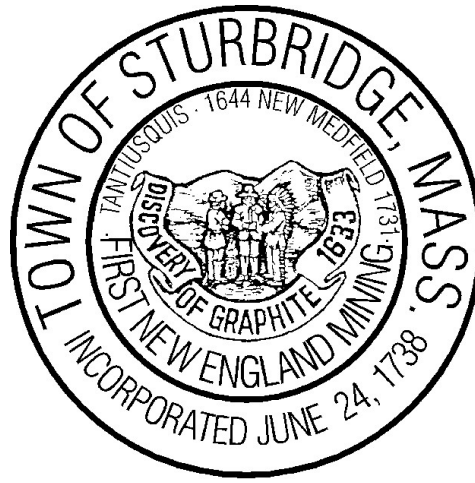


Town of Sturbridge



Two Hundred Eighty-Fifth Annual Town Meeting

Finance Committee Report Fiscal Year 2024

7:00 P.M.

June 5, 2023

Tantasqua Regional High School

For Your Convenience

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

Town Website: www.sturbridge.gov

**TOWN OF STURBRIDGE
FINANCE COMMITTEE REPORT
FISCAL YEAR 2023**

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**Report of the Finance Committee
Fiscal Year 2023
July 1, 2023 – June 30, 2024**

Welcome

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

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

Role and Responsibility of the Finance Committee

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

Budget Highlights

When the Finance Committee began its review of the budget and warrant articles in earnest, we were presented with a balanced budget that only had \$8,057 of excess tax levy capacity; essentially our projected revenues are just enough to match our expected expenses. Concomitantly, the Town found itself in an enviable position relative to our local municipal peers with a free cash balance of \$7.082 million.

Reasons for Budget Increase

The Finance Committee recommends a line-item budget of \$40,192,895.00. This represents an increase over FY23 of \$2,044,663.00, or 5.4%. The General Government budget increased by

\$881,750.00, or 5.0%. Of the recommended increase in the General Government budget, the majority of the increases are related to fixed costs such as contractual salary increases along with an increased assessment from the Worcester County Retirement System. All together, these four increases total \$548,274.00, or 62% of the overall General Government increase. The school budgets, Burgess Elementary and Sturbridge’s share of the Tantasqua Regional School District budget, have increased 6.9% and 3.7%, respectively, and combined comprise 54% of the amount to raise and appropriate for FY24.

The budget includes the addition of several positions to make our current level of services more efficient without necessarily adding new levels of service. For instance, the Public Safety budgets will add a fourth Sergeant to the Police Department along with a restructuring in the Town Administrator’s office that adds an additional full-time administrative assistant.

Warrant Articles

In addition to the operating budget, the Finance Committee supports “raise and appropriate” warrant articles totaling \$612,000.00. The Finance Committee also supports the expenditure of \$1,198,110.03 from Free Cash.

Regarding the free cash balance, the Town started the fiscal year with free cash at 18.56% of our accepted budget and will end the year with it at 12.85% of the expected FY24 budget. However, the Finance Committee recommended expenditure of free cash totals 27% of the balance with which we started the current fiscal year.

**USE OF FREE CASH
As Recommended by the Finance Committee**

Starting Balance **\$7,082,857.00**

June 5, 2023 Annual Town Meeting:

Article 21 - Capital Improvement Plan	\$664,450.00
Article 23 - Front End Loader	\$230,000.00
Article 35 - Stormwater MS4 Compliance	\$100,000.00
Article 36 - Tree Removal and Maintenance	\$100,000.00
Article 38 - Falls Road Culvert Replacement	\$250,000.00
Article 47 - Street Sweeper	\$280,000.00

Balance Remaining After Annual Town Meeting **\$5,458,407.00**

June 5, 2023 Special Town Meeting:

Article 40 - Snow & Ice Deficit	\$31,868.99
Article 41 - Unpaid Bills of a Previous Year	\$7,152.04
Article 42 - Opioid Funding	\$54,639.00

Article 43 - Burgess Budget Add'l Funding	\$200,000.00
Balance Remaining After Special Town Meeting	\$5,164,746.97

Projected Revenues

As presented to the Finance Committee, the Town’s total budgeted FY24 revenue is projected to be \$41,595,541.00 versus budgeted expenses of \$41,587,484.00, the result being an excess levy limit of \$8,057.00.

Strong Credit Rating

The credit rating for the Town from Standard and Poor remains at AA+/Stable. This reflects Sturbridge’s conservative financial management policies and practices, balanced budget, strong debt position and the prudent conduct of operations.

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

Issue for Your Consideration

Analyze Grants Consequences

Grant funded positions are typically limited in term. For example, grant funds can be used to hire a firefighter or school mental health professional for a fixed term. When the Town obtains a grant to add or expand services, it is often considered a favorable outcome. But grants, even renewable ones, come to an end. When the Town applies for grants to fund employee positions, an explanation should be required for how the Town will deal with the end of each grant, before an application is submitted. The Town must explain how the new grant funded position will improve the level and quality of service, and whether the Town will be expected to absorb the cost when funding is exhausted. This will prepare the Town for any direct budgetary implications, and will test whether the grant position would deliver sufficient value to justify retaining it.

Warrant Articles

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

Accounting System

Consistent with the prior fiscal years, the FY2023 budget summary is formatted under the Uniform Massachusetts Accounting System (UMAS) standard.

Meeting Schedule

The Town Meeting agenda includes the review and voting of the FY2024 line-item budget (July 1, 2023 – June 30, 2024), 47 Annual Meeting Warrant Articles and 5 Special Town Meeting Warrant Articles. The Annual Town Meeting will be held at the Tantasqua Regional High School Auditorium on Monday, June 5, 2023, at 7:00 P.M.

Respectfully submitted,

Sturbridge Finance Committee

Kevin Smith, Chair

James Waddick, Vice Chair

Leigh Darrin

Joseph Freitas

Michael Hager

Mike McGlone

Laurance Morrison

Kathleen Neal

Ken Talentino

Town of Sturbridge -- Budget FY24

<u>ACCOUNT NUMBER</u>	<u>DEPARTMENT</u>	<u>ACTUAL EXPENDED FY22</u>	<u>ACCEPTED BUDGET FY23</u>	<u>ADMINISTRATOR RECOMMEND FY24</u>	<u>SELECTMEN RECOMMEND FY24</u>	<u>FINCOM RECOMMEND FY24</u>	<u>VARIANCE VS FY23</u>		<u>ADOPTED TOWN MEETING</u>	<u>LINE NUMBER</u>
							<u>\$</u>	<u>%</u>		
Board of Selectmen										
11222-52000	Purchase of Services	651	2,200	2,200	2,200	2,200	0	0.0%		
11222-57000	Other Charges	75	1,400	1,400	1,400	1,400	0	0.0%		
	Total Expenses	726	3,600	3,600	3,600	3,600	0	0.0%		1
	Board of Selectmen Total	726	3,600	3,600	3,600	3,600	0	0.0%		
<hr/>										
Town Administrator										
	Department Head Salaries	142,932	175,000	179,375	179,375	179,375	4,375	2.5%		
	Merit Based Pay Incentive	0	29,910	35,054	35,054	35,054	5,144	17.2%		
	Salaries/ Wages	38,853	43,862	90,033	90,033	90,033	46,171	105.3%		
11231	Personnel Costs	181,784	248,772	304,462	304,462	304,462	55,690	22.4%		2
11232-52000	Purchase of Services	24,739	19,000	15,500	15,500	15,500	-3,500	-18.4%		
11232-54000	Supplies	2,895	3,150	2,500	2,500	2,500	-650	-20.6%		
11232-57000	Other Charges	2,342	10,700	8,700	8,700	8,700	-2,000	-18.7%		
11232-58000	Matching Grant Funds	2,317	5,000	5,000	5,000	5,000	0	0.0%		
	Total Expenses	32,293	37,850	31,700	31,700	31,700	-6,150	-16.2%		3
	Town Administrator Total	214,077	286,622	336,162	336,162	336,162	49,540	17.3%		
<hr/>										
Finance Committee										
11311	Personnel Costs	1,125	4,108	4,211	4,211	4,211	103	2.5%		4
11312-52000	Purchase of Services	450	3,200	1,700	1,700	1,700	-1,500	-46.9%		
11312-57000	Other Charges	180	200	200	200	200	0	0.0%		
	Total Expenses	630	3,400	1,900	1,900	1,900	-1,500	-44.1%		5
	Finance Committee Total	1,755	7,508	6,111	6,111	6,111	-1,397	-18.6%		

This salary is for the Recording Secretary not any Finance Committee members.

Town of Sturbridge -- Budget FY24

<u>ACCOUNT NUMBER</u>	<u>DEPARTMENT</u>	<u>ACTUAL EXPENDED FY22</u>	<u>ACCEPTED BUDGET FY23</u>	<u>ADMINISTRATOR RECOMMEND FY24</u>	<u>SELECTMEN RECOMMEND FY24</u>	<u>FINCOM RECOMMEND FY24</u>	<u>VARIANCE FINCOM VS FY23</u>		<u>ADOPTED TOWN MEETING</u>	<u>LINE NUMBER</u>
							<u>\$</u>	<u>%</u>		
Town Accountant										
	Department Head Salaries	71,272	91,559	96,194	96,194	96,194	4,635	5.1%		
	Salaries/ Wages	16,551	17,688	18,401	18,401	18,401	713	4.0%		
	Longevity	150	0	0	0	0	0	0.0%		
11351	Personnel Costs	87,972	109,247	114,595	114,595	114,595	5,348	4.9%		6
11352-52000	Purchase of Services	944	400	500	500	500	100	25.0%		
11352-54000	Supplies	308	700	900	900	900	200	28.6%		
11352-57000	Other Charges	50	550	1,050	1,050	1,050	500	90.9%		
	Total Expenses	1,302	1,650	2,450	2,450	2,450	800	48.5%		7
	Town Accountant Total	89,274	110,897	117,045	117,045	117,045	6,148	5.5%		
<hr/>										
Board of Assessors										
	Department Head Salaries	91,114	96,194	101,064	101,064	101,064	4,870	5.1%		
	Salaries/ Wages	31,319	34,424	36,013	36,013	36,013	1,589	4.6%		
	Longevity	250	250	250	250	250	0	0.0%		
11411	Personnel Costs	122,683	130,868	137,327	137,327	137,327	6,459	4.9%		8
11412-52000	Purchase of Services	24,109	29,531	31,628	31,628	31,628	2,097	7.1%		
11412-54000	Supplies	887	1,700	1,700	1,700	1,700	0	0.0%		
11412-57000	Other Charges	322	1,253	1,253	1,253	1,253	0	0.0%		
	Total Expenses	25,318	32,484	34,581	34,581	34,581	2,097	6.5%		9
	Board of Assessors Total	148,001	163,352	171,908	171,908	171,908	8,556	5.2%		
<hr/>										
Finance Director										
	Department Head Salaries	117,813	124,987	128,112	128,112	128,112	3,125	2.5%		
	Salaries/ Wages	126,514	173,170	200,012	200,012	200,012	26,842	15.5%		
	Certification Stipend	1,000	1,000	1,000	1,000	1,000	0	0.0%		
	Longevity	1,100	1,100	600	600	600	-500	-45.5%		
11451	Personnel Costs	246,427	300,257	329,724	329,724	329,724	29,467	9.8%		10
11452-52000	Purchase of Services	14,729	27,750	28,150	28,150	28,150	400	1.4%		
11452-54000	Supplies	2,816	4,100	4,300	4,300	4,300	200	4.9%		
11452-57000	Other Charges	1,663	2,275	2,775	2,775	2,775	500	22.0%		
	Total Expenses	19,208	34,125	35,225	35,225	35,225	1,100	3.2%		11
	Finance Director Total	265,636	334,382	364,949	364,949	364,949	30,567	9.1%		

