses	\$3,400.00	\$1,214.68	\$2,185.32
Regional District Assessment	\$2,590.00	\$2,589.39	\$0.61
Other Charges/Expenses	\$938.00	\$290.81	\$647.19
Total Planning Board	\$182,477.00	\$160,111.85	\$22,365.15
Zoning Board of Appeals			
Purchased Services	\$500.00	\$0.00	\$500.00
Supplies/Expenses	\$350.00	\$214.32	\$135.68
Other Charges/Expenses	\$90.00	\$0.00	\$90.00
Total Zoning Board of Appeals	\$940.00	\$214.32	\$725.68
Economic Development			
Purchased Services	\$200.00	\$48.76	\$151.24
Supplies/Expenses	\$1,200.00	\$559.86	\$640.14
Other Charges/Expenses	\$200.00	\$105.00	\$95.00
Total Economic Development	\$1,600.00	\$713.62	\$886.38
Facilities			
Salaries/Wages	\$83,057.00	\$55,576.29	\$27,480.71
Purchased Services	\$200.00	\$0.00	\$200.00
Supplies/Expenses	\$1,000.00	\$533.29	\$466.71
Other Charges/Expenses	\$300.00	\$0.00	\$300.00
Total Facilities	\$84,557.00	\$56,109.58	\$28,447.42
Town Hall			
Purchased Services	\$46,130.00	\$35,008.11	\$11,121.89
Encumbered Purchased Serviced	\$582.50	\$582.50	
Supplies/Expenses	\$2,400.00	\$2,342.79	\$57.21
Total Town Hall	\$49,112.50	\$37,933.40	\$11,179.10
Center School Office			
Purchased Services	\$30,980.00	\$20,433.80	\$10,546.20
Supplies/Expenses	\$1,400.00	\$1,066.12	\$333.88
Total Center School Office	\$32,380.00	\$21,499.92	\$10,880.08
Senior Center			
Purchased Services	\$19,817.00	\$15,966.72	\$3,850.28
Supplies/Expenses	\$3,345.00	\$2,122.43	\$1,222.57
Total Senior Center	\$23,162.00	\$18,089.15	\$5,072.85
Joshua Hyde Library			
Purchased Services	\$21,895.00	\$20,198.52	\$1,696.48
Supplies/Expenses	\$1,550.00	\$1,550.00	\$0.00
Total Joshua Hyde Library	\$23,445.00	\$21,748.52	\$1,696.48
Safety Complex			
Purchased Services	\$88,835.00	\$77,666.64	\$11,168.36
Supplies/Expenses	\$13,200.00	\$7,565.34	\$5,634.66

Department	Budget	Expended	Unexpended
Encumbered Supplies/Expenses	\$183.55	\$183.55	\$0.00
Total Safety Complex	\$102,218.55	\$85,415.53	\$16,803.02
Nursery School			
Purchased Services	\$2,000.00	\$1,295.00	\$705.00
Encumbered Purchased Services	\$2,785.00	\$2,785.00	\$0.00
Total Nursery School	\$4,785.00	\$4,080.00	\$705.00
8 Brookfield Road			
Purchased Services	\$1,300.00	\$0.00	\$1,300.00
Total 8 Brookfield Road	\$1,300.00	\$0.00	\$1,300.00
Police Department			
Department Head Salary	\$142,488.00	\$142,487.70	\$0.30
Salaries/Wages	\$1,948,504.00	\$1,798,549.27	\$149,954.73
Longevity	\$7,850.00	\$7,800.00	\$50.00
Encumbered Longevity	\$400.00	\$400.00	\$0.00
Emergency Management Stipend	\$6,000.00	\$6,000.00	\$0.00
OvertimeWages	\$451,143.00	\$441,680.54	\$9,462.46
Retroactive Pay	\$45,116.00	\$35,856.93	\$9,259.07
Retroactive Overtime	\$12,660.00	\$11,591.56	\$1,068.44
Purchased Services	\$96,900.00	\$63,730.77	\$33,169.23
Supplies/Expenses	\$73,425.00	\$45,732.34	\$27,692.66
Other Charges/Expenses	\$6,619.00	\$5,701.22	\$917.78
Capital Outlay	\$111,100.00	\$104,439.22	\$6,660.78
Total Police Department	\$2,902,205.00	\$2,663,969.55	\$238,235.45
Fire Department			
Department Head Salary	\$110,313.00	\$110,312.81	\$0.19
Salaries/Wages	\$914,799.00	\$867,477.96	\$47,321.04
Enc Salaries/ Wages	\$353.63	\$353.63	\$0.00
Longevity	\$2,150.00	\$1,650.00	\$500.00
Overtime	\$218,000.00	\$167,093.76	\$50,906.24
Encumbered Overtime	\$11.58	\$11.58	\$0.00
Purchased Services	\$98,103.00	\$92,569.42	\$5,533.58
Encumbered Purchased Services	\$392.45	\$392.45	\$0.00
Ambulance	\$132,000.00	\$132,000.00	\$0.00
Supplies/Expenses	\$77,000.00	\$74,778.69	\$2,221.31
Encumbered Supplies/Expenses	\$16,234.00	\$13,307.53	\$2,926.47
Other Charges/Expenses	\$6,700.00	\$2,654.28	\$4,045.72
Encumbered Other Charges/ Expenses	\$31.60	\$31.60	\$0.00
Total Fire Department	\$1,576,088.26	\$1,462,633.71	\$113,454.55
Building Inspector			
Department Head Salary	\$76,894.00	\$76,894.00	\$0.00
Salaries/Wages	\$36,819.00	\$36,818.60	\$0.40
Purchased Services	\$1,620.00	\$104.50	\$1,515.50
Supplies/Expenses	\$1,600.00	\$1,262.54	\$337.46
Other Charges/Expenses	\$700.00	\$210.00	\$490.00

Department	Budget	Expended	Unexpended
Total Building Inspector	\$117,633.00	\$115,289.64	\$2,343.36
Sealer			
Purchased Services	\$5,350.00	\$5,300.00	\$50.00
Total Sealer	\$5,350.00	\$5,300.00	\$50.00
Inspectors			
Salaries/Wages	\$55,000.00	\$44,250.00	\$10,750.00
Purchased Services	\$300.00	\$0.00	\$300.00
Supplies/Expenses	\$500.00	\$69.42	\$430.58
Other Charges/Expenses	\$2,465.00	\$2,400.00	\$65.00
Total Inspectors	\$58,265.00	\$46,719.42	\$11,545.58
Tree Warden			
Department Head Salary	\$8,139.00	\$8,139.00	\$0.00
Purchased Services	\$43,491.00	\$42,952.82	\$538.18
Supplies/Expenses	\$675.00	\$434.83	\$240.17
Other Charges/Expenses	\$1,125.00	\$982.00	\$143.00
Total Tree Warden	\$53,430.00	\$52,508.65	\$921.35
Education			
Burgess Elementary	\$11,341,746.00	\$10,679,224.59	\$662,521.41
Encumbered Burgess Elementary	\$5,277.12	\$5,277.12	\$0.00
Summer Payroll	\$605,864.30	\$605,864.30	\$0.00
Tantasqua Town Assessment	\$6,890,586.00	\$6,890,586.00	\$0.00
Tantasqua Transportation Assessment	\$131,083.00	\$131,083.00	\$0.00
Charter School Transportation	\$6,000.00	\$0.00	\$6,000.00
Total Education	\$18,980,556.42	\$18,312,035.01	\$668,521.41
Department of Public Works			
Department Head Salary	\$82,054.00	\$82,053.91	\$0.09
Salaries/Wages	\$751,815.00	\$694,259.63	\$57,555.37
Longevity	\$2,100.00	\$2,100.00	\$0.00
Overtime	\$14,000.00	\$12,226.32	\$1,773.68
Encumbered Overtime	\$194.76	\$194.76	\$0.00
Purchased Services	\$65,639.00	\$64,945.47	\$693.53
Encumbered Purchased Services	\$4,377.00	\$3,760.14	\$616.86
Supplies/Expenses	\$81,140.00	\$80,755.23	\$384.77
Other Charges/Expenses	\$1,430.00	\$1,419.00	\$11.00
Total Department of Public Works	\$1,002,749.76	\$941,714.46	\$61,035.30
Town Roads			
Private Road Maintenance	\$6,000.00	\$5,977.53	\$22.47
Total Town Roads	\$6,000.00	\$5,977.53	\$22.47
Snow & Ice Removal			
Overtimes	\$47,300.00	\$45,972.14	\$1,327.86
Purchased Services	\$99,377.01	\$99,377.01	\$0.00
Supplies/Expenses	\$121,136.00	\$122,424.45	(\$1,288.45)

Department	Budget	Expended	Unexpended
Total Snow & Ice Removal	\$267,813.01	\$267,773.60	\$39.41
Recycling Center			
Salaries/Wages	\$108,438.00	\$101,817.92	\$6,620.08
Overtime	\$1,500.00	\$0.00	\$1,500.00
Purchased Services	\$159,160.00	\$149,912.87	\$9,247.13
Encumbered Purchased Services	\$2,633.00	\$2,633.00	\$0.00
Supplies/Expenses	\$9,270.00	\$2,008.90	\$7,261.10
Encumbered Supplies/ Expenses	\$1,111.00	\$1,110.51	\$0.49
Total Landfill	\$282,112.00	\$257,483.20	\$24,628.80
Board of Health			
Department Head Salary	\$56,402.00	\$32,927.28	\$23,474.72
Salaries/Wages	\$24,848.36	\$24,848.36	\$0.00
Purchased Services	\$9,271.00	\$5,298.90	\$3,972.10
Supplies/Expenses	\$2,625.00	\$2,479.49	\$145.51
Other Charges/Expenses	\$1,815.00	\$1,217.09	\$597.91
Total Board of Health	\$94,961.36	\$66,771.12	\$28,190.24
Health Care			
Community Health Care	\$4,000.00	\$3,800.00	\$200.00
Total Health Care	\$4,000.00	\$3,800.00	\$200.00
Inspections & Testing			
Public Access Inspections	\$46,119.00	\$37,896.97	\$8,222.03
Total Inspections & Testing	\$46,119.00	\$37,896.97	\$8,222.03
Council on Aging			
Department Head Salary	\$55,503.00	\$55,502.61	\$0.39
Salaries/Wages	\$70,991.00	\$65,161.49	\$5,829.51
Longevity	\$350.00	\$350.00	\$0.00
Purchased Services	\$1,950.00	\$1,090.00	\$860.00
Supplies/Expenses	\$1,700.00	\$1,700.00	\$0.00
Encumbered Supplies/ Expenses	\$21.82	\$21.82	\$0.00
Other Charges/Expenses	\$2,400.00	\$817.66	\$1,582.34
Medical Transportation	\$4,000.00	\$1,505.10	\$2,494.90
Encumbered Tmedical Transportation	\$81.00	\$80.80	\$0.20
Total Council on Aging	\$136,996.82	\$126,229.48	\$10,767.34
Veterans' Services			
Department Head Salary	\$7,495.00	\$7,173.33	\$321.67
Purchased Services	\$250.00	\$151.38	\$98.62
Supplies/Expenses	\$575.00	\$519.07	\$55.93
American Legion Expenses	\$1,600.00	\$1,580.12	\$19.88
Memorial & Veterans Day	\$3,000.00	\$2,937.98	\$62.02
Other Charges/Expenses	\$500.00	\$0.00	\$500.00
Veterans' Benefits	\$50,000.00	\$41,094.10	\$8,905.90
Total Veterans' Services	\$63,420.00	\$53,455.98	\$9,964.02

Department	Budget	Expended	Unexpended
Joshua Hyde Library			
Department Head Salary	\$79,714.00	\$79,407.40	\$306.60
Salaries/Wages	\$284,209.00	\$283,858.00	\$351.00
Longevity	\$1,400.00	\$1,400.00	\$0.00
Purchased Services	\$23,580.00	\$17,217.58	\$6,362.42
Supplies/Expenses	\$3,500.00	\$3,500.00	\$0.00
Library Supplies/ Books & Media	\$96,533.00	\$96,533.00	\$0.00
Other Charges/Expenses	\$2,565.00	\$2,565.00	\$0.00
Total Joshua Hyde Library	\$491,501.00	\$484,480.98	\$7,020.02
Recreation Department			
Department Head Salary	\$32,175.00	\$32,175.00	\$0.00
Salaries/Wages	\$27,549.00	\$23,889.48	\$3,659.52
Purchased Services	\$10,045.00	\$10,044.52	\$0.48
Supplies/Expenses	\$2,680.00	\$1,396.13	\$1,283.87
Team Sports	\$7,500.00	\$7,500.00	\$0.00
Other Charges/Expenses	\$210.00	\$100.00	\$110.00
Total Recreation Department	\$80,159.00	\$75,105.13	\$5,053.87
Trails			
Purchased Services	\$1,000.00	\$1,000.00	\$0.00
Other Charges/ Expenses	\$1,140.00	\$1,140.00	\$0.00
Total Historical Commission	\$2,140.00	\$1,140.00	\$0.00
Historical Commission			
Purchased Services	\$800.00	\$87.96	\$712.04
Supplies/Expenses	\$200.00	\$0.00	\$200.00
Other Charges/Expenses	\$200.00	\$0.00	\$200.00
Total Historical Commission	\$1,200.00	\$87.96	\$1,112.04
Debt Service - Principal			
Burgess Renovation	\$918,000.00	\$918,000.00	\$0.00
Town Hall/Center Office Building	\$176,000.00	\$176,000.00	\$0.00
Total Debt Service - Principal	\$1,094,000.00	\$1,094,000.00	\$0.00
Debt Service - Interest			
Burgess Renovation	\$371,269.00	371,269.00	0.00
Town Hall/Center Office Building	\$67,240.00	67,240.00	0.00
Short Term Interest	\$10,000.00	0.00	10,000.00
Thall Debt Exclusion	\$4,300.75	4,300.75	0.00
Burgess Debt Exclusion	\$20,193.50	20,193.50	0.00
Total Debt Service - Interest	\$473,003.25	\$463,003.25	\$10,000.00
Comm of Mass - Assessment			
MV Non-Renewal Surcharge	\$9,700.00	\$9,700.00	\$0.00
Air Pollution	\$2,863.00	\$2,863.00	\$0.00
Regional Transit	\$24,906.00	\$24,906.00	\$0.00
School Choise Assessment	\$111,348.00	\$111,348.00	\$0.00
Special Education Assessment	\$8,546.00	\$8,546.00	\$0.00

Department	Budget	Expended	Unexpended
Mosquito Control Project	\$96,731.00	\$96,731.00	\$0.00
Charter School Assessment	\$164,298.00	\$164,298.00	\$0.00
Total Comm of Mass - Assessment	\$418,392.00	\$418,392.00	\$0.00

Capital Projects

PSC Drainage Remediation	\$10,300.00	\$0.00	\$10,300.00
HVAC Study Replace	\$18,700.00	\$0.00	\$18,700.00
Dispatch Lighting	\$16,000.00	\$0.00	\$16,000.00
Painting Cupola & Trim	\$18,000.00	\$0.00	\$18,000.00
PSC Feasibility Study	\$45,000.00	\$0.00	\$45,000.00
Public Works Building Feasibility	\$45,000.00	\$0.00	\$45,000.00
Senior Center Feasibility	\$16,775.00	\$0.00	\$16,775.00
DPW Roof Repair	\$42,000.00	\$0.00	\$42,000.00
Dump Truck	\$188,000.00	\$186,050.00	\$1,950.00
HVAC Study TH/ COB	\$35,000.00	\$0.00	\$35,000.00
Portable Two-way Radios	\$27,000.00	\$0.00	\$27,000.00
Painting- Main Floor	\$25,000.00	\$0.00	\$25,000.00
4WD Utility Vehicle	\$18.41	\$18.41	\$0.00
Library Furnishings	\$60,000.00	\$0.00	\$60,000.00
Upgrade Fire Alarm	\$16,000.00	\$7,675.00	\$8,325.00
Mack Dump Truck	\$198,000.00		\$198,000.00
Ambulance 2019	\$175,000.00	\$163,255.55	\$11,744.45
Two Radar Speed Signs	\$7,000.00	\$6,610.00	\$390.00
Railmounted Tactical	\$7,300.00	\$6,720.75	\$579.25
PSC Rooftop Cooling Unit	\$25,000.00		\$25,000.00
Apparatus Bay Electrical	\$14,550.00	\$14,000.00	\$550.00
ART 33 ADA Access	\$20,000.00	\$0.00	\$20,000.00
Generator- PSC	\$65,400.00	\$65,400.00	\$0.00
Total Capital Projects	\$1,075,043.41	\$449,729.71	\$625,313.70

Unpaid Prior Year Bills

Unpaid Prior Year Bills	\$1,539.26	\$1,539.26	\$0.00
Unpaid Prior Year Bills	\$1,539.26	\$1,539.26	\$0.00

Unclassified

Group Insurance	\$1,804,000.00	\$1,692,627.31	\$111,372.69
Unemployment Insurance	\$25,000.00	\$18,306.01	\$6,693.99
Worcester Regional Retirement	\$1,275,676.00	\$1,275,676.00	\$0.00
Medicare Tax	\$222,500.00	\$215,739.35	\$6,760.65
Street Lights	\$60,000.00	\$40,505.21	\$19,494.79
Energy Consultant	\$4,000.00	\$271.25	\$3,728.75
Town Audit	\$30,000.00	\$25,000.00	\$5,000.00
School Audit	\$0.00	\$0.00	\$0.00
OPEB Study	\$500.00	\$500.00	\$0.00
Legal Fees	\$15,000.00	\$4,851.65	\$10,148.35
Tax Title - Ch. 60 Sec. 50B	\$7,500.00	\$1,774.80	\$5,725.20
Town Report	\$3,000.00	\$1,871.91	\$1,128.09
Insurance Blanket	\$350,000.00	\$336,643.44	\$13,356.56
Reserve Fund	\$154,000.00	\$34,750.00	\$119,250.00

Department	Budget	Expended	Unexpended
Insurance Deductable	\$5,000.00	\$1,000.00	\$4,000.00
Enc Student Activity Audit	\$3,500.00	\$3,500.00	\$0.00
Total Unclassified	\$3,959,676.00	\$3,653,016.93	\$306,659.07
Central Purchasing			
Telephone	\$30,000.00	\$29,217.28	\$782.72
Encumbered Telephone	\$22.96	\$22.96	\$0.00
Postage	\$21,000.00	\$20,904.80	\$95.20
Water/ Sewer	\$11,000.00	\$8,825.97	\$2,174.03
Slate Roof Maintenance	\$10,000.00	\$0.00	\$10,000.00
Copier Supplies	\$6,100.00	\$5,421.67	\$678.33
Gasoline	\$150,000.00	\$131,307.55	\$18,692.45
Fleet Vehicles	\$1,500.00	\$0.00	\$1,500.00
Window Cleaning	\$0.00	\$0.00	\$0.00
EZ Pass	\$1,200.00	\$957.05	\$242.95
Electricity	\$100,000.00	\$93,216.82	\$6,783.18
Exterior Painting	\$0.00	\$0.00	\$0.00
Total Central Purchasing	\$330,822.96	\$289,874.10	\$40,948.86
Recurring Articles			
Road Construction and Repairs	\$1,140,996.00	\$616,593.25	\$524,402.75
Revaluation	\$99,678.00	\$35,620.00	\$64,058.00
Public Highway Shade Tree	\$6,054.00	\$0.00	\$6,054.00
Open Space Plan	\$0.00	\$0.00	\$0.00
Total Recurring Articles	\$1,246,728.00	\$652,213.25	\$594,514.75
Nonrecurring Articles			
Strategic Planting Plan	\$6,000.00	\$0.00	\$6,000.00
Southbridge Landfill	\$42,745.00	\$0.00	\$42,745.00
Nursery School Painting	\$11,460.00	\$11,460.00	\$0.00
Emergency Action Plan	\$48,000.00	\$0.00	\$48,000.00
Electronic Voting	\$19,600.00	\$19,600.00	\$0.00
PSC Energy Program	\$31,000.00	\$31,000.00	\$0.00
Library HVAC	\$10,000.00	\$0.00	\$10,000.00
Data Center Upgrade	\$80,000.00	\$72,391.00	\$7,609.00
Abandoned Building	\$75,000.00	\$0.00	\$75,000.00
Tree Removal	\$242,640.00	\$236,362.23	\$6,277.77
Ambulance Stretcher	\$60,000.00	\$50,176.79	\$9,823.21
Senior Center Floor	\$10,042.00	\$10,042.00	\$0.00
Permitting Software	\$21,650.00	\$5,550.00	\$16,100.00
Total Nonrecurring Articles	\$658,137.00	\$436,582.02	\$221,554.98
Transfers			
Transfer to Ambulance Stabilization	\$60,000.00	\$60,000.00	\$0.00
Transfer to Fire Vehicle Stabilization	\$100,000.00	\$100,000.00	\$0.00
Transfer to OPEB Trust	\$100,000.00	\$100,000.00	\$0.00
Transfer to CPF	\$163,000.00	\$163,000.00	\$0.00
Transfer to CPA	\$254.69	\$254.69	\$0.00
Total Transfers	\$423,254.69	\$423,254.69	\$0.00

Department	Budget	Expended	Unexpended
Sturbridge Tourist Association			
Salaries/ Wages	\$36,864.00	\$36,240.15	\$623.85
Marketing/ Advertising	\$97,533.00	\$90,924.60	\$6,608.40
Community Support	\$47,825.00	\$47,300.24	\$524.76
Tourism Improvement	\$20,140.00	\$16,577.31	\$3,562.69
Total Sturbridge Area Tourist Association	\$202,362.00	\$191,042.30	\$11,319.70
Betterment Committee			
Flower Barrels	\$2,200.00	\$1,978.14	\$221.86
Wayfinding Streetscape	\$50,670.00	\$0.00	\$50,670.00
Town Hall & COB Beautification	\$2,500.00	\$2,500.00	\$0.00
Comm Tourist District	\$22,000.00	\$176.78	\$21,823.22
Main Street Tree & Park Maintenance	\$2,177.00	\$1,775.46	\$401.54
Trail Construction & Improvements	\$762.00	\$762.20	(\$0.20)
Bloom Committee	\$450.00	\$328.20	\$121.80
Concerts on the Common	\$4,000.00	\$2,800.00	\$1,200.00
Tree Planing Arbor Day	\$1,725.00	\$1,725.00	\$0.00
Tree Maint Common	\$6,992.00	\$6,992.00	\$0.00
Library Landscaping	\$2,500.00	\$2,500.00	\$0.00
Senior Center Landscaping	\$1,399.00	\$666.66	\$732.34
Common Decorations	\$3,550.00	\$3,550.00	\$0.00
Trail Permit- TEA Grant	\$5,427.00	\$0.00	\$5,427.00
Trail Apron Paving	\$1,696.00	\$0.00	\$1,696.00
Cedar Lake Water Treatment	\$1,750.00	\$1,750.00	\$0.00
SLAC/ Great Ponds	\$10,000.00	\$5,000.00	\$5,000.00
Tree Maintenance	\$9,500.00	\$9,496.95	\$3.05
Police Special Event OT	\$10,000.00	\$9,996.98	\$3.02
Town Offices Decorations	\$5,000.00	\$2,945.00	\$2,055.00
Historical Awards	\$1,000.00	\$0.00	\$1,000.00
American Flags	\$2,000.00	\$1,880.73	\$119.27
Replacement Crosswalk Signs	\$3,676.00	\$3,484.78	\$191.22
Harley Davidson Motorcycle	\$23,500.00	\$23,491.95	\$8.05
Protective Firefighter Gear	\$13,500.00	\$0.00	\$13,500.00
Fire Turnout Gear Cleaner	\$10,500.00	\$7,537.44	\$2,962.56
Portable Lifeguard Chairs	\$917.00	\$917.00	\$0.00
PA System	\$2,049.00	\$0.00	\$2,049.00
Wall Mount Message Board	\$500.00	\$500.00	\$0.00
Backstop Turner Field	\$4,220.00	\$4,000.00	\$220.00
Fencing at Turner Field	\$6,400.00	\$4,000.00	\$2,400.00
Trail Shed Addition	\$3,970.00	\$3,968.26	\$1.74
Trail Tools	\$1,225.00	\$1,224.96	\$0.04
Special Events	\$1,322.00	\$1,322.00	\$0.00
Sidewalk Maint	\$40,167.00	\$2,500.00	\$37,667.00
Fire Special Events	\$5,775.00	\$5,026.13	\$748.87
Total Betterment Committee	\$265,019.00	\$114,796.62	\$150,222.38

ANNUAL ACCOUNTING OF REVOLVING FUNDS

July 1, 2018- June 30, 2019

RECREATION REVOLVING FUND

Starting Balance	\$	40,037.82
Revenue	\$	16,487.00
Expenditures	\$	19,282.46
Ending Balance	\$	37,242.36

PLANNING DEPARTMENT REVOLVING FUND

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

FIRE DEPARTMENT HAZMAT REVOLVING FUND

Starting Balance	\$	4,907.10
Revenue	\$	750.00
Expenditures	\$	1,843.00
Ending Balance	\$	3,814.10

CONSERVATION COMMISSION REVOLVING FUND (PUBLIC LANDS)

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

SENIOR CENTER REVOLVING FUND

Starting Balance	\$	4,461.60
Revenue	\$	415.00
Expenditures	\$	2,447.43
Ending Balance	\$	2,429.17

STURBRIDGE TOURIST ASSOCIATION REVOLVING FUND

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

BOARD OF HEALTH REVOLVING FUND

Starting Balance	\$	49,337.09
Revenues	\$	18,915.00
Expenditures	\$	9,545.67
Ending Balance	\$	58,706.42

PAY AS YOU THROW PROGRAM

Starting Balance	\$	106,912.97
Revenues	\$	25,200.00
Expenditures	\$	12,327.09
Ending Balance	\$	119,785.88

CPR

Starting Balance	\$	-
Revenues	\$	222.00
Expenditures	\$	216.00
Ending Balance	\$	6.00

HOUSE NUMBERING

Starting Balance	\$	483.02
Revenues	\$	1,757.00
Expenditures	\$	1,527.56
Ending Balance	\$	712.46

**REPORT OF THE
BOARD OF ASSESSORS
2019**

The Board of Assessors received approval of the Fiscal 2020 tax rate and the tax bills were mailed on October 1st, 2019. The total assessed value of the Town of Sturbridge is \$1,369,268,285.00. The total amount to be raised is \$44,160,213.01 and the total estimated receipts and other revenue sources are \$18,116,730.24 In accordance with Chapter 40 Section 56, the Board of Selectmen voted for a single tax rate. The tax rate for Residential, Commercial, Industrial and Personal Property is \$19.02

CLASSIFIED TAX LEVIES AND RATES:

Class	Levy Percentage	Levy by Class	Valuation	Tax Rate
Residential	81.4439	21,210,828.06	1,115,185,876	19.02
Open Space	0.1034	26,928.96	1,415,625	19.02
Commercial	11.9464	3,111,258.63	163,577,874	19.02
Industrial	2.5618	667,181.94	35,077,700	19.02
Personal	3.9445	1,027,285.18	54,011,210	19.02

In Fiscal 2019 there are 4,726 Real Estate parcels, 530 Personal Property parcels, 12 supplemental tax bills, and the new growth is \$305,057. There were 11,486 motor vehicle bills issued in calendar year 2019.

The Board of Assessors would like to take the opportunity to thank the Townspeople for their cooperation and continued support.

Respectfully submitted
Paul Murphy, Chairman (2019)
Sophia Lengyel, Vice Chairman (2020)
Dale Meehan McNeil, Clerk (2021)
Board of Assessors

Annual Report of the Town Clerk 2019

The Town Clerk’s office responsibilities include registering, creating and maintaining official town records, including birth, death, marriage, business, pets, meetings and filings of governmental bodies. Secures records and communicates governmental vital information in a timely manner. It is the first point of contact for many residents and agency inquiries. In addition, the Town Clerk’s office runs all Local and State Elections, responsible for managing town meeting in conjunction with the elected moderator, submitting results to the Attorney General’s Office and the Department of Revenue. Manages the voters and resident’s town census in compliance with Local, State and Federal Agencies. This office also serves as the Town's Public Records Officer.

The Town Clerk’s office also offers the service of Notary Public free of charge to town residents.

Vital Statistics

Number of Births	86
Number of Deaths	76
Number of Marriages.....	117
Number of Intentions.....	114
Public Records Request.....	22
Current Population.....	9,677
Registered Voters	7,104
Dog Licenses	1,387
Business Certificates-New	52
Business Certificates-Renewals	93
Raffle Permits	4

2019 News

New Voters: Town Clerks Office signed up and registered 35 New Voters at Tantasqua Regional High School!

On Board: The On Board portal was up and running in August for our Board and Committee members!

Senior Center:The Town Clerk Office met with our seniors to discuss current requirements needed with the Real ID

Burgess Votes: The children at Burgess Elementary School took to the polls to vote for the 2020 Dog Tags The sixth grade class helped with manning the polls and calculating the results, While the remaining students voted for the Blue Dog Bone!

Our Elections run so proficiently thanks to the following election workers:

Tim Bardsley, Chris Castendyk, Nancy Castendyk, Joan Chamberland, Elaine Cook, Marie Dubrey, Pat Howard, Pat Jeffries, Robert Knight, Chris Knight, Barbara Mattioli, Kathy Polizoti, Patricia Roy, Susan Schwartz, Mary Ellen Comerford, Beverly Spreeman, Barbara Stiezel, Ron Stietzel, Diane Trappaso, and Chris Wilson. Constables: Robert Cerney, David Covino and Tom Creeden.

Board of Registrars: Janet Garon, Susan G Murphy and Cheryl Wood – Creeden

ANNUAL TOWN ELECTION

MONDAY, APRIL 08, 2019

PRECINCT 1 PRECINCT 2 PRECINCT 3 TOTALS

TOWN CLERK

For 3 year Vote for one

Blank	29	30	17	76
Lynne Girouard	295	250	214	759
Write in	1	2	2	5

BOARD OF SELECTMEN

For 3 years **Vote for**
One

Blank	5	4	3	12
Mary B. Dowling	253	198	189	640
Jayeshkumar Patel	67	80	41	188
Write In	0	0	0	0

ASSESSOR

For 3 year **Vote for One**

Blank	55	62	17	134
Paul J. Murphy	268	220	196	684
Write in	1	0	0	1

STURBRIDGE SCHOOL
COMMITTEE

For 3 year **Vote for Two**

Blank	160	170	111	441
Mary M. Bellezza	243	197	177	617
Karen E. Kowal	245	195	177	617
Write In	1	2	1	4

**TANTASQUA SCHOOL
COMMITTEE**

**For 3 years
Two** **Vote for**

Blank	129	152	105	386
William J. Haggerty	264	211	175	650
Kristen M. Leo	256	200	186	642
Write In	0	1	0	1

CONSTABLE

**For 3 years
One** **Vote for**

Blank	67	73	48	188
L. David Covino	255	207	185	647
Write In	2	2	0	4

BOARD OF HEALTH

**For 3 years
One** **Vote for**

Blank	73	69	44	186
Richard L. Volpe	252	213	189	654
Write In	0	0	0	0

Recreation Committee

For 3 years **Vote for**
Two

Blank	149	159	102	410
Mary Lou Volpe	257	210	187	654
Cynthia Sowa Forgit	241	194	177	612
Write In	2	1	0	3

Zoning Board of Appeals

For 3 years **Vote for**
Two

Blank	144	153	112	409
Thomas P. Earls	260	214	185	659
Fidelis A. Onwubueke	243	194	169	606
Write In	2	0	0	2
Write In				

Library Trustees

For 3 years **Vote for**
Three

Blank	387	365	296	1048
Stephen P. Mullen	243	209	168	620
Joyce E. Sinnott	237	200	175	612
Write In	106	72	60	238

Library Trustees

For 1 year Vote for One

Blank	251	229	185	414
Write In	73	53	48	174

See Below For actual Counts on Write Ins

<i>TOTAL VOTES CAST</i>	325	282	233	840
<i>TOTAL # REG VOTERS</i>	2384	2484	2209	7077
<i>% OF VOTER TURN OUT</i>	14%	11%	11%	12%

Poll Workers included: Chris Wilson, Elaine Cook, Barbara Mattioli, Tim Bardsley, Ron Stietzel, Pat Jeffries, Marie Dubrey, Joan Chamberland, Chris Castendyk, Nancy Castendyk, Brenda Ryan, Susan Schwartz, Cheryl Economous, Janet Rae-Sinnian, Patricia Roy, Lucette Favreau, and Diane Trappaso. Assistant Town Clerk Sheila O'Connell, swore the poll workers in and lead them in the Pledge of Allegiance. She reviewed procedures for inactive voters, provisional ballots and those needing to show ID.

Order and decorum was efficiently handled by Constables Rob Cerney, Officer Page and Tom Creeden . The polls opened promptly at 6:30AM and closed at 8:00 p.m. **840** registered voters came out to cast their vote for a **12%** turnout.

<u>Library Trustee for 3 Years</u>				
<u>Melissa Earls</u>	52	35	18	105
Elisa K	34	29	31	94

Jessica Colati	6		4	10
Sandra Gibson-Quigley		3	4	7
Heather McFarland		1		1
Chase Kaitbenski		1		1
<u>Library Trustee for 1 Year</u>				
<u>Sandra Gibson-Quigley</u>	23	19	10	<u>52</u>
Lindsay Goodwin	13	4	6	23
Michael Kemezis	2			2
Jeffrey Ardis	1			1
Elisa K	4	9	5	18
Melissa Earls		8	10	18
Jessica Colati			2	

Our Senior Workers help with Special projects in the Town Clerks Office we are so grateful to have Terry and Robert Girouard, Nancy Giroux, Louise Bonnette, Cecile Parker and Arthur Ouimet and a Special Thank you to my Assistant Town Clerk Sheila O'Connell for all her hard work!

Reminder that the Town Clerks Office is open Tuesdays till 7PM.!

Respectfully Submitted,

Lynne Girouard, Town Clerk, Burial Agent and Notary

EDUCATION

2019



REPORT OF THE SCHOOL DEPARTMENT

SCHOOL COMMITTEE

Katherine Alexander, Chair	Term expires 2020
Megan Panek, Vice-Chair	Term expires 2021
Kristen Tuohey, Secretary	Term expires 2020
Mary Bellezza	Term expires 2022
Karen Kowal	Term expires 2022

Administration Office – 320A Brookfield Road – Fiskdale

Telephone – 347-3077

Erin M. Nosek, Ed.D	Superintendent of Schools
Deborah J. Boyd	Associate Superintendent
Jodi Bourassa	Assistant Superintendent
Brenda Looney	Special Education/Pupil Services Director
Kathleen Pelley	Principal
Paul Guerin	Assistant Principal
Mary Jaeger	Assistant Principal
Amanda Cassina	Administrative Assistant

SCHOOL NURSE

Lisa Meunier, R.N.	Sturbridge
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SCHOOL COMMITTEE MEETING

The first Thursday of each month at 6:30 p.m. at Burgess Elementary School.

SCHOOL ENROLLMENT AS OF OCTOBER 1, 2019

<u>Grade</u>	<u>Pre-S</u>	<u>K</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>Union 61</u>	<u>Total</u>
Elementary	84	109	100	115	119	115	118	135	3	898
<u>Grade</u>			<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>	<u>PG</u>	
Tantasqua Junior			125	125						250
Tantasqua Senior					82	98	128	99	2	409
Tantasqua Technical					48	37	28	19		<u>132</u>
TOTAL TRSD										791
TOTAL TRSD/U61										1,689

FINANCIAL SHEET FOR JULY 1, 2018 – JUNE 30, 2019

<u>GENERAL SCHOOL APPROPRIATIONS</u>		\$11,341,746.00
	<u>EXPENDITURES</u>	
ADMINISTRATION	<u>2017-2018</u>	<u>2018-2019</u>
School Committee – Sal. & Exp.	\$3,244.48	\$6,373.92
Superintendent’s Office	348,133.33	372,912.97
INSTRUCTION		
Administrators’ Salaries	301,104.80	310,099.21
Principal’s Office Expenses	155,432.05	154,002.40
Teachers’ Salaries	4,526,410.34	4,624,218.80
Teacher Aides’ Salaries	145,176.55	145,942.13
Teaching Supplies & Materials	100,491.95	89,015.37
Personnel Training & Travel	27,416.60	26,660.01
Special Education Teachers’ Sal.	690,221.99	737,304.00
Special Education Teacher Aides’ Sal.	413,498.67	417,416.94
Moderate Needs Coord., Tutors, Speech Therapist & Special Tutors Sal.	0.00	228,453.00
Special Education Supplies & Mat.	226,999.60	261,794.89
Textbooks	6,550.90	5,730.57
Instructional Media Center/Salaries	27,117.44	45,578.96
Library Services/Aide Salary	94,854.00	96,741.00
Library Supplies, Material & Exp.	34,502.72	35,638.86
Audio Visual/Supplies & Mat.	6,668.74	8,077.11
Guidance Services	0.00	0.00
Psychological Services	95,484.88	151,341.07
Technology Salaries & Internet Supplies	385,988.89	204,428.50
	491,402.68	283,450.83
OTHER SCHOOL SERVICES		
Health Services Salaries	148,170.28	151,310.04
Health Services – Expenses	1,932.64	2,390.44
Transportation	327,388.98	332,182.61
Special Education Transportation	683,792.15	704,339.61
Field Trips	0.00	0.00

OPERATION & MAINTENANCE OF PLANT	<u>2017-2018</u>	<u>2018-2019</u>
Custodial Services – Salaries	346,017.27	354,074.17
Custodial Services – Supplies & Mat.	27,748.41	23,231.17
Fuel Oil	58,028.02	70,089.78
Utility Services	153,320.61	126,942.89
Maintenance of Grounds	22,410.10	23,125.22
Maintenance of Buildings	22,826.54	21,385.48
Maintenance of Equip.	48,582.51	41,404.78

ACQUISITION OF FIXED ASSETS

New Equipment	0.00	0.00
Replacement of Equip.	10,791.00	16,680.00

PROGRAMS WITH OTHER DISTRICTS, REGIONAL & PRIVATE SCHOOLS

Special Education – Tuition	1,087,784.60	1,225,387.60
Vocational Schools – Tuition & Exp.	0.00	0.00

**TOTAL GENERAL APPROPRIATION
EXPENDITURES**

\$11,019,493.72	\$11,297,724.33
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ESTIMATED STATE REIMBURSEMENTS

Chapter 70	\$3,795,214.00	\$3,821,314.00
Chapter 71		
Chapter 76		
SFSF Grants		
Total Estimated Reimbursement	\$3,795,214.00	\$3,821,314.00

Total Expenditures	\$11,019,493.72	\$11,297,724.33
Less Total Estimated Reimbursements	<u>3,795,214.00</u>	<u>3,821,314.00</u>
	\$7,224,279.72	\$7,476,410.33

2019-2020 Budget

	<u>2018-2019</u>	<u>2019-2020</u>
Administration	385,441.00	390,092.00
Instruction	7,842,130.00	8,112,853.00
Other School Services	1,115,190.00	1,228,752.00
Operation & Maintenance of Plant	749,505.00	726,830.00
Acquisition of Fixed Assets	15,000.00	22,000.00
Programs with Other Districts, Regional and Private Schools	<u>1,234,480.00</u>	<u>1,289,915.00</u>
Total Appropriations	\$11,341,746.00	\$11,770,442.00

**Burgess Elementary School
Staff Degrees 2019-2020**

Name	Degree	Department
Kathleen Pelley	M.Ed. Leadership & Administration M.Ed. Elementary Education B.S. Elementary Ed. & Natural Science Worcester State University Associate of Science Quinsigamond Community College	Principal
Mary Jaeger	M.Ed. Lesley University	Asst. Principal
Paul Guerin	M.Ed. School Leadership Boston College B.A. Philosophy St. Anselm College	Asst. Principal
Lisa Meunier	M.Ed. Cambridge College B.S.N., C.S.N., Southeastern MA University (UMass - Dartmouth)	School Nurse District Nurse Leader
Katherine Nicholas	B.S. Early Childhood Ed. Salve Regina University	Preschool
Claire Johnson	B.S. State University of New York-Utica/Rome Certification Worcester State University	Preschool
Denise Campiglio	M.A. Assumption College B.A. Assumption College	Kindergarten
Lori Czech	CAGS Early Childhood Education American International M.Ed. Wheelock College B.A. Marymount University	Kindergarten
Brenda Earnest	M.Ed. American International College B.S. Worcester State University	Kindergarten
Maureen Kenneway	M.A. Worcester State University B.A. Elementary Ed. & Special Ed. Providence College	Kindergarten
Erica Rodriguez	M.A. American International College B.S. Framingham State University	Kindergarten
Krista Starr	B.A. of Science in Human Development and Family Studies University of Rhode Island	Kindergarten
Tyler Edmonds	B.A. Fairleigh Dickinson University	Grade 1
Kristine Hougaard	M.Ed. Springfield College B.A. Bay Path College	Grade 1

Name	Degree	Department
Jessica McGarry	M.Ed. American International College B.S. Seton Hall University	Grade 1
Jessica Resener	B.S. Becker College	Grade 1
Lynn Menard	M.Ed. Worcester State University B.S. Worcester State University	Grade 1
Jo-Lyn Parenteau	M.Ed. University of Maine B.S. University of Maine C.A.G.S. University of Maine	Grade 1
Kimberly Moore	M.A. UMass – Lowell B.A. UMass – Lowell	Grade 2
Elizabeth Ramirez	M.Ed. Worcester State University B.S. Emmanuel College	Grade 2
Sheila McCormick	M.A.T. Elms College B.A. Elms College	Grade 2
Lynne Girouard	B.S. Westfield State College	Grade 2
Lori Thompson	M.A. Anna Maria College B.A. Endicott College	Grade 2
Alicia Dono	B.A. License Anna Maria College	Grade 2
Tammy Edmonds	B.S. Worcester State University	Grade 3
Tammy Howe	M.Ed. Framingham State University B.A. UMass - Amherst	Grade 3
Lauren Arruda	M.A. Clark University B.A. Clark University	Grade 3
Jennifer Mullin	M.Ed. College of Saint Rose B.S. College of Saint Rose	Grade 3
Danielle Phillips	M.Ed. Framingham State University B.S. Worcester State University	Grade 3
Shelby Green	M.Ed. Bridgewater State University B.A. Bridgewater State University	Grade 3
Lisa Cave	B.A. Elementary Ed. Johnson State Vermont	Grade 4

Name	Degree	Department
Sarah Jones	M.Ed. Lesley University B.S.E. University of Kansas	Grade 4
Alesia Peck	M.Ed. Westfield State College B.A. Mount Holyoke College	Grade 4
Karen Dawber	B.A. Villanova University Certification Worcester State University	Grade 4
Debra Quinn	M.A. Full Sail University B.S. Worcester State University	Grade 4
Ashley Grout	M.Ed. Framingham State University B.A. Westfield State College	Grade 4
Melissa Forni	B.A. Bridgewater State University M.Ed. UMass-Amherst	Grade 5
Sally Thurston	M.S. Clarkson University B.S. Clarkson University	Grade 5
Maureen McKeon	M.Ed. Lesley University B.A. Colgate University	Grade 5
Amy Sosik	M.Ed. American International College B.A. Boston College	Grade 5
Nicole Riel	M.Ed. Merrimack College B.A. Bay Path University	Grade 5
Bethany Runnals	M.Ed. Westfield State College B.A. Westfield State College	Grade 5
Jessica Ripley	M.Ed. Lesley University B.A. Saint Anselm College	Grade 6
Donna Thomas	M.Ed. Worcester State University B.S. Eastern Connecticut State University	Grade 6
Michael Jones	M.Ed. American International College B.A. in History Framingham State College	Grade 6
Elizabeth Brosnan	M.Ed. Cambridge College B.S.E. Westfield State College	Grade 6
Emilie Parent	M.Ed. Lesley University	Grade 6

Name	Degree	Department
Amber Myotte	M.Ed. Framingham State University B.A. Emmanuel College	Grade 6
Lisa Nollstadt	B.S. University of Maine Orono	Perm. Sub.
Julie Vinton	M.Ed. Anna Maria College B.F.A. UMass-Dartmouth	Art
Erin Parker	M.Ed. Framingham State University B.S. Bridgewater State College	Computer
Beth Clark	M.Ed. Indiana University of Pennsylvania	Enrichment
Nadine Keville	M.Ed. University of Connecticut B.S. Worcester State University	Health
Sarah Swift	M.Ed. Library Media Cambridge College B.A. Elmira College	Librarian
Robert Krilovich	B.A. Anna Maria College	Choral Music
Danny Minchoff	M.Ed. Worcester State University M.Ed. Leadership & Educational Administration Worcester State University BMUS The Hartt School of Music	Instrumental Music
William Emrich	B.S. Springfield College	Phys. Ed.
Jean Terrill-Murphy	M. Ed. Framingham State College B.S. Westfield State College	Phys. Ed
Katie Bernier	M.Ed. Framingham State University B.S. Keene State College	Rem. Reading
Emily Gordon	M.Ed. Boston College B.A. Boston College	Rem. Reading
Dalaine Baril	M.Ed. American International College B.S. Framingham State University	Rem. Reading
Amy Cantwell	M.Ed. Framingham State University B.A. Assumption College	Literacy Coach
Lynn Nichols	M.Ed. Assumption College B.S. Salve Regina University	Math Coach
Jacquelyn Solari	M.Ed. University of Massachusetts Boston B.A. College of the Holy Cross	Rem. Math

Name	Degree	Department
Catherine Stern	M.A. St. Joseph's College B.S. UMass - Amherst	Rem. Math
Lynn Cahill	M.Ed. Manhattanville College B.S. State University of New York at Oneonta	Special Ed.
Susan Colleton	M.Ed. Lesley College B.A. Wheaton College	Special Ed.
Patricia Donato	M.Ed. Boston College B.A. Boston College	Special Ed.
Judith Konkell-Dery	M.Ed. Assumption College B.A. Worcester State University	Special Ed.
Lisa Connolly	M.A. Assumption College B.A. University of Rhode Island	Special Ed.
Daniel Corthell	M.Ed. Westfield State University B.A. Western New England University	Special Ed.
Linda Prackup-Desautels	M.Ed. Assumption College M.A. Counseling Psych Assumption College B.A. Salve Regina College	Special Ed.
Barbara Provo	B.A. Assumption College	Special Ed.
Daniel Kay	M.Ed. Assumption College B.S. Bridgewater State College B.S. Worcester State University	Special Ed.
Megan Quinn	B.A. Baypath University	Special Ed.
Jessica Trent	B.A. Baypath University	Special Ed.
Michelle Capaldi	M. Ed. Worcester State University B.S. Worcester State University C.A.G.S. Worcester State University	Psychologist
Jamie Desjardin	M.A. Professional Psychology B.A. Lasell College C.A.G.S. School Psychology Massachusetts School of Professional Psychology	Psychologist
Alison Walters	M.Ed. Kent State University Ed.S. Kent State University B.A. College of the Holy Cross	Psychologist

Name	Degree	Department
Grace Curnow	M.S.W. Rhode Island College	Guidance
Gracie Osberg	M. Ed. Springfield College B.S. Springfield College	Guidance
Gabrielle McKenna	M.S. East Stroudsburg University of Pennsylvania B.S. Worcester State University	Speech
Jane Daubney-Goyette	M.S. Worcester State University B.S. Worcester State University	Speech
Maureen Tolson	M.S. Colorado State University B.S. University of New Hampshire	Speech
Lesley Bourque	M.Ed. Bay Path University B.S. Dominican College	Occ. Therapy
Mary Meyer	B.S. Tufts University	Occ. Therapy
Meghan Rodier	M.Ed. Occupational Therapy Springfield College B.S. Rehabilitation & Disabilities Studies	Occ. Therapy
Jennifer Stewart-Owen	M.S.C., B.S.R., McGill University/ University of British Columbia	Occ. Therapy
Brittany May	B.S Worcester State University A.S Quinsigamond Community College	Occ. Therapy
Kirstie Thompson	M.S. Kaplan University, BCBA	Behavioral Analyst

Annual Report of the Principal Burgess Elementary School

I am pleased to submit the Burgess Elementary School Annual Report. Burgess is a very special place that provides students with a rich and rewarding elementary school experience. It is clearly evident that the Sturbridge community is sincerely dedicated to education and children. Our pre-kindergarten through grade six currently enrolls a little over 900 students.

Personnel

This year we bid farewell and offered our best wishes to Lynn Cahill, Elizabeth Walsh, Kelsey Bourque, Noelle Guadino, Sarah Pressman, Dawn Van Winkler, and Jack Canavan. We welcome Paul Guerin, Erica Blais, Jennifer Creelman, Alissa DeMartino, Teresa Stolze, Tina Reed, Stephanie Canales, and Monique Langevin to our dedicated staff.

Curriculum, Instruction, and Assessment

Students in grades three through six participated in the Next Generation MCAS (Massachusetts Curriculum Assessment System). The vast majority of Burgess students participated in the computer-based version of the assessment. Results indicated that:

Under the new accountability system measures, Burgess' overall classification is "not requiring assistance or intervention." The reason for the classification is that Burgess met or exceeded targets established by the 2018 MCAS data at a rate of seventy-nine percent. For Burgess, the target percentage is the combination of data on achievement, growth, and chronic absenteeism. For a school to be considered meeting targets, it must have a criterion-referenced target percentage of seventy-five percent or higher.

- Burgess accountability percentile is eighty indicating that Burgess' overall performance relative to other schools that serve similar grades is in the top twentieth percentile.
- Sixty-four percent of Burgess students in Grades 3-6 met or exceeded expectations on the Next Generation MCAS English Language Arts assessment compared to fifty-two percent of Massachusetts students in the same grade span.
- Sixty-six percent of Burgess students in Grades 3-6 met or exceeded expectations on the Next Generation MCAS Mathematics assessment compared to forty-nine percent of Massachusetts students in the same grade span.
- Sixty-four percent of fifth grade Burgess students met or exceeded expectations on the Next Generation MCAS Science and Technology/Engineering assessment compared to forty-nine percent of Massachusetts fifth graders.
- The average scaled score for all Burgess students on the 2019 English Language Arts MCAS assessment is 506.3. Burgess students exceeded the 2019 target of 504.3 by 2.0 points.
- The average scaled score for all Burgess students on the 2019 Mathematics MCAS assessment is 509.1. Burgess students exceeded the 2019 target of 507.5 by 1.6 points.
- The average student growth percentile (SGP) for all Burgess students on the 2019 English Language Arts MCAS assessment is 52.4 percent.
- The average SGP for all Burgess students on the 2019 Mathematics MCAS assessment is 63.4 percent.
- An average SGP for the 2019 Science and Technology/Engineering MCAS was not established as 2019 marked year one of the Next Generation version of the test.
- In the area of English language arts, the all student achievement group exceeded the 2019 target. The high needs and economically disadvantaged groups met or exceeded targets.
- In the area of mathematics, all groups exceeded the 2019 targets.

- In the area of science, all groups exceeded the 2019 targets.
- Burgess Elementary School participation rate was one-hundred percent.

Burgess students continue to participate in a number of additional assessments in order to provide more information regarding student progress and growth, as well as help to inform decisions regarding curriculum materials and instructional practices. We continue to work on improving how we communicate student progress to parents/guardians through our standard-based report card and other reports. Teachers in grade 6 implemented the Discovery Ed science programs. Work continues to be done in the areas of writing and social-emotional development.

Professional Development

To continue to provide our students with high quality instruction, we provide and encourage our staff to engage in various professional development activities. Trainings and workshops this year have focused on social emotional learning and wellness for students and staff.

Technology

To address the increasing need for the development of technological skills, Burgess continues to add mobile devices, update current systems, and provide staff with training opportunities.

School Safety

The safety of the children and adults at Burgess Elementary School continues to be a top priority. We consistently review our safety practices through close collaboration with the Sturbridge police and fire departments facilitated by our school resource officer.

Burgess Parent-Teacher Organization

The commitment of the Burgess PTO is simply amazing. Their fundraising efforts, cultural arts programs, and parent-teacher help support the students and staff in a wide variety of ways. Thank you to the PTO for their dedication.

Special Events/Community Service

Throughout the year, many special events occur which support our educational program. Our Burgess Extended Day and After School Enrichment programs continue to support our students and families. Our award-winning band and choral programs continue to grow and delight audiences. Sixth grade students participated in Project Oceanology. Reading is encouraged through special events such as author visits, Read to Succeed, Community Reading Day, and summer reading. Our summer learning program continues to grow to include reading, mathematics, and science units. Sturbridge seniors participated in the VIP program. The generosity and commitment of the entire Burgess community was very apparent during the holiday season. A number of families from our community were provided with food and gifts this year. Our fifth grade community service project provided holiday gifts for a number of children in foster care. Burgess staff members participated in the annual Festival of Giving Trees.

I would like to thank the citizens and business community of Sturbridge for their support and commitment to Burgess Elementary School. It is truly an honor to be the principal of this wonderful school and part of the outstanding community.

Respectfully Submitted,
Kathleen Pelley
Principal

**ANNUAL REPORT
OF THE
SUPERINTENDENT OF SCHOOLS
Union 61 and Tantasqua Regional School Districts
Brimfield Brookfield Holland Sturbridge Wales**

Now in my eighth year as Superintendent of Tantasqua Regional and Union 61 School Districts, the collaborative work and the dedication of our staff as well as the many accomplishments of our students continue to impress me.

The district continues to improve its curriculum, instruction and assessment work and have a very positive impact on students. Our teachers and support staff remain committed to our students as shown in their innovative and supportive classroom environments. Our teachers analyze classroom assessment data so that they may determine any curriculum or instructional adjustments, as well as identifying individual student needs. Each school offers action plans to help students close any learning gaps that may exist.

Our commitment to enhanced writing, reading, and rigorous standards based instruction, continues to help our children grow in all of the academic areas. Currently, in our Elementary Districts, we are refining our literacy and writing instruction to provide shared learning experiences for students in kindergarten through grade two, while also focusing on tiered instructional practices. We have fully implemented new science programs in kindergarten through grade six and are vertically aligning the assessments in this area with the essential elements in the Massachusetts Curriculum Frameworks.

Tantasqua Junior and Senior High School teachers continue to work with curriculum that is in full alignment with the State Standards, and ensure that our students experience a strong academic program throughout their day. Teachers have attended professional development workshops in preparation to implement a civics-learning project in both eighth grade and high school. Additionally, we are implementing a Discovery Science program and Project Lead the Way STEM curriculum in grades 7 and 8.

Our faculty members and support staff are provided numerous professional development opportunities. Full-day professional development sessions as well as early release days, provide many opportunities for training in current best practice, and in topics such as Writing, technology integration, MCAS data analysis, Social Emotional Learning (SEL), tiered interventions, school safety, and content based initiatives. Our district's mission to promote and support our staff and students is evidenced by the many high-quality activities undertaken throughout Tantasqua and Union 61.

Many technology improvements were implemented over this past year. During the 2018-2019 school year, we worked successfully to update and enhance our security system. We also continued to increase the use of GSuite for Education, which allows students and staff to collaborate quickly and effectively. Google Classroom has been expanded into all schools. Our support team was able to more easily deploy apps and manage mobile devices, while giving staff flexibility with the devices by utilizing a MDM (Mobile Device Management) platform district/union wide. Numerous carts of mobile devices were purchased for the various schools, and are used daily for both instruction and assessment. We continue to update our Student Information System, and successfully submit state reporting to the state via SIF (SIF – School Interoperability Framework).

The IT team supported multiple curriculum initiatives which required a technical component for content delivery. We continued to work on IT centralization to better support our students and staff. By continuing to secure eRate funding for Category 1 connections, our department is getting closer to that goal. Over this past year, the technology team completed over 2,200 helpdesk tickets between the seven buildings.

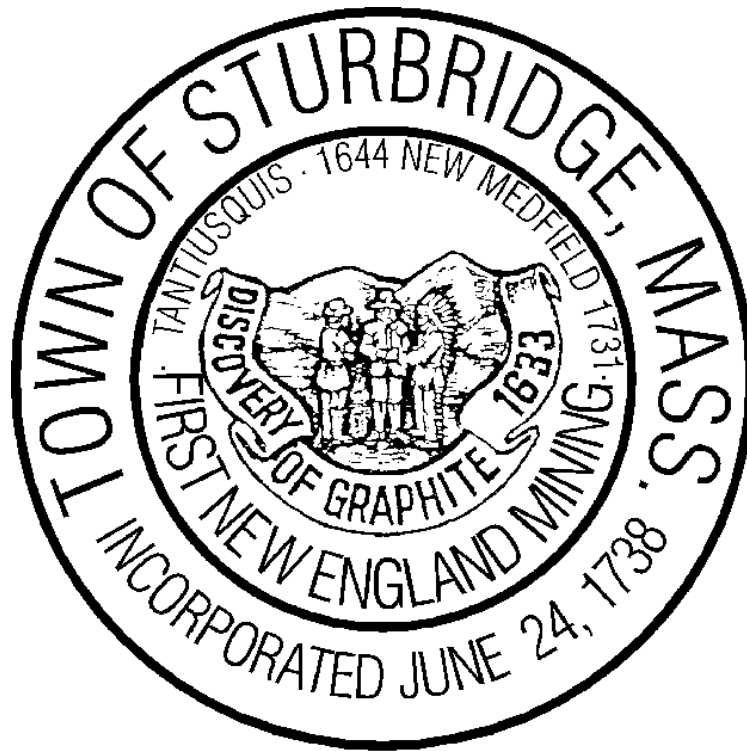
I would like to extend my thanks and appreciation to the voters of our five towns. At their annual spring town meetings, all of the towns passed the Tantasqua and Elementary budgets and approved the MSBA supported Tantasqua Junior High doors and windows replacement project. The support of our School Committees, families, and community members is invaluable to the administration and staff of the Tantasqua Regional and Union 61 School Districts. This support is essential to continuing to educate our students in a meaningful and positive way. We are greatly appreciative of the efforts and ideals we share as we continue to work collaboratively to achieve the goal of providing our students with every opportunity for success.

Respectfully,

Erin M. Nosek, Ed. D
Superintendent of Schools

PUBLIC SAFETY

2019





Sturbridge Police Department

ANNUAL REPORT 2019



AN ACCREDITED POLICING AGENCY

Sturbridge Police Department
ANNUAL REPORT
2019

Message from Chief Thomas J. Ford III:

I am happy to present the 2019 Sturbridge Police Department Annual Report. This informative report contains a glimpse into the many services and initiatives provided to you by the members of our police department. I would like to thank you, the citizens of Sturbridge, for your continued support and partnership that allows us to provide you with the best and most competent police services available. I would also like to thank the dedicated men and women of the Sturbridge Police Department who work and train tirelessly to be the best in the business.

On December 13, 2015, the Town of Sturbridge lost a dedicated community servant and World War II veteran. Donald "Soupy" Suprenant served proudly as a police officer for many years and was a familiar face around town. Safe Home Soupy, thank you for your service.....

I began my career with the Town of Sturbridge Police Department on August 5, 1985 as a special police officer. Through continued support and mentorship, I was able to serve the community of Sturbridge in multiple positions for more than 34 years. I had the honor to serve with some of the smartest, most professional and honorable police officers, dispatchers and support staff in the field of public safety. This will be my last annual report as the time has come and I have decided to retire in early 2020.

I remain honored to have served as your Police Chief and thank you for your continuing confidence and provision that you, the community members, provide to the police department. I want to thank the many members of the Sturbridge Police Department, the Select Boards and town employees with whom I served over the years, who provided support services to the police department.

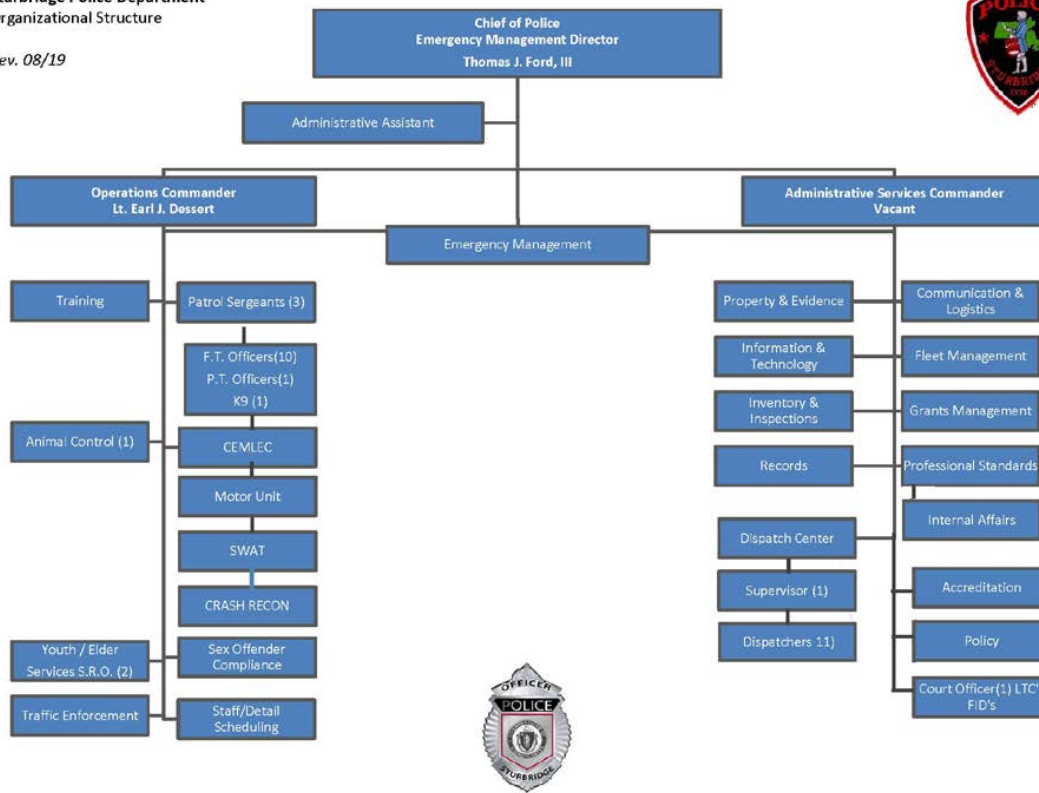
I am confident that the Sturbridge Police Department is operationally sounds and will continue to provide this community with exceptional public safety services. As I enter into retirement, beginning the next chapter of my life, it is with a heavy heart and intense pride that I bid farewell to the members of the Sturbridge Police Department and the wonderful and supportive community of Sturbridge Massachusetts.

Respectfully Yours in Safety and Service,

Thomas J. Ford III
Chief of Police

**Sturbridge Police Department
Organizational Structure**

Rev. 08/19



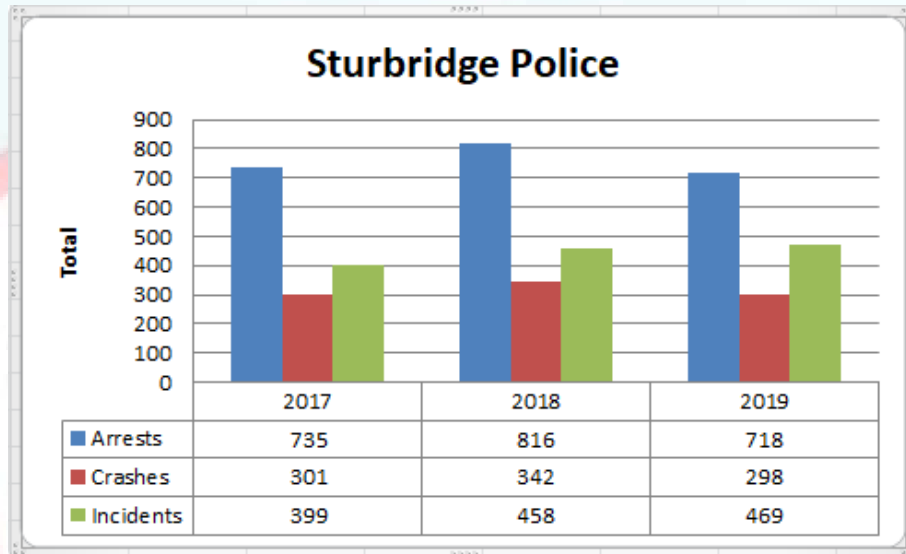
Patrol

Officers assigned to patrol are responsible for continually patrolling all areas within the town of Sturbridge to deter criminal activity. In addition they also, investigate crimes, enforce town ordinances, make arrests, investigate traffic crashes and provide services and assistance to citizens.

The Sturbridge Police Department's dedication and commitment to protecting the citizens of Sturbridge is unparalleled. We actively pursue innovative community oriented policing programs throughout the town. Our uniformed officers participate in school programs, Citizen Academies, Seniors and Law Enforcement working Together (S.A.L.T), Car Seat Checkpoints, Kids Fairs, Pan Mass Challenge, community events and other crime prevention initiatives.

Our police officers who are on the streets 24/7 are the backbone of our agency. Patrol is the most readily identified function, therefore, the most visible to the public. Police Officers are the one's responsible for protecting and serving the people, places and property of the Town of Sturbridge. The Sturbridge Police Department continually provides top quality police services in an effort to promote our professional image and to demonstrate our commitment to our community.

If you have an encounter with a Sturbridge Police officer and you think the service was exceptional please tell us about it by visiting our website at <https://www.sturbridge.gov/police> and clicking the link to thank an officer.



Dispatchers

Each day, thousands of Americans dial 9-1-1 for help in emergencies that span a wide spectrum ranging from life-threatening situations and crimes in progress to minor accidents and unusual situations. The professional public safety telecommunicators who answer these urgent calls, gather essential information, and dispatch the appropriate assistance, often make the difference between life and death for persons in need.

The Sturbridge Police Department Dispatchers are usually the first responders to citizens' calls for help. They also dispatch and coordinate the Police, Fire and Emergency Medical Services (EMS) for the Town of Sturbridge. Our dispatchers are the first person that most people reach when calling for help in times of crisis, the first face they see when they enter the Public Safety Complex, and often times the last people recognized for their service to the public safety community.

We would like to thank all of the Sturbridge Public Safety Dispatchers for their professionalism, commitment to duty and dedication to serving this community in the highest standard.

Full Time Dispatchers

Part Time Dispatchers

Barbara Boiteau, Lead Dispatcher	Melissa Palmer
Toniah Maloney	Matthew Cole
Scott Belanger	Michele Rosano
Patti Lupacchino	Linda Hatch
Ashley Griffin	Pearl Lutta
Trevor Bresse	

Calls For Service:

Police calls for service; (CFS) is either a citizen initiated or is a self-initiated call by an officer that is tracked by the computer aided dispatch (CAD) system, which requires an action to be taken by one or more police/fire/EMS units. A total of 27,651 calls for service were generated in 2019.