Town of Sturbridge -- Budget FY24

<u>ACCOUNT NUMBER</u>	<u>DEPARTMENT</u>	<u>ACTUAL EXPENDED FY22</u>	<u>ACCEPTED BUDGET FY23</u>	<u>ADMINISTRATOR RECOMMEND FY24</u>	<u>SELECTMEN RECOMMEND FY24</u>	<u>FINCOM RECOMMEND FY24</u>	<u>VARIANCE FINCOM VS FY23</u>		<u>ADOPTED TOWN MEETING</u>	<u>LINE NUMBER</u>
							<u>\$</u>	<u>%</u>		
Town Counsel										
11512-52000	Purchase of Services	77,753	110,000	70,000	70,000	70,000	-40,000	-36.4%		
	Total Expense	77,753	110,000	70,000	70,000	70,000	-40,000	-36.4%		12
	Town Counsel Total	77,753	110,000	70,000	70,000	70,000	-40,000	-36.4%		
<hr/>										
Information Technology										
11551	Department Head Salaries	71,236	75,574	79,400	79,400	79,400	3,826	5.1%		
	Personnel Costs	71,236	75,574	79,400	79,400	79,400	3,826	5.1%		13
11552-52000	Purchase of Services	103,717	168,760	213,845	213,845	213,845	45,085	26.7%		
11552-54000	Supplies	876	5,000	5,000	5,000	5,000	0	0.0%		
	Other Chrges	0	0	200	200	200	200	NEW		
11552-58050	Capital Outlay	8,718	45,400	17,300	17,300	17,300	-28,100	-61.9%		
	Total Expense	113,311	219,160	236,345	236,345	236,345	17,185	7.8%		14
	Information Technology Total	184,547	294,734	315,745	315,745	315,745	21,011	7.1%		
<hr/>										
Town Clerk										
	Department Head Salaries	75,540	80,141	84,609	84,609	84,609	4,468	5.6%		
	Salaries/ Wages	40,413	42,880	45,100	45,100	45,100	2,220	5.2%		
	Certification Stipend	0	1,000	1,000	1,000	1,000	0	0.0%		
	Longevity	0	150	650	650	650	500	333.3%		
11611	Personnel Costs	115,953	124,171	131,359	131,359	131,359	7,188	5.8%		15
11612-52000	Purchase of Services	1,045	1,680	1,460	1,460	1,460	-220	-13.1%		
11612-54000	Supplies	1,394	2,650	1,900	1,900	1,900	-750	-28.3%		
11612-57000	Other Charges	1,363	2,550	1,620	1,620	1,620	-930	-36.5%		
	Total Expenses	3,802	6,880	4,980	4,980	4,980	-1,900	-27.6%		16
	Town Clerk Total	119,755	131,051	136,339	136,339	136,339	5,288	4.0%		
<hr/>										
Elections & Registration										
	Board Salaries	350	500	500	500	500	0	0.0%		
	Salaries/ Wages	7,165	19,962	9,878	9,878	9,878	-10,084	-50.5%		
11621	Personnel Costs	7,515	20,462	10,378	10,378	10,378	-10,084	-49.3%		17
11622-52000	Purchase of Services	8,636	12,725	8,895	8,895	8,895	-3,830	-30.1%		
11622-54000	Supplies	2,043	3,725	1,900	1,900	1,900	-1,825	-49.0%		
	Total Expenses	10,679	16,450	10,795	10,795	10,795	-5,655	-34.4%		18
	Elections & Registration Total	18,195	36,912	21,173	21,173	21,173	-15,739	-42.6%		

Town of Sturbridge -- Budget FY24

<u>ACCOUNT NUMBER</u>	<u>DEPARTMENT</u>	<u>ACTUAL EXPENDED FY22</u>	<u>ACCEPTED BUDGET FY23</u>	<u>ADMINISTRATOR RECOMMEND FY24</u>	<u>SELECTMEN RECOMMEND FY24</u>	<u>FINCOM RECOMMEND FY24</u>	<u>VARIANCE FINCOM VS FY23</u>		<u>ADOPTED TOWN MEETING</u>	<u>LINE NUMBER</u>
							<u>\$</u>	<u>%</u>		
Conservation Commission										
	Department Head Salaries	73,341	77,807	82,144	82,144	82,144	4,337	5.6%		
	Salaries/ Wages	28,110	31,261	32,822	32,822	32,822	1,561	5.0%		
	Longevity	0	300	250	250	250	-50	-16.7%		
11711	Personnel Costs	101,451	109,368	115,216	115,216	115,216	5,848	5.3%		19
11712-52000	Purchase of Services	5,265	7,600	8,300	8,300	8,300	700	9.2%		
11712-54000	Supplies	1,048	3,600	1,750	1,750	1,750	-1,850	-51.4%		
11712-57000	Other Charges	508	550	750	750	750	200	36.4%		
	Total Expenses	6,820	11,750	10,800	10,800	10,800	-950	-8.1%		20
	Conservation Commission Total	108,272	121,118	126,016	126,016	126,016	4,898	4.0%		
<hr/>										
Town Planner										
	Department Head Salaries	104,247	110,595	113,360	113,360	113,360	2,765	2.5%		
	Salaries/ Wages	38,930	41,327	43,444	43,444	43,444	2,117	5.1%		
	Longevity	450	450	600	600	600	150	33.3%		
11751	Personnel Costs	143,627	152,372	157,404	157,404	157,404	5,032	3.3%		21
11752-52000	Purchase of Services	25,701	49,090	49,873	49,873	49,873	783	1.6%		
11752-54000	Supplies	1,276	5,169	3,750	3,750	3,750	-1,419	-27.5%		
11752-56000	Intergovernmental	2,788	2,859	3,043	3,043	3,043	184	6.4%		
11752-57000	Other Charges	1,149	1,270	1,520	1,520	1,520	250	19.7%		
	Total Expenses	30,915	58,388	58,186	58,186	58,186	-202	-0.3%		22
	Planning Department Total	174,542	210,760	215,590	215,590	215,590	4,830	2.3%		
<hr/>										
Zoning Board of Appeals										
11762-52000	Purchase of Services	0	500	500	500	500	0	0.0%		
11762-54000	Supplies	0	0	0	0	0	0	0.0%		
11762-57000	Other Charges	0	90	90	90	90	0	0.0%		
	Total Expenses	0	590	590	590	590	0	0.0%		23
	Zoning Board of Appeals Total	0	590	590	590	590	0	0.0%		

Town of Sturbridge -- Budget FY24

<u>ACCOUNT NUMBER</u>	<u>DEPARTMENT</u>	<u>ACTUAL EXPENDED FY22</u>	<u>ACCEPTED BUDGET FY23</u>	<u>ADMINISTRATOR RECOMMEND FY24</u>	<u>SELECTMEN RECOMMEND FY24</u>	<u>FINCOM RECOMMEND FY24</u>	<u>VARIANCE VS FY23</u>		<u>ADOPTED TOWN MEETING</u>	<u>LINE NUMBER</u>
							<u>\$</u>	<u>%</u>		
Economic Development										
	Salaries/ Wages	29,665	31,472	33,226	33,226	33,226	1,754	5.6%		
11771	Personnel Costs	29,665	31,472	33,226	33,226	33,226	1,754	5.6%		24
11772-52000	Purchase of Services	0	1,500	1,790	1,790	1,790	290	19.3%		
11772-54000	Supplies	78	2,700	1,330	1,330	1,330	-1,370	-50.7%		
11772-57000	Other Charges	0	895	985	985	985	90	10.1%		
	Total Expenses	78	5,095	4,105	4,105	4,105	-990	-19.4%		25
Economic Development Total		29,743	36,567	37,331	37,331	37,331	764	2.1%		
Facilities										
	Department Head Salaries	71,204	75,540	79,752	79,752	79,752	4,212	5.6%		
	Salaries/ Wages	44,896	60,795	63,546	63,546	63,546	2,751	4.5%		
11911	Personnel Costs	116,100	136,335	143,298	143,298	143,298	6,963	5.1%		26
11912-52000	Purchase of Services	4,990	8,600	700	700	700	-7,900	-91.9%		
11912-54000	Supplies	5,646	10,400	6,400	6,400	6,400	-4,000	-38.5%		
11912-57000	Other Charges	938	990	900	900	900	-90	-9.1%		
	Total Expenses	11,574	19,990	8,000	8,000	8,000	-11,990	-60.0%		27
Facilities Total		127,674	156,325	151,298	151,298	151,298	-5,027	-3.2%		
Town Hall										
11932-52000	Purchase of Services	36,096	36,836	34,400	34,400	34,400	-2,436	-6.6%		
11932-54000	Supplies	0	0	0	0	0	0	0.0%		
	Total Expenses	36,096	36,836	34,400	34,400	34,400	-2,436	-6.6%		28
Town Hall Total		36,096	36,836	34,400	34,400	34,400	-2,436	-6.6%		
Center Office Building										
11942-52000	Purchase of Services	34,675	33,446	33,400	33,400	33,400	-46	-0.1%		
11942-54000	Supplies	0	0	0	0	0	0	0.0%		
	Total Expenses	34,675	33,446	33,400	33,400	33,400	-46	-0.1%		29
Center Office Building Total		34,675	33,446	33,400	33,400	33,400	-46	-0.1%		

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<u>ACCOUNT NUMBER</u>	<u>DEPARTMENT</u>	<u>ACTUAL EXPENDED FY22</u>	<u>ACCEPTED BUDGET FY23</u>	<u>ADMINISTRATOR RECOMMEND FY24</u>	<u>SELECTMEN RECOMMEND FY24</u>	<u>FINCOM RECOMMEND FY24</u>	<u>VARIANCE FINCOM VS FY23</u>		<u>ADOPTED TOWN MEETING</u>	<u>LINE NUMBER</u>
							<u>\$</u>	<u>%</u>		
Senior Center Building										
11952-52000	Purchase of Services	19,771	30,296	28,300	28,300	28,300	-1,996	-6.6%		
11952-54000	Supplies	0	0	0	0	0	0	0.0%		
	Total Expenses	19,771	30,296	28,300	28,300	28,300	-1,996	-6.6%		30
	Senior Center Building Total	19,771	30,296	28,300	28,300	28,300	-1,996	-6.6%		
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Joshua Hyde Library Building										
11962-52000	Purchase of Services	21,922	33,190	27,050	27,050	27,050	-6,140	-18.5%		
11962-54000	Supplies	1,323	1,700	1,700	1,700	1,700	0	0.0%		
	Total Expenses	23,245	34,890	28,750	28,750	28,750	-6,140	-17.6%		31
	Joshua Hyde Library Building Total	23,245	34,890	28,750	28,750	28,750	-6,140	-17.6%		
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Safety Complex										
11972-52000	Purchase of Services	69,507	93,473	84,390	84,390	84,390	-9,083	-9.7%		
11972-54000	Supplies	11,893	13,300	13,500	13,500	13,500	200	1.5%		
	Total Expenses	81,399	106,773	97,890	97,890	97,890	-8,883	-8.3%		32
	Safety Complex Total	81,399	106,773	97,890	97,890	97,890	-8,883	-8.3%		
<hr/>										
Nursery School										
11982-52000	Purchase of Services	2,510	5,525	5,400	5,400	5,400	-125	-2.3%		
11982-54000	Supplies	0	0	0	0	0	0	0.0%		
	Total Expenses	2,510	5,525	5,400	5,400	5,400	-125	-2.3%		33
	Nursery School Total	2,510	5,525	5,400	5,400	5,400	-125	-2.3%		
<hr/>										
8 Brookfield Road										
11985-52000	Purchase of Services	0	0	5,000	5,000	5,000	5,000	100.0%		
	Total Expenses	0	0	5,000	5,000	5,000	5,000	100.0%		34
	8 Brookfield Road	0	0	5,000	5,000	5,000	5,000	100.0%		

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<u>ACCOUNT NUMBER</u>	<u>DEPARTMENT</u>	<u>ACTUAL EXPENDED FY22</u>	<u>ACCEPTED BUDGET FY23</u>	<u>ADMINISTRATOR RECOMMEND FY24</u>	<u>SELECTMEN RECOMMEND FY24</u>	<u>FINCOM RECOMMEND FY24</u>	<u>VARIANCE FINCOM VS FY23</u>		<u>ADOPTED TOWN MEETING</u>	<u>LINE NUMBER</u>
							<u>\$</u>	<u>%</u>		
Police Department										
	Department Head Salaries	149,940	159,072	163,142	163,142	163,142	4,070	2.6%		
	Salaries/ Wages	2,160,466	2,557,497	2,730,282	2,730,282	2,730,282	172,785	6.8%		
	Longevity	6,700	7,700	11,400	11,400	11,400	3,700	48.1%		
	Stipend Emergency Mgmt	0	6,000	6,000	6,000	6,000	0	0.0%		
	Overtime	425,814	494,025	524,038	524,038	524,038	30,013	6.1%		
12101	Personnel Costs	2,742,920	3,224,294	3,434,862	3,434,862	3,434,862	210,568	6.5%		35
12102-52000	Purchase of Services	86,221	98,108	121,339	121,339	121,339	23,231	23.7%		
12102-54000	Supplies	62,052	83,834	86,137	86,137	86,137	2,303	2.7%		
12102-57000	Other Charges	8,681	10,047	10,642	10,642	10,642	595	5.9%		
12102-58050	Capital Outlay	119,509	132,000	158,300	158,300	158,300	26,300	19.9%		
	Total Expenses	276,462	323,989	376,418	376,418	376,418	52,429	16.2%		36
	Police Department Total	3,019,383	3,548,283	3,811,280	3,811,280	3,811,280	262,997	7.4%		
Fire Department										
	Department Head Salaries	120,276	127,601	130,791	130,791	130,791	3,190	2.5%		
	Salaries/ Wages	992,660	1,336,862	1,442,037	1,442,037	1,442,037	105,175	7.9%		
	Overtime	218,959	262,764	250,000	250,000	250,000	-12,764	-4.9%		
	Longevity	1,900	1,900	1,800	1,800	1,800	-100	-5.3%		
12201	Personnel Costs	1,333,795	1,729,127	1,824,628	1,824,628	1,824,628	95,501	5.5%		37
12202-52000	Purchase of Services	131,152	133,116	165,969	165,969	165,969	32,853	24.7%		
12202-54000	Supplies	76,458	88,700	98,100	98,100	98,100	9,400	10.6%		
12202-57000	Other Charges	2,877	4,280	5,635	5,635	5,635	1,355	31.7%		
	Total Expenses	210,487	226,096	269,704	269,704	269,704	43,608	19.3%		38
	Fire Department Total	1,544,283	1,955,223	2,094,332	2,094,332	2,094,332	139,109	7.1%		
Building Inspector										
	Department Head Salaries	89,084	93,848	98,599	98,599	98,599	4,751	5.1%		
	Salaries/ Wages	42,880	45,742	47,848	47,848	47,848	2,106	4.6%		
	Longevity	300	300	300	300	300	0	0.0%		
12411	Personnel Costs	132,264	139,890	146,747	146,747	146,747	6,857	4.9%		39
12412-52000	Purchase of Services	120	1,620	1,620	1,620	1,620	0	0.0%		
12412-54000	Supplies	854	3,039	2,992	2,992	2,992	-47	-1.5%		
12412-57000	Other Charges	220	700	700	700	700	0	0.0%		
	Total Expenses	1,194	5,359	5,312	5,312	5,312	-47	-0.9%		40
	Building Inspector Total	133,458	145,249	152,059	152,059	152,059	6,810	4.7%		

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<u>ACCOUNT NUMBER</u>	<u>DEPARTMENT</u>	<u>ACTUAL EXPENDED FY22</u>	<u>ACCEPTED BUDGET FY23</u>	<u>ADMINISTRATOR RECOMMEND FY24</u>	<u>SELECTMEN RECOMMEND FY24</u>	<u>FINCOM RECOMMEND FY24</u>	<u>VARIANCE FINCOM VS FY23</u>		<u>ADOPTED TOWN MEETING</u>	<u>LINE NUMBER</u>
							<u>\$</u>	<u>%</u>		
Sealer of Weights & Measures										
12442-52000	Purchase of Services	5,300	5,350	13,090	13,090	13,090	7,740	144.7%		
	Total Expenses	5,300	5,350	13,090	13,090	13,090	7,740	144.7%		41
	Sealer of Weights & Measures Total	5,300	5,350	13,090	13,090	13,090	7,740	144.7%		
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Inspectors (Electric and Plumbing)										
	Salaries/ Wages	51,900	50,000	50,000	50,000	50,000	0	0.0%		
	Personnel Costs	51,900	50,000	50,000	50,000	50,000	0	0.0%		42
12452-52000	Purchase of Services	0	593	593	593	593	0	0.0%		
12452-54000	Supplies	0	220	220	220	220	0	0.0%		
12452-57000	Other Charges	900	2,465	2,465	2,465	2,465	0	0.0%		
	Total Expenses	900	3,278	3,278	3,278	3,278	0	0.0%		43
	Inspectors Total	52,800	53,278	53,278	53,278	53,278	0	0.0%		
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Tree Warden										
12941	Salaries/ Wages	8,963	9,232	9,463	9,463	9,463	231	2.5%		
	Personnel Costs	8,963	9,232	9,463	9,463	9,463	231	2.5%		44
12942-52000	Purchase of Services	16,726	22,500	28,400	28,400	28,400	5,900	26.2%		
12942-54000	Supplies	0	0	0	0	0	0	0.0%		
12942-57000	Other Charges	945	960	960	960	960	0	0.0%		
	Total Expenses	17,671	23,460	29,360	29,360	29,360	5,900	25.1%		45
	Tree Warden Total	26,634	32,692	38,823	38,823	38,823	6,131	18.8%		
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Education										
13002-53000	Burgess Elementary School	12,042,133	12,634,439	13,506,465	13,506,465	13,506,465	872,026	6.9%		
	Total Burgess	12,042,133	12,634,439	13,506,465	13,506,465	13,506,465	872,026	6.9%		46
13002-53200	Tantasqua Town Share	7,708,896	7,845,210	8,172,377	8,172,377	8,172,377	327,167	4.2%		
13002-53210	Tant. Transportation Assessment	116,504	92,691	56,411	56,411	56,411	-36,280	-39.1%		
	Total Tantasqua	7,825,400	7,937,901	8,228,788	8,228,788	8,228,788	290,887	3.7%		47
13002-53801	Charter School Transportation	0	5,000	5,000	5,000	5,000	0	0.0%		
	Total Charter School	0	5,000	5,000	5,000	5,000	0			48
	Education Total	19,867,533	20,577,340	21,740,253	21,740,253	21,740,253	1,162,913	5.7%		

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<u>ACCOUNT NUMBER</u>	<u>DEPARTMENT</u>	<u>ACTUAL EXPENDED FY22</u>	<u>ACCEPTED BUDGET FY23</u>	<u>ADMINISTRATOR RECOMMEND FY24</u>	<u>SELECTMEN RECOMMEND FY24</u>	<u>FINCOM RECOMMEND FY24</u>	<u>VARIANCE FINCOM VS FY23</u>		<u>ADOPTED TOWN MEETING</u>	<u>LINE NUMBER</u>
							<u>\$</u>	<u>%</u>		
Department of Public Works										
	Department Head Salaries	93,309	90,114	92,367	92,367	92,367	2,253	2.5%		
	Salaries/ Wages	800,002	908,989	959,116	959,116	959,116	50,127	5.5%		
	Overtime	18,722	20,000	20,000	20,000	20,000	0	0.0%		
	Longevity	750	1,050	900	900	900	-150	-14.3%		
14101	Personnel Costs	912,783	1,020,153	1,072,383	1,072,383	1,072,383	52,230	5.1%		49
14102-52000	Purchase of Services	87,187	110,900	104,110	104,110	104,110	-6,790	-6.1%		
14102-54000	Supplies	94,666	98,000	100,000	100,000	100,000	2,000	2.0%		
14102-57000	Other Charges	5,505	6,800	6,800	6,800	6,800	0	0.0%		
	Total Expenses	187,359	215,700	210,910	210,910	210,910	-4,790	-2.2%		50
	Department of Public Works Total	1,100,142	1,235,853	1,283,293	1,283,293	1,283,293	47,440	3.8%		
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Town Road Maintenance										
14212-52410	Private Road Maintenance	2,018	6,000	6,000	6,000	6,000	0	0.0%		
	Total Expenses	2,018	6,000	6,000	6,000	6,000	0	0.0%		51
	Town Road Maintenance Total	2,018	6,000	6,000	6,000	6,000	0	0.0%		
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Snow & Ice Removal										
	Overtime	77,900	52,788	60,157	60,157	60,157	7,369	14.0%		
14231	Personnel Costs	77,900	52,788	60,157	60,157	60,157	7,369	14.0%		
	Purchase of Services	37,397	70,000	70,000	70,000	70,000	0	0.0%		
	Supplies	248,707	100,000	100,000	100,000	100,000	0	0.0%		
14232	Total Expenses	286,104	170,000	170,000	170,000	170,000	0	0.0%		
14231/14232	Snow & Ice Control Total	364,004	222,788	230,157	230,157	230,157	7,369	3.3%		52
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Landfill/Recycling Center										
	Salaries/ Wages	120,259	127,842	144,713	144,713	144,713	16,871	13.2%		
	Overtime	1,500	1,500	1,500	1,500	1,500	0	0.0%		
	Longevity	400	400	400	400	400	0	0.0%		
14301	Personnel Costs	122,159	129,742	146,613	146,613	146,613	16,871	13.0%		53
14302-52000	Purchase of Services	161,910	188,875	242,500	242,500	242,500	53,625	28.4%		
14302-54000	Supplies	1,163	5,050	5,050	5,050	5,050	0	0.0%		
	Total Expenses	163,073	193,925	247,550	247,550	247,550	53,625	27.7%		54
	Landfill/Recycling Center Total	285,232	323,667	394,163	394,163	394,163	70,496	21.8%		

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							<u>\$</u>	<u>%</u>		
Board of Health										
	Department Head Salaries	80,104	84,982	87,107	87,107	87,107	2,125	2.5%		
	Salaries/ Wages	20,735	27,055	28,405	28,405	28,405	1,350	5.0%		
15101	Personnel Costs	100,839	112,037	115,512	115,512	115,512	3,475	3.1%		55
15102-52000	Purchase of Services	2,624	8,450	5,950	5,950	5,950	-2,500	-29.6%		
15102-54000	Supplies	2,082	2,350	2,350	2,350	2,350	0	0.0%		
15102-57000	Other Charges	1,505	1,800	1,800	1,800	1,800	0	0.0%		
	Total Expenses	6,211	12,600	10,100	10,100	10,100	-2,500	-19.8%		56
	Board of Health Total	107,051	124,637	125,612	125,612	125,612	975	0.8%		
Community Health										
15152-53850	Community Health Care Total	2,000	5,000	5,000	5,000	5,000	0	0.0%		
	Total Expenses	2,000	5,000	5,000	5,000	5,000	0	0.0%		57
	Community Health Care Total	2,000	5,000	5,000	5,000	5,000	0	0.0%		
Inspections & Testing										
15202	Public Health Inspector	50,991	54,153	49,140	49,140	49,140	-5,013	-9.3%		
	Personnel Costs	50,991	54,153	49,140	49,140	49,140	-5,013	-9.3%		58
	Inspections & Testing Total	50,991	54,153	49,140	49,140	49,140	-5,013	-9.3%		
Council on Aging										
15411	Department Head Salaries	71,204	75,540	79,752	79,752	79,752	4,212	5.6%		
	Salaries/ Wages	66,696	74,136	74,284	74,284	74,284	148	0.2%		
	Longevity	625	700	450	450	450	-250	-35.7%		
	Personnel Costs	138,525	150,376	154,486	154,486	154,486	4,110	2.7%		59
15412-52000	Purchase of Services	1,242	2,060	2,070	2,070	2,070	10	0.5%		
15412-54000	Supplies	938	1,700	700	700	700	-1,000	-58.8%		
15412-57000	Other Charges	691	725	775	775	775	50	6.9%		
15412-57110	Transportation	0	2,000	0	0	0	-2,000	-100.0%		
	Total Expenses	2,871	6,485	3,545	3,545	3,545	-2,940	-45.3%		60
	Council on Aging Total	141,396	156,861	158,031	158,031	158,031	1,170	0.7%		