Administrative Assistant to the Chief

Another valued member of the Sturbridge Police Department is the Administrative Assistant to the Chief, Missy Rozzen. Missy plays a vital role within the police department and she falls under the direction of the Police Chief. She coordinates and performs a variety of administrative support and clerical duties: types and processes records, reports, memos and correspondence; processes purchase requisitions, equipment orders, budget documents and other information. Missy is the “go to” person in the department when officers have questions about any expenses/benefits and payroll. Missy is a hardworking dedicated employee of the Sturbridge Police Department and is a key player on our team. On behalf of the members of the Sturbridge Police Department we thank Missy for all of her hard work and dedication.



Community Policing

Community policing is a philosophy that promotes organizational strategies, which support the systematic use of partnerships and problem solving techniques, to proactively address the immediate conditions that give rise to public safety issues, such as crime, social disorder, and fear of crime.

Community policing recognizes that police can rarely solve public safety problems alone and encourages interactive partnerships with relevant stakeholders. The range of potential partners includes other government agencies, businesses, nonprofits, individual community members, and the media.

The Sturbridge Police Department is committed to community oriented policing. As you will see from this annual report, the Sturbridge Police Department’s members are dedicated individuals who subscribe to the community oriented policing philosophy. Below you will find several of our many community initiatives. If you have any neighborhood problems that you would like addressed we encourage you to contact us so we can take the appropriate steps to address those concerns.

National Night Out

National Night Out is an annual community-building campaign that promotes police-community partnerships and neighborhood camaraderie to make our neighborhoods safer, more caring places to live. National Night Out enhances the relationship between neighbors and law enforcement while bringing back a true sense of

community. Furthermore, it provides a great opportunity to bring police and neighbors together under positive circumstances. National Night Out takes place on the first Tuesday in August.

In 2019 Sgt. Larry Bateman and Lead Dispatcher Boiteau organized National Night Out for Sturbridge. This event took place on the Common and was a huge success thanks to Sgt. Bateman and Lead Dispatcher Boiteau's efforts. Sgt. Bateman and Lead Dispatcher Boiteau start the planning for this annual event six months in advance to ensure it is a fun event for the community. At National Night Out there were local vendors, raffles, K-9 demonstrations, a bounce house, police and fire vehicles on display, a disc jockey and many more fun things to do.



Student Police Academy

During 2019 Officer Paul Janson coordinated the Student Police Academy. The Student Police Academy took place at Tantasqua Regional High School. This academy was incorporated into the Dynamics of Democracy classes which comprised of approximately 25 students. Officer Janson worked with the class teacher and several other members of the Sturbridge Police Department along with officers of the Union 61 District. Some topics discussed were Constitutional Law, search and seizures, active shooter scenarios, K9s in policing and motor vehicle law. Students also took a field trip to Dudley District Court to observe the inner workings of the courthouse. This class was a great success in 2019 and as a result the Sturbridge Police are invited back to coordinate a 2020 Student Police Academy. In 2020 the academy will be coordinated by School Resource Officer Garrett Danna. This is another initiative where the Sturbridge Police has partnered with our schools and neighboring police departments in order to uphold and build our community relations.

Burgess Elementary School 2019 Activities

School Resource Officer Hillary Murray continues to be fully committed to educating and ensuring everyone's safety at Burgess Elementary School. She taught multiple safety related lessons throughout the school year – including but not limited to bus safety, Halloween safety, drug and alcohol awareness, stranger safety, internet safety, bike safety, and 911. She also helped to coordinate and assist with A.L.I.C.E. drills throughout the Tantasqua school district, continue to update and enhance the School Emergency Operation Plan at Burgess Elementary, and assist administration in a variety of ways including implementing best safety practices.

During the summer months, Officer Murray conducted two r.a.d.KIDS sessions – a program that encourages self-empowerment in children, teaches them how to be safe, strengthens their knowledge and teaches them basic self-defense techniques. The children enjoyed learning about various safety topics and doing drills to reinforce what they learned. They came out of the program with more tools in their toolbox to help keep them safe.

During the fall, Officer Murray assisted and coordinated a number of school community related events. One of the events was a car seat checkpoint in September that along with the assistance of PD and FD car seat technicians was helpful and successful. She also helped to plan and coordinate the 2nd Annual Burgess Bear 5k Road Race in September. The event was fun and successful for the school community. It assisted in raising money for the student activity fund to help with 6th grade extracurricular educational experiences. Also, Officer Murray spearheaded a new program at Burgess Elementary School – the Burgess Buddy Mentor Program, in which 6th grade volunteers assist once a week by helping out with the special needs, preschool, and kindergarten students in their classrooms. It is a great opportunity to give back to the younger children in the school community and an outlet for the younger children to connect with their older peers.

Lastly, with the assistance of the local Lions Club and Cops & Kids Toy Drive, Officer Murray assisted in coordinating with the Burgess community and helping families in need this past holiday season. Officer Murray continues to look for ways to help out community members in need and improve the quality of life for all.



Tantasqua Regional Senior and Junior High School 2019 activities

Officer Garrett Danna began the school year as the first full-time School Resource Officer for both schools. Officer Danna attended numerous trainings related to juveniles and School Resource Officer programs prior to starting his new position. Officer Danna worked together with the school administration, faculty and students on many different initiatives as you will see below.

In March 2019, Officer Danna worked along with school staff and created Coffee with a Cop in the DRIVE program located at the High School. Officer Danna has coffee each Wednesday with students who have some behavioral and cognitive learning disabilities. Officer Danna interacts with students checking in with them and talking about different subjects, such as dealing with stress, school issues, different law enforcement subjects the students may have.

Throughout the 2019, school year, Officer Danna was able to teach numerous subjects in different settings of classrooms ranging from Health classes, History classes, and Physical Education. Topics ranged from, driver safety, distracted driving, drug awareness, internet safety, and dating violence. Lesson plans and power points were created to help teach the classes.

In the Junior High Officer Danna assisted in teaching boundaries and dating violence along with the dangers of vaping in the young juveniles. In May 2019, he assisted with creating the Prom Pledge for junior and seniors attending the prom. Students were given a free McDonalds meal when they signed a pledge to buckle up and not drink and drive. Throughout the school year Officer Danna was called on numerous times to assist with school truancy and other juvenile matters when requested by the schools administration. The Sturbridge Police consider the first full year with a full-time SRO very successful.

Both Officer Murray and Officer Danna, our School Resource Officers attended a number of training courses relevant to their field of expertise to include courses on bullying, positive youth development, and fostering positive family relationships.



School Safety

The Sturbridge Police Department participated in “Operation Yellow Blitz”. During this operation period the Sturbridge Police shadowed school buses in marked and unmarked patrol vehicles and cited those motorists who did not stop for the flashing red lights. The fine for this violation is \$255!! Please be sure you stop for all school buses when the red lights are flashing! Also, the Sturbridge Police in collaboration with the Tantasqua and Union 61 police department’s assisted the schools administrative staff with bus evacuations.



PMC

In August, the Pan Mass Challenge (PMC) 2019 again brought thousands of cyclists and spectators into our community. The PMC is an annual cycling event that raises millions of dollars for cancer research. On August 4, 2019 at 5am, the five thousand plus riders began their 192 mile journey from Sturbridge to Provincetown. The Sturbridge Police Officers and members of MEMA, CEMLEC, Quincy Police, Massachusetts State Police

as well as surrounding area Police Departments, worked through the entire event to ensure the safety and security of all riders, volunteers and visitors so that everyone had a great lasting impression of our community.



S.A.L.T

(Seniors and Law Enforcement Together)

SALT Mission Statement: SALT is a voice to advocate for action to ensure that seniors live in a healthy, safe, enjoyable and vibrant community. The team will act as a communication link between seniors and service providers, increase awareness of services for seniors and support seniors in the community. SALT acknowledges seniors as an important and valuable resource in the community.

The Sturbridge Police takes great pride in their partnership with the senior citizens of our community. On the third Thursday of every month, members of the Sturbridge Police Department go to the Senior Center and give various presentations to those who attend. This year, Sergeant Sean Paine assumed the role as the liaison to the senior community. Sergeant Paine now oversees the SALT program and is assisted by various officers over the course of the year.

In addition to our monthly meetings the Sturbridge Police Department hosts two larger events on an annual basis. These events are the senior cookout and spaghetti dinner. Both of these events are coordinated by Lead Dispatcher Barbara Boiteau.

In August 2019, the Sturbridge Police Department hosted the 13th annual SALT cookout. This year, like every year we had a great turn out and many seniors attended and met with members of the Sturbridge Police and Fire Departments.

In December the officers and dispatchers of the Sturbridge Police Department, along with their families, turned their uniforms in and became waiters and waitresses for the annual spaghetti dinner. This dinner is hosted at the Senior Center. During this event, all attendees received a gift that had been donated by individuals or local businesses. The attendees were also treated to spaghetti, meatballs, bread, dessert and coffee. The spaghetti and meatballs for this event was donated by Village Pizza.



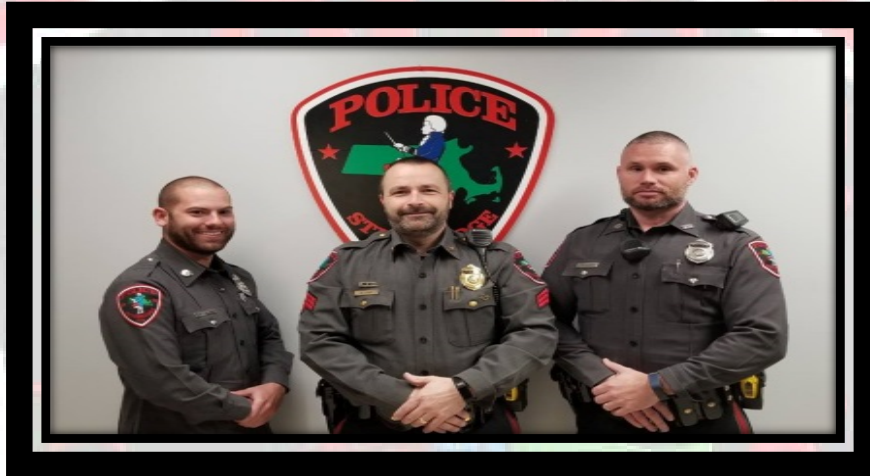
2019 Toy Drive

The Sturbridge Police Department hosted a Toys for Tots drive here at the Public Safety Complex on Saturday December 7th from 10a.- 2p. Toy program is sponsored by the Lions Club in partnership with the Southbridge Police. The Sturbridge Police has been very successful over the past few years helping out with toy drives and we had another successful year in 2019. In 2019 over 1000 individual toys to Toys for Tots were donated by members of our community. This toy drive was coordinated by Sgt. Larry Bateman.



No Shave November

Members of the Sturbridge Police Department once again participated in "No- Shave November". The goal of No-Shave November is to grow cancer awareness. The members of the Sturbridge Police Department paid \$40 each to participate in this 30 day journey of no shaving. The members raised over \$2800 and brought awareness for this terrible disease. All funds collected went to Cops for Kids with Cancer. If you want to learn more about Cops for Kids with Cancer or you want to support the Sturbridge PD in raising money for the cause please visit <https://copsforkidswithcancer.org>.



Emergency Management

Emergency management is the managerial function charged with creating the framework within which communities reduce vulnerability to hazards and cope with disasters. The Office of Emergency Management for Sturbridge falls under the direct supervision of Police Chief Thomas J. Ford III.

The Emergency Management Coordinator, Kevin Filchak has proven invaluable to our Emergency Management Office. Kevin consistently works to ensure that our community is prepared to handle or mitigate any potential disasters. Kevin has applied for and received numerous EM grants, coordinated LEPC meeting, implemented trainings and he oversees the C.E.R.T. Below is an outline of our Emergency Management activity and C.E.R.T. Thank you Kevin for all your hard work!

In 2019 the Office of Emergency Management worked closely with local, regional, state, nonprofit and private sector partners to mitigate, prepare for, respond to and recover from all hazards. In this year the Office undertook a number of major initiatives some of which are detailed below:

- Received State and Federal approval of our 2019 Hazard Mitigation Plan (our thanks to Central MA Regional Planning Commission for their work on the project)

- Organized and hosted a regional shelter drill in January 2019
- Wrote Event Action Plans (EAPs) for major community events including the Pan Mass Challenge, road races and the Harvest Festival
- Sought and was awarded over \$17,000 in grants for emergency preparedness and hazard mitigation
- Wrote new policies and standard operating procedures for the CERT Team and the Emergency Operations Center
- Managed Tier II records for the Local Emergency Planning Committee under the EPA's Emergency Planning and Community Right to Know Act (EPCRA)
- Actively participated in Local and Regional Emergency Planning Committees
- Maintained and updated the Comprehensive Emergency Management Plan (CEMP)
- Participated in state emergency preparedness trainings

The Office of Emergency Management will continue to protect Sturbridge in 2020, but it encourages everyone to take steps to prepare themselves for any emergency. For those looking for information on emergency preparedness, please go to www.ready.gov for detailed resources for all ages.

Community Emergency Response Team (C.E.R.T.)

The Community Emergency Response Team or CERT is a national program comprised of local volunteers who receive over twenty hours of training in first aid, fire safety, light search and rescue and more. In Sturbridge, our CERT unit supports Police and Fire units at emergencies and for planned events. They meet monthly to learn new skills (such as cybersecurity awareness), renew old ones (such as First Aid/CPR), and generally to maintain their readiness to support their Sturbridge neighbors in any emergency.

This past year the Team's deployments included the Pan Mass Challenge, the resource recovery center following the March apartment fire, and the 30th Annual Harvest Festival. Our team also enhanced their skills this year by hosting a regional shelter drill in January where 54 participants came to Tantasqua to become certified in shelter operations. Finally CERT expanded its numbers this year by adding nine new members to the team in December of 2019 following their graduation from the CERT training course.

Sturbridge CERT is an active organization and plans to only increase its capabilities and participation in the coming year. The Town would like to thank those active, volunteer members of CERT for their hard work and dedication:

- | | | |
|------------------------------|-----------------------------|-----------------------------|
| 1. <u>Andi Henge</u> | 10. <u>Dick LaFranchise</u> | 19. <u>Michael Metras*</u> |
| 2. <u>April Gingras</u> | 11. <u>Don Cummings</u> | 20. <u>Michele DeMauro</u> |
| 3. <u>Barry Gingras</u> | 12. <u>Erin Weeden*</u> | 21. <u>Michelle Scott</u> |
| 4. <u>Christine George</u> | 13. <u>Holly Merchant</u> | 22. <u>Peter Zeh</u> |
| 5. <u>Christine Zelenak*</u> | 14. <u>Jackie Brogna</u> | 23. <u>Raki Zwiebel</u> |
| 6. <u>Claire Matlak*</u> | 15. <u>Jennifer Brown*</u> | 24. <u>Susan Irving</u> |
| 7. <u>Dan Soper</u> | 16. <u>Jennifer Neely*</u> | 25. <u>Warren Zelenak*</u> |
| 8. <u>David DeMings</u> | 17. <u>Marion Reilly</u> | 26. <u>William Zelenak*</u> |
| 9. <u>Debra Ryzewski</u> | 18. <u>Michael Merchant</u> | 27. <u>Zachary Burgess*</u> |

* = New Member

CERT is a volunteer organization comprised of Sturbridge residents. Anyone interested in joining CERT can contact cert@sturbridgepd.com for more information or go to www.ready.gov/cert to learn more about this national program

Boat Patrol

In 2019 Officers performed boat patrols on all of our major waterways enforcing MGL Boating Regulations. Officers also conducted numerous safety inspections to ensure boaters are in compliance with the safety regulations set forth in MGL 90B. For more information on Massachusetts boating regulations and safety information please visit <https://www.mass.gov/service-details/massachusetts-boating-safety-guide>.



Memorial Day

Every year members of the Sturbridge Police Department march in the Memorial Day Parade to show their respect for those who made the ultimate sacrifice. The year 2019 was no different and as you can see below the SPD marched with pride being led by Chief Thomas J. Ford III.



Military Deployment

In December 2019, Officer Nicole Patterson received military orders to be deployed to Afghanistan for a nine month deployment with her Army unit. We wish Officer Patterson a safe deployment and thank her for her dedication and service to our country.



Staff

Police	Dispatchers
Chief Thomas Ford III	Lead Dispatcher Barbara Boiteau
Lt. Earl Dessert	Toniah Maloney
Sgt. Larry Bateman	Scott Belanger
Sgt. Joseph Lombardi	Patricia Lupacchino
Sgt. Sean Paine	Ashley Griffin
Officer Jeffrey Lavallee	Trevor Bresse
Officer Ronald Obuchowski	Melissa Palmer
Officer David Fortier	Tyler Breese
Officer Hillary Murray (School Resource Officer)	Matthew Cole
Officer Daniel Hemingway (K-9 Officer)	Michele Rosano
Officer Jeffrey Forcier	Linda Hatch
Officer Edward Page (Court Officer)	Pearl Lutta
Officer Paul Janson	
Officer Scott Crevier	
Officer Garrett Danna	
Officer Thomas Giordano	
Officer Colby Tytula	
Officer Nicole Patterson	
Officer Cunningham	
Vacant	
Michelle Connors (Animal Control Officer)	

Professional Standards Review

The purpose of the Sturbridge Police Department's Professional Standards Unit is to establish a system for the receipt, investigation, and resolution of complaints of misconduct received against sworn members of the Department. Our goal is to ensure that the integrity of this agency is maintained using a system of internal discipline where an impartial and objective investigation will make certain that fairness and justice will be served to both the Officer and the complainant. Complaint types are classified in two categories, Supervisory Inquiry and Internal Affairs Complaint. Complaint types are categorized by the seriousness of the complaint. Less serious offenses are classified as Supervisory Inquires which can be investigated by a patrol sergeant. Internal Affairs complaints are for serious offenses which may result in a Letter of Reprimand, suspension, demotion and/or termination. All complaints are normally investigated by an active member of the administrative staff, such as a Sergeant, Lieutenant or the Chief of Police. The outcomes are defined as follows:

Unfounded: The investigation conclusively proved that the act or acts complained of did not occur, or the member named in the allegation was not involved in the act or acts, which may have occurred.

Exonerated: The act or acts, which provided the basis for the allegation or complaint occurred, however, the investigation revealed they were justified, lawful, and proper.

Not Sustained: The investigation failed to disclose sufficient evidence to clearly prove or disprove the allegation made in the complaint.

No Finding: The complainant failed to disclose promised information needed to further the investigation.

Sustained: The investigation disclosed sufficient evidence to clearly prove the allegation made in the complaint. If a complaint is sustained disciplinary action will follow up to termination and or criminal charges depending on the incident.

Below is an annual review of complaints generated both internally and externally:

2019

Complaint Type	Number
Supervisory Inquiry	5
Internal Affairs Complaint	1

During 2019 five supervisory complaints were received and investigated. All five were Not Sustained after a supervisory inquiry. There was one Internal Affairs investigation that was sustained.



Accreditation

Police accreditation is a process by which a police department formally evaluates its activities and seeks and independent judgement that it substantially achieves its own objectives and is generally equal in quality to comparable agencies. In order to be a Massachusetts accredited police department, the Sturbridge Police Department must meet defined standards established by the Massachusetts Police Accreditation Commission. These standards reflect the best professional practices in police management, administration, operation, and support services. The accreditation process involves five (5) phases: application; self-assessment; pre-assessment; onsite assessment; commission review and maintenance of compliance. The accreditation assessment consists of 257 mandatory standards as well as 125 optional standards.

These carefully selected standards reflect critical areas of police management, operations, and technical support activities. They cover areas such as policy development, emergency response planning, training, communications, property and evidence handling, use of force, vehicular pursuit, prisoner transportation and holding facilities.

Lt. Earl J. Dessert serves as the Department's Accreditation Manager. He is tasked with keeping all files, documents, forms and accreditation standards up to date. Our last accreditation assessment took place in Feb 2017 and the department was re-accredited in May 2017. The Sturbridge Police Department has maintained full accreditation status from the Massachusetts Police Accreditation throughout 2015, 2016, 2017, 2018 and 2019. The Sturbridge Police will be up for re-accreditation in January 2020. Maintaining accreditation is a collaborative effort throughout the rank and file. The men and women of the Sturbridge Police Department work hard and continuously strive to maintain this professional status.

“The standards used for accreditation deal with the Police Department, not individuals within the Department. Accreditation is not a performance evaluation of individuals. It is a national measure of procedures and policies for police agencies. These standards most often deal with whether the department has a written guideline - a policy, rule or procedure - covering particular aspects of its operation.” – William Bratton, former Boston, NYPD and LA Police Commissioner.

AAA Traffic Safety Award

The Sturbridge Police takes traffic safety very serious and throughout the year we participate in many traffic safety campaigns, (Click it or Ticket; Distracted Driving; Yellow Blitz; Drive Sober or get Pulled Over) to enhance traffic safety and reduce the amount of crashes in Sturbridge. All campaigns are fully funded by grants obtained through the Executive Office of Public Safety and Security (EOPSS). Because of our efforts in traffic safety, AAA of New England has once again recognized the Sturbridge Police Department with the Gold Award in 2019. Also recognized at the AAA award ceremony were Officer Garrett Danna and Officer Giordano for their outstanding dedication to Traffic Safety! Congratulations to both of them for their outstanding work!!



Social Media

The Sturbridge Police Department is very active in Social Media and currently uses Facebook and Twitter. We have found that Social media is a useful tool to warn residents of safety concerns and solve crimes. We also use social media to show our community many of the day to day events we are involved with. Follow us on Twitter and Like us on Facebook!!



<https://www.facebook.com/SturbridgePD>

https://twitter.com/Sturbridge_PD

Grants

In 2019, the Sturbridge Police Department was awarded numerous grants that enabled the department to cover and/or defray costs on several operations, initiatives and events. Below are some of the notable awards:

GRANT	FUNDING AGENCY	PURPOSE	AMOUNT FUNDED
Child Passenger Equipment	EOPSS	To purchase car seats	\$3,500.00
911 Training Grant	State 911	To offset the cost of advanced training for Dispatchers.	\$10,000.00
Ped/Bike Safety	EOPSS	To enhance traffic enforcement efforts; to reduce traffic crash fatalities through pro-active enforcement.	\$7,991.00
Support and Incentive	State 911	To offset the cost in order to have two dispatchers on-duty.	\$41,506.00
Citizen Corp Program	MEMA	Support C.E.R.T Activities/Equipment	\$2,397.00
EMPG	MEMA	Emergency Management Enhancements	\$2,900.00

HMEP	MEMA	Hazardous Material Training	\$2,688.00
Traffic Safety	EOPSS	To enhance traffic enforcement efforts; to reduce traffic crash fatalities through pro-active enforcement	\$12,000
CIT	Department of Mental Health	Crisis Intervention Training	\$15,000
Total Amount Awarded			\$97,982.60

Mandated and Specialized Training

The Sturbridge Police Department recognizes the importance of keeping our officers well trained and therefore we have continuous training throughout the year. The training consisted of the basic mandated police and dispatcher training such as Firearms Qualification, Taser Training, First Responder and Use of Force.

In addition to the mandated training, members of the Sturbridge Police Department attended many advanced technical trainings such as Active Threat Integrated Response Course, Car Seat Technician, Sexual Assault Investigations, Interview and Interrogation, and Police Accreditation to name some.

Sergeant Paine attended advanced supervisor training through the FBI LEEDA Executive Leadership Institute and Command Leadership Institute. Sgt. Paine will complete the final class in 2020 and receive the Trilogy Award through the FBI LEEDA.

The Sturbridge Police Department has recognized the mental health crisis that has had great impact on our law enforcement officers nationwide. Therefore, the Chief Thomas J. Ford III set a goal to get the entire department to be trained in Crisis Intervention. In 2019 the Sturbridge Police applied for and received a grant through the Department of Mental Health to offset the cost of training the members of our agency. The training began in 2019 and will continue through 2020.

The Crisis Intervention Team (CIT) program is a community partnership of law enforcement, mental health and addiction professionals, individuals who live with mental illness and/or addiction disorders, their families and other advocates. It is an innovative first-responder model of police-based crisis intervention training to help persons with mental disorders and/or addictions access medical treatment rather than place them in the criminal justice system due to illness related behaviors. It also promotes officer safety and the safety of the individual in crisis.

New Hires

Nicole Patterson FT Police Officer 02/26/19
Melissa Cunningham FT Police Officer 05/07/19
Ashley Griffin FT Dispatcher 02/05/18
Trevor Bresse FT Dispatcher 10/7/19
Michele Rosano PT Dispatcher 02/26/19
Linda Hatch PT Dispatcher 02/26/19
Tami Warner PT Dispatcher 02/26/19
Pearl Lutta PT Dispatcher 09/17/19

Resignations

Taylor Plumley-FT Dispatcher Resigned 03/19/19
Eric McLaughlin PT Dispatcher Resigned 10/31/19
Alexis St. Francis FT Dispatcher Resigned 12/20/19

In Memory Of

Donald Suprenant 91, passed away quietly in the early morning Friday, December 13, 2019 at The Overlook Rehabilitation Center in Charlton. Donald was a proud WWII veteran of the US Navy and upon retirement from the Navy in 1968, worked for many years as a police officer for the town of Sturbridge. From the members of the Sturbridge Police, we thank you for your service to our country and the many years you served our community as a Sturbridge Police Officer. To you sir, we salute you, and may you rest in peace.



“The Mission of the Sturbridge Police Department is to work in partnership with the Community to protect life and property, solve neighborhood problems, and enhance the quality of life in our Town”.

2019 Annual Report of the Fire Department

Dear Residents of Sturbridge,

On behalf of the members of the Sturbridge Fire Department, thank you for taking the time to review our annual report. The Sturbridge Fire Department has provided fire protection, rescue, emergency medical services (EMS), and fire prevention/education to the Town for over 85 years. Founded in 1934 as a largely volunteer effort, the department continues to adapt and grow with the ever changing world of fire and emergency medical service delivery. Today, our staff of fourteen (14) full time firefighters, including the Fire Chief, and ten (10) part-time/On-Call firefighters, strives to better themselves through continued and expansive training and education. We work diligently to maintain all of our equipment in order to deliver the highest quality emergency services to our community whenever duty calls. In addition, we attempt to inspect all publically accessible buildings, helping to ensure the safety of all their occupants and visitors. We do these things for you, our customers.

Personnel

The most valuable asset that any organization has is its people. The Sturbridge Fire Department is always seeking to add to its staff of paid “on call/part time” personnel. During 2019, the Department sought candidates to fill vacancies within both its full time and part time staff. After several months of reviewing resumes and conducting interviews, we welcomed several new people to the Department. James Towns and Joshua Thomas were added to the roster of full-time employees. Both Towns and Thomas will serve the town in the capacity of firefighter/paramedic. In addition, Luke Quattrocelli and Andrew Houle were added to the part-time/On-Call roster.

Grants

In 2019 the Department was fortunate to receive a grant from FEMA. The primary goal of the Assistance to Firefighters Grants (AFG) is to enhance the safety of the public and firefighters with respect to fire-related hazards by providing direct financial assistance to eligible fire departments, nonaffiliated Emergency Medical Services organizations, and State Fire Training Academies. As a result of this award The Sturbridge Fire Department was able to purchase three new thermal imaging cameras (TICs) which have been deployed on our front line apparatus.

TICs can detect, or “see,” emitted heat energy through a variety of filters, including smoke and dust. They can also detect energy emitted through a door or wall, which indicates that they’re hot and that there’s most likely a lot of heat on the other side of the door or wall. Further, TICs can detect energy reflected off of water or mirrors, even though the heat may not actually be coming from those points. Although they’re called “cameras,” fire service TICs only detect differences in heat signatures. Looking through a TIC isn’t the same as viewing an object in normal light. Details of objects detected on camera may not be clearly visible, and there may be variations in depth perception, similar to the passenger side mirror on your car.

Apparatus

In June the department received its newest ambulance, a 2019 Horton Class I, Type III. This ambulance replaced a 2010 model which is now maintained as a spare and used for details and special events. After orientation training for all personnel the unit was placed in service and has proven to be a great asset thus far.



DIVISION REPORTS

Fire Prevention

The Fire Prevention Division is charged with the responsibility of conducting fire safety inspections for all businesses and town buildings. Additionally, any new construction or projects that involve major renovations must be reviewed and approved by the Fire Department prior to any work beginning in order to ensure all fire life safety codes are addressed. The primary responsibility for these activities falls to our Fire Inspector, Lt. John Marinelli. He is supported by the on duty staff, which also performs some routine pre fire planning of buildings within the town.

In 2019 the Fire Inspector attended several classes and training sessions designed to assist the Department in understanding and applying the newly implemented State Codes and Building Codes. In addition, Lt. Marinelli was re-credentialed in 2019 with Fire Prevention Officer Level 1. The Fire Prevention Division logged over 480 various activities; including residential and commercial fire inspections, processing permit requests for propane and oil burner installations, and reviews of new building and proposed major renovations to existing buildings and homes within the Town of Sturbridge. In addition, Lt. Riendeau attended Fire Prevention Officer Level 2 class and became credentialed in 2019.

The Fire Prevention Division is also responsible for Fire Investigation of cause and origin of all fires within the Town of Sturbridge. All reports that have to be generated for cause and origin are prepared through the Fire Prevention Division. In 2019 Firefighter Mathew Bonneau completed the Basic Fire Investigation program through the Massachusetts Fire Academy which will provide the department with one more cause and origin investigator.

Along with the normal fire safety inspections, the Fire Prevention Division assists the Building Department with annual inspections. This is a group effort which helps the local business owners to only have to make one appointment with the town for their annual inspections.

The Fire Prevention Division has been using iPads that were purchased with a grant received in 2018 all inspections are being done electrically out in the field and copies of this inspections can be emailed directly out in the field to the homeowners and business.

Training

In 2019 the Fire Department continued with its structured training program. Under the direction of Lt. Matthew Roderick, department personnel engaged in over 1852 hours of training in all facets of firefighting, rescue and emergency medical techniques. A training program was adjusted to include a daily training segment to be accomplished by the members while on duty. The Department membership completed all required annual refresher training on topics that fall under Federal and State regulations, such as driver safety training and hazardous materials operations.

I am pleased to announce that Recruit Firefighter Luke Quattrocelli graduated from the Massachusetts Fire Academy Call/Volunteer Recruit program. The program consists of 240 hours of classroom and practical training involving the fundamentals of fire suppression, rescue and hazardous materials operations. Luke is now certified as a Firefighter I/II and Haz-Mat Operational Responder. Luke is now working hard at completing the in-house Driver/Operator program and is enrolled in a Basic EMT course.

We are equally proud to announce that Firefighter/Paramedic Matthew Bonneau graduated from the Full-Time Recruit fire training program. This program is a 425-hour training program which includes all of the topics covered in the Call/Volunteer Recruit Program, but they are expanded upon and repeated multiple times. Also more emphasis and time is spent on Fire Apparatus Pumps and Hydraulics and Aerial Ladders.



New for 2019 our members were fortunate to conduct Live Fire Training at the Dennis Lemery Training Center in Killingly Ct. This training center is a state of the art 3 story certified live burn building. Members were able to train with new and familiar techniques in a live fire setting with scenarios that we have not been able to recreate in the past. Scenarios included Tower operations, stand pipe deployments and below grade firefighting. We intend to use this facility annually.



In the spring of 2019 the Department hosted the Mass. Fire Academy Motor Pump Operator course. This course spans 3 full weekends and is 55 hours of instruction on Pumps and Hydraulics, Rural Water Supply and large Diameter Hose. The course was held at the Westville Recreational Area with the Cooperation of the US Army Corp of Engineers. Several of our members were able to attend this very valuable training and the feedback from the Academy Instructors was very positive. Such courses are provided free of charge to the members through the MFA.



Several members of the department took advantage of the training programs offered through the Massachusetts Firefighting Academy, below is a highlight of such training attended in 2019. It is important to note that none of the classes/certifications from the MFA were included in the totals hours of department sponsored training.

Lt Riendeau - Chief Fire Officer, Fire Prevention Officer 2

Sean Moynagh - Company Officer Strategy and Tactics, Rope Rescue Technician, Fire Instructor

Matthew Bonneau - Fire Investigator courses, Public Fire and Safety Educator

Steve Joyce - Public Fire and Safety Educator

Jonathan Becker - Company Officer Strategy and Tactics

Patrick Normandin - Fire Officer II

In addition, our very own Chief Grasso recovered his Juris Doctor from the Quinnipiac University School of Law.

Emergency Medical Services (EMS)

In 2019, the Sturbridge Fire Department continued delivering yearly and bi-yearly training, to Town employee's, Day Care facility staff, Pre-school staff, and residents in the American Heart Association HeartSaver CPR/AED. In addition to CPR training, the Department began training and certifying restaurant employees with a ChokeSaver Course. This course teaches employees different techniques for assisting people that may be choking. Since this program began in 2017, we have trained employees from several different restaurants in the Town of Sturbridge.

The Sturbridge Fire Department, with the assistance of Lt. Riendeau, is able to teach and certify department personnel as well as personnel from other departments in many areas such as Con-Ed classes, PHTLS, AMLS, ACLS, CPR, and a NCCR class. This assists personnel in obtaining the necessary continuing education requirements set by OEMS and the National Registry of Emergency Technicians on a two-year recertification cycle.

The Sturbridge Fire Department continues to find different ways to give back to the community. A leading cause of death in the United States is sudden cardiac arrest, claiming one thousand victims a day nationally and only 8 percent survive. The Department is currently working with doctors at Umass, on a program called:

“Prescription CPR: Community Collaboration to Improve Community Cardiac Arrest Survival for High Risk Populations”.