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							<u>\$</u>	<u>%</u>		
Veterans' Services										
	Salaries/ Wages	9,844	10,139	10,392	10,392	10,392	253	2.5%		
15431	Personnel Costs	9,844	10,139	10,392	10,392	10,392	253	2.5%		61
15432-52000	Purchase of Services	0	250	250	250	250	0	0.0%		
15432-54000	Supplies	148	575	1,000	1,000	1,000	425	73.9%		
15432-54100	American Legion	1,600	2,400	2,400	2,400	2,400	0	0.0%		
15432-54400	Memorial/Veterans' Day	3,200	3,200	4,500	4,500	4,500	1,300	40.6%		
15432-57000	Other Charges	85	500	300	300	300	-200	-40.0%		
15432-57700	Veterans' Benefits	47,503	58,300	59,446	59,446	59,446	1,146	2.0%		
	Total Expenses	52,536	65,225	67,896	67,896	67,896	2,671	4.1%		62
	Veterans' Services Total	62,380	75,364	78,288	78,288	78,288	2,924	3.9%		
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Joshua Hyde Library Operations										
	Department Head Salaries	94,000	99,725	102,218	102,218	102,218	2,493	2.5%		
	Salaries/ Wages	306,158	332,616	340,182	340,182	340,182	7,566	2.3%		
	Longevity	1,100	1,100	800	800	800	-300	-27.3%		
16101	Personnel Costs	401,258	433,441	443,200	443,200	443,200	9,759	2.3%		63
16102-52000	Purchase of Services	14,991	20,045	22,374	22,374	22,374	2,329	11.6%		
16102-54000	Supplies	3,232	4,060	3,600	3,600	3,600	-460	-11.3%		
16102-55820	Library Materials	105,000	113,000	116,500	116,500	116,500	3,500	3.1%		
16102-57000	Other Charges	2,396	2,700	3,050	3,050	3,050	350	13.0%		
	Total Expenses	125,619	139,805	145,524	145,524	145,524	5,719	4.1%		64
	Joshua Hyde Library Operations Total	526,878	573,246	588,724	588,724	588,724	15,478	2.7%		
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Recreation										
	Department Head Salaries	61,109	64,831	72,614	72,614	72,614	7,783	12.0%		
	Salaries/ Wages	28,915	34,772	36,429	36,429	36,429	1,657	4.8%		
	Longevity	0	100	150	150	150	50	50.0%		
16301	Personnel Costs	90,024	99,703	109,193	109,193	109,193	9,490	9.5%		65
16302-52000	Purchase of Services	12,241	24,181	16,520	16,520	16,520	-7,661	-31.7%		
16302-54000	Supplies	4,200	3,319	3,054	3,054	3,054	-265	-8.0%		
16302-56320	Team Sports	1,455	7,500	7,500	7,500	7,500	0	0.0%		
16302-57000	Other Charges	0	210	210	210	210	0	0.0%		
	Total Expenses	17,896	35,210	27,284	27,284	27,284	-7,926	-22.5%		66
	Recreation Total	107,920	134,913	136,477	136,477	136,477	1,564	1.2%		

Town of Sturbridge -- Budget FY24

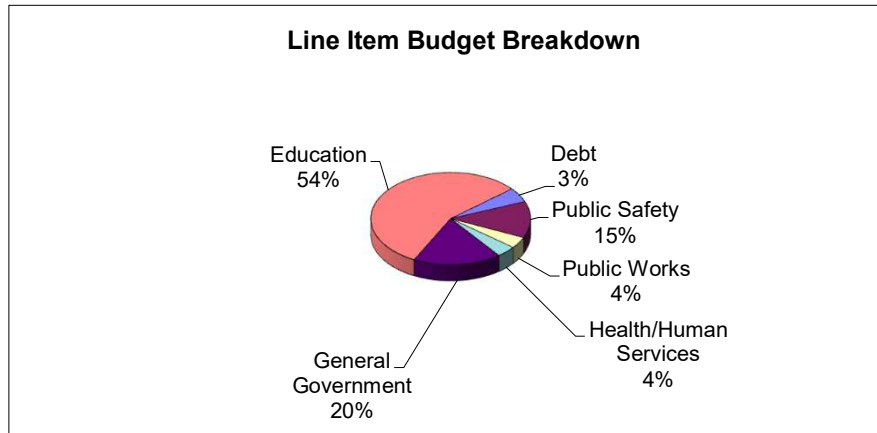
<u>ACCOUNT NUMBER</u>	<u>DEPARTMENT</u>	<u>ACTUAL EXPENDED FY22</u>	<u>ACCEPTED BUDGET FY23</u>	<u>ADMINISTRATOR RECOMMEND FY24</u>	<u>SELECTMEN RECOMMEND FY24</u>	<u>FINCOM RECOMMEND FY24</u>	<u>VARIANCE VS FY23</u>		<u>ADOPTED TOWN MEETING</u>	<u>LINE NUMBER</u>
							<u>\$</u>	<u>%</u>		
Trails Committee										
16502-52000	Purchase of Services	0	200	200	200	200	0	0.0%		
16502-57000	Other Charges	0	100	100	100	100	0	0.0%		
	Total Expenses	0	300	300	300	300	0	0.0%		67
	Trails Committee Total	0	300	300	300	300	0	0.0%		
<hr/>										
Historical Commission										
16902-52000	Purchase of Services	89	1,750	1,750	1,750	1,750	0	0.0%		
16902-54000	Supplies	0	100	100	100	100	0	0.0%		
16902-57000	Other Charges	0	200	200	200	200	0	0.0%		
	Total Expenses	89	2,050	2,050	2,050	2,050	0	0.0%		68
	Historical Commission Total	89	2,050	2,050	2,050	2,050	0	0.0%		
<hr/>										
Debt Service Principal										
17102-59193	Burgess Elementary Project	915,000	914,000	914,500	914,500	914,500	500	0.1%		
17102-59192	Town Hall	170,000	162,000	159,300	159,300	159,300	-2,700	-1.7%		
	Total Expense	1,085,000	1,076,000	1,073,800	1,073,800	1,073,800	-2,200	-0.2%		69
	Debt Service Principal Total	1,085,000	1,076,000	1,073,800	1,073,800	1,073,800	-2,200	-0.2%		
<hr/>										
Debt Service Interest										
17502-59250	Short-Term Interest	0	10,000	35,000	35,000	35,000	25,000	250.0%		
17502-59193	Burgess Elementary School	279,229	247,124	215,810	215,810	215,810	-31,314	-12.7%		
17502-59192	Town Hall	52,214	41,694	35,268	35,268	35,268	-6,426	-15.4%		
	Total Expenses	331,443	298,818	286,078	286,078	286,078	-12,740	-4.3%		70
	Debt Service Interest Total	331,443	298,818	286,078	286,078	286,078	-12,740	-4.3%		

Town of Sturbridge -- Budget FY24

<u>ACCOUNT NUMBER</u>	<u>DEPARTMENT</u>	<u>ACTUAL EXPENDED FY22</u>	<u>ACCEPTED BUDGET FY23</u>	<u>ADMINISTRATOR RECOMMEND FY24</u>	<u>SELECTMEN RECOMMEND FY24</u>	<u>FINCOM RECOMMEND FY24</u>	<u>VARIANCE FINCOM VS FY23</u>		<u>ADOPTED TOWN MEETING</u>	<u>LINE NUMBER</u>
							<u>\$</u>	<u>%</u>		
Unclassified										
19102-51700	Group Insurance	1,795,232	2,085,000	2,050,000	2,050,000	2,050,000	-35,000	-1.7%		
19102-51750	Unemployment	15,471	25,000	25,000	25,000	25,000	0	0.0%		
19102-51800	Worcester Retirement System	1,674,824	1,825,683	2,045,870	2,045,870	2,045,870	220,187	12.1%		
19102-51950	Medicare Tax	245,911	268,000	287,000	287,000	287,000	19,000	7.1%		
19102-52110	Street Lights	0	60,000	30,000	30,000	30,000	-30,000	-50.0%		
19102-52119	Energy Consulting	0	4,000	4,000	4,000	4,000	0	0.0%		
19102-52273	Engineering/Professional Services	8,615	20,000	20,000	20,000	20,000	0	0.0%		
19102-52630	Town Audit	31,000	31,000	31,000	31,000	31,000	0	0.0%		
19102-52640	School Audit	4,000	0	5,000	5,000	5,000	5,000	100.0%		
19102-52650	OPEB Study	7,000	1,500	8,000	8,000	8,000	6,500	433.3%		
19102-53030	Legal Fees	3,294	10,000	10,000	10,000	10,000	0	0.0%		
19102-53070	Tax Title	3,883	5,000	5,000	5,000	5,000	0	0.0%		
19102-53090	Town Report	2,732	3,000	3,000	3,000	3,000	0	0.0%		
19102-57410	Insurance Blanket	382,368	407,000	416,000	416,000	416,000	9,000	2.2%		
19102-57926	Insurance Deductible	3,000	5,000	5,000	5,000	5,000	0	0.0%		
19102-57800	Reserve Fund	0	175,000	184,000	184,000	184,000	9,000	5.1%		
19102-58318	Student Activity	0	0	0	0	0	0	0.0%		
19102-58326	Future Wage Obligations	303	0	0	0	0	0	0.0%		
	Total Expenses	4,177,632	4,925,183	5,128,870	5,128,870	5,128,870	203,687	4.1%		71
	Total Unclassified	4,177,632	4,925,183	5,128,870	5,128,870	5,128,870	203,687	4.1%		
<hr/>										
Central Purchasing										
19152-52310	Telephone	16,064	29,500	18,000	18,000	18,000	-11,500	-39.0%		
19152-52315	Postage	20,925	21,000	24,000	24,000	24,000	3,000	14.3%		
19152-54800	Gasoline	156,596	200,000	230,000	230,000	230,000	30,000	15.0%		
19152-52320	Water/Sewer	7,543	13,000	20,000	20,000	20,000	7,000	53.8%		
19152-54200	Copiers	5,573	6,100	6,100	6,100	6,100	0	0.0%		
19152-53420	Slate Roof Maint Plan	5,400	0	7,500	7,500	7,500	7,500	100.0%		
19152-56553	Fleet Vehicles	0	0	0	0	0	0	0.0%		
19152-56559	Window Cleaning	6,000	0	9,000	9,000	9,000	9,000	100.0%		
19152-56561	Exterior Painting TH/COB	0	0	0	0	0	0	0.0%		
19152-57927	E-Z Pass	445	1,200	1,200	1,200	1,200	0	0.0%		
19152-57928	Electricity	104,942	80,000	105,000	105,000	105,000	25,000	31.3%		
19152-58327	Trash Removal/Recycling	6,368	7,000	10,000	10,000	10,000	3,000	42.9%		
19152-58328	Fire Extinguishers (Bldgs.)	2,673	6,000	6,000	6,000	6,000	0	0.0%		
	Total Expenses	332,528	363,800	436,800	436,800	436,800	73,000	20.1%		72
	Central Purchasing Total	332,528	363,800	436,800	436,800	436,800	73,000	20.1%		
	GRAND TOTAL	35,083,736	38,148,232	40,192,895	40,192,895	40,192,895	2,044,663	5.4%		

Town of Sturbridge -- Budget FY24

<u>ACCOUNT NUMBER</u>	<u>DEPARTMENT</u>	<u>ACTUAL EXPENDED FY22</u>	<u>ACCEPTED BUDGET FY23</u>	<u>ADMINISTRATOR RECOMMEND FY24</u>	<u>SELECTMEN RECOMMEND FY24</u>	<u>FINCOM RECOMMEND FY24</u>	<u>VARIANCE FINCOM VS FY23</u>		<u>ADOPTED TOWN MEETING</u>	<u>LINE NUMBER</u>
							\$	%		
BUDGET SUMMARY										
(For illustration purposes only)										
	General Government Salaries	7,399,705	8,663,081	9,192,376	9,192,376	9,192,376	529,295	6.1%		
	General Government Expenses	7,816,498	8,912,811	9,265,266	9,265,266	9,265,266	352,455	4.0%		
	Total General Government	15,216,203	17,575,892	18,457,642	18,457,642	18,457,642	881,750	5.0%		
	Total Burgess	12,042,133	12,634,439	13,506,465	13,506,465	13,506,465	872,026	6.9%		
	Total Tantasqua	7,825,400	7,937,901	8,228,788	8,228,788	8,228,788	290,887	3.7%		
	Total Charter School	0	5,000	5,000	5,000	5,000	0	0.0%		
	Grand Total	35,083,736	38,148,232	40,192,895	40,192,895	40,192,895	2,044,663	5.4%		
	General Government % of Total	43.4%	46.1%	45.9%	45.9%	45.9%				
	Burgess % of Total	34.3%	33.1%	33.6%	33.6%	33.6%				
	Tantasqua % of Total	22.3%	20.8%	20.5%	20.5%	20.5%				
	Total	100.0%	100.0%	100.0%	100.0%	100.0%				



**TOWN OF STURBRIDGE
ANNUAL TOWN MEETING WARRANT**



**TANTASQUA REGIONAL HIGH SCHOOL
June 5, 2023 @ 7:00 P.M.**

ARTICLE 1
TOWN REPORTS

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

Sponsor: Board of Selectmen

RECOMMENDATION OF THE FINANCE COMMITTEE:

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

RECOMMENDATION OF THE BOARD OF SELECTMEN:

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

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

ARTICLE 2
COMMUNITY PRESERVATION COMMITTEE REPORT

To see if the Town will vote to hear and act on the report of the Community Preservation Committee on the Fiscal Year 2024 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 2024; and further to reserve for future appropriation amounts as recommended by the Community Preservation Committee: a sum of money for the acquisition, creation and preservation of open space, a sum of money for acquisition and preservation of historic resources, and a sum of a money for the creation, preservation and support of community housing; or take any action relative thereto.

Sponsor: Community Preservation Committee

RECOMMENDATION OF THE FINANCE COMMITTEE:

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

RECOMMENDATION OF THE BOARD OF SELECTMEN:

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

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

ARTICLE 3
COMMUNITY PRESERVATION ADMINISTRATION FUNDS

To see if the Town will vote to appropriate from the Community Preservation Fund Undesignated Fund Balance the sum of TWENTY THOUSAND AND 00/100 DOLLARS (\$20,000.00) to be allocated for the purpose of operating and administrative expenses in FY2024 for the Community Preservation Committee (CPC); or take any action relative thereto.

Sponsor: Community Preservation Committee

RECOMMENDATION OF THE FINANCE COMMITTEE:

That the Town vote to approve the article as written. Voted: 9 – 0 – 0.

RECOMMENDATION OF THE BOARD OF SELECTMEN:

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

RECOMMENDATION OF THE COMMUNITY PRESERVATION COMMITTEE:

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

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

ARTICLE 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:

- SIXTY THOUSAND FIVE HUNDRED AND 00/100 DOLLARS (\$60,500.00) for the purpose of paying the debt service for the OSV Land Acquisition;
- THIRTY-EIGHT THOUSAND FIVE HUNDRED AND 00/100 DOLLARS (\$38,500.00) for the purpose of paying the debt service for the Heins Farm Acquisition;
- NINETY-TWO THOUSAND SIX HUNDRED FIFTY AND 00/100 DOLLARS (\$92,650.00) for the purpose of paying the debt service for the Town Hall / Center Office renovation project;
- TWENTY-SIX THOUSAND THREE HUNDRED FIFTY AND 00/100 DOLLARS (\$26,350.00) for the purpose of paying the debt service for the Recreation Court project;

or take any action relative thereto.

Sponsor: Finance Director

RECOMMENDATION OF THE FINANCE COMMITTEE:

That the Town vote to approve the article as written. Voted: 9 – 0 – 0.

RECOMMENDATION OF THE BOARD OF SELECTMEN:

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

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

ARTICLE 5
COMMUNITY PRESERVATION GRAVESTONE RESTORATION

To see if the Town will vote to appropriate from the Community Preservation Fund Historic Fund Balance the sum of NINE THOUSAND FIVE HUNDRED AND 00/100 DOLLARS (\$9,500.00) for the purpose of North Cemetery and/ or Old Burial Ground historic preservation and restoration work; including all costs incidental and relative thereto.

Sponsor: Community Preservation Committee

RECOMMENDATION OF THE FINANCE COMMITTEE:

That the Town vote to approve the article as written. Voted: 8– 1 – 0.

RECOMMENDATION OF THE BOARD OF SELECTMEN:

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

RECOMMENDATION OF THE COMMUNITY PRESERVATION COMMITTEE:

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

Summary: The purpose of this article is to fund the gravestone/monument conservation services for the North Cemetery and Old Burial Ground.

ARTICLE 6
COMMUNITY PRESERVATION FISKE HILL CONSERVATION RESTRICTION

To see if the Town will vote to appropriate from the Community Preservation Fund Open Space Fund Balance the sum of SIXTY THOUSAND AND 00/100 DOLLARS (\$60,000.00) for the purpose of funding a conservation restriction for the Fiske Hill parcel including all costs incidental and related thereto; or take any action relative thereto.

Sponsor: Community Preservation Committee

RECOMMENDATION OF THE FINANCE COMMITTEE:

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

RECOMMENDATION OF THE BOARD OF SELECTMEN:

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

RECOMMENDATION OF THE COMMUNITY PRESERVATION COMMITTEE:

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

Summary: As part of the purchase of properties through CPA funds, a Town is required to have a Conservation Restriction placed on that parcel.

ARTICLE 7
COMMUNITY PRESERVATION SENIOR CENTER RENOVATION
(2/3 VOTE REQUIRED)

To see if the Town will vote to appropriate an additional sum of money to pay costs of designing, engineering, constructing, equipping, and furnishing a renovated and expanded Senior Center to be located at 480 Main Street, and for the payment of any and all incidental and related costs, including, but not limited to, demolition and site preparation; to determine whether this amount shall be raised by taxation, transfer from available funds, borrowing, or otherwise. The Board of Selectmen and any other appropriate officials of the Town are authorized to apply for federal, state, or private grants, enter into any agreements and execute all documents including contracts for a term in excess of three years as may be necessary to effectuate the purposes of this article, and to accept any gifts or grants provided to the Town for such purposes; or take any action relative thereto.

Sponsor: Board of Selectmen and CPC

RECOMMENDATION OF THE FINANCE COMMITTEE:

That the Town appropriates the additional sum of ONE MILLION SEVEN HUNDRED EIGHTY THOUSAND AND 00/100 DOLLARS (\$1,780,000.00) to pay costs of designing, engineering, constructing, equipping, and furnishing a renovated and expanded Senior Center to be located at 480 Main Street, and for the payment of any and all incidental and related costs, including, but not limited to, demolition and site preparation, and that to meet this appropriation, the Treasurer, with the approval of the Selectmen, is authorized to borrow said amount under and pursuant to G.L. c. 44, §7(1), c. 44B, or any other enabling authority, and to issue bonds or notes of the Town therefor. The Board of Selectmen and any other appropriate officials of the Town are authorized to apply for federal, state, or private grants, enter into any agreements and execute all documents including contracts for a term in excess of three years as may be necessary to effectuate the purposes of this article, and to accept any gifts or grants provided to the Town for such purposes.

Voted: 9 – 0 – 0.

RECOMMENDATION OF THE BOARD OF SELECTMEN:

That the Town appropriates the additional sum of One Million Seven Hundred Eighty Thousand Dollars (\$1,780,000) to pay costs of designing, engineering, constructing, equipping, and furnishing a renovated and expanded Senior Center to be located at 480 Main Street, and for the payment of any and all incidental and related costs, including, but not limited to, demolition and site preparation, and that to meet this appropriation, the Treasurer, with the approval of the Selectmen, is authorized to borrow said amount under and pursuant to G.L. c. 44, §7(1), c. 44B, or any other enabling authority, and to issue bonds or notes of the Town therefor. The Board of Selectmen and any other appropriate officials of the Town are authorized to apply for federal, state, or private grants, enter into any agreements and execute all documents including contracts for a term in excess of three years as may be necessary to effectuate the purposes of this article, and to accept any gifts or grants provided to the Town for such purposes.

Voted: 3 – 0 – 0.

RECOMMENDATION OF THE COMMUNITY PRESERVATION COMMITTEE:

That the Town appropriates the additional sum of One Million Seven Hundred Eighty Thousand Dollars (\$1,780,000) to pay costs of designing, engineering, constructing, equipping, and furnishing a renovated and expanded Senior Center to be located at 480 Main Street, and for the payment of any and all incidental and related costs, including, but not limited to, demolition and site preparation, and that to meet this appropriation, the Treasurer, with the approval of the Selectmen, is authorized to borrow said amount under and pursuant to G.L. c. 44, §7(1), c. 44B, or any other enabling authority, and to issue bonds or notes of the Town therefor. The Board of Selectmen and any other appropriate officials of the Town are authorized to apply for federal, state, or private grants, enter into any agreements and execute all documents including contracts for a term in excess of three years as may be necessary to effectuate the purposes of this article, and to accept any gifts or grants provided to the Town for such purposes.

Voted: 6 – 0 – 0.

Summary: In Fall, 2021, Town Meeting voted to appropriate \$11,450,000.00 for a renovation of the Senior Center. The total cost of the project will be approximately \$12,780,000. The \$1,780,000 referenced in this article shall come from CPC funding and be directly related to applicable portions of the project.

ARTICLE 8
COMMUNITY PRESERVATION PLIMPTON PROPERTY MASTER PLAN AND
RELATED ENHANCEMENTS

To see if the Town will vote to appropriate from the Community Preservation Fund Open Space Fund Balance the sum of TWENTY-FIVE THOUSAND AND 00/100 DOLLARS (\$25,000.00) to create a master plan and to work on signage, maps, forest rehabilitation and enhancement of public access for the Plimpton property including all costs incidental and related thereto; or take any action relative thereto.

Sponsor: Community Preservation Committee

RECOMMENDATION OF THE FINANCE COMMITTEE:

That the Town vote to approve the article as written. Voted: 8 – 1 – 0.

RECOMMENDATION OF THE BOARD OF SELECTMEN:

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

RECOMMENDATION OF THE COMMUNITY PRESERVATION COMMITTEE:

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

Summary: This article provides funding to create a master plan for the Plimpton Property and enhancement of public access.

ARTICLE 9
COMMUNITY PRESERVATION TRAILS AND SIGNAGE

To see if the Town will vote to appropriate from the Community Preservation Fund Undesignated Fund Balance the sum of FORTY-FIVE THOUSAND AND 00/100 DOLLARS (\$45,000.00) for the purpose of creating and improving trails and creating signage on CPA open space properties including all costs incidental and related thereto; or take any action relative thereto.

Sponsor: Community Preservation Committee

RECOMMENDATION OF THE FINANCE COMMITTEE:

That the Town vote to approve the article as written. Voted: 9 – 0 – 0.

RECOMMENDATION OF THE BOARD OF SELECTMEN:

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

RECOMMENDATION OF THE COMMUNITY PRESERVATION COMMITTEE:

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

Summary: This article will provide funding for creating and improving trails and signage on CPA open space properties including the CPA properties of Leadmine, Long Pond, Fiske Hill, Plimpton, and Heins Farm.

ARTICLE 10
COMMUNITY PRESERVATION GRAND TRUNK TRAIL EXTENSION

To see if the Town will vote to appropriate from the Community Preservation Fund Undesignated Fund Balance the sum of ONE HUNDRED NINETEEN THOUSAND AND 00/100 DOLLARS (\$119,000.00) for the purpose of engineering, design, legal fees and permitting, as well as design of trails and a parking lot for the Grand Trunk Trail extension, on 1 River Road and 9 River Road, from the intersection of River/Farquhar Road to Haynes Street; including all costs incidental and related thereto; or take any action relative thereto.

Sponsor: Community Preservation Committee

RECOMMENDATION OF THE FINANCE COMMITTEE:

That the Town vote to approve the article as written. Voted: 8 – 1 – 0.

RECOMMENDATION OF THE BOARD OF SELECTMEN:

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

RECOMMENDATION OF THE COMMUNITY PRESERVATION COMMITTEE:

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

Summary: The property owner has indicated a willingness to grant the Town an easement for the Grand Trunk Trail over the property identified in the recent Grand Trunk Trail Central Section segment 1 Feasibility Study. This will allow the Town to continue the trail construction as outlined in several Master Plans related to Town improvement.

ARTICLE 11
COMMUNITY PRESERVATION PEDESTRIAN BRIDGE

To see if the Town will vote to appropriate from the Community Preservation Fund Undesignated Fund Balance the sum of TWO HUNDRED TWENTY THOUSAND AND 00/100 DOLLARS (\$220,000.00) for the purpose of engineering, design, and permitting for connecting the Riverlands trails to Main Street, including the design of pedestrian bridge, including all costs incidental and related thereto; or take any action relative thereto.