The approach adopted by prescription CPR is to develop a partnership among hospitals, physicians and EMS agencies to support targeted and sustainable CPR and AED training for high risk patients and their families. In addition to targeting those over 50, those with hypertension, elevation cholesterol and triglycerides, etc. are targeted as well. The program uses the risk factors to help physicians identify high risk patients and their families in their practices. The patients/families are then connected with their local EMS agency to arrange CPR and AED training. Symbolically, the physician writes a “prescription” that provides the reason for the training and directions on how to make contact with the local participating EMS agency. The patient/family is then trained through a brief training method that builds off of the CPR instruction that 911 operators provide at the time of a cardiac arrest.

The training is intended to be targeted, brief and easy to remember and to use the Hands-Only CPR method. Studies have shown the efficacy of brief CPR/AED training to facilitate retention of key skills by those trained at months’ post training. The key concepts are to be able to deploy a simple protocol at the time of a cardiac arrest: to try to arouse the victim, to call 911, place phone on speaker phone, place victim on the floor if possible, to begin CPR in the center of the chest at a rate of 100-120. Students trained are encouraged to enlist other bystanders to go for a defibrillator and to help take over CPR. If the bystander is alone and becomes tired they are encouraged to stop briefly to rest. The key factor that is encouraged is that the only bad CPR is no CPR. Further key questions are addressed about Good Samaritan Laws and why rescue breathing is not part of the protocol.

Health Care, Emergency Medical Care, Emergency Medical Services and the Community portion of the program includes how to use and AED. The initial protocol for bystander CPR is used and then a defibrillator training device arrives and is deployed. The student is able to practice CPR and practice deploying the AED. Through both sections, the instructor is able to provide guidance and feedback to the student.

This community based method is utilized to help ease the ability to obtain training and to link the patient/family into the community chain of survival for cardiac arrest. The community based training provides a connection to the local EMS agency and improved visibility to community members. The connection helps link the community medical practices with their local EMS agencies and lays the framework for other collaboration such as narcan use, flu vaccinations and other interventions.

In 2019 the Department welcomed to the full time roster, Josh Thomas. He joins the department as Firefighter I/II certified, Nationally and State certified Paramedic. We had two of our full time personnel, James Towns and Bryan Swanda complete their Paramedic program at Pro EMS Center for Paramedics in Cambridge. These two members will be testing for their National and State certifications in the beginning of 2020. The Sturbridge Fire Department strives to supply the highest of pre-hospital medical care to the residence. Once these members have completed their certifications, Group 2 and 3 will have a total of three paramedics and Groups 1 will be at 4

paramedics. The Department also added two new part time personnel to the roster with Mike Ashe and Andrew Houle, acquiring their National and State certifications as Emergency Medical Technicians.

The Sturbridge Fire Department responded to a total of 1311 EMS calls in 2019. The Sturbridge Fire Department had a 19.8% increase in Advanced Life Support calls over the previous year. In the year of 2019 we received a total of 147 requests for an ambulance to respond for a second call (duty crew was dedicated to another call). Part of our mutual aid agreement is that we provide EMS assistance to the surrounding towns. Assistance was provided 144 times to the surrounding towns, because they were unable to provide resources of their own to cover these calls. The request for another town to assist Sturbridge with a mutual aid ambulance was only needed 32 times, while the remaining 115 ambulance calls were covered by the second/third ambulance from Sturbridge. The second/third ambulance was covered by Full time and Part time staff returning back to the station on a recall and by the third member from the original duty crew. Sturbridge and the surrounding towns are still falling short to maintain coverage, even with adding staff to keep up with the ever growing demands for EMS services in our area.

Public Education

The goal of fire prevention is to educate the public on how to take precautions to prevent potentially harmful fires, and educated on how to survive them. It is a proactive method of reducing emergencies and the damage caused by them.



Public education plays a vital role in ensuring that our message of fire safety reaches everyone. With a large multi-aged target audience, the approaches to teaching fire safety varies but it is important that the message remains the same.

Through the tireless efforts of Firefighter MaryLou Volpe, this important and often lifesaving information is shared with the entire community by a series of presentations/demonstrations throughout the year. Through sheer dedication, hard work and long hours Firefighter Volpe has applied for and received grants totaling thousands of dollars from State, Federal and Local programs over the years. These grants have enabled the department to continue bringing safety education to ALL of our residents.



The Department is proud to announce that we were able to increase our staff of Public Safety Educators by three. Firefighters Patrick Normandin, Steve Joyce and Matthew Bonneau became certified this past year and are looking forward to increasing our current S.A.F.E. (Student Awareness of Fire Education) and Senior S.A.F.E. programs for our schools and the community.



The Fire Department will continue to be pro-active and continue to apply for grants that will help us educate and assist the residents regarding fire safety.

RESPONSE STATISTICS for 2019

INCIDENT TYPE	# INCIDENTS
Station: 1 - HEADQUARTERS	
100 - Fire, other	6
111 - Building fire	8
113 - Cooking fire, confined to container	6
114 - Chimney or flue fire, confined to chimney or flue	5
116 - Fuel burner/boiler malfunction, fire confined	1
118 - Trash or rubbish fire, contained	1
122 - Fire in motor home, camper, recreational vehicle	1
131 - Passenger vehicle fire	6
132 - Road freight or transport vehicle fire	3
140 - Natural vegetation fire, other	3
142 - Brush or brush-and-grass mixture fire	8
150 - Outside rubbish fire, other	1
162 - Outside equipment fire	1
200 - Overpressure rupture, explosion, overheat other	1
251 - Excessive heat, scorch burns with no ignition	6
311 - Medical assist, assist EMS crew	3
320 - Emergency medical service, other	138
321 - EMS call, excluding vehicle accident with injury	1044
322 - Motor vehicle accident with injuries	93
323 - Motor vehicle/pedestrian accident (MV Ped)	5
324 - Motor vehicle accident with no injuries.	13
351 - Extrication of victim(s) from building/structure	1
353 - Removal of victim(s) from stalled elevator	2
357 - Extrication of victim(s) from machinery	1
360 - Water & ice-related rescue, other	2
400 - Hazardous condition, other	5
410 - Combustible/flammable gas/liquid condition, other	2
411 - Gasoline or other flammable liquid spill	4
412 - Gas leak (natural gas or LPG)	1
413 - Oil or other combustible liquid spill	7

INCIDENT TYPE	# INCIDENTS
422 - Chemical spill or leak	1
424 - Carbon monoxide incident	10
440 - Electrical wiring/equipment problem, other	2
441 - Heat from short circuit (wiring), defective/worn	1
444 - Power line down	10
445 - Arcing, shorted electrical equipment	5
463 - Vehicle accident, general cleanup	2
480 - Attempted burning, illegal action, other	1
500 - Service Call, other	17
510 - Person in distress, other	32
511 - Lock-out	6
512 - Ring or jewelry removal	1
521 - Water evacuation	3
522 - Water or steam leak	4
531 - Smoke or odor removal	13
542 - Animal rescue	3
550 - Public service assistance, other	18
551 - Assist police or other governmental agency	25
552 - Police matter	1
553 - Public service	29
554 - Assist invalid	24
555 - Defective elevator, no occupants	1
561 - Unauthorized burning	8
571 - Cover assignment, standby, moveup	12
600 - Good intent call, other	11
611 - Dispatched & cancelled en route	61
622 - No incident found on arrival at dispatch address	7
650 - Steam, other gas mistaken for smoke, other	1
651 - Smoke scare, odor of smoke	20
661 - EMS call, party transported by non-fire agency	4
700 - False alarm or false call, other	1
713 - Telephone, malicious false alarm	2
714 - Central station, malicious false alarm	1
730 - System malfunction, other	14
731 - Sprinkler activation due to malfunction	1
732 - Extinguishing system activation due to malfunction	1
733 - Smoke detector activation due to malfunction	49
734 - Heat detector activation due to malfunction	2

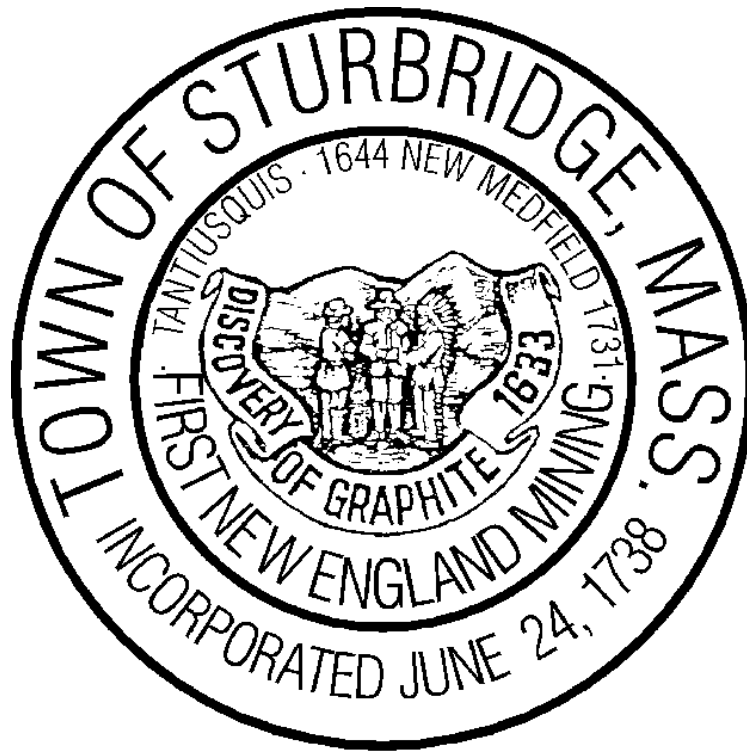
INCIDENT TYPE	# INCIDENTS
735 - Alarm system sounded due to malfunction	14
736 - CO detector activation due to malfunction	8
740 - Unintentional transmission of alarm, other	3
741 - Sprinkler activation, no fire - unintentional	1
743 - Smoke detector activation, no fire - unintentional	53
744 - Detector activation, no fire - unintentional	5
745 - Alarm system activation, no fire - unintentional	83
746 - Carbon monoxide detector activation, no CO	9
813 - Wind storm, tornado/hurricane assessment	1
900 - Special type of incident, other	4
911 - Citizen complaint	2
Total 01/01/2019 – 12/31/2019	1965

I wish to remind our community members that we are here 24 hours a day, every day, to serve you. Feel free to call us anytime you have a question or a concern, or if you just wish to stop in and see your fire station, please do so. Our doors are always open to you!

John A. Grasso, Jr., JD, MBA, MSOL
Fire Chief

PUBLIC WORKS

2019



**ANNUAL REPORT OF THE DEPARTMENT OF PUBLIC WORKS
2019**

A new D.P.W. Director Butch Jackson was appointed in February 2019. Mark Augello is the Operations Manager for the D.P.W. The responsibilities of the Department include Administration, supervision and operations of the Highway, Landfill, Water and Sewer Departments, Tree Warden and maintenance duties associated with Cemeteries and Recreational Department. The D.P.W. conducts plan reviews for the Planning Zoning Boards and interacts with several other committees as needed.

The town's Water/Wastewater contract operator remains Veolia Water North America Operating Services, LLC. Shane Moody is presently Veolia's manager of operations. The Department of Public Works has been involved with several on-going projects during the year and we are pleased with their completion.

The Department of Public Works submits the following list of work completed during this year's construction season.

<u>1. Road Construction and Paving</u>	<u>Mileage</u>
a. Clark Road	1.16 Miles
b. Willard Road	0.33 Miles
c. Farquhar Road	0.34 Miles
d. Shepard Road	1.64 Miles
e. Wallace Road	0.95 Miles



Wallace Road



Wallace Road



Clark Road

2. General Road Maintenance:

Grading all gravel roads (11+ miles), brush cutting (50+ miles) and street sweeping (80 + miles) were completed during this construction season.

3. Sidewalk Maintenance and Repair:



Main St

- a. Sweep sidewalks on Route 20 and Route 131
- b. Brush Control Program

Department of Public Works repaired concrete sidewalks at most needed sections along Route 20.

4. Roadside Litter:

Five truckloads of debris were removed from the Town Road Right-of-Ways and various properties. Picked up over 60 bags of litter, 12 tires, three couches, five televisions, one hutch, four propane tanks, four oil containers and one bucket of garden hoses were also collected this year. Please report any illicit dumping activities to the D.P.W. or Police Department to help reduce this increasing ongoing problem. To all residents and volunteers who are providing support, your assistance is greatly appreciated.

5. Drainage Structure Repair and Cleaning:

As part of D.P.W.'s ongoing catch basin cleaning program over 451 structures were cleaned and 30 structures were repaired or replaced.

6. Trail System:

The Department of Public Works has worked on several projects on the Trail System this year. Construction of new gravel parking lot located across the street from Old Sturbridge Village entrance on Stallion Hill Road. The D.P.W. started clearing and grubbing the 130' x 150' at the Riverlands Trail in December 2019.



Riverlands Trail

7. Miscellaneous Improvements:

- b. Approximately 298 linear feet of drainage pipe was installed at various locations. Sizes range from 6"-12" diameter.
- c. 160,703 L-F of line stripping was completed during this construction season. The department also painted 85 stop lines town wide.
- d. Bury trash weekly at landfill.
- e. Remove and replace Skating Rink (seasonally).
- f. Flushed sewer lines.
- g. The Department completed 12 burials during this calendar year.
- h. The Department maintains over 70 vehicles for Town Hall, Fire, Police, Water, Sewer and D.P.W. staff.
- i. Continue to update GIS mapping for the water and sewer systems in town.
- j. Clean the Sewer Drying plants for the year.
- k. 10 hydrants were replaced or repaired in various locations.
- l. Excavation for 4 water and 2 sewer field repairs were required during the construction period.

8. New Equipment Purchased:

The Department of Public Works was happy to purchase a 2019 F550 4x4 Regular Cab Chassis and a Mack 6 Wheel Dump Truck.



Miscellaneous Projects:

In 2019, there were a couple needed upgrades to the Department of Public Works building.

Building Maintenance



D.P.W. Office

1. Removed and replaced rubber roof above the D.P.W. office.
2. Replaced lighting throughout the building to LED to save energy and lighting costs.



D.P.W. Garage

The Department of Public Works is pleased to announce Butch Jackson has accepted the D.P.W. Director position, Tyler Gustafson has accepted the Laborer/Driver position and April Denault has accepted the Administrative Assistant position. Thank you for your continued support.

Respectfully submitted,
Department of Public Works

Wastewater Operations – 2019

Veolia is proud to have successfully completed thirty years and six months of operation to the Wastewater Department as of December 31st, 2019. Our relationship with the Town of Sturbridge grows stronger each year as we continue to work together. This report summarizes the activities that took place during the calendar year.



Veolia staffs the Sturbridge Water Pollution Control Facility (WPCF) seven days a week, 365 days a year.

We have an Operation and Maintenance (O&M) staff of nine, which is responsible for providing daily department operations and 24 hour emergency coverage.

All Veolia employees in Sturbridge are cross-trained between both Water and Wastewater Departments. They are assessed on an annual basis with regard to their training progress, level of responsibility, reliability, and work efficiency. The employees are compensated according to their level of performance in those categories.

The table below profiles the O&M staff of the Wastewater Department, showing job titles, project roles, and certification levels at the project in 2019:

Wastewater Department O&M Staff		
Employee	Title/Project Role	Certification Level
Shane Moody	Project Manager/Facility Manager	Grade VI
Joshua Earnest	Operator III/Chief Operator	Grade VII
Thomas Potvin	Operator II	Grade VII
Wayne Johnson	Operator/Maintenance Mechanic II	Grade III
Vincent Masterson	Operator II	Grade V
Steven Saletnik	Operator II/Project Operator	OIT
Jacob Allard	Operator I	OIT
Jacob Putis	Operator I	OIT

Veolia understands the importance of having highly-qualified and certified personnel operating the Wastewater facilities, and we provide our employees with extensive training in many areas. Employees are encouraged to upgrade skills and achieve higher levels of certification through our ongoing training, certification bonus, and tuition reimbursement programs.

In 2019, there were nine new sewer customers connected to the wastewater collection system. The wastewater collection system at the end of 2019 served roughly 2,074 customers. Approximately 8% of the facility’s flow originates from local industries, 37% from commercial connections, and 4% from non-classified connections. The remaining

51% is domestic sewage generated from residential and public sources. In addition, the WPCF accepts and treats septage wastes from private septic systems as well as leachate generated from the Sturbridge landfill.

In 2019, the Wastewater Department performed the following services:

• Wastewater Department/system emergency calls	146
• Wastewater collection system main/services repairs	2
• Wastewater collection system inspections	11
• Environment One grinder pumps replaced	95
• Environment One grinder pumps rebuilt	71
• Environment One system inspection/startups (new)	11
• Environment One system startups/shutoffs (seasonal)	43/40
• Preventive maintenance work orders completed	2379
• Corrective maintenance work orders completed	144

Facility Performance – 2019

The Sturbridge WPCF has an average daily design flow capacity of 1.3 million gallons a day.

In 2019, the Sturbridge WPCF effectively treated an average of 481,633 gallons of wastewater daily. This amounted to a total of over 175 million gallons of wastewater treated and discharged to the Quinebaug River. The treatment process had an annual average of 98.9% removal of solids entering the facility. This facility's high quality effluent continues to protect the river while improving the water quality downstream. This was achieved through strict adherence to Federal and State regulations, expert process control, preventive and corrective maintenance, and a high level of personnel training. Over the past 12 months, Veolia continued to improve upon pollutant removal and provided high quality effluent in the face of increasingly stringent regulations.

In an effort to conserve the Town's drinking water, the facility recycles a portion of the discharge water. This recycled water is used throughout the treatment process. In 2019, this saved over 59 million gallons of town drinking water.

The Sturbridge WPCF is an extended aeration activated sludge process with BioMag technology. It also utilizes tertiary treatment in the form of CoMag technology for additional solids, metals, and nutrient removal. The facility is designed to meet all present National Pollution Discharge Elimination System (NPDES) permit requirements and limits.

The town continues to make great strides toward preserving and maintaining its Landfill for many years to come by trucking sludge out of town for disposal. Of the 264 tons of sludge processed in 2019, 100% was disposed and incinerated out of state. Veolia will continue to dispose all the sludge produced at the WPCF in this way. The screening system removed 18 tons of screenings, which were also disposed of out of town.

As a result of Veolia's services, environmental quality is preserved, community and employee health and safety are enhanced, and public and private investments are protected. The facility's performance is measured by compliance with the NPDES permit. This

permit defines compliance limits for effluent quality to ensure that receiving waters are safe from pollution. In recent years, regulations have become increasingly stringent and have required greater process control to maintain compliance. All 2019 permit required procedures, samples, tests, and reports for the Sturbridge WPCF were conducted according to U.S. Environmental Protection Agency (EPA) and MA Department of Environmental Protection (MADEP) rules and regulations.

Veolia maintained 99.8% compliance with our current NPDES permit with no preventable violations for the year. The project also had no lost time accidents for the 17th year in a row and only one in 30 years. Veolia continued routine upgrades and additions to our Process Control System (PCS). All equipment is on a scheduled maintenance program. We also continue to maintain and utilize our Tier II program for Emergency Management and Intelix software for Environmental, Health, and Safety Management.

Veolia is committed to providing prompt and courteous service at a reasonable and stable cost to the Town of Sturbridge. We at Veolia appreciate the support received during the past year by the Department of Public Works, the Board of Health, the Town Administrator, and the Selectmen, as well as all the other Departments, Boards, and Committees here in Sturbridge.

2020 is shaping up to be another busy year. We will continue to do our best and look forward to the challenges to come.

As always, if any residents have questions regarding Water or Wastewater issues, please do not hesitate to contact our office.

Respectfully Submitted,

Shane Moody, Project Manager

WTP: 508 347-2513

WPCF: 508 347-2514

Fax: 508 347-1241

E-mail: shane.moody@veolia.com

Water Operations – 2019

Veolia is proud to have successfully completed thirty years and six months of operation of the Water Department as of December 31st, 2019. Our relationship with the Town of Sturbridge grows stronger each year as we continue to work together. It has been our pleasure to serve the town during the past thirty years. This report summarizes the activities that took place during the calendar year 2019.



Veolia staffs the Sturbridge Water Treatment Plant (WTP) seven days a week, 365 days a year. We have an Operations and Maintenance (O&M) staff of nine, which is responsible for daily department operations and 24 hour emergency coverage.

All employees at the Sturbridge project are cross-trained between the Water and Wastewater Departments and are assessed on an annual basis with regard to their training progress, level of responsibility, reliability, and work efficiency. The employees are compensated according to their level of performance in those categories.

The table below profiles the O&M staff of the Water Department, showing job titles, project roles, and certification levels at the project in 2019:

Water Department O&M Staff		
Employee	Title/Project Role	Certification Level
Shane Moody	Project Manager/Plant Manager	Grade 3T, 4D
Steven Saletnik	Operator II/Chief Operator	Grade 2T, 2D
Thomas Potvin	Operator II	Grade 3T
Wayne Johnson	Operator/Maintenance Mechanic II	Grade 1T, 1D
Vincent Masterson	Operator II	Grade 2T, 3D
Jacob Allard	Operator I	Grade 2T, 2D
Jacob Putis	Operator I	Grade 2T, 2D
Joshua Earnest	Operator I	OIT

Veolia understands the importance of having highly-qualified and certified personnel operating the water facilities, and we provide our employees with extensive training in many areas. Employees are encouraged to upgrade skills and achieve higher levels of certification through our ongoing training, certification bonus, and tuition reimbursement programs.

At the end of 2019, there were 1,727 active water service connections with over 5,074 people served by the town's water supply. Approximately 21% of the facility's flow originated from Well #1, 27% from Well #3, 43% from Well #4, and 9% from Well #5, for a total of 183.3 million gallons of treated water.

In 2019, the Water Department performed the following services:

• Water Department/system service calls	225
• Water Department home leak tests	13
• Water Department/system emergency calls	79
• Dig-Safe mark-outs	350
• Water hydrants repaired or replaced	10
• Water distribution main repairs	4
• Water services repaired or replaced	2
• Water gate boxes and curb stops repaired or replaced	5
• Preventive maintenance work orders closed	578
• Corrective maintenance work orders closed	305

Plant Performance – 2019

The Sturbridge WTP has an average daily design flow capacity of 1.23 million gallons. The Well #4 water plant has an average daily design flow capacity of 0.46 million gallons. The town’s water storage capacity is 2.3 million gallons, which equals three days of normal water usage.

The Sturbridge WTP effectively treated and supplied an average of 502,093 gallons of water daily. This amounted to a total of 183,264,000 gallons of finished water produced and pumped into the town’s distribution system. The entire distribution system was flushed twice last year to ensure water quality.

To ensure the quality of the town’s drinking water, the water plant must meet an array of state and federal drinking water quality requirements. These regulations require testing for everything from the aesthetic quality of the water, including color and clarity, to parameters not detectable to taste or vision, such as coliform, lead, and copper. All sampling and testing was performed according to all water quality standards set forth by the Federal Safe Drinking Water Act. The town reported 99.9% compliance with these regulations.

In 2017, a round of lead and copper testing was completed. This sampled 20 approved locations throughout the distribution system as well as all schools and daycare facilities within the town. Testing results were found to be in compliance with EPA regulations.

Veolia ensures that the quality of the Town of Sturbridge’s drinking water is consistently high through operating efficiencies such as:

- Monitoring of water characteristics, chemical dosing, and treatment plant operations through daily influent and effluent water sampling and testing
- Inline pH, chlorine, and turbidity analysis for constant 24 hour per day monitoring
- SCADA notification and plant shutdown interlocks checked monthly for functionality
- Establishing an efficient filter backwash schedule that includes a bi-weekly high pressure air scrubbing cycle

- Maintaining a comprehensive corrosion control program through the addition of phosphate to sequester iron and manganese and to prevent the leaching of lead and copper from the distribution system
- Sampling and testing weekly at multiple locations throughout the town in order to monitor water quality in the distribution system
- Sampling and testing monthly for total coliform and chlorine residual in the distribution system
- Pressure logging at key points in the distribution system
- Use of water hydrant bleeders at location in town with dead-ends to keep water fresh and prevent water from becoming stagnant and stale
- Biannual water hydrant flushing to keep water distribution system clean

We continued use of our Hach Wims Database and Job Plus maintenance program. We also continue to maintain and utilize our Tier II program for Emergency Management and Intelx software for Environmental, Health, and Safety Management.

In 2019, a system wide leak detection survey was conducted. This is a physical evaluation done to identify the locations of leaking pipes or fittings within the town's distribution system. Once located, the proper actions can take place to repair the leaks. There are several benefits of locating and repairing leaks, one of them being water conservation. During the year, four leaks were found and repaired accordingly.

Veolia and the staff of the Water Department continue to ensure the protection of the town's water supply, water storage, and water distribution system. We are committed to providing safe, high quality water to the customers of Sturbridge with courteous and prompt service.

We at Veolia appreciate the support received during the past year by the Department of Public Works, the Board of Health, the Town Administrator, and the Selectmen, as well as all the other Departments, Boards, and Committees here in Sturbridge.

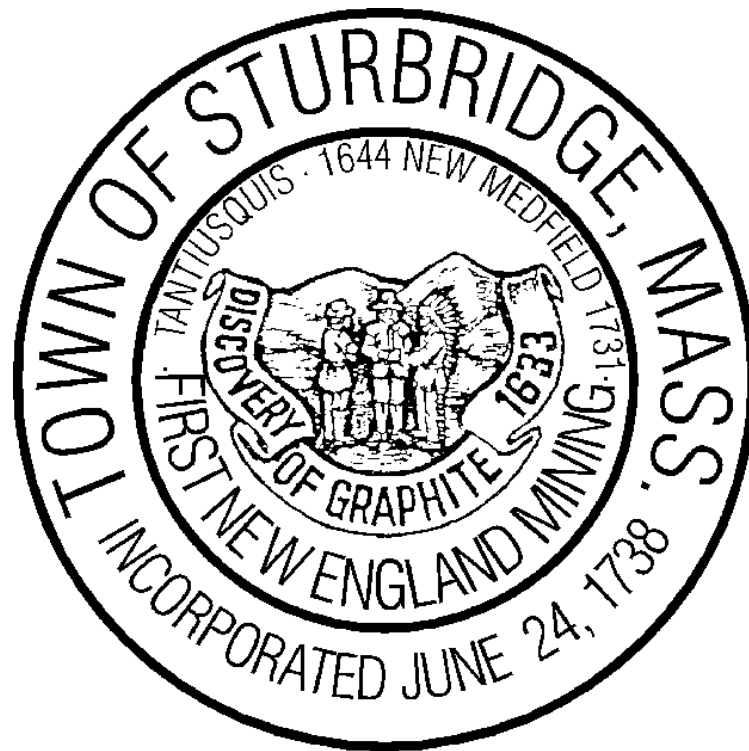
As always, if any residents have questions regarding Water or Wastewater issues, please do not hesitate to contact our office.

Respectfully Submitted,

Shane M. Moody, Project Manager
 WTP: 508-347-2513
 WPCF: 508-347-2514
 Fax: 508-347-1241
 E-mail: shane.moody@veolia.com

PLANNING, DEVELOPMENT AND REGULATION

2019



REPORT OF THE PLANNING BOARD

The Sturbridge Planning Board, consisting of seven (7) appointed members, met regularly during 2019. It has always been the Board's policy to meet as often as necessary to conduct business deemed appropriate under Massachusetts General Laws and the Charter of the Town of Sturbridge. The Board normally meets on the second and fourth Tuesdays of the month at 6:30 PM. However, this schedule can change from time to time due to availability of the meeting room, and other conflicts. The meetings and agendas are posted on the Town Calendar and on the Town Clerk's Bulletin Board. All meetings are taped, and are subsequently broadcast via the local public access cable television.

The principal responsibilities of the Planning Board are to foster sound community growth and development while preserving community character, heritage, and natural resources. To do so the Board reviews and evaluates commercial site plans, subdivisions, subdivision "approval not required" plans (ANRs), proposed zoning bylaws, and map amendments. The Board also has the responsibility for the preparation and adoption of a Master Plan. Its authority and responsibilities are contained in the Massachusetts Zoning Act, Chapter 40A, and the Municipal Planning and Subdivision Legislation, Chapter 40A. Local authority and responsibilities are found in the Town's *Zoning Bylaws*, adopted and amended at Town Meetings, and the Board's *Subdivision Rules and Regulations (2002)*.

The Planning Board members and staff are as follows:

Planning Board

Chair	Charles Blanchard
Clerk	Susan Waters
Members	Jeff Adams
	Chris Bouchard
	Russell Chamberland
	Michael Chisholm
	James Cunniff

Staff

Town Planner	Jean M. Bubon, AICP
Administrative Assistant	Jeneé Lacy

The year 2019 was one of change for the Board. After serving the town in various capacities for the past eight years, Heather Hart retired from the Planning Board. The Board would like to thank Ms. Hart for her service to the Town and to the Planning Board. The Board welcomed Mr. Jeff Adams who was appointed to fill the vacancy on the Planning Board. Additionally, Rebekah DeCoursey left her Administrative Assistant position to accept the Town Planner position in the Town of Ware in March of this year. The Board and Department thank her for

her service to the Town for the past year and half. The Board welcomed Jeneé Lacy as its new Administrative Assistant in June of this year.

During the calendar year 2019, the Planning Board held fifteen (15) regular meetings. In addition to our own meetings, we have also had meetings with other Boards and Committees and have attended seminars and workshops to help better prepare our members for the positions for which they have been appointed. Many members serve the community on other Committees as well, these include:

James Cunniff	Betterment Committee
Michael Chisholm	Representative to CMRPC
Jeff Adams	Community Preservation Committee Representative
Christopher Bouchard	Alternate Representative to CMRPC

This past year has been a very busy one for the Board with the Board participating in a variety of projects in addition to the normal permitting reviews.

Regular Business

The following is an overview of actions taken by the Board in 2019, along with a summary of some of the Special Meetings in 2019:

January 8, 2019

Complete Streets Public Forum – Review of the 27 projects identified in Town and discussion of the finalization of the Prioritization Plan.

2018 Update of the Open Space Plan presented to the Planning Board.

General discussion of traffic conditions within the Town. Discussion was that there is an increase in traffic flow and congestion throughout town. If a traffic study is completed, the Board feels it should include all of town rather than just Farquhar to address all roads that have seen this increase in traffic problems.

Discussion about the upcoming joint meeting of the Planning Board and the Board of Selectmen to discuss the Special Use District zoning in the Route 15 corridor.

Receipt and review of Pilot Travel Quarterly Report

January 22, 2019

ANR – Robert Chancellor – 250 Brookfield Road – 5 lots

Waiver of Site Plan – David Jaquith – 179 Main Street – Applicants were proposing the operation of an Escape Room business called “Escape the Pike”. The business will be located in the lower level under Teddy G’s restaurant. No activities will take place outside of the building. The Waiver was granted.

Complete Streets Prioritization Plan was reviewed with the estimated costs added to the matrix. The Planning Board voted to approve the plan to be submitted to MassDOT for approval.

Discussion about the projects being worked on with the \$143k Green Communities Grant secured by the Town Planner.

Joint Meeting with the Board of Selectmen to discuss the zoning on the Route 15 Corridor.

February 26, 2019

ANR – Diverdi Builders – 367 New Boston Road. The plan created Parcel A which is to become an integral part of 367 New Boston Road.

Update from Philip Moreau regarding on-going work at the Pine Lake Resort and Cottages.

Discussion of the need to submit a revised Complete Streets Prioritization Plan to MassDOT due to the rejection of the first submittal by MassDOT. CMRPC, DPW Director, Town Administration and DPW Operations Manager all participated in the plan revisions.

Discussion about the long vacant Paoletti’s Building – The Board was advised that a potential Adult Use Marijuana Retailer is currently looking at the site.

Discussion about the sale of the Alsco Building on Charlton Road – The Board was advised that Dexter Russell Company had purchased the building and the machinery for use packaging their products.

March 26, 2019

The Board was notified that the Complete Streets Prioritization Plan was re-submitted to MassDOT and we were awaiting a response on the resubmittal.

R. DeCoursey resigned and the position has been posted and advertised as required.

An RFP was issued for the development of an affordable housing unit at 226 Cedar Street. The Town Planner has been assisting the Housing Partnership and Town Administrator with this process.

Update on the potential adult use marijuana retailers. The Town Planner updated the Board on the companies, the Host Community Agreement process and the Special Permit process required under the Town Bylaws.

Public Hearing for a proposed zoning map change for 7 Cedar Street. Mr. Gonya represented Table 3 and discussed the need to expand parking to serve the current uses of 420 Main Street and the possible long term plan of constructing a small Inn on site to serve the wedding and function business occurring on site. The Planning Board unanimously voted to support the map amendment to expand the CT District as requested.

Petrogas – 234-236 Hayne Street requested an extension of time to commence construction due to a variety of delays due to an unanticipated culvert relocation. The Board granted a one year extension.

The Board was updated on the progress of the project at 40 Main Street.

April 29, 2019

The Route 15 Charette was held at the Publick House. This was facilitated by the Town Planner and the Economic Development and Tourism Coordinator

May 28, 2019

ANR – Roohi Yaqub Awan – 55 Whittemore Road – lot reconfiguration

Discussion of proposed zoning amendments based upon input received at the Charette

Update on the Adult Use Marijuana Retailers process

Update on 179 Main Street stormwater management issues

June 11, 2019

ANR Kevin Aliengena – 100 Breakneck Road lot division. Plan endorsed.

Appoint Chris Bouchard to serve as Planning Board representative to the CPC due to the retirement of Heather Hart

The Town Planner updated the Board on the potential LNG Plant in the Town of Charlton. She has been attending the meeting.

Discussion on the progress made with construction at 40 Main Street

The Board recognized Heather Hart for her eight years of service and wished he well with her retirement and upcoming move.

June 25, 2019

The Board continued its work on the proposed zoning revisions for the Special Use District.

Mr. Chamberland thanked staff for facilitating the completion of the work at 40 Main Street.

July 23, 2019

ANR Silver Tree Realty, Inc. – 531 Route 15 – combined lots 1, 2 & 3 with the remaining land.

The Board continued its work on the proposed zoning revisions for the Special Use District.

Pilot Travel Quarterly Report

Completion of 660 Main Street – Heal. Report provided by Town Planner.

New exercise and dance studio opening at 179 Main Street.

August 13, 2019

ANR – Jim Harrity – 246 Holland Road – lot division 3 lots.

ANR – Ken Cournoyer Trustee – 34 South Road – lot division 4 lots

Update on the Adult Use Marijuana process.

Update on the permit software implementation and training

Discussion on the use of LPA hours through CMRPC.

September 10, 2019

ANR – Carol Childress - 146 New Boston Road – lot division – 2 parcels with Parcel A being conveyed to Opacum Land Trust.

Update on the Housing Production Plan Meeting and review of the draft survey questions.

Update on the Adult Use Marijuana process and review of the Host Community Agreement Policy.

September 24, 2019

Waiver of Site Plan Review – Applicant is requesting a Waiver of Site Plan Review for the property at 371 Main Street. Pete Champagne plans to open the Sawdust Café which will be a dessert bar and café. After review and discussion, the Board approved the Waiver requested.

Pilot Travel Quarterly report.

October 8, 2019

Site Plan Review – The applicant requested Site Plan Approval for the modification of a previously approved site plan for Meacham Gas at 51 Technology Park Road. The property and business is being purchased by DiLeo Gas and modifications were required to customize the site and the building for their proposed operations. The Public Hearing was continued until October 22, 2019 so that McClure Engineering could finalize the Peer Review of the Stormwater management system.

Update on the Codification Process

Update on the Housing Survey

October 22, 2019

Continuation of the Public hearing for DiLeo Gas at 51 Technology Park Road. Peer Review and staff review reports were provided and the Board approved the Site Plan as requested.

Waiver of Site Plan for the Blackington Building to allow the construction of 5 residential units on the upper floor. After review and discussion, the Waiver was granted.

ANR – Sierra Realty Trust and One Picker Realty - 8 Picker Road. Lot reconfiguration.

ANR – Robert & Kenneth Kaszowski – 227 Podunk Road – lot division 5 lots.

Discussed the zoning revisions for the Special Use District.

November 12, 2019

ANR – Jim Harrity – 246 Holland Road – lot reconfiguration. Endorsed.

Appointment of Jeff Adams to serve as the Planning Board representative to the CPC to fill the vacancy left by the resignation from that Committee by Chris Bouchard due to scheduling conflicts.

Provided a letter of support for the Municipal Vulnerability Preparedness Plan Grant application.

Update on the Adult Use Marijuana Retailer process.

December 17, 2019

Housing Survey results were reviewed and discussed.

Public Hearing on the proposed zoning revisions for the Special Use District. The Planning Board voted unanimously to support the proposed amendments and ask that they be placed on the Special Town Meeting Warrant for consideration.

In closing, the Planning Board would like to thank the citizens of Sturbridge, elected and appointed officials, Town boards, and the Planning Department staff for assisting us in our planning endeavors.

Respectfully Submitted,
Charles Blanchard
Chair

REPORT OF THE ZONING BOARD OF APPEALS 2019

The Zoning Board of Appeals is made of up five (5) elected officials and two (2) appointed officials. The purpose of the Sturbridge Zoning Bylaws is to promote the health, safety, convenience, morals and welfare of the town's present and future inhabitants, as well as the Town of Sturbridge. Further purposes are to lessen the congestion in the streets, to secure safety from fire, panic and other dangers, to provide adequate air and light, to prevent the overcrowding of land, to avoid undue concentration of population, to facilitate the adequate provision of transportation, water, sewerage, schools, parks, open space, and other public requirements, as to increase the amenities of the municipality. The use, construction, repair, alteration and height of buildings and structures and the use of land in the Town of Sturbridge are thus restricted and regulated as the Zoning Bylaws present.

The year 2019 was busy for the Zoning Board of Appeals with Requests for Determinations, Special Permits, and Administrative Appeals.

The following are the cases and results seen by the Board in 2019. All projects were approved unless otherwise noted:

DETERMINATIONS:

Lori Thompson – 11 Arnold Road – to construct an addition to the existing home.

Paul Brochu – 32 Tantasqua Shore Drive – to construct an attached two car garage with living space above, a carport with living space above and an addition to the existing deck.

James Harabedian – 13 Old Hamilton Road – to convert the garage into a Master Bedroom and add a second floor for additional living space over the garage.

Darryl & Karri Freeland – 135 Shore Road – to construct a 26'x12' deck on the rear of the house.

Mark & Barbara Smith – 186 Lake Road – to add a roof over the existing deck and to screen that room.

Danielle Ferguson/Mark Renaud – 40 Beach Avenue – for the construction of a 50sqft mudroom.

Margaret Cote/Rob Judson – 160-162 Cedar Street – for the demolition of the existing structure and the construction of a new single family home and attached garage.

Stephen Jones – 90 Westwood Drive – to add a deck over the existing patio.

SPECIAL PERMITS:

Escape the Pike – 179 Main Street – for the operation of an Escape Room.

Carl Nielson – 158 Lane Eight –for the construction of a post and beam garage within the setback requirements.

Moria McGrath – 268 Big Alum Road – for the demolition of an existing house and bunk house and the construction of a single family home with attached garage.

Petrogas Group New England – 234 & 236 Haynes Street – Request for extension of Special Permit to commence construction due to unanticipated delays related to a culvert relocation. – Extended one year.

Hynes Family Revocable Trust – 80 Walker Pond Road – to construct a home on a non-conforming lot. – Denied – the grandfathering provision does not apply as the lots have been combined into one parcel under common ownership.

ADMINISTRATIVE APPEALS:

Robert Cassim – 33 Main Street – request for relief from a Cease & Desist issued by the Zoning Enforcement Officer. – Appeal withdrawn.

COMPREHENSIVE PERMIT:

Five Leaves at Sturbridge – 40B Permit – Request for a 24 month extension from June 30, 2019. Extension granted until June 30, 2021.

ORGANIZATION OF THE BOARD

Elizabeth Banks, Chair
Margaret Cooney
Thomas Earls
Fidelis Onwubueke
Diane Trapasso
Michael Young, Vice Chair/Clerk
William Zelenak



Town of Sturbridge Department of Inspectional Services

Report of the Building Commissioner – 2019

To the Honorable Board of Selectmen and the citizens of the Town of Sturbridge:

The mission of the Department of Inspectional Services is to contribute to the protection of the public through the enforcement of all state building, plumbing and electrical codes as well as general bylaws and zoning bylaws for the Town of Sturbridge.

Our office issues permits, inspects construction sites and in conjunction with the Fire Department, conducts periodic inspections of restaurants and other places of assembly. We handle numerous zoning issues, such as complaints, buildable lot verification, business certificates, sign permits and address zoning questions and concerns.

We are committed to working and communicating with other departments to enforce the town's rules and regulations in a fair and equitable way to improve Sturbridge. We have an open door policy and look forward to any questions or concerns you may have. It is our belief that public health and safety is a joint responsibility.

A total of 1115 permits were issued in 2019, with \$150,994 in fees collected. The department members and breakdown of permits is as follows:

Plumbing, Gas Inspector:	Pete Starkus	250	Plumbing and
Alternate Plumbing Inspector:	Paul Mazeika		Gas Permits
Electrical Inspector:	Clyde Gagnon	266	Electrical Permits
Alternate Electrical Inspector:	Robert Garon		
Alternate Electrical Inspector:	William Gibson		
Building Commissioner:	Nelson Burlingame	1115	Building Permits
		81	Periodic 110 Safety Inspections (existing buildings)

Inspectional Services Administrative Assistant: Cindy Forgit

A few of the larger projects that have been completed this past year in town are as follows:

- Office building at 198 Charlton Rd. Fit ups for second floor Allstate Insurance and Therapeutics Innovation, physical therapy care on the first floor.
- Five family building on 23 Brookfield Rd.
- Panera Bread Restaurant at 21 New Boston Rd.
- Old Briar Patch, Complete remodel of three family & artist studio at 541 Main St.
- Edward's Gas reopened with new pumps and renovations at 40 Main St.

- Stonewall Grill, New restaurant at 538 Main St.

A few of the larger projects that are nearing completion are:

- Petro/gas Apple greens on route 15, Multi-tenant building consisting of Seven Eleven, Dunkin Donuts, Burger King with single dining area.
- Saw Dust Café at 369 Main St. (Horn of Plenty), will serve breakfast/lunch, and have full liquor license.
- 1738 House rebuild due to fire at 489 Main St.

Some of the larger projects that are coming up are:

- Thai Place enlarging existing space with large bar to back of building at 371 Main St
- Addition to Old Sturbridge Academy Charter School at 1 Old Sturbridge Rd. Phase 2 with 15,000 S.F. addition with 16 units to accommodate grades 6-8.
- Pilot, tearing large function facility down and building new truck stop lounge at 400 Route 15.
- Office building at 198 Charlton Rd. Fit up second floor Phoenix Home Lending (will have 30 to 40 work cubicles).

This past year Sturbridge has upgraded our Accela permitting system from the old V-360 platform to the new-upgraded 8.0 civic platform. This was done to help expedite permits, and make it more user friendly for both town departments and user applicants.

Respectfully submitted,
Nelson Burlingame
Building Commissioner
Zoning Official

REPORT OF THE BOARD OF HEALTH 2019

The Board of Health is a three-member elected board. Our term of office is three years each, with members elected on consecutive years. Our current members include: Linda Cocalis (2017-2020), Chair, Dr. George DeBusk (2018-2021), Secretary, and Richard Volpe (2019-2022), Vice-Chair.

The mission of the Board of Health/Health Department is to preserve and to protect the public health in the community, by preventing illness and promoting public health for the residents and visitors in the Town of Sturbridge. This task is accomplished in a variety of ways including education, public outreach, oversight and inspections of food establishments, inspections of public accommodations (hotels/motels/inns), oversight and permitting of private septic systems, oversight and permitting of private wells, communicable disease investigations, investigation of nuisance and housing complaints, and solid waste management. The department also develops regulations and programs to address existing and future public health issues and to promote policies for preventative public health concerns. Through these efforts the Health Department is working to improve the quality of life for all residents in the community.

We would like to thank our diligent staff. Erin Carson our office Administrative Assistant, Patricia Valiton our Health Inspector, who recently earned her Certified Professional – Food Safety national credential from the National Environmental Health Association, and our new Health Agent, Kenneth B. Lacey, Jr.

INSPECTIONS AND MONITORING

The Health Department monitors the State mandated testing of semi-public/public beaches in town. These beaches currently include: Cedar Lake, at the Recreation Area and Host Hotel; Walker Pond, at the Main Beach and Oak Cove; and Big Alum Lake, including the beaches on The Trail and the Italian Club; and the beach at Sturbridge RV Resort. Sturbridge Campground. Our monitoring includes reviewing the beach inspection and water quality testing reports for public safety.

The Health Department permits, inspects, and monitors an extensive 3-day Tattoo Festival. This year ninety body art artists participated. This event is a significant undertaking for the Department that includes full weekend coverage and inspections by our Public Health Nurse, Health Inspector, Health Agent, and oversight from Board members. This event hosts thousands of visitors and is held annually at the Sturbridge Host Hotel and Conference Center.

Sturbridge also participated in the Department of Public Health Worcester County Tobacco Collaborative, which monitors tobacco sales to minors and provides the health effect statistics of smoking. Unfortunately the Tobacco Collaborative folded at the end of June and there is currently no Collaborative in the southern Worcester County area. Currently the Sturbridge Health Department is performing tobacco inspections in town.

Routine inspections continued throughout the year with education and guidance given where needed. Inspections are routinely performed at food establishments, tanning salons, non-private swimming pools, camps and hotel/motels/inns.

The following information is provided as a statistical summary of permits/licenses issued by the Board of Health for the 2019 calendar year:

Food Service Permits	115	Temp Body Art Permits	90
Temporary Food Permits	80	Tanning Salon Permits	1
Septic Installer Permits	22	Tobacco Permits	14
Septic Permits	30	Hotel/Motel Licenses	15
Septage Haulers	13	Mobile Home Park Permits	3
Waste Hauling Permits	8	Campground Permits	1
Public/Semi-Public Pool/Spa Permits	15	Camp Permits	1
Public/Semi-Public Beaches	7	Wells	18

The Health Department also oversees epidemiology follow-up on local cases. Cases that are reported to the State are distributed to local Boards and Health Departments through the Massachusetts Virtual Epidemiologic Network (MAVEN). MAVEN is a web-based disease surveillance and case management system that enables state and local health departments to capture and transfer appropriate public health, laboratory, and clinical data efficiently and securely over the Internet in real-time. The system interfaces with Electronic Laboratory Reporting (ELR) efforts, has automatic (24/7/365) notification of state and local officials of any event requiring their attention and geographic information system (GIS) activities.

The Health Department, working with our contracted Public Health Nurse, Cheryl Rawinski, RN, investigated the following communicable diseases in 2019.

Bacterial	3	Respiratory	6
Gastro-Intestinal	1	Vaccine preventable	1
Hepatic	13	Zoonotic	49
Viral	48	TOTAL CASES	122

EMERGENCY MANAGEMENT

The Sturbridge Health Department is a member of the Massachusetts Region 2 Public Health Emergency Preparedness (PHEP) Coalition. The Massachusetts Region 2 (PHEP) Coalition is comprised of representatives from the seventy-four local public health departments within the region. Established in 2004, the PHEP Coalition works on joint initiatives related to Public Health emergency planning and response, including fulfillment of the PHEP grant deliverables. The coalition is funded through a grant from the Centers for Disease Control and Prevention via the Massachusetts Department of Public Health Office of Preparedness and Emergency Management.

The PHEP Coalition currently funds some of our emergency management communications programs, helps with funding for emergency management education, and has provided grants over the years to help outfit the Health Department with supplies to prepare us for public health emergency preparedness. Our Health Agent, Ken Lacey, Jr, currently serves on the Executive Committee of the Region 2 PHEP Coalition.

The Board of Health would like to take a moment to encourage all residents to consider volunteering for the Medical Reserve Corps (MRC). The MRC is a group of medical and non-medical volunteers who are willing to help out in the event of a public health emergency. Any citizen interested in volunteering with the MRC should contact the Worcester Regional Medical Reserve Corps.

SOLID WASTE MANAGEMENT & RECYCLING CENTER

The Board of Health oversees the operation of the Recycling Center and Landfill, and licenses private waste haulers who offer curbside trash and recyclables collection to the residents and businesses of Sturbridge. The Board requires that the haulers provide recycling opportunities to their customers to adhere to the State DEP waste bans.

Management of the waste stream from the Recycling Center is increasingly difficult each year due to the constantly changing recycling markets. John Booth is the manager of the Sturbridge Recycling Center and the BOH would like to acknowledge the excellent effort that John puts in each year trying to manage costs by finding the best prices he can for the wastes at the Recycling Center. We would also like to acknowledge his team of dedicated workers that includes Richard Curboy, Michael Merchant, Travis McRoy, Jessica Booth, and Scott Tremblay.

The residents of the Town of Sturbridge who utilize the Recycling Center/Landfill should be proud that Sturbridge was recognized for excellent recycling rates. Sturbridge was also named a top 10 recycling facility in the state. This rating comes from diligent recycling, active monitoring by our staff, and a commitment by all to keep recyclable products out of the landfill.

SOUTHBRIDGE LANDFILL CLOSURE UPDATE:

The Board of Health is working to protect the citizens in Sturbridge from any potential water quality issues that could arise from the neighboring Southbridge Landfill. Board members spent an incredible amount of time and energy on educating themselves and continuously monitoring reports. The Southbridge Landfill began its closure in 2018 and the Health Department continues to monitor the activity and impacts of the landfill for the residents of Sturbridge.

Respectfully submitted,

Linda Cocalis, Chairwoman
Richard Volpe, Vice-Chair
Dr. George DeBusk, Secretary

REPORT OF THE CONSERVATION COMMISSION

2019

The Sturbridge Conservation Commission (SCC) is comprised of residents who volunteer to serve their community. These residents take pride in protecting our wetland resource areas and managing our open space. Members are appointed at the end of each three-year term by the Board of Selectmen. The Commission consists of Ed Goodwin (Chair; term expires in 2021), Steven Chidester (Vice Chair; term expires in 2021), David Barnicle (term expires in 2022), Steven Halterman (term expires in 2022), and Erik Gaspar (term expires in 2022).

In July 2019, Ed Goodwin was voted to serve again as Chair of the Commission, with Steven Chidester resuming his position as Vice-Chair. Commissioner, Paul Zapun, resigned at the end of his term in June 2019. The Commission would like to thank Paul for his service to the community. Erik Gaspar was appointed to fill the vacant position. The Commission typically holds meetings on the first and third Tuesday of the month in the Center Office Building.

The town currently employs two staff to assist with the Conservation Commission's responsibilities. The Conservation Department consists of a full time Conservation Agent and a part-time Administrative Assistant. Rebecca Gendreau has been the Conservation Agent since October 2017. In early April 2018, Ashley Piascik, resigned from the Conservation Department where she worked as the Administrative Assistant. We would like to thank Ashley for her service. In June 2018, Holly Lapidus was appointed to fill the vacant position.

The Conservation Commission is responsible for many aspects related to the protection of our natural resources. The main responsibility of the Conservation Commission is to protect our wetland resource areas. This is mainly accomplished through the review of proposed projects for compliance under the MA Wetland Protection Act (WPA) and the Sturbridge Wetland Bylaw (SWB). Proposed projects or activities located within a jurisdictional resource area or their buffer zone require review pursuant to the WPA and the SWB. These laws set forth a public review process to ensure that the activities do not result in a significant impact to our wetland resource areas. The WPA and SWB state that resource areas serve important functions for the public. A few examples of these "interests" include: the protection of public and private water supply, the protection of ground water supply, flood control, storm damage prevention and the protection of wildlife habitat.

Applications reviewed by the SCC include: Notice of Intents (NOIs), Requests for Determinations of Applicability (RDAs), Abbreviated Notices of Resource Area Delineations (ANRADs), Forest Cutting Plans (FCPs) Wetland Bylaw Letter Permit Applications and Tree Removal Permit Applications.

In 2019, the Conservation Department received 23 Notice of Intent Applications. These projects were either in a resource area, or in the buffer zone and large enough that without special precautions, they could result in detrimental impacts to the wetlands. These projects included but are not limited to the reconstruction and/or development of residential and commercial properties, septic replacements, site improvement projects for commercial and residential sites, and utility related projects.

19 RDAs were received in 2019. These projects are generally proposed within the 100 foot Buffer Zone and due to their size or other factors may proceed without the issuance of Orders of Conditions. These projects still require Abutter Notification, Legal Advertisement and a Public Hearing. However, these projects do not require the issuance of Orders of Conditions. This saves the project proponent both time and expense, while still being able to condition the project to protect the interests of both the Wetlands Protection Act and the Sturbridge Wetlands Bylaw.

In 2019, 50 Letter Permits Applications (Wetland Bylaw Letter Permit Applications and Tree Removal Requests) were received for projects with smaller scopes of work. The SSC also received 7 Requests for Emergency Authorization, 1 Abbreviated Notices of Resource Area Delineation, 4 Forest Cutting Plans, 19 Requests for Certificates of Compliance, 9 Requests for Permit Amendments and 2 Permit Extension Requests this year. Certificates of Compliance are issued by the Conservation Commission after all of the conditions outlined in an Order of Conditions have been met. The Conservation Agent performs a thorough review of the permit and supporting documentation and performs a site visit for each project site prior to the issuance of a Certificate of Compliance.

All of these filings involve at least one or more site visits by the agent and/or the commissioners. The Conservation Agent and/or members of the Commission also perform site visits for on-going projects. Many of the projects involve site visits by the Conservation Agent to monitor conditions throughout the life of the project. Regular monitoring and good communication with landowners and contractors ensure that the conditions are met and that the project moves forward smoothly and in compliance with the issued permit.

In an effort to assist potential project proponents, the Conservation Department and the SCC offer pre-permitting guidance. This extra step can provide project proponents with important feedback on wetland permitting standards early in the design phase. This can assist with avoiding project revisions and project deadlines.

In addition to the SCC's permitting responsibilities, they are also responsible for the continued care and custody of many of our conservation properties. The SCC has been working to identify opportunities to better manage and to make improvements on these properties.

In 2019, the SCC and Conservation Department continued to work on the development of management plans for our properties. These plans assist with identifying management opportunities for habitat improvement projects, forest management, invasive species removal, trail development, educational uses and funding opportunities for these projects.

This year the SCC concentrated on wildlife habitat improvement projects at the Hein's Farm Conservation Area. This 85 acre property contains historic agricultural fields and woodlands. Early successional habitats are in decline in Massachusetts and across the country. Early successional habitat provides essential breeding, nesting and foraging opportunities for a variety of vertebrate and invertebrate species. A plan was developed to identify management needs for maintaining this resource. In the Fall of 2019, the initial phase of an invasive species management plan was implemented targeting woody invasive species and approx. 17 acres of historic agricultural fields were mowed. The SCC is seeking grants to assist with additional invasive species removal and management efforts for 2020.

The SCC was tasked to remove identified dilapidated structures found on our conservation properties which were left over from their former uses. A total of 7 structures were recently identified on various properties. In 2019, the SCC sought funding and removed the "Plimpton Shed" found on the Plimpton Community Forest.

The SCC held their Annual Earth Day Neighborhood Trash Pick Up, on the weekend of April 27th and 28th. The SCC saw record numbers of participants this year with the number of event participants doubling. A local Cub Scout Troop assisted with trash pickup and trail restoration efforts at the Burgess Discovery Trail. We look forward to continued success with this event and the promotion of environmental stewardship with our residents especially our youth.

The SCC held their 10th Annual Heins' Farm Winter Tree Scavenger Hunt. The SCC encourages residents and visitors to walk the trails of the Heins' Farm to find trees decorated by Town Departments and local businesses and organizations. A total of 17 trees were decorated this year. Trail maps and lists of participants are provided. Youth are encouraged to identify the themed trees and submit their findings for a chance to win a prize. The SCC would like to thank everyone for their participation in this fun family event.

This year the Conservation Department reinstated their Internship Program with Tantasqua Regional High School. Linda Barriere, a senior and Sturbridge resident, began an internship which will continue through the duration of the school year. Linda has been assisting with and learning a variety of the responsibilities and skills associated with wetland permitting, land management and local government. We look forward to continuing this program.

Lakes monitoring was again conducted in July 2019. Lake testing and monitoring is important in understanding the current status of our lakes. Testing is made possible by the devotion of time by volunteers and the Sturbridge Lakes Advisory Committee (SLAC). In addition, funding is

provided by the Sturbridge Conservation Commission. The program was again organized and directed by Christopher Mazeika. SLAC issues an Annual Monitoring Report which summarizes the results of nutrients, water clarity and dissolved oxygen levels. Additional information can be obtained from the Sturbridge Conservation Commission or from SLAC.

Respectfully submitted,
Sturbridge Conservation Commission
Rebecca Gendreau (Agent)
Ed Goodwin (Chair)
Steven Chidester (Vice-Chair)
David Barnicle
Steven Halterman
Erik Gaspar

**DESIGN REVIEW COMMITTEE
Annual Report 2019**

The year 2019 was a busy one for the Design Review Committee. There are several new businesses that opened in Sturbridge this year, as well as many existing businesses updating their brand identity either through signage updates, façade updates, or both. All of these changes required applications with the Design Review Committee. We have worked diligently to provide guidance to applicants and have processed many applications this past year. We granted nineteen approvals for either sign permits or architectural permits during the nine meetings held during 2019.

DATE	BUSINESS NAME	PROPERTY ADDRESS	TYPE
February 4	Escape the Pike	179 Main Street	Sign
March 4	The Vape Shoppe	392 Main Street Unit 4	Sign
April 1	Pilot Travel	400 Main Street	Architecture
	NBM Realty	152 Main Street	Sign
May 6	Thrifty Gypsy	559 Main Street	Sign
	Bucci's Hair Salon	208 Main Street	Sign
	Pine Lake RV Resort & Cottages	30 River Road	Sign
June 3	Brenda's Alterations & Machine Quilting, LLC	71 Main Street	Sign
	Stonewall Grille	538 Main Street	Sign
August 5	NBM Realty	541 Main Street	Sign
	Verizon Wireless	120 Charlton Road	Sign
	Dexter Russell, Inc.	174 Charlton Road	Sign
September 9	Wellness Massage	504 Main Street	Sign
	20/20 Optical	371 Main Street	Sign
October 7	Petrogas New England	234 & 236 Main Street	Architecture
November 4	Rite Aid/Walgreens	178 Main Street	Sign
	Allstate	71 Main Street	Sign
	Sawdust Coffee House & Dessert Bar	371 Main Street	Sign
	Work Connected & Village Dancewear	454 Main Street	Sign

Design Review Committee would like to thank everyone for their help and cooperation this past year.

Respectfully submitted,

Design Review Committee:

Chris Castendyk
Elaine Cook
Christine Wilson
Amanda Normandin
Richard Volpe (Chair).

Sturbridge Open Space Committee
2019 Annual Report

The Open Space Committee (OSC) continues to advocate for achieving the following goals:

- Resource protection
- Community and habitat preservation
- Recreation opportunities for residents and visitors
- Preservation of the Town's character

The principal focus of the OSC's work in 2019 was presenting the Sturbridge Open Space and Recreation Plan to the various boards in our community.

On January 8, 2019, we attended the Planning Board's meeting as a committee. The Planning Board has a tremendous impact on the goals in the OSP, in regard to maintaining our small town character, protecting our groundwater resources and expanding passive and active recreation for all. We hope that the Planning Board uses the OSP as a tool as it considers the many projects before them. The OSC highlighted the different goals that the PB is charged with in the Action Plan section. Lynne Petersen discussed growth and development patterns, Elissa Gelfand addressed environmental and sustainability concerns, and we discussed different projects such as a Streeter Beach acquisition and a bridge over the Quinebaug River in the Commercial Tourist Zone.

On February 4, 2019, we attended the Sturbridge Selectmen's Meeting and encouraged them, as the policy makers, to maintain a healthy mix of housing, commercial and industrial development, and preserved open space. We explained our community outreach activities, such as a survey and a public forum. We advocated for many of the same concerns that we expressed to the PB. We, also, thanked the DPW department for their support of the Trails Committee and hoped that it continued as more people use our trails. Elissa Gelfand addressed water quality and protecting our water resources. Lynne Petersen addressed trails and complete streets.

Next, on March 5, 2019, we met with the Conservation Commission and presented the OSP. We thanked them and the Conservation Agents (past and present) for their support and technical assistance on past open space acquisitions. We stressed the many water resources that are under the Concom's jurisdiction and listed the maps available to them in the Open Space Plan, which include two wetland resource maps, a vernal pool map, and a Habitat Protection Map. Concom goals in the OSP were stressed and their great impact on our water and natural resources.

On June 13, 2019, the OSC attended the Trail Committee's meeting. We listened and discussed the many projects that the Trail Committee is engaged in, many of which are goals in the OSP, such as acquiring the Belanger property, purchasing 501 Main Street for access to the

Riverlands from Rte. 20, and designing trails on the Riverlands. The Trail Committee has accomplished many projects with minimal funds.

The chair of the Open Space Committee attended a meeting with the new Sturbridge Town Administrator and summarized all these conversations with the various boards. The OS chair encouraged the TA to review the OSP to get an overview of our community. The projects that we felt were currently important were promoted. The TA, under the direction of the Selectmen, is the sole negotiator for OS in Sturbridge.

We want to express our great appreciation to all the members of our community who care and work so hard to keep Sturbridge sustainable, balanced and viable.

We will continue to evaluate our goals and, with the dependable help of our Planning Department and Jean Bubon, try to accomplish them.

Respectfully submitted,
Open Space Committee
Carol Goodwin, Elissa Gelfand, Lynne Petersen



Town of Sturbridge

Economic Development & Tourism Coordinator
Kevin Filchak, M.P.A.

Date: 5 February 2020
To: Jeff Bridges, Town Administrator
CC: Sturbridge Tourist Association
Subject: 2019 Annual Report – Economic Development and Tourism

2019 was a strong year for Sturbridge as it undertook a number of new programs and initiatives that supported local business and tourism. This year the Town began a study to understand the needs of its business community, invested in new programming for residents and fostered business development and expansion. A few of the key initiatives in 2019 are listed below for this report. To view a more detailed list of programs and initiatives that the Town has and is currently undertaking, please go to www.sturbridge.gov/for-business. There monthly reports, which are published by the Economic Development and Tourism Coordinator (EDTC), detail the Town's continuing efforts in economic development. The EDTC also encourages residents to visit www.sturbridge.gov/for-visitors to learn about local events in the community.

Commonwealth Community Compact – Economic Development Self-Assessment and Benchmarking

In 2019 the Town of Sturbridge applied for and was subsequently awarded a \$24,850 Commonwealth Community Compact grant to conduct an economic development self-assessment and community benchmarking project. The goal of the project is to better understand Sturbridge's current economic standing (i.e. strengths, weaknesses, opportunities) and to then compare the Town to five similar communities to (A) see how it compares and (B) to learn best practices. The Town will then use this information to develop a roadmap for improving economic development and tourism in Sturbridge over the coming three year period. This grant has allowed the Town to hire Boston based consultant McCabe Enterprises who, as of writing, is conducting surveys, interviews, and background research for the project. It is expected that a final report will be provided to the Town in the first half of 2020.

Community Events

In coordination with the Town's Special Events Committee, the Economic Development and Tourism Coordinator helped to organize and manage the following community events during 2019:

- Spring 2019 Bonfire on the Town Common, April 2019
- Sturbridge Farmers Market, June – October 2019
- Lawn Games on the Common, August 2019
- Home of the Brave 5k, November 2019

In total each event brought hundreds of local residents to our community, fostering positive community spirit and experiences for those in attendance and the Town.

Tax Incentives – Policy Development and Issuance

This year, the Town's Tax Increment Financing or TIF Policies were updated to become the Town's new Tax Incentive Policies. This change broadened the scope of the policies to better match the programs available under the Commonwealth's Economic Development Incentives Program or EDIP. The revised policy was considered and then adopted by the Board of Selectmen in August. These policies were then immediately put into practice as one business, Sturbridge Metallurgical Services, began the tax incentive process in the fall of 2019 as it prepares to expand its business in Town.

Business Outreach

In 2019 town staff worked to maintain connections to the Sturbridge business community. This was accomplished through town programs including monthly newsletters, two business breakfasts (held this year in March and September), business classes (free Chokesaver classes were offered in January), and business surveys. Additionally, staff developed and implemented a simplified annual license renewal process for business owners. Finally, it must be noted that town staff have made, and continues to make, every effort to meet with and speak to local business leaders to maintain a strong and positive dialogue.

Support for Sturbridge Tourist Association (STA)

The Economic Development Coordinator and the STA have improved the tourist experience in Sturbridge through the implementation of several new initiatives. In brief, 2019 saw the STA (1) award four businesses with the title of Business of the Year, (2) invest in a town wide branding and marketing initiative, (3) support local events with thousands of dollars in funding and (4) publish local visitor and trail guides. These efforts are explained in greater detail within the STA section of this annual report.

Summary

Sturbridge made positive advancements in 2019, while laying important groundwork for 2020 growth. The major studies referenced will provide committees and staff with clear steps for how best to support and enhance the Sturbridge economy in the coming years. It is our continued goal to take all steps to ensure a strong and robust economy in Sturbridge for years to come.

To all those in Sturbridge who have or are considering business opportunities, we encourage you to contact the Town anytime at www.sturbridge.gov/for-business and allow us to be your partners here in this great community.

Respectfully Submitted,

Kevin Filchak, M.P.A.
Economic Development and Tourism Coordinator



Town of Sturbridge

Economic Development & Tourism Coordinator

Kevin Filchak, M.P.A.

Date: 6 February 2020
To: Jeff Bridges, Town Administrator
CC: Special Events Committee
Subject: Special Events Committee – 2019 Annual Report

2019 saw the Special Events Committee bring a number of new and exciting events to the Town of Sturbridge. Below is a list of the Committee's accomplishments in 2019.

- Spring Bonfire – On 25 April the Special Events Committee held a community bonfire on the Town Common. The event featured live music, food and drink vendors and a large bonfire. The event brought several hundred residents and visitors down to the Town Common.
- Farmers Market – Beginning in early June and ending in early October, the Sturbridge Farmer Market brought dozens of vendors and hundreds of patrons to the Town Common every Sunday. This event has proved hugely successful to Sturbridge and the Committee is proud to continue supporting this event. For more information on the market, please go to www.sturbridgefarmersmarket.com.
- Pre-Concert Lawn Games – On 22 August the Special Events Committee offered activities before the start of the summer concert series. These activities featured classic and fun lawn games for children of all ages. Families took part and enjoyed this event.
- Home of the Brave 5k – On 16 November, the Special Events Committee, Veterans Services Department and the Friends of the Senior Center partnered to host the Home of the Brave 5k, a road race to honor local Veterans. The race had over 150 runners and raised \$3,700 that was donated to Project New Hope and Veterans Inc. to support Veteran services in the region. The Committee was thrilled by the success of this event and will continue it in 2020. The Committee would also like to specifically thank the Race Director, Christine Neslusan, for her hard work and dedication to make this event possible.