Sponsor: Community Preservation Committee

RECOMMENDATION OF THE FINANCE COMMITTEE:

That the Town vote to approve the article as written. Voted: 7 – 2 – 0.

RECOMMENDATION OF THE BOARD OF SELECTMEN:

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

RECOMMENDATION OF THE COMMUNITY PRESERVATION COMMITTEE:

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

Summary: This article would fund services for an engineering firm to design and permit for the future construction of a trail and pedestrian (ADA accessible) bridge from 501 Main Street to the existing GTT section on the Riverlands a distance of approx. 2500 feet to include a 100 ft bridge over the Quinebaug river. This will allow the town to continue the trail construction as envisioned in the several Master Plans related to town improvements. Estimated cost for the construction of the bridge is between \$500,000 and \$600,000.

ARTICLE 12
COMMUNITY PRESERVATION HOUSING CONSULTANT

To see if the Town will vote to appropriate from the Community Preservation Fund Community Housing Fund Balance the sum of TWENTY-FIVE THOUSAND AND 00/100 DOLLARS (\$25,000.00) for the purpose of continuing the use of a consultant as described in the Housing Production Plan; or take any action relative thereto.

Sponsor: Community Preservation Committee

RECOMMENDATION OF THE FINANCE COMMITTEE:

That the Town vote to approve the article as written. Voted: 8 – 0 – 1.

RECOMMENDATION OF THE BOARD OF SELECTMEN:

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

RECOMMENDATION OF THE COMMUNITY PRESERVATION COMMITTEE:

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

Summary: This article provides for the Town to continue to fund a housing professional to assist with the goals outlined in the Affordable Housing Trust. This will be the second year of funding for a consultant.

ARTICLE 13
COMMUNITY PRESERVATION HONOR ROLL AND CIVIL WAR MEMORIAL RESTORATION

To see if the Town will vote to appropriate from the Community Preservation Fund Historic Fund Balance the sum of FIFTEEN THOUSAND AND 00/100 DOLLARS (\$15,000.00) for the purpose of funding restoration and rehabilitation of the Honor Roll and Civil War Memorials at the Town Library and Town Hall including all costs incidental and related thereto; or take any action relative thereto.

Sponsor: Community Preservation Committee

RECOMMENDATION OF THE FINANCE COMMITTEE:

That the Town vote to approve the article as written. Voted: 9 – 0 – 0.

RECOMMENDATION OF THE BOARD OF SELECTMEN:

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

RECOMMENDATION OF THE COMMUNITY PRESERVATION COMMITTEE:

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

Summary: The Honor Roll and Civil War Monuments at Town Hall and the Library are in need of professional restoration and repair.

ARTICLE 14
COMMUNITY PRESERVATION GOLD STAR MOTHERS’ MEMORIAL RESTORATION

To see if the Town will vote to appropriate from the Community Preservation Fund Historic Fund Balance the sum of FIFTEEN THOUSAND AND 00/100 DOLLARS (\$15,000.00) for the purpose

of funding restoration and rehabilitation of the Gold Star Mother’s Memorial and landscape at the Center Office Building including all costs incidental and related thereto; or take any action relative thereto.

Sponsor: Community Preservation Committee

RECOMMENDATION OF THE FINANCE COMMITTEE:

That the Town vote to approve the article as written. Voted: 9 – 0 – 0.

RECOMMENDATION OF THE BOARD OF SELECTMEN:

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

RECOMMENDATION OF THE COMMUNITY PRESERVATION COMMITTEE:

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

Summary: The Gold Star Mothers’ Memorial in front of the Center Office Building is in need of professional restoration and repair. Additionally, funding for this article would provide surrounding landscaping upgrades.

ARTICLE 15
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, 2023 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, 2023; or take any action relative thereto.

Sponsor: Board of Selectmen

RECOMMENDATION OF THE FINANCE COMMITTEE:

That the Town vote to approve the article as written. Voted 9 – 0 – 0.

RECOMMENDATION OF THE BOARD OF SELECTMEN:

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

Summary: This article is for the approval of the Town and School operating budgets for Fiscal Year 2024.

ARTICLE 16
ROAD CONSTRUCTION, REPAIRS AND MAINTENANCE

To see if the Town will vote to raise and appropriate ONE HUNDRED FIFTY THOUSAND AND 00/100 DOLLARS (\$150,000.00) to the Road Construction, Repairs and Maintenance Account in order to fund the road construction, repairs and maintenance of town roads as determined by the DPW Director; or take any action relative thereto.

Sponsor: Board of Selectmen

RECOMMENDATION OF THE FINANCE COMMITTEE:

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

RECOMMENDATION OF THE BOARD OF SELECTMEN:

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

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

ARTICLE 17
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 FIFTY THOUSAND ONE HUNDRED SEVENTY-FOUR AND 00/100 DOLLARS; or take any action relative thereto.

Estimated budget for FY24 is:

Salaries/Wages	\$ 84,714.00
Longevity	\$ 300.00
Employee Benefits	\$ 28,410.00
Operating Expenses	\$ 24,750.00
Capital	\$ 12,000.00
Total	\$ 150,174.00

Sponsor: Board of Selectmen

RECOMMENDATION OF THE FINANCE COMMITTEE:

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

RECOMMENDATION OF THE BOARD OF SELECTMEN:

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

Summary: This proposed budget provides for the operations of the Town's cable access service for public, educational, and government (PEG) purposes. Funds for this article are provided via a surcharge on each cable bill.

ARTICLE 18
STURBRIDGE TOURIST ASSOCIATION

To see if the Town will vote to transfer and appropriate from the Hotel/Motel Special Account to the Sturbridge Tourist Association Account the sum of ONE HUNDRED EIGHTY-SEVEN THOUSAND FOUR HUNDRED SEVENTY SIX AND 00/100 DOLLARS; or to take any action relative thereto.

Estimated budget for FY24 is:

Community Support	\$ 43,235.00
Marketing	\$ 101,115.00
Salaries/Wages	\$ 33,326.00
Employee Benefits	\$ 9,800.00
Total	\$ 187,476.00

Sponsor: Board of Selectmen

RECOMMENDATION OF THE FINANCE COMMITTEE:

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

RECOMMENDATION OF THE BOARD OF SELECTMEN:

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

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

ARTICLE 19
BETTERMENT COMMITTEE

To see if the Town will vote to transfer and appropriate from the Hotel/Motel Special Account to the Betterment Account the sum of ONE HUNDRED EIGHTY-TWO THOUSAND NINE HUNDRED SEVENTY-NINE AND 00/100 DOLLARS (\$182,979.00) for the following items:

Requested By	Item	Amount
Polly Currier	Flower Barrels	\$ 2,200.00
Recreation	Plantings (Bloom Committee)	\$ 575.00
Library	Beautification Joshua Hyde Library	\$ 4,300.00
Facilities	Benches near Town Hall Monument	\$ 3,800.00

Town Planner	Wayfinding Streetscape Improvements	\$	20,000.00
DPW	Beautification at Town Hall and COB	\$	5,000.00
Tree Warden	Tree Planting - Arbor Day Program	\$	1,700.00
Recreation	Town Offices & Library Decorations	\$	4,300.00
DPW	Stand-on Mower	\$	10,000.00
Facilities	COB Display Case Enhancement	\$	3,500.00
TA	Gateway Signage	\$	35,000.00
DPW	Sidewalk Maintenance	\$	10,000.00
Tree Warden	Tree Maintenance (town-wide)	\$	10,000.00
Tree Warden	Town Common Tree Maintenance	\$	1,500.00
DPW	Sidewalk Plow for Bobcat	\$	3,400.00
Tree Warden	Main Street Tree Cemetery and Park Maint (Street Landscaping)	\$	5,500.00
Police Department	Special Events Overtime	\$	10,000.00
Police Department	iPad	\$	1,359.00
Police Department	Promotional/Educational Material	\$	1,000.00
Police Department	Solar Panel Equipment for Radar Signs	\$	1,233.00
Fire Department	Protective Firefighting Gear	\$	9,000.00
Fire Department	Special Events Overtime	\$	8,380.00
Fire Department	Cordless Batteries for Power Tools	\$	2,470.00
Fire Department	Hi-Lift Jack	\$	750.00
Fire Department	Cordless Tripod Lights	\$	850.00
Recreation	Cedar Lake (Town Beach) Water Treatment	\$	1,867.00
Recreation	Town Common Summer Concert Series	\$	4,000.00
Recreation	Decorations for Town Common	\$	4,445.00
Recreation	Town Bonfire	\$	3,000.00
SLAC	SLAC / Great Ponds Weed & Safety Program	\$	6,000.00
Special Event Comm	Funding for special events in the Community	\$	7,000.00
Trail Committee	Misc. Trail Maint and Improvement Items	\$	850.00
			\$ 182,979.00

or to take any action relative thereto.

Sponsor: Board of Selectmen

RECOMMENDATION OF THE FINANCE COMMITTEE:

That the Town vote to approve the article as written. Voted: 7 – 0 – 1.

RECOMMENDATION OF THE BOARD OF SELECTMEN:

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

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

ARTICLE 20
CAPITAL IMPROVEMENT PLAN

To see if the Town will vote to transfer from Free Cash and appropriate the sum of SIX HUNDRED NINETY-SEVEN THOUSAND FOUR HUNDRED SIXTY AND 00/100 DOLLARS (\$697,460.00) 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, 2023;

Department	Item	Amount
Recreation	Turner’s Field Fencing	\$ 35,840.00
Library	Meeting Room Tables and Chairs	\$ 16,291.00
Fire	Utility Response Vehicle	\$ 66,500.00
IT	Copier Town Hall	\$ 8,100.00
IT	Copier DPW	\$ 2,600.00
Police	Detective Vehicle	\$ 46,195.00
Police	Ballistic Shields/Helmets	\$ 43,406.00
Police	Portable VHF Radios	\$ 27,528.00
DPW	Catch Basin Cleaner	\$ 310,000.00
DPW	4WD Utility Vehicle	\$ 60,000.00
DPW	Utility Trailer	\$ 20,000.00
Facilities	Town Hall Front and Rear Door Access Modif.	\$ 20,000.00
Facilities	PSC – HVAC Exhaust Fan Repairs/Replacement	\$ 10,000.00
Facilities	Masonry Repointing –Front Steps, Town Hall	\$ 20,000.00
Facilities	PSC – Site Survey	\$ 11,000.00
Total		<u>\$697,460.00</u>

or take any action relative thereto.

Sponsor: Board of Selectmen

RECOMMENDATION OF THE FINANCE COMMITTEE:

That the Town amend the article by changing the amount of the Recreation Turner’s Field Fencing to \$2,830.00 and to otherwise approve the article as written. Voted: 4 – 3 – 0.

The Finance Committee is recommending a lower amount than requested to address the fencing at Turner’s Field. The amount of our recommendation will serve to repair the existing fencing while the Town develops a long-term maintenance plan for the field and fencing. Once the plan is adopted by the various Town Departments, the Finance Committee is willing to reconsider the request for replacing the existing fencing with newer, higher fencing as proposed in the initial request. If the Finance Committee’s recommendation is accepted, the new total for the article will be \$664.450.00

RECOMMENDATION OF THE BOARD OF SELECTMEN:

Recommendation to be provided at Town Meeting.

Summary: This article funds a portion of the highest rated capital needs of the Town. Under the Comprehensive Fiscal Policies approved by the Board of Selectmen, the Town targets 1.5% of its budgeted annual expenditures - \$623,812.00 for FY2024, for its annual capital budget. Under this policy, capital expenditures rated as high priorities but costing under \$5,000.00 are included in department budgets while capital expenditures over \$5,000 are funded from either available revenues, such as free cash or borrowing. For FY2024, all items in this article are recommended to be funded from Free Cash.

ARTICLE 21
SEWER DEPARTMENT CRANE TRUCK

To see if the Town will vote to appropriate from the Sewer Reserve Fund Balance the sum of ONE HUNDRED THIRTY THOUSAND AND 00/100 DOLLARS (\$130,000.00) for the purpose of purchasing a Crane Truck or take any action relative thereto.