The Special Events Committee is proud of what it was able to put forth for Sturbridge in 2019. To that end the Committee thanks all of the Volunteers and Town Staff who worked so hard to help organize these events. Already the Committee is actively preparing new and returning events for 2020. To keep up to date on all events here in Sturbridge, please go to www.sturbridge.gov for more information.

Respectfully Submitted,

Annie Roscioli, Chair

Kerry Carey

Lisa Beaudin

Mary Dowling

Sandra Nastro



Sturbridge Tourist Association

A Committee of the Town of Sturbridge

Date: 5 February 2020
To: Jeff Bridges, Town Administrator
CC: Sturbridge Tourist Association
Subject: 2019 Annual Report

2019 found the Sturbridge Tourist Association (STA) create a Business of the Year award, begin the development of a robust town branding and marketing strategy, support local tourism events and develop tourist publications. In another strong year where our hotels collected over \$19 million in revenues from room sales alone, the STA continues to be a resource to those looking to bring tourism to the Sturbridge community.

2019 Businesses of the Year Awards

For the first time, the STA recognized four businesses for their outstanding achievements over the past year. Beginning in November 2019, the STA accepted public nominations for the first ever Business of the Year Award. The STA reviewed each nomination in one of four categories: shop (merchants), eat (restaurants), stay (hotels) and play (entertainment). When nominations were closed in December, the STA had received seventy-five nominations. After careful consideration, the STA decided to award the title of Business of the Year to the following businesses:

- Shop: Alternatives for Health
- Eat: Sturbridge Seafood
- Stay: Comfort Inn and Suites – Sturbridge
- Play: Escape the Pike

Those four winners were awarded (1) the title of Business of the Year, (2) a \$1,000 reimbursable marketing grant, and (3) a one year membership to Discover Central Massachusetts. Going forward this award will become an annual award in Sturbridge.

Branding and Marketing RFP

In the summer of 2019, the STA solicited proposals (via a Request for Proposal or RFP) from qualified vendors for the development of a town brand and three year marketing strategy. At the close of the RFP, the STA had received twenty proposals for the development of said brand.

After careful consideration the STA selected Open the Door, a consulting company out of Boston, for the development of the new Town brand and three year marketing strategy. At the close of 2019 the consultant is still conducting their research, but a final brand and strategy are expected early in 2020.

Continued Support for Local Events

Every year the STA provides grant support to local tourism events in Sturbridge. This past year saw the STA support a number of diverse events in Sturbridge; these events included, but are not limited to:

- \$500 for the 1775 Colonial Drill and Muster
- \$1,000 for the Working Dog Show
- \$3,130 for the first annual Herbfest
- \$4,460 for the 30th annual Harvest Festival
- \$5,000 for a New Year's Antique Show
- \$5,446 for the Big MOE
- \$12,500* for Old Sturbridge Village efforts to bring Bus Tours back to Sturbridge

*Allocated in 2019, amount will be spent in 2020.

Publications

In 2019 the STA funded the printing of two publications, the 2019 Trail Guide and the 2019 Visitor Guide. Both guides have been distributed throughout the region, for free, to help promote our community to visitors and tourists. Links to each guide are found below.

- Trail Guide
 - o www.sturbridge.gov/sites/sturbridgema/files/uploads/stur_trail_guide_final_2019_v2.1_2.pdf
- Visitor Guides
 - o www.sturbridge.gov/sites/sturbridgema/files/uploads/sturbridge_area_guide_2019_web.pdf

Summary

In 2020 the STA shall continue to foster positive economic growth in Sturbridge through the support of tourism in our community. With the major branding and marketing plan currently in development, the STA expects 2020 to be an exciting year that will provide many tangible and visible benefits to Sturbridge.

Respectfully Submitted:

Brian Amedy, STA Chair

Tom Chamberland, STA Vice-Chair

Jeff Ardis, STA Member

Nick Salvadore, STA Member

Dawn Merriman, STA Member



Town of Sturbridge

Tony Crane, Tree Warden

ANNUAL REPORT OF THE TREE WARDEN

As Tom did before me, it is my responsibility to provide consultation to the Planning Board, Conservation Commission, Zoning Board of Appeals, Design Review and Town Planner in matters relating to trees, landscaping and site development plan reviews.

I am pleased to report on the tree management activities of the Tree Warden for 2019.

In the fall of 2018 the town received a special grant and with the help of National grid along with Northern Tree began removing or trimming over 980 trees which had been identified as hazards due to the combination of Emerald Ash Borer, Gypsy Moth and recent drought conditions. Although that work was completed by July of 2019 we continue to identify a significant amount of dead trees needing to be removed in our towns ROW. Risk tree removal and selected appropriate tree trimming will continue as funds allow.

National grid has identified, and submitted for my approval, a large number of dead trees along the 413L7 circuit. This work is expected to begin in March of 2020.

I attended one Planning Board meeting regarding tree work on a scenic road and have supervised two full days of town tree removals as well as three driveway permits. The Emerald Ash Borer (EAB) has been detected in Sturbridge along with 20 other communities in Massachusetts. The need for appropriate funding to focus on yearly treatments to the three remaining Ash trees on the common to keep them healthy and resistant to the EAB was approved in 2015 and will need to continue.

This years "adopt a tree" program has been reintroduced and has been well received.

The TWAC currently has vacancies, and without a quorum, cannot function. Anyone interested in serving on this committee is asked to submit their request to the Town Administrator for appointment.

As always, if any resident has a question on trees and their care, please give me a call at 7740304-1410 or send me an email at: tcrane@town.sturbridge.ma.us

Respectfully submitted,

Tony Crane

COMMUNITY PRESERVATION COMMITTEE 2019 ANNUAL REPORT

What is the Community Preservation Act (CPA) (M.G.L. Chapter 44B)?

- Dedicated funding for: Open Space, Historic, Affordable Housing, Recreation
- State revenue is collected from every real estate deed transfer in Massachusetts
- Local CPA funds are matched by the state revenues.

How has the State contributed to Sturbridge's CPA fund?

- Since 2002, Sturbridge has received \$3,888,094.00 from the State
- In 2019, Sturbridge received \$218,042.00 from the State (a **44% match**)

The Community Preservation Coalition hosts the website www.communitypreservation.org, which offers valuable information regarding the CPA.

The Community Preservation Committee (CPC) presented the following articles to the voters at the June 3, 2019 Annual Town Meeting.

- Administrative Funds - \$22,000 -- Undesignated Fund Balance (passed)
- FY20 Debt Payments - \$262,932 -- Undesignated Fund Balance (passed)
- Gravestone Restoration - \$9,500 -- Historic Fund Balance (passed)
- Comprehensive Housing Study - \$22,500 -- Housing Fund Balance (passed)
- Riverland Development and General Trail Improvement - \$30,350 -- Undesignated Fund Balance (passed)
- Town Cemetery Signs - \$1,000 -- Historic Fund Balance (passed)
- Grand Trunk Trail Central Section Feasibility Design Study - \$16,650 -- Open Space Fund Balance (passed)
- OSV Easement Costs for Grand Trunk Trail Easement - \$5,000 -- Open Space Fund Balance (passed)

The CPC began planning for their next Community Needs Study, which will take place after the winter season. The Chair will send information to various Boards and Committees, to include them early in the process. All residents are encouraged to attend the public hearing and share their ideas for use of CPA funds.

The CPC welcomed two new member to the Committee. Jeff Adams, the Planning Board representative and Dane Labonte, a member-at-large. We also welcomed Joanne Everson, who serves the role as CPC Clerk.

We sadly accepted Heather Hart's resignation, as she moved away. We thank Heather for the many years she served on the CPC, always paying close attention to the details, with a positive approach. Heather would often bring her home baked cookies, to the delight of all those in attendance. We will miss Heather and wish her well in her new community.

Summary

CPA projects and proposals can come from interested citizens, land owners, various committees and Town boards. Any proposal submitted to the CPC is given full recognition and is studied carefully. Proposals accepted by the CPC are brought forward to the Board of Selectmen, the Finance Committee and ultimately the Town Meeting voters. The CPC encourages all to attend our meetings, which are posted on the Town website.

Respectfully Submitted, Penny Dumas; Chair, Ed Goodwin; Vice Chair, Kelly Emrich, Kadion Philips, Barbara Search , Ed Neal, Jeff Adams and Dane LaBonte

Historical Commission

Annual Report 2019

Massachusetts General Laws Chapter 40 Section 8D states a city or town may establish a local historical commission for the preservation, protection and development of the historic or archeological assets of such city or town.

The Historical Commission reviewed the results of the Historic Assets Surveys conducted in 2016-2017 and 2017-2018. Over two hundred (200) buildings were included in the surveys and it was determined that twenty-eight (28) homes and one (1) commercial building in Sturbridge deserve a Preservation Award. The decision was based on suggestions from the Pioneer Valley Planning Commission and the Professional Archeological Laboratories who conducted the surveys. It was their suggestion that these buildings be studied for more detailed histories. Each owner will be recognized by the Historical Commission for actively or passively preserving the original character of their building. They will receive an attractive plaque which may be placed on the exterior of their building. Presentation of the awards will take place in 2020.

Both of the above surveys are on the Town's webpage under the Historical Commission heading. The Historical Commission is extremely grateful to Jean Bubon, Town Planner, and Jenne Lacy, Administrative Assistant, who integrated the two surveys into one easy-to-use format.

The Historic Assets Surveys reflect only a portion of the historic assets in Sturbridge. Future surveys will reveal more buildings, areas, objects, burial grounds, structures, bridges, and parks and landscapes in Sturbridge that need to be researched, documented, and recognized for preservation. Anyone who has a documented history in any of the above categories is encouraged to contact the Historical Commission. The Commission will make certain the original documents or copies are archived and made available for future research and surveys.

For the past two years the Historical Commission advocated for installation of storm windows for the Center Office Building and the Town Hall. Storm windows will contribute to the preservation of the restored windows in the buildings, energy efficiency, and comfort for employees and visitors. The project is now under the capable coordination of the Facilities Coordinator, Robyn Chrabasz.

The Historical Commission advocated for signs at the Old Burial Ground and the North Cemetery to discourage visitors from gravestone rubbing and other activities that have defaced or destroyed gravestones in our cemeteries in the past and threaten further damage if continued. The attractive signs are installed. They inform visitors of the types of activities that will damage gravestones and they set guidelines for their preservation as determined by professionals in the field of gravestone studies and restoration.

We want to recognize and thank a special volunteer whose effort added an enormous asset to the written history of Sturbridge. Bill Barnsely spent one and a half years meticulously documenting the graves in the Old Burial Ground. The result is a ring-bound book with names and dates categorized alphabetically, chronologically, and by family names with the gravestones or burial locations (if gravestones are missing) mapped out in the book and on a rollout map. The

information is available at the Joshua Hyde Library as a reference for people who are working on genealogy and for people who want to know more about Sturbridge history.

The Sturbridge Historical Commission continues to strive to highlight historic assets in Sturbridge and to advocate for their preservation. Historic preservation contributes to our community's economy and to our sense of place. We appreciate all of the help and encouragement we have received throughout the year and all the people who support our mission.

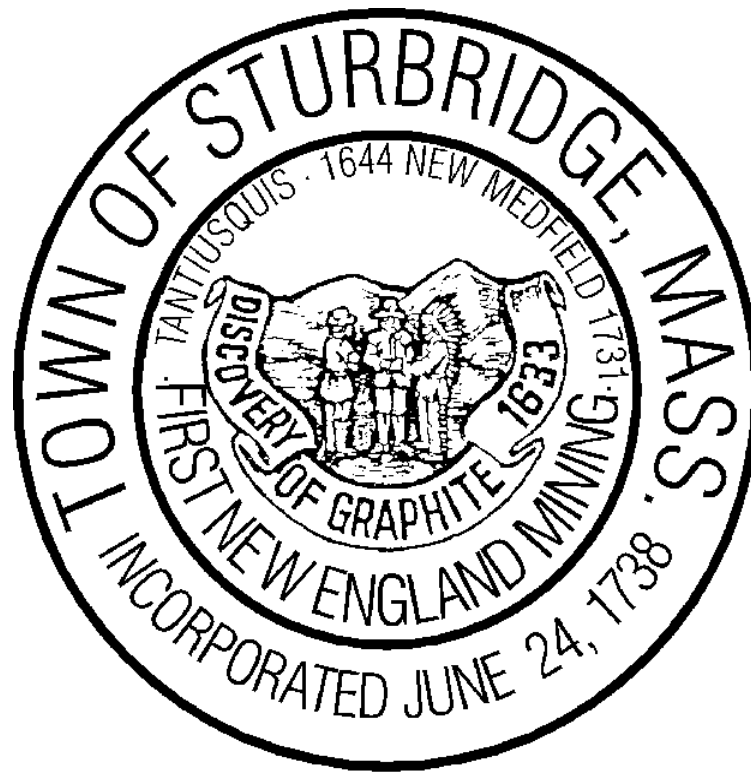
The Sturbridge Historical Commission is a five-member board. We welcome anyone interested in local history to join us at our meetings. We also welcome anyone who would like to become an "associate" member of the Commission.

Respectfully Submitted,

Barbara A. Search, Chair (2021)
Richard Volpe, Vice Chair (2021)
Cathy Zavistoski, Clerk (2022)
Bailey Applegate (2022)
Charles Blanchard (2022)

COMMUNITY SERVICES

2019



REPORT OF THE COUNCIL ON AGING

2019

The goal of the Council on Aging (COA) is to provide seniors with programs and resources that will assist them with staying healthy and being active members of the community. The Senior Center is a gathering point where all seniors come together for fitness, education, games and activities as well as the Nutrition program. The center has grown in participation over the last year with new activities and programs.

A welcome addition to our staff this year is Marcia Wildgrube, Outreach Coordinator, and Jennifer Babcock, Program Assistant. They have introduced new and creative ideas to the center through their knowledge of resources that are offered to our increasing senior population.

To remain available for working seniors, we have extended our Tuesday hours from 8:00 am to 6:30 pm. Each month the center hosts a program, S.H.I.N.E. (Serving the Health Insurance Needs of Everyone), which provides seniors with information regarding their health insurance. In addition, seniors can attend various exercise classes every 10-weeks. We have found these services are beneficial for the working seniors in our community.

This past year the Feasibility Study Committee worked diligently with our Town Administrator and the Facilities Coordinator. After many hours of meetings, two public forums, support from the Board of Selectmen, the Finance Committee and the towns vote at a Special Town meeting we have reached a decision to move forward with three sites. This will provide information on what works best for our growing senior population.

We are grateful to the volunteers on the Feasibility Study Committee:

Ken White - Chair

Robyn Chrabaszcz - Staff

Rebecca Mimeault – Secretary

Jeff Bridges – Town Administrator

Susan Grandone

Mary Blanchard – BOS

Margaret Darling

Gladys Santelli

Ann White

Sis Chapdelaine

The seniors are able to take advantage of many established programs at the center. With the continued support from Friends of the Senior Center members we were able to purchase the materials for two new programs; cornhole and chair volleyball. Under the direction of Marcia Wildgrube, we will be competing against another Senior Center in a cornhole tournament. The center will continue to participate in these competitions annually.

The Exercise programs remain a great strength for the center. We offer exercise classes 5 days a week: Fridays w/Dina, Exercise with Jen, Fit 4 Life, Yoga, Late Tuesday classes and Chair Yoga. One of our newer classes this year Monday afternoon Tap, with Instructor Laurie Connors, has proven to be a fun and growing class as it has tripled in attendance.

We are always looking to expand on our programs. A Request came forward this spring and we welcomed Ballroom dancing on Tuesday's late morning.

Our extraordinary volunteers, both young and young at heart, continue to be an essential part of the success of the Center. With opportunities like working the receptionist desk, or assisting with one of our various programs, we had over 65 volunteers this past year. Their countless hours of making memories at the center were priceless. We were fortunate to have the funding from the Office of Elder Affairs to honor them at the annual volunteer recognition luncheon.

The Council on Aging (COA) board consists of six dedicated members with one alternate. The board meets the first Tuesday of each month at the Center where they share their goals and bring forward new suggestions for growth. Several of the members are on different committees as well as volunteers at the center. Our Board Chair, Susan Grandone has dedicated endless hours not only as a board member but with her "good eye" and knowledge of business. She started our Timeless Treasures corner 4 years ago her right-hand volunteer Dot Provost. To date we have made over \$5,000.00 from the sales of the donations. Thank you to all that continue to donate.

With a Transportation Grant that was awarded to the Center 3 years ago, we were able to gather statistics on what was necessary for our seniors. Based on the results we found that they are unable to attend activities daily at the center. Through much consideration, we had reached out to the Office of Elder Affairs. They graciously accepted our proposal to use a set amount of our Formula Grant for an account with WRTA Elder bus. In December we were able to offer senior residents round-trip rides to the center daily. We are pleased to be able to see them join us as often as they would like without any financial burden.

The Senior Center is a bustling place. Whether you are stopping in for an exercise class, grabbing bread on a Tuesday or Thursday, playing cribbage or sitting down with the Puzzle Wizards, you are always welcomed by the Administrative Assistant, Carmen MacGillivray. She has been an asset at the center for over 17 years.

We are delighted to have the Tri-Valley Nutrition manager, Kim Caplette with us daily. Her contribution to the Nutrition program this past year, with adding a food bar once a month has brought in several new seniors.

As we grow with new ideas and programs, we continue to have an open-door policy. The support from our staff, COA Board, Friends of the Senior Center, Town Administrator, Board of Selectmen and the Seniors have allowed the center to excel in the community. As the director I will continue to learn, grow and form new relationships to benefit the center. It truly is an honor to serve this community.

Respectfully Submitted,

Leslie Wong
Director

2019 ANNUAL TOWN REPORT

STURBRIDGE RECREATION COMMITTEE

The Sturbridge Parks and Recreation Committee is responsible for the beautification and maintenance of town property and the development of recreational facilities and programs for all of Sturbridge.

This year, The Recreation Committee offered the following events for the Sturbridge community:

- Coed Adult Volleyball Leagues
- Men's Basketball League
- Women's Basketball League
- Outdoor Competitive Basketball League
- Youth Sport Leagues
- 7th Annual Family Ham Toss
- Easter Egg Hunt with Sturbridge Federated Church
- Pickleball at Cedar Lake Recreation Area
- Bus trips to NYC, April and December
- Bus trip to Newport, Rhode Island
- Summer Recreation Program
- Mini Program Summer Program
- Concerts on the Common, Summer Concert Series
- Town Bonfire with Special Events Committee
- Annual Tree Lighting Ceremony
- Town Common Skating Rink

Participation in our Town's youth sports leagues to grow. These leagues have been and continue to be popular due to the dedication of the league organizers, coaches and parent volunteers. The Recreation Committee was able to continue helping these leagues through the purchase of equipment thanks to funding support from the Betterment Committee.

We would like to thank these dedicated individuals who make these leagues possible.

- Brian Sommer - Little League Baseball
- Amanda Normandin – Girls Softball
- Jen Bailey – Rec Soccer, TRY Soccer
- Michael Coleman – Pop Warner Football and Cheer
- Tracy Rapose – Youth Recreational Basketball
- Steve Cohen- TRY Lacrosse

Ham Toss

The Sturbridge Recreation Department hosted the **7th Annual Family Ham Toss** on Friday, March 29th at Burgess Elementary School. 36 teams comprised of child and adult took to the foul lines to take their chance at winning a holiday ham for their family.

A very special ***Thank You*** to Stop and Shop, Sturbridge for the donation of the Holiday Ham gift cards, and ***Thank You*** to Justin Cournoyer of Micknuck's Fresh Market Place for the donation to the Spring Basket raffle! ***Thank You*** to Benjamin Beaudry for helping to make this event a family fun filled evening!



NEW: Outdoor Competitive Basketball League

Beginning on June 6, 2019 the Recreation Department hosted an Outdoor Competitive Basketball League for ages 14-19. This league hosted 32 participants equally divided into 4 teams, playing weekly at the Cedar Lake Recreational Area. Tournament winners were gifted certificates to participate in the off-season Adult Leagues. ***Thank You*** to Drew Darger for working to establish this program and overseeing it's success.



Pickleball at Cedar Recreation

Pickleball continues to be a growing sport in the area. If you're interested in learning or looking for a group to play with, come to the Cedar Lake Rec Courts during suggested meeting times and have some fun!

Saturdays: 9:30-11:30AM

Tuesdays: 2:30-4:30PM

Thank you to Brian Friedmann and Linda Simpson for their work in coordinating this group. Please email sturbridgepickleball@gmail.com to join the mailing list.



Summer Recreation Program

An eight-week summer program hosted at the Cedar Lake Recreation Area for Sturbridge Residents ages 7-14 years old. This year the program attracted 66 participants, and welcomed new families to the program. The youth enjoyed tennis lessons, organized games, arts and crafts, and swim activities. Special themed days such as Tournament Tuesday, Wacky Water Wednesday, Ice Cream Thursday and Pizza Friday were extremely popular with the kids. The children were able to participate in a field trip to the Connecticut Science Center; a special *Thank You* to the Sturbridge McDonald's for their donation to make this trip possible.

The Recreation Committee also offered a **Summer Recreation Mini Program**, for Sturbridge residents ages 3-6. This two-week, morning program is hosted at the Cedar Lake Recreation Area and provides adequate games, tennis lessons, arts and crafts, and other activities for participants who aren't quite ready to spend the day yet!

The Committee wishes to acknowledge the dedication of our Summer Recreation staff.

- Genevieve Pacetti – Summer Coordinator
- Ben Beaudry- Lifeguard
- Gavin Morris- Lifeguard
- Trey Allen- Lifeguard
- Siobhain Murphy- Lifeguard
- Tatum Corriveau-Tennis Instructor
- Tanya Mallard- Tennis Instructor
- Roman Krochmalnyckyj- Play Leader
- Ryan Sears- Play Leader
- Ashley Gallant- Arts and Crafts Instructor



Summer Concerts On The Common Series

An 11-week Concerts Series featured on our beautiful Town Common! This series continues to be one of our most popular programs. New to this year's series was the addition of vendors, featuring Bay State Brewing Company, Friendly's Ice Cream, and Publick House Hot Dog Cart. With funding provided by the Betterment Committee, Sturbridge Tourist Association, Lions Club, Rotary Club, Sturbridge Federated Church, Sturbridge Cultural Council, and Savers Bank we were able to present the following Thursday Evening Concerts:

- June 13- Haphazard Jazz (Jazz Standards)
- June 20- Island Castaways (Tropical Rock)
- June 27- New England Digital Accordion Orchestra (Big Band)
- July 4- Uncle Sam's Patriotic Jazz Band (Patriotic Music)
- July 11- Will McMillan with Joe Reid (Songs of Oscar Hammerstein)
- July 18- Glenwood Mills Band with Mark Chevalier (Rock, R&B)
- July 25- Abletones (18 Piece Orchestra)
- August 1- Mark Mandeville & Raianne Richards (Original Folk Americana)
- August 8- LA's Backstage Pass ('80s Rock Tribute)
- August 15- Southern Voice Band (Best of Country)
- August 22- Good to be King (Tribute to Tom Petty & The Heartbreakers)



Annual Tree Lighting Ceremony

Taking place on our beautifully decorated Town Common, the Annual Tree Lighting Ceremony was held on Friday November 29, 2019. As always, this was a very successful event with a great crowd; including both residential attendees and a variety of local vendors. Temperatures were freezing, however approximately 100 kids were able to sit on Santa's lap.

The Kid's **Coloring Contest** as well as the **Letters to Santa** continued to be a hit with both children and adults. **Thank You** to all of the wonderful, local businesses that donated raffle items to our Holiday Toy and Food Drive. The Recreation Committee was able to donate over thirty toys to our local Police Department as well as a large donation of canned food to our Council on Aging. **Thank You** to the Tantasqua Choraleers for a wonderful holiday performance of popular carols. **Thank You** to Mark Augello and the Sturbridge DPW crew for their assistance with a featured favorite, the fire barrels!

A **Thank You** to our community participants:

- Sturbridge Police Department
- Sturbridge Fire Department
- Boys Scout Troop #161
- Santa Claus
- Maggie the Elf
- The Publick House
- Hearthstone Market
- Southbridge Credit Union
- Cherished Scarves and Handmade Items
- LuLus Accessories



Adult Recreational Programs

The Recreation Committee hosts multiple adult sport leagues featuring Recreational Volleyball, Competitive Volleyball, and Men's Basketball. These leagues are based out of Tantasqua High School, playing two hours weekly from September-April. This year we have 106 active participants! Registration for this league ends mid-September annually.

Thank You to the custodial staff at Tantasqua Regional High School!



Town Common Skating Rink

Located on the Sturbridge Town Common, the Skating Rink is open to public use and free to all. The annual installation of this rink is highly anticipated by many. The rink was assembled early in the season but remained closed during December due to a very mild winter.

Thank You to Butch Jackson, Mark Augello and the Sturbridge DPW crew for their assistance in assembling and maintain the community rink.



The Committee can always use assistance with our programs. Our meetings are open to the public, and interested citizens are welcome to attend and get involved. Please feel free to call the recreation office at 508-347-2041 or visit the Recreation Department's web site.

Respectfully Submitted,

Sturbridge Recreation Committee
MaryLou Volpe, Chairman
Dan Thompson
Kadion Phillips
Erin Carson
Cindy Sowa-Forgit
Annie Roscioli, Recreation Director

Joshua Hyde Public Library 2019 Annual Report

The library has 45,369 items on its shelves and over 115,000 ebooks, downloadable audio and video available to Sturbridge patrons. In 2019, we circulated \$1.46 Million worth of physical materials at the Joshua Hyde Public Library – 101,899 items. 6,447 Sturbridge residents have library cards.

The main floor of the library was renovated for the first time since 1989 with financial support from the Town of Sturbridge, Trustees of the Joshua Hyde Library, Friends of the Joshua Hyde Library, and the Glass Foundation. This project was over 2 years in the works, 9 months in the planning, and 3 weeks in its actual execution.



During Renovation



New Reading Room

A true community effort, this project was completed with help from every town department - particularly DPW, patron volunteers, student volunteers from Tantasqua, and others who gave their expert knowledge and support.



The Friends of the Library continue to financially support all of the programs offered at the library. 3800 people attended over 200 programs for all ages on a wide variety of topics.



The Friends of the JHPL raise over \$12,000 a year through membership and fundraisers, like mini-golf and book sales, to support these programs. In addition to financial support, members of the Friends of the JHPL volunteer their time – and this year they gave 1300 hours to supporting the JHPL.

One of the most popular programs is the Summer Reading Program.

This year, the 7-week program had 1018 adults, teens, and children sign up and participate.

Friends of the JHPL Board Members: Donna Englander - Chairperson, Jane Zavistoski, Leila Glaser, Sara Connor, Hannah Darling, Anne Fisher, Bailey Applegate, Angela Ellison



We would like to thank everyone who volunteered and otherwise supported the Joshua Hyde Library this year so that we could continue to offer amazing programs and library materials.

Library Board of Trustees : Jaqueline Belisle - Chairperson, Rebecca Celuzza, Melissa Earls, Sandra Gibson-Quigley, Patricia Howard, Carol Mitchell, Stephen, David Peterkin, Joyce Sinnott

Our dedicated staff this year: Cheryl Zelazo, Patricia Lalli, Jude McDonald, Sylvia Lenti, Elaine McClain, Susan Briere, Kim Kvaracein, Gina Piantoni, Keith Vezeau, Jessica LaFrance, Lisa Rice, Tammy Dufresne, Samantha Cass-Evans, Tasha Mayen.

Respectfully submitted,

Becky Plimpton
Director



REPORT OF THE TRAILS COMMITTEE 2019

In 2019, the Sturbridge Trails Committee (STC) continued the primary focus of building a sustainable town wide trail system and making existing trails more available to the public. Aside from the normal trail building and maintenance that occurs annually, the three key areas of focus were again to accelerate the building of planned trails, complete the mapping and marking of existing trails and continue public outreach. Leadmine Mountain and Riverlands are the properties that received a majority of the committees focus in 2019.

On the trail improvements and construction front, we continued to accomplish a significant amount of work at minimal cost via our dedicated volunteers and trail building equipment. The committee received outstanding public support in 2019. We hold approximately 8 volunteer workdays a year on the 3rd Saturday of every month (April-Nov). These are the days where anyone was welcome to come help us work on trail projects. The committee also continued the number of workdays that occur during the week due to a strong and continued interest from the volunteer base.

Continued progress was made by the committee to reach out into the community in 2019. We continued to communicate on trail work days via email, website and Facebook. In our efforts to do more than just build trails, we also held a number of events to get people on the trails. Richard Paradise and Denise Lachapelle hosted several walks on the Leadmine Mountain Conservation area and held the seventh Annual First Day Hike for 64 New Year enthusiasts.

Organization

The Trails Committee, operating at the direction of the Board of Selectmen as an appointed committee, provides for the development, maintenance, coordination and promotion of the Sturbridge trail system. The committee also monitors and acts in an advisory capacity in regard to public lands, for the respective entity, exercising care custody and control.

The committee is made up of five voting members and five nonvoting associate members. At year end, the committee was made up by the members listed below.

Voting members:

Brandon Goodwin, Chairman
Fritz Reeve, Secretary
Darcy Foley
Dave Peterkin
Christopher Trajkovski

Associate members:

Richard Paradise, Trail Day Project Lead
Tom Chamberland, Treasurer
David Vadenais
Gary Staab
Patrick McGarrah

In addition to the above named committee members, we would like to recognize the following individuals for their continued involvement and support:

Jeff Bridges, Town Administrator
Dave Barnicle, Conservation Commission (trails liaison)
Butch Jackson, DPW Director
Mark Augello, DPW Operations Manager
Rebecca Gendreau, Conservation Agent
Jean Bubon, Planning Dept.
Keith Mero, THS Carpentry Instructor

Again, the support from Butch Jackson and the Department of Public Works employees have helped the Trail Committee with many projects that we couldn't complete alone. Their expertise and time accelerated many projects, whether it was reviewing plans, moving material or even building small sections of trail, the DPW has been an invaluable resource.

We also want to thank and recognize the Sturbridge Tourist Association for their continued funding for printing brochures and related support. Through their support, we were able to spend the year distributing the second printing of the booklet which includes maps to all of the trails in Sturbridge.

Volunteers

Volunteers working on trail construction and maintenance related activities (not including normal meetings, administrative duties, or Frost events) generated 1,032hrs of labor valued at \$26,200. This is a 35% increase from 2018.

Northern Tree were huge advocates and generous supporters of the Sturbridge Trail system again in 2019. Their willingness to donate the unique pieces of equipment when needed has been instrumental in supporting the volunteer efforts and completing projects that require heavy equipment beyond the means of the committee.

Old Sturbridge Village continues to be a great partner and neighbor at Leadmine Mountain.

Regional Trails

The Sturbridge Committee stays active with the Regional Trails Committee, which is a coalition of members representing Sturbridge, Southbridge, Brimfield, Holland, US Army Corps of Engineers, Palmer and the Friends of the Titanic Rail Trail (formerly the Grand Trunk Trail Blazers).

Funding

The development of trails within the town, received funding from several sources depending upon availability and applicability to the land upon which the trail resides. The primary funding sources are federal, state and private grants, Community Preservation Act, Betterment Fund Distributions, donations, FrOST and volunteers.

Accomplishments / Activities

Sturbridge Trail Guide (Version 2): Available at the town hall or from the committee. It includes all open space properties in Sturbridge with existing trails.

Burgess Discovery Trail: Completed trails that require minimal maintenance.

Heins Farm: Completed trail network. Re-graveled 100ft of the Pong Loop, multiple mowings of the field trails and removed 5 trees.

Leadmine Mountain Conservation Land: A focus for 2019, the following projects were completed:

- Morgan Track Trail: Fine graveled 1/4 of the trail
- Arbutus Park Rebuilt 250 ft section washed out (thank you to the DPW)
- Work continued on a section of the Sand Hill Trail,
- 500 ft section of Pinelands trail fine graveled
- Completed Mt Laurel trail restoration from 2011 tornado
- Morgan Track Trail: Cut Brush back 750 ft of trail
- Arbutus Park: Cut back brush, 500 ft of trail
- Pine lands Trail: Cleaned out trail side dips
- Over 20 trees removed from trails – high winds
- Mowed trail edges

The larger parking area has dramatically increased the use of this property, especially for families with young children. The High School also used the property again for cross country races.

Plimpton: Approved trails still under construction. Mowed the main loop trail and removed 4 trees that were hindering access to the trails. In 2020, the committee will focus marking and cleaning the approved trails.

Grand Trunk Trail: The town has worked closely with the appropriate state agencies to gain access to the federal grant we received and move this project forward. The grant was awarded to complete a .75 mile section of trail to connect Faquhar Road to Westville Recreation Area trail system along the Quinebaug River. Planning has begun and this project will hopefully move forward in 2020.

Riverlands: A focus for 2019. The committee worked with WPI students on two projects, the first was to design and locate a bridge to connect to the commercial district and the second was to provide design options for a multiuse trail network. The students will present their results in the spring of 2020. The committee also worked with Sinuosity to investigate the potential of putting flow trails on the south side of the property. The parking lot design was completed and will be constructed in 2020. The shed extension was finished, all sheds were stained and three trees were removed off the trails.