Sponsor: Board of Selectmen

RECOMMENDATION OF THE FINANCE COMMITTEE:

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

RECOMMENDATION OF THE BOARD OF SELECTMEN:

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

Summary: The current crane truck (2005) needs replacement. It is a critical piece of equipment for maintenance of the pump station.

ARTICLE 22
FRONT END LOADER PURCHASE

To see if the Town will vote to appropriate from Free Cash the sum of TWO HUNDRED THIRTY THOUSAND AND 00/100 DOLLARS (\$230,000.00) for the purpose of purchasing a front end loader; or take any action relative thereto.

Sponsor: Board of Selectmen

RECOMMENDATION OF THE FINANCE COMMITTEE:

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

RECOMMENDATION OF THE BOARD OF SELECTMEN:

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

Summary: The front end loader used for the landfill is no longer operational. The cost to repair this 2006 piece of equipment would be at least \$60,000.00.

ARTICLE 23
AMBULANCE STABILIZATION FUND

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

Sponsor: Board of Selectmen

RECOMMENDATION OF THE FINANCE COMMITTEE:

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

RECOMMENDATION OF THE BOARD OF SELECTMEN:

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

Summary: Each year, the Town sets aside a sum of money to assist the Town in replacing its ambulances on a seven-year schedule. If approved, the approximate balance in the Ambulance Stabilization Fund will be \$93,835.00. The next ambulance replacement is scheduled for FY25.

ARTICLE 24
CAPITAL STABILIZATION FUND

To see if the Town will vote to raise and appropriate the sum of TWO HUNDRED TWO THOUSAND AND 00/100 DOLLARS (\$202,000.00) to the Capital Stabilization Fund, or take any action relative thereto.

Sponsor: Board of Selectmen

RECOMMENDATION OF THE FINANCE COMMITTEE:

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

RECOMMENDATION OF THE BOARD OF SELECTMEN:

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

Summary: The purpose of this fund is to maintain an equipment replacement and facilities maintenance schedule. The Town's Comprehensive Fiscal Management policies provide for annual funding of a minimum of 0.5% of the General Fund Operating Budget. If approved the approximate balance in this fund will be \$1,251,223.00.

ARTICLE 25
FIRE VEHICLE STABILIZATION FUND

To see if the Town will vote to raise and appropriate EIGHTY THOUSAND DOLLARS (\$80,000.00) to the Fire Vehicle Stabilization Fund for the purpose of reserving funds for the future purpose of major fire apparatus including the payment of all costs incidental and related thereto, or take any action relative thereto.

Sponsor: Board of Selectmen

RECOMMENDATION OF THE FINANCE COMMITTEE:

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

RECOMMENDATION OF THE BOARD OF SELECTMEN:

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

Summary: Each year the Town sets aside a sum of money to assist the Town in replacing its expensive fire apparatus. These funds will be set aside until needed. If approved, the approximate balance in this fund will be \$137,460.00. The Town's five-year capital plan anticipates the need to purchase a piece of apparatus to replace the current Rescue 1 apparatus at an estimated cost of \$750,000 in FY25.

ARTICLE 26
OPEB TRUST 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 Other Post-Employment Benefits Liability Trust Fund Account; or take any action relative thereto.

Sponsor: Board of Selectmen

RECOMMENDATION OF THE FINANCE COMMITTEE:

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

RECOMMENDATION OF THE BOARD OF SELECTMEN:

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

Summary: The Government Accounting Standards Board (GASB) has determined that Other Post-Employment Benefits (OPEB) are part of the compensation that employees earn each year notwithstanding that such benefits are not tendered until after employment has ended. These benefits include health insurance, prescription or other related benefits provided to eligible retirees. GASB-45 mandates that municipalities account for and, eventually, fund these benefits. The fund was established and capitalized with \$100,000 at the 2011 Annual Meeting. In accordance with the Town's financial policies, an annual contribution of not less than \$50,000 should be allocated to the fund until such time as the actuarially calculated OPEB liability of \$13.9 million is realized. If approved Sturbridge will have approximately \$1,571,452.00 in the fund.

ARTICLE 27
REVALUATION/INTERIM ADJUSTMENTS

To see if the Town will vote to raise and appropriate TWENTY THOUSAND AND 00/100 DOLLARS (\$20,000.00) to the Revaluation/Interim Adjustments Account; or take any action relative thereto.

Sponsor: Board of Selectmen

RECOMMENDATION OF THE FINANCE COMMITTEE:

That the Town vote to approve the article as written. Voted: 9 – 0 – 0.

RECOMMENDATION OF THE BOARD OF SELECTMEN:

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

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

ARTICLE 28
ESTABLISH STURBRIDGE FARMER’S MARKET REVOLVING FUND

To see if the Town will vote to amend the General Bylaw Chapter 19 Finances, Article II Departmental Revolving Funds by amending Section 19-7 Authorized Revolving Funds and adding subparagraph K, as follows:

K. Farmer’s Market Revolving Fund

- (1) Fund Name. There shall be a separate fund called the Farmer’s Market Revolving Fund authorized for use by the Recreation Director.
- (2) Revenues. The Town Accountant shall establish the Farmer’s Market Revolving Fund as a separate account and credit to the fund all of the vendor fees, donations, gifts, private sponsorships and any other revenue directly related to the operation of the Farmer’s Market.
- (3) Purposes and Expenditures. During each fiscal year, the Recreation Director may incur liabilities against and spend monies from the Farmer’s Market Revolving Fund all of the costs associated with planning, promoting, offering various activities, entertainment, facility improvements, payment of staff support and other costs directly related to the Farmer’s Market.
- (4) Fiscal Years. The Farmer’s Market Revolving Fund shall operate for fiscal years that begin on or after July 1, 2023.

or take any other action relative thereto.

Sponsor: Board of Selectmen

RECOMMENDATION OF THE FINANCE COMMITTEE:

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

RECOMMENDATION OF THE BOARD OF SELECTMEN:

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

Summary: This article amends General Bylaws Chapter 19 Finances, Article II Section 19-7 by adding a new section to establish and authorize a Farmer’s Market Revolving Fund in accordance with M.G.L. Chapter 44, Section 53E1/2.

ARTICLE 29
REVOLVING FUNDS – SPENDING LIMITS FY24

To see if the Town will vote establish and re-establish the following Revolving Funds as provided for in Massachusetts General Law Chapter 44, Section 53 E ½, to set the FY24 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	\$ 60,000.00
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
Sturbridge Farmer's Market	\$ 10,000.00

or take any action relative thereto.

Sponsor: Board of Selectmen

RECOMMENDATION OF THE FINANCE COMMITTEE:

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

RECOMMENDATION OF THE BOARD OF SELECTMEN:

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

Summary: The departmental revolving fund statute, G.L. c. 44, 53E 1/2, was amended by the Municipal Modernization Act in 2016 which eliminated the caps on the amount that could be spent from the revolving funds. At the Special Town Meeting in February 26, 2018, the revolving fund bylaw was adopted per the Municipal Modernization Act. However, Town Meeting must continue to vote annually on or before July 1 on the amount that may be spent from each fund during the upcoming fiscal year. This article establishes the spending limit for the new revolving fund that was established under Article 28 in the amount of \$10,000.00. It also increases the spending limit of the Pay-As-You-Throw Program from \$20,000.00 to \$60,000.00.

ARTICLE 30
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 FIVE HUNDRED SIXTY-ONE THOUSAND SEVEN HUNDRED FORTY-NINE AND 00/100 DOLLARS (\$1,561,749.00) for the expenses of the Water Department; or take any action relative thereto.

Estimated budget for FY24 is:

Contract Operations	\$ 804,737.00
Electricity	\$ 85,000.00
Chemicals, Testing	\$ 10,000.00
DPW Director	\$ 15,395.00
Meter Maintenance	\$ 10,000.00
Billing Expense	\$ 8,000.00
Debt Service	\$ 382,617.00
Miscellaneous	\$ 85,000.00
Capital Replacement	\$ 110,500.00
Reserve Account	\$ 50,000.00
Total:	<u>\$1,561,749.00</u>

Sponsor: Board of Selectmen

RECOMMENDATION OF THE FINANCE COMMITTEE:

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

RECOMMENDATION OF THE BOARD OF SELECTMEN:

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

Summary: This budget covers the operating expenses for providing public water in Sturbridge. This budget will increase the water rate to \$7.81 per 100 cubic feet. (8.7%)

ARTICLE 31
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 EIGHT HUNDRED SIXTY-TWO THOUSAND ONE HUNDRED TWENTY-EIGHT AND 00/100 DOLLARS (\$2,862,128.00) for the expenses of the Sewer Department; or take any action relative thereto.

Estimated budget for FY24 is:

Contract Operations	\$1,043,449.00
Electricity	\$ 250,000.00
Chemicals, Testing	\$ 30,000.00
DPW Director	\$ 15,395.00
Billing Expense	\$ 6,000.00
Debt Service	\$ 845,000.00
Southbridge Fees	\$ 225,000.00
Liquid Sludge Handling	\$ 200,000.00
Miscellaneous	\$ 104,340.00
Capital Replacement	\$ 67,500.00
Reserve Account	\$ 75,000.00

Total: \$2,862,128.00

Sponsor: Board of Selectmen

RECOMMENDATION OF THE FINANCE COMMITTEE:

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

RECOMMENDATION OF THE BOARD OF SELECTMEN:

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

Summary: This budget covers the operating expenses for providing public sewer in Sturbridge. This budget requires a rate increase in the sewer rate to \$12.59 per 100 cubic feet. (3.6%)

ARTICLE 32
SEWER PROJECT DEBT - BETTERMENTS

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

- ONE HUNDRED TWENTY-SEVEN THOUSAND NINE HUNDRED FIFTY AND 00/100 DOLLARS (\$127,950.00) from the F/B Reserved for Sewer Betterments to the Big Alum Sewer Debt Account #28440-59220; and
- FORTY-SIX THOUSAND TWO HUNDRED FIFTY AND 00/100 DOLLARS (\$46,250.00) 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 FY24; or take any action relative thereto.

Sponsor: Finance Director

RECOMMENDATION OF THE FINANCE COMMITTEE:

That the Town vote to approve the article as written. Voted: 9 – 0 – 0.

RECOMMENDATION OF THE BOARD OF SELECTMEN:

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

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

ARTICLE 33
INFLOW AND INFILTRATION STUDY AND REPAIR

To see if the Town will vote to transfer from the Sewer Reserve Fund Balance the sum of NINETY THOUSAND AND 00/100 DOLLARS (\$90,000.00) for an Inflow and Infiltration Study and necessary repairs identified from the study for the municipal sewer system; or take any action relative thereto.

Sponsor: Board of Selectmen

RECOMMENDATION OF THE FINANCE COMMITTEE:

That the Town vote to approve the article as written. Voted: 9 – 0 – 0.

RECOMMENDATION OF THE BOARD OF SELECTMEN:

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

Summary: This study is a mandatory program of the Department of Environmental Protection (DEP) involving every wastewater collection system in Massachusetts. This program requires that all our collection systems be examined to identify necessary repairs. This is year four (4) of a recurring annual cost for the 10 years, and will keep the Town in compliance with the DEP regulations.

ARTICLE 34
STORMWATER MS4 COMPLIANCE

To see if the Town will vote to transfer from Free Cash the sum of ONE HUNDRED THOUSAND AND 00/100 DOLLARS (\$100,000.00) to pay for all activities associated with and required by the State regarding compliance with the Environmental Protection Agency's (EPA) Stormwater MS4 Permit, or take any other action relative thereto.

Sponsor: Board of Selectmen

RECOMMENDATION OF THE FINANCE COMMITTEE:

That the Town vote to approve the article as written. Voted: 9 – 0 – 0.

RECOMMENDATION OF THE BOARD OF SELECTMEN:

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

Summary: This funding is a mandatory program of the Department of Environmental Protection (DEP) involving every stormwater collection system in Massachusetts. This is a recurring annual cost.

ARTICLE 35
TREE REMOVAL AND MAINTENANCE

To see if the Town will vote to transfer from Free Cash the sum of ONE HUNDRED THOUSAND AND 00/100 DOLLARS (\$100,000.00) for the purpose of tree removal and tree maintenance as determined by the Tree Warden; or take any action relative thereto.