FrOST: In January, FrOST (Friends of the Sturbridge Trails) held its annual meeting at the Public House, in a room kindly provided at no charge. The purpose of the friends group is to help the Trail Committee maximize its volunteer effort and promote events on our open space lands. A

highlight of the evening was the presentation of the "Pinnacle Award", their highest recognition award to Tom Chamberland who has given much over his 20 years of involvement of developing and building trails in Sturbridge. The FrOST group also hosted the New Years Day hike, where we had 64 people attend, with only two of them being from Sturbridge.

Sturbridge Trails Website: The committee continues to maintain the Sturbridge trails web site: <http://www.sturbridgetrails.org/index.html> and Facebook page: www.facebook.com/pages/Friends-of-Sturbridge-Trails The Web site is maintained by volunteers and is now updated on a regular basis to include a current activity list and the latest trail maps where available. Our Facebook page also lists upcoming events as well as information on hiking safely, and area events related to the outdoors.

Respectfully submitted,

Brandon Goodwin
Chairman



Town of Sturbridge

Veteran Services Department
Michael Struppa, Director

4/21/2020

Annual Report from the Director of Veterans' Services

(During FY 19 there was a change in the responsibility for the position of Director of Veterans' Services. This annual report is based off of the new Director's service time. The hours listed below are based on hours worked from 1 FEB 2019 to 1 FEB 2020.

The Department of Veterans' Services office provided information and financial assistance to veterans and military families of those who served during WWII, the Korean and Vietnam Conflicts, Persian Gulf War, the Global War on Terror (GWOT) and countless other military campaigns. Information and assistance was provided regarding a variety of resources available to Veterans including; health care, educational benefits, burials, fuel assistance, obtaining lost service records and assistance with filing VA claims and a many other service related questions.

On November 16, 2019, the Department of Veterans' Services, Recreation and Economic Development departments, along with Friends of the Senior Center sponsored the 1st Annual Home of the Brave 5k and Resource fair. The objective was to raise money for area Veterans and provide information on military benefits to town residents. The event was a success and resulted in the raising of \$1,850 donated by the Town of Sturbridge to Project New Hope and \$1,850 donated to by the Town of Sturbridge to Veterans, Inc. - two organizations dedicated to helping Veterans. It is our hope to make this an annual event and provide many more information and services to the Town's Veterans.

The Town of Sturbridge provided over \$40,000 of Chapter 115 financial assistance (75% of which is returned to the town from the state of Massachusetts) to Veterans. As of October 2019; 118 Disabled Veterans living in Sturbridge are receiving VA Federal Disability Compensation payments totaling \$196,690.31. There are 10 Sturbridge families who are receiving Federal Dependency & Indemnity Compensation totaling \$14,310.76. There are three veterans receiving military retirement pay totaling \$3,665. Two families are receiving Death Pensions from the VA totaling \$809. Total amount of compensation received by town Veterans from the VA: \$215,475.07.

Center Office Building
301 Main Street, 2nd Floor
Sturbridge, MA 01566

Telephone (508) 347-2500 ext. 1409
Fax (508) 347-5886
Twitter @SturbridgeVSO

Email: mstruppa@sturbridge.gov

URL: <https://www.town.sturbridge.ma.us/veterans-services>



Town of Sturbridge

Veteran Services Department
Michael Struppa, Director

In order to reach the highest number of Town Veterans, this Department sent a letter to all 550 residents who registered to vote and were identified as Veterans. The Department of Veterans' Services also created a Twitter handle @SturbridgeVSO to provide information on important matters related to military service. The Department's page continues to be maintained as a resource on benefits, office hours, events available to Veterans and military families. The Town page may be located here: <https://www.sturbridge.gov/veterans-services>. Currently my office is co-located with Economic Development and the Tree Warden in the Center Office Building. My phone number is 508-347-2500 ext. 1409. My email address is mstruppa@sturbridge.gov.

I look forward to continuing to serve the Veterans of our communities for many years by providing assistance with VA and military related questions. I will continue to provide outreach both individually and by partnering with outside agencies such as the Sturbridge Senior Center, the American Legion, the Disabled American Veterans and the Veterans of Foreign Wars among others. I will continue to work on issues such as the Gold Star Family Property Tax Exemption and ensuring the Honor Wall is up to date. I thank you all for this opportunity and I look forward to working with you all in the future.

Thank you For Your Service,

Michael Struppa
Director, Veterans' Services
301 Main Street
Sturbridge, MA 01566
Office (508) 347 - 2500 x 1409

Encl: Overview of Services Rendered

Center Office Building
301 Main Street, 2nd Floor
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Town of Sturbridge

Veteran Services Department
Michael Struppa, Director

1 FEB 2019 – 1 FEB 2020

Total Veterans/Military Families w/Services Rendered: 332

Requests for Chapter 115 benefits: 10 (8 Active cases, 2 pending)

Total hours spent on Chapter 115 assistance: 153 hours (~3hrs/wk.)

Funeral and burial assistance: 5 families

Total hours spent on funeral and burial assistance: 28 hours (~1hr/wk.)

Requests for Federal VA Claims assistance: 39

Total hours spent on Federal VA Claims assistance: 78 hours (~1.5hrs/wk.)

Outreach Performed: Memorial Day and Veterans Day Events, Sturbridge Senior Center,
American Legion, Home of the Brave Resource Fair, Blue Star Family Outreach, Gold Star
Mothers Event, Daughters of the American Revolution Event.

Total hours spent on outreach and ceremonies: 167 hours (~3hrs/wk.)

Requests for Information (RFIs) /Education/Medical/Home: 92 (~5/wk.)

Total hours spent on RFI assistance: 160 hours (~3hrs/wk.)

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Town of Sturbridge

Robyn Chrabaszcz, Facilities Coordinator

To: Jeff Bridges, Town Administrator
Date: February 3, 2020
RE: Facilities Submission for Annual Report
From: Robyn Chrabaszcz, AIA

It is our pleasure to present the first annual report of the Facilities Department for the calendar year 2019.

The Facilities Department insures that public buildings are properly maintained and repaired in the most economical and efficient manner. This includes regular cleanings, and managing and directing the preventative maintenance and repairs of building systems, and project management of capital and special projects. At the end of 2019, the department consisted of the Facilities Coordinator and three part-time custodians. For 2019, the Facilities Coordinator position was vacated in early 2019, leaving a gap until July 22, 2019, but we would like to thank everyone for their patience and cooperation during this turnover, and for allowing time to get up to speed on projects in the pipelines and the daily activities of the custodial staff.

Facilities

Facilities has spent many hours cleaning, maintaining, and identifying needs in Town Hall, Center Office Building, Joshua Hyde Library, Public Safety Complex (Fire and Police Station), DPW/Highway Garage, and Senior Center. We have also been monitoring 8 Brookfield Road in its vacant condition, and have been in communication with the Cooperative Nursery School at 518 Main Street, and with Veolia for the water treatment plant, all of which are town-owned facilities.

Under the Town's Insurance through MIIA, Facilities applied for and received a grant to cover the cost of confined space equipment for DPW trained staff and facilities equipment for leak detection and water response for the buildings.

Facilities has been working across the Town's facilities and with multiple departments to accomplish projects that have been previously approved for funding this year. Facilities thanks the Town staff for all of their assistance and patience with these ongoing projects.

Capital Projects & Betterments

The following Funded Capital Projects and related tasks were completed in Fall 2019:

- DPW Office Roof Replacement
- Assisted Library with Main Floor Renovation
- With Recreation, Awarded contractor for Little League Field Lighting Project (aka Town Barn) for completing work in 2020.

Page 1 of 2

Town of Sturbridge, Attn: Facilities
308 Main Street, Sturbridge, MA 01566

Telephone: (508) 347-2500 Ext. 1408
Email: rchrabaszcz@town.sturbridge.ma.us

"The Town of Sturbridge is an Equal Opportunity Organization"

Special Projects

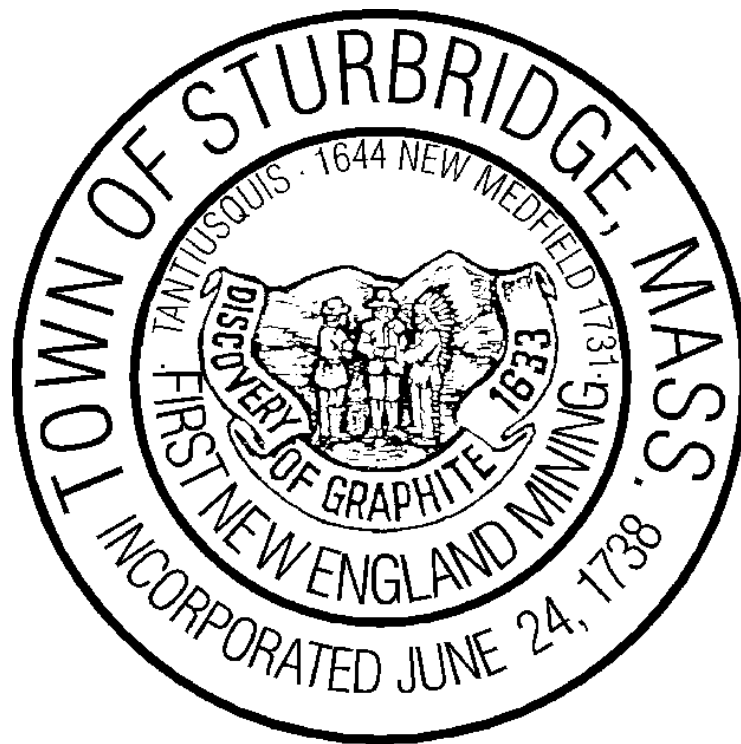
The following Funded Special Projects and related tasks were completed in Fall 2019. This year, the Green Communities Designation brought five projects that were completed:

- Weatherization at Public Safety Complex: This included new weatherstripping on doors, and air sealing in the attic and over the main office area.
- Installation of LED Lighting at four buildings, Town Hall, Center Office, Joshua Hyde Library, and Public Works (DPW). This included replacement of some light fixtures, and retrofit of other fixtures with LED kits.

We look forward to completing as many of remaining funded projects over this year as possible and planning for the future projects of the Town facilities in conjunction with the needs of each department and building, and we look forward to next year's update.

ANNUAL & SPECIAL TOWN MEETING WARRANTS

2019



**TOWN OF STURBRIDGE
ANNUAL TOWN MEETING WARRANT**



**TANTASQUA REGIONAL HIGH SCHOOL
MONDAY, JUNE 3, 2019 @ 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.

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 2020 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 2020; 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 money for the creation, preservation and support of community housing; or take any action relative thereto.

ARTICLE 3
COMMUNITY PRESERVATION COMMITTEE ADMINISTRATION FUNDS

To see if the Town will vote to appropriate from the Community Preservation Fund Undesignated Fund Balance the sum of TWENTY TWO THOUSAND AND 00/100 DOLLARS (\$22,000.00) to be allocated for the purpose of operating and administrative expenses in FY 2020 for the Community Preservation Committee (CPC); or take any action relative thereto.

ARTICLE 4
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-ONE THOUSAND SIX HUNDRED TWENTY FIVE AND 00/100 DOLLARS (\$81,625.00) for the purpose of paying the debt service for the OSV Land Acquisition;
- FORTY-FIVE THOUSAND TWO HUNDRED SEVENTY FIVE AND 00/100 DOLLARS (\$45,275.00) for the purpose of paying the debt service for the Heins Farm Acquisition;
- ONE HUNDRED SIX THOUSAND FOUR HUNDRED EIGHTY TWO AND 00/100 DOLLARS (\$106,482.00) for the purpose of paying the debt service for the Town Hall / Center Office renovation project;
- TWENTY-NINE THOUSAND FIVE HUNDRED FIFTY AND 00/100 DOLLARS (\$29,550.00) for the purpose of paying the debt service for the Recreation Court project;

or take any action relative thereto.

ARTICLE 5
COMMUNITY PRESERVATION COMMITTEE - GRAVESTONES RESTORATION

To see if the Town will vote to appropriate from the Community Preservation Fund-Historic Funds Balance the sum of NINE THOUSAND FIVE HUNDRED AND 00/100 DOLLARS (\$9,500.00) for restoration and repair of fifteen to twenty historic gravestones in the Town's North Cemetery and Old Burial Ground; or take any action relative thereto.

ARTICLE 6
COMMUNITY PRESERVATION COMMITTEE - COMPREHENSIVE HOUSING STUDY

To see if the Town will vote to appropriate from the Community Preservation Fund – Housing Fund Balance the sum of TWENTY-TWO THOUSAND FIVE HUNDRED AND 00/100 DOLLARS (\$22,500.00) for the purpose of funding a Comprehensive Housing Study; or take any action relative thereto.

ARTICLE 7
COMMUNITY PRESERVATION COMMITTEE - RIVERLAND DEVELOPMENT AND GENERAL TRAIL IMPROVEMENT

To see if the Town will vote to appropriate from the Community Preservation Fund Undesignated Fund Balance the sum of THIRTY THOUSAND THREE HUNDRED FIFTY

AND 00/100 DOLLARS (\$30,350.00) to fund the Riverland Development and General Trail Improvements proposal for recreational purposes; or take any other action relative thereto.

ARTICLE 8
COMMUNITY PRESERVATION COMMITTEE – TOWN CEMETERY SIGNS

To see if the Town will vote to appropriate from the Community Preservation Fund – Historic Fund Balance the sum of ONE THOUSAND AND 00/100 DOLLARS (\$1,000.00) for the construction and installation of two signs for the purpose of preserving historic gravestones, one at each of the entrances of the Historic Burial Ground and North Cemetery to deter stone damage; or take any action relative thereto.

ARTICLE 9
COMMUNITY PRESERVATION COMMITTEE - GRAND TRUNK TRAIL CENTRAL SECTION FEASIBILITY DESIGN STUDY

To see if the Town will vote to appropriate from the Community Preservation Fund – Open Space Fund Balance the sum of SIXTEEN THOUSAND SIX HUNDRED FIFTY AND 00/100 DOLLARS (\$16,650.00) for the purpose of funding the Grand Trunk Trail Central Section Feasibility Design Study; or take any action relative thereto.

ARTICLE 10
COMMUNITY PRESERVATION COMMITTEE - OSV EASEMENT COSTS FOR GRAND TRUNK TRAIL EASEMENT

To see if the Town will vote to appropriate from the Community Preservation Fund – Open Space Fund Balance the sum of FIVE THOUSAND AND 00/100 DOLLARS (\$5,000.00) for the purpose of purchasing an easement from Old Sturbridge Village to provide access to the Riverlands trails; or take any action relative thereto.

ARTICLE 11
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, 2019 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, 2019; or take any action relative thereto.

ARTICLE 12
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.

ARTICLE 13
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 NINE THOUSAND SEVEN HUNDRED SIXTY-SIX AND 00/100 DOLLARS (\$109,766.00); or take any action relative thereto.

Estimated budget for FY20 is:

Salaries/Wages	\$ 75,616.00
Longevity	\$ 150.00
Employee Benefits	\$ 24,000.00
Operating Expenses	\$ 5,000.00
Capital	<u>\$ 5,000.00</u>
Total	\$ 109,766.00

ARTICLE 14
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-THREE THOUSAND TWO HUNDRED NINETY AND 00/100 DOLLARS (\$183,290.00); or to take any action relative thereto.

Estimated budget for FY20 is:

Community Support	\$ 40,359.00
Marketing & Advertising	\$ 109,974.00
Salaries/Wages	\$ 19,223.00
Employee Benefits	<u>\$ 13,734.00</u>
Total	\$ 183,290.00

ARTICLE 15
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-THREE THOUSAND TWO HUNDRED NINETY AND 00/100 DOLLARS (\$183,290.00) for the following items:

Requested By	Item	Amount
Bloom Committee	Flower Barrels	\$ 2,200.00
Recreation	Plantings (Bloom Committee)	\$ 450.00
Library	Beautification Joshua Hyde Library	\$ 3,800.00
Town Planner	Wayfinding Streetscape Improvements	\$ 15,978.00
Finance Director	Beautification at Town Hall and Center Office Building	\$ 2,500.00

Tree Warden	Tree Planting - Arbor Day Program	\$	1,775.00
Recreation	Town Offices & Library Decorations	\$	5,000.00
DPW	Lawn Tractor w/Mower Deck	\$	3,200.00
DPW	Sidewalk Maintenance	\$	20,000.00
Tree Warden	Tree Maintenance (town-wide)	\$	9,500.00
Tree Warden	Town Common Tree Maintenance	\$	6,992.00
Tree Warden	Main Street Tree and Park Maint. (Street Landscaping)	\$	2,000.00
Police Department	Special Event Overtime (Police)	\$	10,000.00
Fire Department	Protective Firefighting Gear	\$	13,500.00
Fire Department	Special Event Overtime (Fire)	\$	6,100.00
Police Department	Public Safety Drone	\$	15,500.00
Police Department	Booking Camera	\$	4,700.00
Fire Department	Structural Firefighting Cancer Prevention Hoods	\$	2,500.00
Fire Department	Protective Wildland Firefighting Equipment	\$	14,500.00
Recreation	Cedar Lake (Town Beach) Water Treatment	\$	1,795.00
Recreation	Town Common Summer Concert Series	\$	4,000.00
Recreation	Decorations for Town Common	\$	3,550.00
SLAC	SLAC / Great Ponds Weed & Safety Program	\$	6,000.00
Special Event Comm.	Funding for Special Events in the Community	\$	5,000.00
Recreation	Chain Link Fencing at Town Softball Field	\$	4,950.00
Recreation	Hydro-raking at Cedar Lake Swimming Area	\$	6,100.00
Recreation	Backstop / Canopy at Softball Field	\$	3,650.00
Trail Committee	Trail Construction and Maintenance Supplies/Materials	\$	1,500.00
Trail Committee	RTV Mounted Flail Mower	\$	5,300.00
Trail Committee	Logging Trailer	\$	1,250.00
	Total:	\$	183,290.00

or to take any action relative thereto.

ARTICLE 16
CAPITAL IMPROVEMENT PLAN

To see if the Town will vote to transfer from Free Cash and appropriate a sum of THREE HUNDRED NINETY-FIVE THOUSAND FIVE HUNDRED FIFTY-SEVEN AND 00/100 DOLLARS (\$395,557.00) 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, 2019;

Department	Item	Amount
Fire	SCBA Voice Amplifier Devices (26)	\$ 26,900.00
Library	Furnishings for Main Floor Renovation	\$ 25,482.00
Public Safety Complex	Replace Apparatus Overhead Doors and Openers	\$ 74,500.00

Fire	Thermal Imaging Cameras	\$ 16,800.00
Facilities	Senior Center Fire Alarm Panel Replacement	\$ 4,600.00
Facilities	Installation of Fire Alarm monitoring Nursery School	\$ 5,650.00
Public Safety Complex	Repair/Resurface Apparatus floor	\$ 95,000.00
Facilities	Town Hall fire suppression updates	\$ 6,550.00
Facilities	Center Office Building fire suppression updates	\$ 6,350.00
Fire	Tactical Intrinsically Safe Flashlights (25)	\$ 4,725.00
Public Safety Complex	Replace Entrance and Trim	\$ 7,400.00
Facilities	Library mid-level storage weatherization	\$ 7,000.00
DPW	Mid-Sized Dump Truck	\$ 77,000.00
Police	Smith & Wesson Simunition Guns	\$ 7,600.00
DPW	Utility Tractor & Attachments	\$ 30,000.00
Total		\$395,557.00

or take any action relative thereto.

ARTICLE 17
AMBULANCE STABILIZATION FUND

To see if the Town will vote to raise and appropriate a sum of 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.

ARTICLE 18
FIRE VEHICLE STABILIZATION FUND

To see if the Town will vote to raise and appropriate the sum of ONE HUNDRED THOUSAND 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.

ARTICLE 19
OPEB TRUST FUND

To see if the Town will vote to raise and appropriate the sum of ONE HUNDRED THOUSAND AND 00/100 DOLLARS (\$100,000.00) and transfer from Free Cash the sum of TWO HUNDRED THOUSAND 00/100 DOLLARS (\$200,000.00) to the Other Post-Employment Benefits Liability Trust Fund Account; or take any action relative thereto.

ARTICLE 20
TAX RATE RELIEF

To see if the Town will vote to authorize the Board of Assessors to use 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, 2019; or take any action relative thereto.

ARTICLE 21
CAPITAL STABILIZATION FUND

Too see if the Town will vote to raise and appropriate a sum of ONE HUNDRED SEVENTY THOUSAND AND 00/100 DOLLARS (\$170,000.00) to the Capital Stabilization Fund; or take any action relative thereto.

ARTICLE 22
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.

ARTICLE 23
REVOLVING FUNDS – SPENDING LIMITS FY20

To see if the Town will vote pursuant to the provisions of Chapter 44, Section 53 E ½, to set the FY20 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.

ARTICLE 24
GENERAL CODE – CODIFICATION SERVICES

To see if the Town will vote to transfer the sum of FIFTEEN THOUSAND SIX HUNDRED FOURTEEN AND 00/100 DOLLARS (\$15,614.00) from Free Cash for codification services for the Zoning Bylaws and General Bylaws; or take any action relative thereto.

ARTICLE 25
PERSONNEL CLASSIFICATION PLAN

To see if the Town will vote to transfer from Free Cash the sum of TWENTY THOUSAND AND 00/100 DOLLARS (\$20,000.00) to perform a Personnel Classification Plan Study for non-union employees of the town; or to take any action in relative thereto.

ARTICLE 26
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), a sum of ONE MILLION THREE HUNDRED EIGHTY-EIGHT THOUSAND NINE HUNDRED SIXTY-THREE AND 00/100 DOLLARS (\$1,388,963.00) for the expenses of the Water Department; or take any action relative thereto.

Estimated budget for FY20 is:

Contract Operations	\$ 681,612.00
Electricity	\$ 80,000.00
Chemicals, Testing & Propane	\$ 10,000.00
DPW Director	\$ 13,221.00
Meter Maintenance	\$ 10,000.00
Billing Expense	\$ 4,900.00
Debt Service	\$ 446,230.00
Miscellaneous	\$ 48,200.00
Capital Replacement	\$ 65,000.00
Reserve Fund	\$ 30,000.00
Total:	<u>\$1,388,963.00</u>

ARTICLE 27
SEWER DEPARTMENT

To see if the Town will vote to raise and appropriate, through fixing and collection of just and equitable prices and rates set by the Board of Selectmen (acting as Sewer Commissioners) a sum of TWO MILLION FOUR HUNDRED THIRTY-EIGHT THOUSAND NINE HUNDRED SEVENTY-SEVEN AND 00/100 DOLLARS (\$2,438,977.00) and by transferring the sum of EIGHTY-FIVE THOUSAND AND 00/100 DOLLARS (\$85,000.00) from Sewer Reserve Fund Balance, for a total sum of TWO MILLION FIVE HUNDRED TWENTY-THREE THOUSAND

NINE HUNDRED SEVENTY-SEVEN AND 00/100 DOLLARS (\$2,523,977.00) for the expenses of the Sewer Department; or take any action relative thereto.

Estimated budget for FY20 is:

Contract Operations	\$ 883,339.00
Electricity	\$ 210,000.00
Chemicals, Testing & Diesel	\$ 30,000.00
DPW Director	\$ 13,221.00
Billing Expense	\$ 4,900.00
Debt Service	\$ 850,517.00
Southbridge Fees	\$ 200,000.00
Liquid Sludge Handling	\$ 200,000.00
Miscellaneous	\$ 52,000.00
Capital Replacement	\$ 50,000.00
Reserve Fund	\$ 30,000.00
Total:	<u>\$2,523,977.00</u>

ARTICLE 28
SEWER PROJECT DEBT

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

- TWO HUNDRED FORTY-EIGHT THOUSAND SIX HUNDRED SIXTY-THREE AND 00/100 DOLLARS (\$248,663.00) from the F/B Reserved for Sewer Betterments to the Phase II Sewer Debt Account #28440-59100;
- TWO HUNDRED THIRTY-TWO THOUSAND TWO HUNDRED TWENTY-FIVE AND 00/100 DOLLARS (\$232,225.00) from the F/B Reserved for Sewer Betterments to the Phase III Sewer Debt Account #28440-59300;
- ONE HUNDRED EIGHTEEN THOUSAND TWO HUNDRED FORTY-SIX AND 00/100 DOLLARS (\$118,246.00) from the F/B Reserved for Sewer Betterments to the Cedar Lake Sewer Debt Account #28440-59200;
- ONE HUNDRED FORTY-SEVEN THOUSAND TWO HUNDRED SEVENTY-FIVE AND 00/100 DOLLARS (\$147,275.00) from the F/B Reserved for Sewer Betterments to the Big Alum Sewer Debt Account #28440-59220; and
- FIFTY-SIX THOUSAND TWO HUNDRED SEVENTY-FIVE AND 00/100 DOLLARS (\$56,275.00) from the F/B Reserved for Sewer Betterments to the Woodside/Westwood Sewer Debt Account #28440-59230;

For the purpose of paying debt service due on these sewer projects for FY20; or take any action relative thereto.

ARTICLE 29
WATER & SEWER RATE STUDY

To see if the Town will vote to transfer from the Water Reserve Fund Balance the sum of THIRTEEN THOUSAND AND 00/100 DOLLARS (\$13,000.00) and from the Sewer Reserve Fund Balance the sum of THIRTEEN THOUSAND AND 00/100 DOLLARS (\$13,000.00) to perform a water and sewer rate study for the users of the Town's system; or take any action relative thereto.

ARTICLE 30
FLUORIDE ANALYZERS SYSTEM FOR WATER TREATMENT PLANTS

To see if the Town will vote to transfer from the Water Reserve Fund Balance the sum of TEN THOUSAND AND 00/100 DOLLARS (\$10,000.00) to install fluoride analyzers for the water treatment plants; or take any action relative thereto;

ARTICLE 31
DECOMMISSION WELL #2

To see if the Town will vote to transfer from the Water Reserve Fund Balance the sum of SEVEN THOUSAND AND 00/100 DOLLARS (\$7,000.00) to decommission Well #2; or take any action relative thereto.

ARTICLE 32
UPGRADE OF FISKE HILL PUMP STATION

To see if the Town will vote to transfer from the Water Reserve Fund Balance the sum of EIGHT HUNDRED FIFTY THOUSAND AND 00/100 DOLLARS (\$850,000.00) to upgrade the Fiske Hill Pump Station; or take any action relative thereto.

ARTICLE 33
BETTERMENT PAYOFFS – DISSOLVING OF BETTERMENT

To see if the Town will vote to transfer the sum of TWENTY-FIVE THOUSAND FIVE HUNDRED AND 00/100 DOLLARS (\$25,500.00) from the F/B Reserved for Sewer Betterments for the purpose of paying fees of the Registry of Deeds; or take any action relative thereto.

ARTICLE 34
POLL TIME CHANGE

To see if the Town will vote to amend the Town of Sturbridge General Bylaws Section 1.03 to change the time polls open from 7:00 AM to 6:30 AM; or to take any action relative thereto.

ARTICLE 35
ESTABLISH COMMISSION ON DISABILITY

To see if the Town will vote to accept MGL Chapter 40 Section 8J, to establish a five (5) member Commission on Disability; or to take any action in relative thereto.

ARTICLE 36
PROPOSED AMENDMENT TO ZONING MAP

To see if the Town will vote to re-zone the property on 7 Cedar Street (Parcel #202-02446-007) from Suburban Residential to Commercial Tourist District with the intent to extend the Commercial Tourist District so that the entirety of the properties known as 420 Main Street (Parcel #415-02435-420) and 7 Cedar Street (Parcel #202-02446-007) are zoned Commercial Tourist District; or take any action relative thereto.

ARTICLE 37
226 CEDAR STREET – AFFORDABLE HOUSING

To see if the Town will vote to authorize the Town Administrator to convey the parcel of land located at 226 Cedar Street, containing 1.33 acres, more or less, and acquired by the Town through Judgment in Tax Title Case recorded with the Worcester South District Registry of Deeds in Book 46183, Page 207, for affordable housing purposes such terms and conditions and for such consideration, which may be nominal consideration, as the Town Administrator deems appropriate, and to accept an affordable housing restriction on said property; or take any other action relative thereto.

ARTICLE 38
ESTABLISH MUNICIPAL AFFORDABLE HOUSING TRUST FUND

To see if the Town will vote to accept the provisions of Massachusetts General Law Chapter 44, Section 55C establishing a trust to be known as the Municipal Affordable Housing Trust Fund, for the purpose of providing for the creation and preservation of affordable housing in the Town for the benefit of low and moderate income households, and for the funding of community housing as defined in and in accordance with the provisions of Chapter 44B; or take any action relative thereto.

ARTICLE 39
FEASIBILITY STUDY – 60 CEDAR STREET – RECREATION FACILITIES

To see if the Town will vote to transfer from Free Cash the sum of FORTY-NINE THOUSAND AND 00/100 DOLLARS (\$49,000.00) to perform a study for the expansion of the existing recreation facility at 60 Cedar Street; or take any action relative thereto.

ARTICLE 40
BORROWING AUTHORIZATION – TANTASQUA REGIONAL SCHOOL DISTRICT

To see if the Town will approve the Two Million Dollar (\$2,000,000.00) borrowing authorized by the Tantasqua Regional School District, for the purpose of paying costs of replacing doors and windows in the Tantasqua Regional Jr High School at 320 Brookfield Road, Fiskdale, Ma, including the payment of all costs incidental or related thereto (the “Project”), which proposed repair project would materially extend the useful life of the school and preserve an asset that otherwise is capable of supporting the required educational program, and for which the District may be eligible for a school construction grant from the Massachusetts School Building Authority (“MSBA”), said amount to be expended at the direction of the Tantasqua Regional School District Building Committee. The MSBA’s grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any Project costs the District incurs in excess of any grant approved by and received by the MSBA shall be the sole responsibility of the District and its member municipalities. Any grant that the District may receive from the MSBA for the Project shall not exceed the lesser of (1) fifty-five and sixty-three hundredths percent (55.63%) of eligible, approved project costs, as determined by the MSBA, or (2) the total maximum grant amount determined by the MSBA. Any premium received by the District upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to project costs in accordance with G.L. c.44, Section 20, thereby reducing the amount authorized to be borrowed for the project for the project by a like amount; or take any action relative thereto.

ARTICLE 41
PUBLIC MARIJUANA CONSUMPTION BYLAW

To see if the Town of Sturbridge will vote to amend the Town’s General Bylaws to prohibit the public consumption of marijuana and marijuana products by adding a new Chapter Eight, Section 8.7 that would provide as follows:

CHAPTER EIGHT
MISCELLANEOUS

8.70 **PUBLIC CONSUMPTION OR USE OF MARIJUANA**

8.71 **DEFINITIONS**

The following definitions shall apply to this bylaw.

“Marijuana” shall mean marijuana as defined in G.L c. 94C, § 1, as may be amended.

“Marijuana products” shall mean products that have been manufactured and contain marijuana or an extract from marijuana, including concentrated forms of marijuana and products composed of marijuana and other ingredients that are intended for use or consumption, including edible products, beverages, topical products, ointments, oils and tinctures.

8.72 **PUBLIC CONSUMPTION PROHIBITION**

No person shall smoke, burn, vaporize, ingest or otherwise use or consume marijuana or marijuana products while in or upon any public place, including but not limited to any public way or any way to which the public has a right of access, sidewalk, footway, passageway, stairway, bridge, park, playground, recreation area, boat landing, public building, schoolhouse, school grounds, cemetery, parking lot, or any area owned, leased or occupied by or otherwise under the control of the Town of Sturbridge, or any place to which members of the public have access as invitees or licensees, or in or upon any bus or other passenger conveyance operated by a common carrier; or in or upon any other place accessible to the public; provided however that this bylaw shall not be construed to limit the medical use of marijuana.

8.73 **OPEN CONTAINER PROHIBITION**

No person shall, upon any way or in any place to which the public has a right of access, or upon any way or in any place to which members of the public have access as invitees or licensees, or any area owned, leased or occupied by or otherwise under the control of the Town of Sturbridge, possess an open container of marijuana or marijuana products in the passenger area of any motor vehicle. For purposes of this section, "open container" shall mean that the package containing marijuana or marijuana products has its seal broken or from which the contents have been partially removed or consumed and "passenger area" shall mean the area designed to seat the driver and passengers while the motor vehicle is in operation and any area that is readily accessible to the driver or passenger while in a seated position; provided however that the passenger area shall not include a motor vehicle's trunk, locked glove compartment or the living quarters of a house coach or house trailer, or if a motor vehicle is not equipped with a trunk, the area behind the last upright seat or an area not normally occupied by the driver or passenger.

8.74 **ENFORCEMENT**

This bylaw may be enforced through any lawful means in law or in equity including, but not limited to, enforcement by non-criminal disposition pursuant to G.L. c.94C §32N and G.L. c. 40, § 21D, by the Town Administrator and Board of Selectmen, or their duly authorized agents, or any police officer. The penalty for violation of this bylaw shall be three hundred dollars (\$300) for each offense. Any penalty imposed under this bylaw shall be in addition to any civil penalty imposed under G.L. c. 94C, § 32L.

8.75 **SEVERABILITY**

In the event that any provision, section or clause of this bylaw is hereafter found to be invalid, such decision, invalidity or voidance shall not affect the validity of the remaining portion of this bylaw.

or take any action relative thereto.

ARTICLE 42
LOCAL EXCISE ON RETAIL SALES OF MARIJUANA

To see if the Town of Sturbridge will vote to accept MGL Chapter 64N, Section 3 to impose an excise on the retail sales of marijuana for adult use at the rate of 3%; or take any action relative thereto.

ARTICLE 43
QUACUMQUASIT LAKE (SOUTH POND) – ALUM TREATMENT

Quacumquasit Lake (South Pond) water quality is diminishing due to accumulating phosphorous. The common remedy to mitigate accumulated phosphorous is an Alum treatment. The rationale technical basis, and operational feasibility for treatment have been established. We (QQLA) are currently applying for grant money to fund the treatment, and we request that the Town of Sturbridge assume the role of administrative host to the grant. A letter of financial support from the Town for \$55K, not to be expended before 2020, is necessary to support our grant application.

**TOWN OF STURBRIDGE
SPECIAL TOWN MEETING WARRANT**



**TANTASQUA REGIONAL HIGH SCHOOL
MONDAY, JUNE 3, 2019 @ 7:00 P.M.**

**ARTICLE 54
FREE CASH TRANSFER – SNOW AND ICE DEFICIT**

To see if the Town will vote to transfer from Free Cash the sum of FIFTY THOUSAND FIVE HUNDRED THIRTEEN AND 11/100 DOLLARS (\$50,513.11) to the Snow & Ice Account (#14232); or take any action relative thereto.

**ARTICLE 55
UNPAID BILLS OF A PREVIOUS FISCAL YEAR**

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.

**ARTICLE 56
TREE WARDEN SALARY ACCOUNT**

To see if the Town will vote to transfer from Free Cash the sum of FIVE THOUSAND FIVE HUNDRED AND 00/100 DOLLARS (\$5,500.00) to the Tree Warden Salaries/Wages Account (#12941); or take any action relative thereto.

**ARTICLE 57
EMERGENCY ACTION PLAN (EAP) – CEDAR POND DAM AND BIG ALUM POND
DAM**

To see if the Town will vote to transfer from Free Cash the sum of FORTY-EIGHT THOUSAND AND 00/100 DOLLARS (\$48,000.00) to cover the costs of preparing an Emergency Action Plan for Cedar Pond Dam and Big Alum Pond Dam as required by M.G.L. Chapter 21, Section 65 and 302 CMR 10.11; or take any action relative thereto.

ARTICLE 58
FUNDING FOR POLICE UNION CONTRACT

To see if the Town will vote to transfer from Free Cash the sum of ONE HUNDRED FORTY-FOUR THOUSAND EIGHT HUNDRED SIXTY-FOUR AND 00/100 DOLLARS (\$144,864.00) to the following accounts:

FY18 Salaries and Wages Retro Account	\$45,116.00
FY18 Overtime Retro Account	\$12,660.00
FY19 Salaries and Wages	\$67,130.00
FY19 Overtime Account	\$19,958.00

for the purpose of funding the Police Union Contract for Fiscal Year 2018 and Fiscal Year 2019; or take any action relative thereto.

ARTICLE 59
SOFTWARE/HARDWARE UPGRADE – BADGER METER SYSTEM

To see if the Town will vote to transfer from the Water Reserve Fund Balance the sum of SEVENTEEN THOUSAND TWO HUNDRED FORTY AND 00/100 DOLLARS (\$17,240.00) for a software/hardware upgrade for the Badger Meter system; or take any action relative thereto.

Town of Sturbridge Charter



**Town Hall
308 Main Street
Sturbridge, MA 01566**

Approved: April 10, 2017

**CHARTER
TOWN OF STURBRIDGE**

ARTICLE 1 DEFINITIONS

Unless another meaning is clearly apparent from the manner in which the word is used, the following words as used in the charter will have the following meanings:

- (A) Charter - The word "charter" shall mean this charter and amendments to it through any of the methods provided under the amendments to the state constitution.
- (B) Town - The word "town" shall mean the Town of Sturbridge.
- (C) Majority Vote - The words "majority vote" shall mean a majority of those present and voting.
- (D) Voters - The word "voters" shall mean registered voters of the Town of Sturbridge.
- (E) Gender - The reference to the generic pronoun "he" throughout the charter refers to both the male and female gender.
- (F) Days - When the period of time prescribed or allowed is less than seven days, Saturdays, Sundays and legal holidays shall be excluded in the computation. "Legal Holiday" includes those days specified in Massachusetts General Laws (M.G.L.) Chapter 4, Section 7 and any other day designated a holiday by the President and the Congress of the United States. If more than seven days, every day shall be counted.
- (G) Warrant – The "Warrant" is a document issued by the Board of Selectmen to call a Town Meeting. The Warrant states the time and place at which the Town Meeting is to convene, and, by separate articles, the subject matter to be acted upon, and further defined by Massachusetts General Laws, Chapter 39, Section 10.
- (H) Officer - All officers listed in Section 4-1(A) and any other person holding a position under Massachusetts General Laws (M.G.L.).

ARTICLE 2 INCORPORATION, POWERS

Section 2-1 Incorporation.

The inhabitants of the Town of Sturbridge, within the territorial limits as now or hereafter may be established in the manner provided by law, shall continue to be a body corporate and politic with perpetual succession under the name "Town of Sturbridge."

Section 2-2 Short Title.

This instrument shall be known and may be cited as the Sturbridge Home Rule Charter.

Section 2-3 Powers.

The form of government provided by this charter shall be known as the Sturbridge Selectmen-Open Town Meeting plan. Pursuant to the provisions of this charter and subject only to such limitations as may be imposed by the Constitution and the General Laws of the Commonwealth, the Town shall have all powers possible for a town to have under the Constitution and General Laws as fully and completely as though they were specifically enumerated in this charter.

As Amended July 2011

Section 2-4 Construction.

The powers of the Town of Sturbridge under this charter shall be construed liberally in favor of the Town and the specific mention of particular powers in the charter shall not be construed as limiting in any way the general power stated in this article.

Section 2-5 Intergovernmental Relations.

Subject to the applicable requirements of any provision of the Constitution or General Laws of the Commonwealth, the Town of Sturbridge may exercise any of its powers or perform any of its functions and may participate in the financing thereof, jointly or in cooperation, by contract or otherwise, with any one or more states or civil divisions or agencies thereof, or the United States or any agency thereof.

ARTICLE 3 LEGISLATIVE BRANCH

Section 3-1 Town Meeting.

The legislative powers of the Town shall continue to be exercised by a town meeting open to all voters.

Section 3-2 Presiding Officer.

The Moderator, as provided in Section 4-3 shall function as the presiding officer at all sessions of the town meeting. At the first town meeting session at which he presides following his election, the Moderator shall appoint a Deputy Moderator to serve as acting Moderator in the event of his temporary absence or disability. The appointment of a Deputy Moderator shall be subject to confirmation by the town meeting.

Subject to the provisions of the charter and such bylaws regarding committees as may be approved by the town meeting, he shall appoint the members of such committees of the town meeting, special or standing, as may from time to time be approved by the Town Meeting.

The Presiding Officer shall perform such other duties as may from time to time be assigned to the office of Moderator by bylaw or other vote of the town meeting.

Section 3-3 Time of Meeting.

The regular annual town meeting of the Town of Sturbridge for the transaction of business relating to the prudential affairs of the town shall be held on the first Monday of June or on such date as may from time to time be fixed in the bylaws of the town.

Section 3-4 Preparation of Warrant for Annual and Special Town Meetings.

The Selectmen shall prepare the warrant for the annual town meeting and for special town meetings.

Section 3-5 Town Meeting Warrant - Posting.

The Town Clerk shall cause to be posted the warrant for the annual town meeting and all special town meetings in the town hall, the post offices, and the town library on the dates required by law. The warrant shall also be posted on any web site established as the official web site for the Town of Sturbridge.

As Amended July 2011

Section 3-6 Insertion of Warrant Article by Petition.

Insertion of articles in the warrant for town meetings by petition of the voters shall follow the procedures and stipulations of Chapter 39, Section 10 of the General Laws; namely, articles shall be inserted in the warrant for an annual town meeting by the Selectmen upon receipt in writing of a petition signed by ten (10) or more registered voters of the town. Petitions for insertion of articles in the warrant for special town meeting shall be signed by one hundred (100) or more registered voters.

Section 3-7 Call of Special Town Meeting by Petition.

A special town meeting shall be called by the Board of Selectmen within forty-five (45) days after receipt by them of a petition for that purpose signed by two hundred (200) or more registered voters of the town. Signatures on said petition shall be certified by the registrars of voters.

Section 3-8 Availability of Town Officials at Town Meetings.

Every town officer, the head of each department and the head of each division within the said department shall attend all sessions of the town meeting for the purpose of providing the town meeting with pertinent information. In the event any town officer, department head or division head is to be absent due to illness or other reasonable cause, he shall designate a deputy to attend in his place.

ARTICLE 4 ELECTED OFFICIALS

Section 4-1 General Provisions.

(A) Elective Offices - The offices to be filled by ballot of the whole town shall be:

A Board of Selectmen, a moderator, a school committee, a board of assessors, a board of health, and such members of regional authorities or districts as may be established by statute, inter-local agreement or otherwise.

(B) Eligibility - Any registered voter shall be eligible to hold any elective town office except that no full time employee of the town reporting to the Board of Selectmen, either directly or through the Town Administrator, may simultaneously hold the position of Selectman.

(C) Election - The regular elections for town office shall be held annually on the second Monday of April or such a date as may from time to time be fixed in the bylaws of the town.

ELECTED OFFICES

<u>Board</u>	<u>No. of Members</u>	<u>Term</u>
Board of Selectmen	5	3
Moderator	1	3
Town Clerk	1	3
Assessors	3	3
Constables	3	3
Library Trustees	9	3
School Committee (Elementary)	5	3
Board of Health	3	3

As Amended July 2011

Zoning Board of Appeals	5 ¹	3
Tantasqua Regional School Committee	Variable	3
Recreation Committee	5	3

Section 4-2 Selectmen: Composition, Term of Office, Compensation, Powers and Duties, Etc.

- (A) Composition, Term of Office - There shall be a Board of Selectmen consisting of five (5) members elected by the voters for three year terms, so arranged that the term of office of at least one member, but not more than two members shall expire each year.
- (B) Compensation - The Selectmen shall receive for their services such compensation as may annually be provided for that purpose by appropriation.
- (C) Powers and Duties in General - The executive powers of the town shall be vested in the Board of Selectmen, and may be exercised by them jointly or through the town agencies and offices under their general supervision and control. The Board of Selectmen shall cause the laws and orders for the government of the town to be enforced, and shall cause a record of all their official acts to be kept, and for that purpose and to aid them in their official duties, they shall appoint a Town Administrator. The Board of Selectmen shall act as the Water and Sewer Commissioners and have the power and authority of Water and Sewer Commissioners as provided by Massachusetts General Laws.
- (D) Appointment - The Selectmen shall appoint a Town Administrator and members of the Board of Registrars.
- (E) Restrictions on members of the board - Selectmen shall not hold any other elected Town of Sturbridge office, or any office appointed by the Town Administrator under Section 6-1 of the charter which is subject to confirmation by the Board of Selectmen.

Section 4-3 Moderator: Term of office; Compensation; Powers and Duties.

- (A) Term of Office - At each town election at which the term of office expires or when a vacancy exists a moderator shall be chosen by the voters for a term of three years. He shall not hold any other Town office, elected or appointed.
- (B) Compensation - The moderator shall receive for his services such compensation as may annually be provided for that purpose by appropriation.
- (C) Powers and Duties - The moderator shall have the powers and duties provided for that office by statute, by this charter, by bylaws and by other vote of the town meeting.
- (D) Appointments - The moderator shall appoint a nine member finance committee. The term shall be for three years so arranged that the term of office of three members shall expire each year. The finance committee shall review all town meeting warrants and advise the town meeting of their recommended action. The finance committee shall have all the powers available in the general laws, granted by town meeting or specified by this charter.

The moderator shall make appointments to other committees where so authorized by town meeting.

Section 4-4 Elementary School Committee: Composition; Term of Office; Compensation; Powers and Duties.

¹ Two additional members appointed by the Town Administrator

- (A) Composition, Term of Office - There shall be a school committee consisting of five (5) members elected by voters for three year terms such that the term of office of at least one member, but not more than two members, shall expire each year.
- (B) Compensation - School committee members shall be compensated as may annually be provided for that purpose by appropriation.
- (C) Powers and Duties - The school committee shall have all of the powers and duties school committees may have under the Constitution and General Laws of the Commonwealth, and it shall have such additional powers and duties as may be authorized by this charter or by bylaw, including the use of land and buildings.

Section 4-5 Tantasqua Regional School Committee: Composition; Term of Office; Compensation; Powers and Duties.

- (A) Composition, Term of Office - There shall be elected representatives to the regional school committee variable in number as provided in the Tantasqua and Union 61 Regional School Agreement for a term of three years so arranged that the term of office of at least one member shall expire each year. One member shall be elected annually by the elementary school committee from the elementary school committee.
- (B) Compensation - Regional school committee members shall receive for their services such compensation as may annually be provided for that purpose by appropriation.
- (C) Powers and Duties - The regional school committee shall have all the powers and duties school committees may have under the Constitution, the General Laws of the Commonwealth, the regional school agreement, and it shall have such additional powers and duties as may be authorized by this charter or by bylaw.

Section 4-6 Board of Assessors: Composition; Term of Office; Compensation, Powers and Duties.

- (A) Composition, Term of Office - There shall be a board of assessors consisting of three (3) members elected by the voters for three-year terms, such that the term of office of one member shall expire each year.
- (B) Compensation - The assessors shall receive for their services such compensation as may annually be provided for that purpose by appropriation.
- (C) Powers and Duties - The assessors shall annually make a fair cash valuation of all property, real and personal, subject to taxation within the town. They shall have such other powers and duties as are provided by law for assessors.

Section 4-7 Town Clerk: Composition; Term of Office; Powers and Duties.

- (A) Term of Office - There shall be a town clerk elected by the voters at large for the term of three years.
- (B) Powers and Duties - The town clerk shall have all of the powers and duties town clerks may have under the Constitution and General Laws of the Commonwealth. The town clerk may also exercise such additional powers and duties as may from time to time be assigned to that office by the charter, by bylaw or by other vote of the town meeting.

Section 4-8 Board of Health: Composition; Term of Office; Compensation; Powers and Duties.

- (A) Composition, Term of Office - there shall be a board of health consisting of three (3) members elected by the voters for terms of three years so arranged that the term of office of one member shall expire each year.
- (B) Compensation - The members of the board of health shall receive for their services such compensation as may annually be provided for that purpose by appropriation.
- (C) Powers and Duties - the board of health may make reasonable health regulations and shall enforce the laws relating to public health, the provisions of the state sanitary code and all local health regulations.

Section 4-10 Zoning Board of Appeals: Composition; Term of Office; Powers and Duties.

- (A) Composition, Term of Office - there shall be a Zoning Board of Appeals consisting of seven (7) members. Five (5) members shall be elected by the voters for three year terms such that the term of office of at least one member, but not more than two members, shall expire each year. Two (2) members shall be appointed by the town administrator for three year terms so arranged that the terms of office will not expire in the same year.
- (B) Powers and Duties - The Zoning Board of Appeals shall have all powers which are conferred on Zoning Boards of Appeal by the general laws, and such additional powers and duties as may be provided in the zoning bylaws.

Section 4-11. Recreation Committee: Composition; Term of Office; Powers and Duties.

- (A) Composition, Term of Office - There shall be a recreation committee consisting of five members elected by the voters for three years, such that the term of office of at least one member, but not more than two members, shall expire each year.
- (B) Powers and Duties - The recreation committee shall plan, organize and implement programs in response to the recreational needs of the town.

Section 4-12 Other Elected Officers: Powers and Duties.

All other elected officers shall have all the powers and duties conferred upon their office by the general laws, Sturbridge Town Charter and the town bylaws.

Section 4-13 Recall Petition.

- (A) Any holder of an elective office, as defined in Section 4-1(A), may be recalled by the voters as herein provided.
- (B) Recall Petition – Any voter may file with the Town Clerk a signed and dated affidavit containing the name of the officer sought to be recalled and a statement of the grounds for the recall. The Town Clerk shall deliver to said voter making the affidavit copies of petition blanks demanding such recall, and keep printed copies of the petition blanks available. The printed petition blanks shall be issued by the Town Clerk with his signature and official seal affixed. They shall be dated, shall be addressed to the Selectmen and shall contain the name or names of all persons to whom they are issued, the name of the person whose recall is sought, the grounds of recall as stated in the affidavit and shall demand a recall election. A copy of the petition shall be entered in a record book to be kept in the office of the Town Clerk. The recall petition shall be entered in a record book

to be kept in the office of the Town Clerk. The recall petition shall be returned and filed with the Town Clerk within thirty (30) days after the filing of the affidavit and shall have been signed by at least twenty (20) percent of the voters who shall add to their signatures the street and number of their residences.

The town clerk shall within twenty-four (24) hours of receipt submit the petition to the Board of Registrars of voters in the town, and the registrars shall forthwith certify the number of signatures which are names of voters.

- (C) Selectmen's Action on Receiving Petition - If the petition shall be found and certified by the board of registrars to be sufficient they shall submit the same with their certificate to the Selectmen without delay, and the Selectmen shall forthwith give written notice of the receipt of the certificate to the officer sought to be recalled and shall, if the officer does not resign within five (5) days thereafter, order an election to be held on a date fixed by them not less than twenty-five (25) days nor more than thirty-five (35) days after the date of the board of registrars' certificate, provided however, that if any other town election is to occur within sixty (60) days after the date of the certificate, the Selectmen shall postpone the holding of the recall election to the date of such other election. If a vacancy occurs in said office after a recall election has been ordered, the election shall nevertheless proceed as provided in this section.
- (D) Incumbent Holds Office Until Recall Election - The incumbent shall continue to perform the duties of his office until the recall election. If not recalled he shall continue in office for the remainder of his unexpired term, subject to recall as before, except as provided in this section. If recalled he shall be deemed removed from office, and the vacant office filled by appointment by the Board of Selectmen until the next election.
- (E) Proposition on Ballot - Ballots used in a recall election shall submit the following proposition in the order indicated:

For the recall of (name of officer):
Against the recall of (name of officer):
Title of office:
- (F) Repeat of Recall Petition - No recall petition shall be filed against an officer within three (3) months after he takes office, nor, in the case of an officer subject to a recall election and not recalled thereby, until at least three (3) months after the election at which his recall was submitted to the voters.
- (G) Appointment of Person Recalled - No person who has been recalled from an office, or who has resigned from office while recall proceedings were pending against him, shall be appointed to any town office within two (2) years after such recall or such resignation.

ARTICLE 5 TOWN ADMINISTRATOR

Section 5-1 Appointment; Qualifications; Term.

The Board of Selectmen shall appoint a Town Administrator for an indefinite term and fix his compensation within the amount appropriated by the town. The Town Administrator shall be appointed solely on the basis of his executive and administrative qualifications. He shall be a person especially fitted by education, training and/or previous experience in management or administration to perform the duties of the office. The town may from time to time establish by bylaw such additional qualifications as seem necessary and appropriate.

Any vacancy in the office of the town administrator shall be filled in accordance with Section 4-2 by the Board of Selectmen. Meanwhile they shall appoint a suitable person as temporary Town Administrator to perform the duties of the office. Such temporary appointment may not exceed three (3) months but one additional renewal may be voted by the Board of Selectmen not to exceed a second three (3) months. Compensation for such person shall be set by the Board of Selectmen.

Section 5-2 Town Administrator - Appointive Procedure.

The Board of Selectmen shall appoint a five member Town Administrator search committee consisting of the following:

One member of the Board of Selectmen,

One town department head,

Three registered voters of the town at large not employed by the town. The search committee shall advertise the available position, screen all applicants and present three candidates to the Board of Selectmen. The search committee shall follow the affirmative action guidelines as established by Federal Law. The Board of Selectmen shall interview the candidates presented by the search committee at a regular meeting of the board, and elect by majority vote, the Town Administrator.

In the event of any vacancy in the office of the Town Administrator, the Board of Selectmen will initiate the appointment procedure within a period of ten (10) working days.

Section 5-3 Powers and Duties.

The Town Administrator shall be the chief administrative officer of the town and be directly responsible to the Board of Selectmen for the administration of all town affairs placed in his charge by or under this charter. He shall have the following powers and duties:

(A) He shall supervise and direct the administration of all departments, agencies and offices for whose function he is responsible.

(B) The Town Administrator shall appoint, subject to confirmation by the Board of Selectmen, all appointive town officers as described in section 6-1 utilizing procedures described in section 6-5.

The Town Administrator shall make notification of all unfilled positions within the town by posting a notice on the bulletin boards at the Town Hall and on cable television for a period of not less than five (5) days, and by notification in writing to the local new media.

(C) He shall fix the compensation of all town officers and employees appointed by him within the limits established by existing appropriations and town bylaws.

(D) He shall attend all regular meetings of the Board of Selectmen unless excused at his own request, except meetings at which his removal is being considered, and shall have a voice but no vote in all of its deliberations.

(E) He shall keep full and complete records of his office and shall render as often as may be required by the Board of Selectmen, but not less once in each year, a full report of all operations during the period reported on, which report shall be made available to the public.

- (F) He shall keep the Board of Selectmen fully advised as to the needs of the town and shall recommend to the Board of Selectmen for adoption such measures requiring action by them or by the town meeting as he may deem necessary or expedient.
- (G) He shall have full jurisdiction over the rental and use of all town property except school property and property under the control of the conservation commission. He shall be responsible for the maintenance and repair of all town buildings and facilities placed under his control by this charter, by bylaw, by vote of the town or otherwise.
- (H) He shall present to the Board of Selectmen the annual budget of the town and shall also be responsible for the development and annual updating of the capital improvement program.
- (I) He shall keep a full and complete inventory of all property of the town, both real and personal.
- (J) Copies of all proposed contracts, including personnel, shall be provided to the Finance Committee by the Board of Selectmen within 10 days of approval for record purposes.
- (K) He shall be responsible as Chief Procurement Officer of the town for purchasing all supplies, material and equipment for all departments under his jurisdiction.
- (L) He shall see that all of the provisions of the general laws, of the charter, of votes of the town meeting and votes of the Board of Selectmen which require enforcement by him or officers subject to his direction and supervision are faithfully carried out.
- (M) He shall prepare and revise, as necessary, a plan establishing personnel requirements. It shall include job descriptions, together with wage and salary schedules, for all departments established by this charter, administrative code or town bylaw, except school department employees, and it shall become effective within 30 days of submission to the Board of Selectmen unless, rejected by them.
- (N) He may at any time inquire into the conduct of office of any officer or employee or department, board or commission under his jurisdiction.
- (O) He shall attend all sessions of the town meetings and answer all questions directed to him by the voters of the town which relate to his office.
- (P) He shall perform any other duties required by the bylaws, administrative code, the voters of the town meeting, or the votes of the Board of Selectmen.

Section 5-4 Acting Town Administrator.

By letter filed with the town clerk, the Town Administrator shall designate a qualified town administrative employee or officer to exercise the powers and perform the duties of Town Administrator during his temporary absence. During his absence the Board of Selectmen may not revoke such designation until at least ten (10) working days have elapsed whereupon it may appoint another qualified town administrative employee or officer to serve until the Town Administrator shall return.

In the event the Board of Selectmen deem the Town Administrator as unable to perform his assigned duties, the Board of Selectmen shall appoint a department head to serve as acting Town Administrator.

Section 5-5 Removal and Suspension.

The Board of Selectmen may, by majority vote of the full board, terminate and remove or suspend the Town Administrator from his office in accordance with the following procedure.

Before the Town Administrator may be removed, if he so demands, he shall be given a written statement of the reasons alleged for his removal and shall have a right to be heard publicly thereon at a meeting of the Board of Selectmen prior to a final vote on his removal, but pending and during such hearing the Board of Selectmen may suspend him from his office. The action of the Board of Selectmen in suspending or removing the Town Administrator from office shall be final, it being the intention of this provision to vest all authority and to fix all responsibility for such suspension or removal solely in the Board of Selectmen. The Town Administrator shall continue to receive his salary until the effective date of a final vote of removal. The town may, by bylaw, establish a procedure for removal or suspension of a Town Administrator in such detail as it may deem necessary or desirable.

ARTICLE 6 APPOINTED OFFICIALS, BOARDS, COMMISSIONS & EMPLOYEES

Section 6-1 Appointments

Section 6-1

- (A) Appointments to all boards, commissions, and committees consisting of more than one member and where terms are greater than one year shall be made in a manner that all terms of all incumbents do not expire in the same year. Wherever possible, an equal number of members of each board, commission, and committee shall come to the end of their terms of office in each year.
- (B) The Town Clerk shall maintain, electronically, a list of all of the offices, boards and committees of the Town of Sturbridge, including the name of the office, board or committee, purpose or objective, number of membership, term of appointment, and the appointing authority. The Town Clerk shall update the list of offices, boards and committees as they are formed or dissolved, post a copy on the official website of the Town of Sturbridge, and cause it to be included in the annual town report.
- (C) Annual appointments to all boards, commissions and committees shall be made by July 1 of each year. Whenever a board, commission, or committee member resigns or otherwise is no longer on the board, commission or committee, the responsible appointing authority shall appoint a new member within 45 days.
- (E) The Town Administrator shall have the power to appoint such other individual town officers and members of boards and committees as are authorized by the Massachusetts General Laws, this Charter, or Town Bylaws, for which the method of appointment is not otherwise provided.

Section 6-2 Appointments by the Town Administrator

The Town Administrator shall make appointments to the following offices, boards, and commissions for the specified term, subject to the confirmation by a majority vote of the Board of Selectmen at a regularly scheduled meeting and administration of the oath of office by the Town Clerk.

<u>Office(s)</u>	<u>Term(s) of Office</u>
Town Counsel	1 Year
Finance Director	3 Years
Town Accountant	3 Years
Principal Assessor	3 Years
Director, Department of Public Works	3 Years
Members of the Department of Public Works	3 Years
Tree Warden	3 Years
Chief of Police	3 Years
Members of the Police Department	3 Years
Fire Chief	3 Years
Members of Fire Department	3 Years
Hazardous Waste Coordinator	3 Years
Building Inspector/Zoning Enforcement Officer	3 Years
Other Inspectors (excluding Board of Health appointees)	3 Years
Emergency Management Coordinator	3 Years
Director of Veteran's Affairs & Soldiers Burial	3 Years
Animal Control Officer	3 Years
Town Planner	3 Years
Council on Aging Director	3 Years

<u>Boards and Commissions</u>	<u>Number of Members</u>	<u>Term(s) of Office</u>
Planning Board	7	5 Years
Design Review	5	3 Years
Zoning Board of Appeals	2	3 Years
Conservation Commission	5	3 Years
Safety Committee	5	3 Years
Historical Commission	5	3 Years
Cultural Council	7	3 Years
Council on Aging	9	3 Years
Street Light Committee	3	3 Years
Housing Partnership Committee	5	3 Years
Cable Advisory Committee	5	3 Years

Partial Appointments

Sturbridge Tourist Association	6 of 7	3 Years
Personnel Classification Committee	4 of 5	3 Years
Community Preservation Committee	3 of 9	3 Years
Zoning Board of Appeals	2 of 7	3 Years

Section 6-3 Power to Rescind Appointments.

The Town Administrator shall, subject to confirmation by vote of the Board of Selectmen, have the power to rescind for cause, including excessive and unexcused absenteeism, any

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appointment made by him to any board, commission, committee, or individual officer under authority of this charter, provided that the appointee shall first have been served with a written notice of the Town Administrator's intention, specifying the reasons for the proposed removal, and informing the appointee of his right to be heard, if requested in writing, at a public meeting of the Board of Selectmen.

Section 6-4 Merit Principle.

All appointments and promotions of town officers and employees shall be made solely on the basis of merit and fitness demonstrated by examination or other evidence of competence and suitability.

Section 6-5 Appointments by the Town Administrator - Procedure.

1. Procedure for Appointment of Department Heads

Fire Chief
Director of Department of Public Works
Police Chief

Upon vacancy, the town administrator shall appoint a five (5) member search committee, consisting of the following: (1) Town Administrator, (2) Two voters not currently employed by the town appointed by the Town Administrator, (3) Two members qualified to assist in the search process and appointed by the Town Administrator. The search committee shall screen all applicants, interview the top applicants at a legally advertised public meeting, and the Town Administrator shall select the best applicant for appointment, subject to confirmation by the Board of Selectmen.

2. Procedure for the Appointment of Town Employees.

The Town Administrator shall advertise all available positions, screen all applicants, and select the best qualified applicant for appointment subject to confirmation by the Board of Selectmen.

ARTICLE 7 ADMINISTRATIVE ORGANIZATION.

Section 7-1 Department of Public Works.

There shall be a department of public works appointed by the Town Administrator in accordance with Section 6-1. The director of the department of public works so appointed shall be a person especially fitted by education, training, and/or previous experience to perform the duties of the office.

The director of the department of public works shall be responsible for the supervision and coordination of all public works operations of the town which are placed under his control by this charter, by bylaw, by vote of the town, or otherwise.

The department of public works shall be responsible for the following town functions: engineering, highways, water system, sewerage system, maintenance of town properties including cemeteries and recreation areas and other related functions assigned by the Town Administrator or director of public works.

Section 7-2 Principal Assessor

There shall be a full-time Principal Assessor appointed by the Town Administrator subject to confirmation by a majority vote of the Board of Selectmen. The Principal Assessor shall be appointed for a term of three years and shall be a person especially fitted by education, training,

and/or previous experience to perform the duties of the office. The responsibility of the Principal Assessor will include the daily operation of the assessors' department.

ARTICLE 8 GENERAL PROVISIONS.

Section 8-1 Relation of Charter to Town Bylaws, Rules, Regulations, Orders and Special Laws.

Where provisions of this charter conflict with provision of town bylaws, rules, regulations, orders and special laws, the charter provisions shall govern. All provisions of town bylaws, rules, regulations, orders and special laws not superseded by this charter shall remain in force.

Section 8-2 Severability.

If any provisions of this charter are held invalid, the other provisions of the charter shall not be affected thereby. If the application of the charter or any of its provisions to any person or circumstance is held invalid, the application of this charter and its provisions to other persons and circumstances shall not be affected thereby.

Section 8-3 Specific Provisions Shall Prevail.

To the extent that any specific provision of this charter shall conflict with any provision expressed in general terms, the specific provision shall prevail.

Section 8-4 Publication of Charter and Bylaws.

The Board of Selectmen shall, within one year of the adoption of this charter and subsequent revisions thereafter, cause to be prepared copies of said Charter and Town Bylaws to be available to the public in a suitable format in the office of the Town Clerk and posted on the web site established as the official web site for the Town of Sturbridge.

Section 8-5 Charter Revision.

Amendments to this charter relating in any way to the composition of the town meeting or the composition or mode of election or terms of office of the Board of Selectmen may be proposed only by a charter commission elected under the General Laws of the Commonwealth.

Amendments to this charter relating to other matters may be proposed at a duly called town meeting. Proposed amendments approved by a two-thirds majority town meeting vote shall be acted upon by ballot of the whole town at a regular election of town officers held in accordance with the General Laws. The effective date of revisions will be the date the town clerk certifies that the proposed amendment was approved by a majority of valid ballots cast.

The Board of Selectmen shall every five years, form a committee to study the working of town government. The committee shall recommend procedures to revise the charter, if that is deemed advisable.

Section 8-6 Resignations.

Any person holding an appointive or elective office may resign the office by filing a letter of resignation with the town clerk. The effective date of resignation shall be upon receipt by the town clerk unless a time certain is specified therein when it shall take effect. The town clerk shall notify the Town Administrator, and/or Board of Selectmen within 24 hours of receipt of a letter of resignation by forwarding a copy of the letter with date received. The town clerk shall resign the office by submitting a letter so stating to the Board of Selectmen.

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Section 8-7 Numbering of Charter Provisions

The numbering of sections, subsections, paragraphs and subparagraphs in this Charter is deemed non-substantive and ministerial in nature, and the Town Clerk, after consultation with Town Counsel, may make appropriate revisions to the same solely for the purpose of ensuring consistent and appropriate sequencing of such numbering; provided, however, that the Town Clerk shall keep a record of all such revisions which record shall include the date and substance of all such revisions. Note: This section, though approved by AG, still needs to be voted on by ballot.

ARTICLE 9 TRANSITIONAL PROVISIONS.

Section 9-1 Continuation of Existing Laws.

All general laws, special laws, town bylaws, votes, rules and regulations of or pertaining to the town which are in force when the charter takes effect and which are not repealed directly or indirectly hereby, shall continue in full force and effect until amended or rescinded by due course of law or expire by their own limitation.

Section 9-2 Continuation of Government.

- (A) All town officers and all members of all boards, commissions, and committees who have heretofore been elected and who will henceforth be appointed under the provisions of this charter, shall serve for the balance of the term for which they were elected but their successors shall be appointed.
- (B) All committee, commissions, boards, departments, offices and other agencies of the town shall continue to perform their duties until reappointed, or until successors to their respective positions are duly appointed or elected or their duties have been transferred in accordance with the provisions of the charter.

Section 9-3 Continuation of Administrative Personnel.

Any person holding an office or position in the administrative service of the town, or any person serving in the employment of the town shall retain such office or position and shall continue to perform the duties until provisions shall have been made in accordance with the charter for the performance of the said duties by another person or agency. Nothing contained in the charter shall be construed as to grant to the incumbent of any office at the time the charter is adopted any right or privilege to be retained in the employment of the town.

Section 9-4 Transfer of Records and Property.

All records, property and equipment whatsoever of any office, department or agency or part thereof, the powers and duties of which are assigned in whole or in part to another office or agency shall be transferred forthwith to the office, department or agency to which such powers and duties are assigned.

Section 9-5 Effective Date.

This charter shall take effect upon its adoption by the voters of Sturbridge.

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