Sponsor: Board of Selectmen

RECOMMENDATION OF THE FINANCE COMMITTEE:

That the Town vote to approve the article as written. Voted: 9 – 0 – 0.

RECOMMENDATION OF THE BOARD OF SELECTMEN:

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

Summary: The Tree Warden has indicated that there are many dead and/or damaged trees throughout the Town that need trimming or removal to ensure public safety along roadways, etc. This funding would be used for such removal and trimming.

ARTICLE 36
COOPER ROAD CULVERT REPLACEMENT

To see if the Town will vote to transfer from Free Cash the sum of ONE MILLION AND 00/100 DOLLARS (\$1,000,000.00) to replace the Cooper Road Culvert including the payment of all costs incidental and related thereto; or take any action relative thereto.

Sponsor: Board of Selectmen

RECOMMENDATION OF THE FINANCE COMMITTEE:

That the Town vote to take no action on this article. Voted: 8 – 1 – 0.

The Finance Committee recommendation to “take no action” is not made in opposition to undertaking this project which the Committee, in fact, fully support. The Committee’s intent is to allow for Town Meeting to consider an alternative which the Committee feel provides a more appropriate source of funding, namely Chapter 90 funds. Chapter 90 funds may be used for road construction, and the Town currently has approximately \$3.6 million available. Using this source of funding, instead of free cash, would allow the Town to retain the \$1 million unrestricted in our free cash balance, allowing greater flexibility on future expenditures.

RECOMMENDATION OF THE BOARD OF SELECTMEN:

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

Summary: This article will provide funding to replace the failing, undersized culvert on Cooper Road. The current grade on Cooper Road is below the water level of the adjacent beaver dam and pond. The culverts under the road are undersized and would plug and flood quickly if the dam failed of the culverts are plugged with debris. These funds provide for engineering, permitting, and construction.

ARTICLE 37
FALLS ROAD CULVERT REPLACEMENT

To see if the Town will vote to transfer from Free Cash the sum of TWO HUNDRED FIFTY THOUSAND AND 00/100 DOLLARS (\$250,000.00) to replace the Falls Road Culvert including the payment of all costs incidental and related thereto; or take any action relative thereto.

Sponsor: Board of Selectmen

RECOMMENDATION OF THE FINANCE COMMITTEE:

That the Town vote to approve the article as written. Voted: 8 – 1 – 0.

RECOMMENDATION OF THE BOARD OF SELECTMEN:

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

Summary: This article will provide funding to replace the failing, undersized culvert on Falls Road. The current culvert is only 15". This has caused it to clog and flood on a regular basis.

ARTICLE 38
ESTABLISHMENT OF A STURBRIDGE DISABILITIES COMMISSION

To see if the Town will vote to accept the provisions of Massachusetts General Laws Chapter 40, Section 8J relative to the establishment of the municipal Commission on Disability; or take any action relative thereto.

Sponsor: Board of Selectmen

RECOMMENDATION OF THE FINANCE COMMITTEE:

That the Town vote to approve the article as written. Voted: 9 – 0 – 0.

RECOMMENDATION OF THE BOARD OF SELECTMEN:

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

Summary: The commission shall be comprised of five members, 60% of whom must meet the Commonwealth definition of “disabled.” Members shall be appointed by the Town Administrator with approval from the Board of Selectmen. The Disabilities Commission shall be a liaison to the public in areas of accessibility and programming.

ARTICLE 39
AMENDMENT OF ZONING BYLAW AND MAP REGARDING FLOODPLAIN
(2/3 VOTE REQUIRED)

To see if the Town will vote to amend the Zoning Bylaw § 300-3.4 Floodplain District in the following manner or take any other action relative thereto:

Amend § 300-3.4 Floodplain District C. by deleting the date of June 16, 2014 in the two places noted below and by inserting the new date of June 21, 2023 as follows:

The Floodplain District is herein established as an overlay district. The District includes all special flood hazard areas within the Town of Sturbridge designated as Zone A, AE, AH, AO or A99 on the Worcester County Flood Insurance Rate Map (FIRM) dated ~~July 16, 2014~~, June 21, 2023 issued by the Federal Emergency Management Agency (FEMA) for the administration of the National Flood Insurance Program. The exact boundaries of the District shall be defined by the one-percent-chance base flood elevations shown on the FIRM and further defined by the Worcester County Flood Insurance Study (FIS) report dated ~~July 16, 2014~~ June 21, 2023. The FIRM and FIS report are incorporated herein by reference and are on file with the Town Clerk, Planning Board and Director of Inspections, and the Conservation Commission.

Amend § 300-3.4 Floodplain District D. as follows:

Delete existing language shown with strikethrough and renumber remainder of bylaw as needed:

~~D. Within Zone A, where the 100-year flood elevation is not provided on the FIRM, the applicant shall obtain any existing flood elevation data, and it shall be reviewed by the Planning Board. If the data is sufficiently detailed and accurate, it shall be relied upon to require compliance with this bylaw and the State Building Code.~~

Amend § 300-3.4 Floodplain District G (3) (b) as follows:

Delete existing language shown with strikethrough and insert new proposed language shown as underlined:

~~(b) In Zones A1-30 and AE, along watercourses that have a regulatory floodway designated on the Sturbridge FIRM, encroachments are prohibited in the regulatory floodway which would result in any increase in flood levels within the community during the occurrence of the base flood discharge.~~

(b) In Zones A1-30 and AE, along watercourses that have a regulatory floodway designated on the Town's FIRM encroachments are prohibited, including fill, new construction, substantial improvements, and other development within the adopted regulatory floodway unless it has been demonstrated through hydrologic and hydraulic analyses performed in accordance with standard engineering practice that the proposed encroachment would not result in any increase in flood levels within the community during the occurrence of the base flood discharge.

Amend § 300-3.4 Floodplain District G (12) as follows:

Delete existing language shown with strikethrough and insert new proposed language shown as underlined:

- (12) ~~Base flood elevation data is required for subdivision proposals or other developments greater than 50 lots or five acres, whichever is the lesser, within unnumbered A Zones.~~
- (12) When proposing subdivisions or other developments greater than 50 lots or 5 acres (whichever is less), the proponent must provide technical data to determine base flood elevations for each developable parcel shown on the design plans.

Amend § 300-3.4 Floodplain District I (3), (4) as follows:

Delete existing language shown with strikethrough and insert the underlined text:

- (3) ~~FIP State Coordinator~~ Massachusetts NFIP State Coordinator.

Massachusetts Department of Conservation and Recreation
251 Causeway Street, Suite 800
Boston, MA 02114-2104

- (4) NFIP Program Specialist

Federal Emergency Management Agency, Region 1
99 High Street, 6th Floor
Boston, MA 02110

Amend § 300-3.4 Floodplain District J (1), (2) as follows:

Delete existing language shown with strikethrough:

- (1) Notification shall be submitted to:

FEMA Region I Risk Analysis Branch Chief
~~99 High Street, 6th Floor, Boston, MA 02110~~

- (2) And copy of notification to:

Massachusetts NFIP State Coordinator
MA Department of Conservation and Recreation
~~251 Causeway Street, Boston, MA 02114~~

Sponsor: Board of Selectmen

RECOMMENDATION OF THE FINANCE COMMITTEE:

That the Town vote to approve the article as written. Voted: 9 – 0 – 0.

RECOMMENDATION OF THE BOARD OF SELECTMEN:

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

RECOMMENDATION OF THE PLANNING BOARD:

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

Summary: To be consistent with the latest State guidelines, the proposed amendment will make minor revisions to the Floodplain Bylaw as recommended by the Department of Conservation and Recreation Floodplain Administrator for the State of Massachusetts. Additionally, this will change the effective date for the Worcester County Flood Insurance Rate Maps (FIRMs) and Flood Insurance Study (FIS) to June 21, 2023, which will be the effective date of the maps recently updated by FEMA. Failure to adopt the change to reference the new maps will jeopardize participation in the Flood Insurance Rate Map Program in which the town currently participates.

ARTICLE 40
STURBRIDGE WATER/SEWER ASSET MANAGEMENT PLAN

To see if the Town will vote to appropriate from Water and Sewer Reserve Funds equally the sum of TWO HUNDRED FIFTY THOUSAND AND 00/100 DOLLARS (\$250,000.00) with \$175,000.00 anticipated in grant reimbursement for the Sturbridge Water/Sewer Asset Management Plan Project which is on the Massachusetts 2023 Drinking Water State Revolving Fund Asset Management Planning Project List; or take any action relative thereto.

Sponsor: Board of Selectmen

RECOMMENDATION OF THE FINANCE COMMITTEE:

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

RECOMMENDATION OF THE BOARD OF SELECTMEN:

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

Summary: To ensure that water/sewer infrastructure is maintained in a timely fashion and to assess future needs, the Town has received grand funding for all but \$100 K of that cost – half of which will come in-kind. The total project cost of \$250,000 is comprised of a \$150,000 grant (60% of the total project cost) which the Town will be reimbursed in two payments of approximately \$75,000 each at approximately the 50% and 100% project completion stage by MassDEP and the Massachusetts Clean Water Trust. The balance of the project will be comprised of in-kind services provided by Town valued at \$50,000 and a cash contribution valued at \$50,000.

ARTICLE 41
SEWER MAIN LINING AND MANHOLE REPAIR AND COATING – ROUTE 20

To see if the Town will vote to transfer from the Sewer Reserve Fund Balance the sum of SEVEN HUNDRED FIFTY THOUSAND AND 00/100 DOLLARS (\$750,000.00) for the purpose of sewer-main lining and repairing and coating associated manholes on a stretch of Route 20; or take any action relative thereto.

Sponsor: Board of Selectmen

RECOMMENDATION OF THE FINANCE COMMITTEE:

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

RECOMMENDATION OF THE BOARD OF SELECTMEN:

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

<p><i>Summary: The sewer line at Route 20 East of the intersection of Rt. 131 is in need of repair. Preliminary investigation has shown that lining the pipe will sufficiently protect it.</i></p>
--

ARTICLE 42
SEWER MAIN REPLACEMENT – ROUTE 131

To see if the Town will vote to appropriate from the Sewer Reserve Fund Balance the sum of FOUR HUNDRED FIFTY THOUSAND AND 00/100 DOLLARS (\$450,000.00) for the purpose of replacing the sewer line on Route 131 from Route 20 to the Public Safety Complex; or take any action relative thereto.

Sponsor: Board of Selectmen

RECOMMENDATION OF THE FINANCE COMMITTEE:

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

RECOMMENDATION OF THE BOARD OF SELECTMEN:

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

<p><i>Summary: The sewer line under Rt 131 from Route 20 to the Public Safety Complex is in need of repair and requires replacement for proper flow as well as environmental protection.</i></p>
--

ARTICLE 43
ST. ANNE, FISKE HILL, AND STALLION HILL'S WATER TANK
MAINTENANCE/REPAIR

To see if the Town will vote to transfer from the Water Tank Maintenance Account #29520 the sum of ONE HUNDRED NINETY-FIVE THOUSAND AND 00/100 DOLLARS (\$195,000.00) for the purpose of engineering plans for potential Stallion Hill Water Tank Replacement; St Anne Tank engineering for repairs and valve pit upgrades; and Fiske Hill interior evaluation and specification for painting; or take any action relative thereto.

Sponsor: Board of Selectmen

RECOMMENDATION OF THE FINANCE COMMITTEE:

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

RECOMMENDATION OF THE BOARD OF SELECTMEN:

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

Summary: This article provides funding for necessary engineering work related to upcoming maintenance and repairs as well as current maintenance/repairs for three water tanks.

ARTICLE 44
CONCRETE TANK REPAIR AT WASTEWATER TREATMENT PLANT

To see if the Town will vote to appropriate from Sewer Reserve Fund Balance the sum of FIFTY THOUSAND AND 00/100 DOLLARS (\$50,000.00) for the purpose of repairing the concrete influent chamber and gravity thickener; or take any other action relative thereto.

Sponsor: Board of Selectmen

RECOMMENDATION OF THE FINANCE COMMITTEE:

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

RECOMMENDATION OF THE BOARD OF SELECTMEN:

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

Summary: The Wastewater Treatment Plant has two concrete tanks (Gravity Thicken No1 and Grit Chamber) that are showing cracking and surface defects on the concrete walls of the tanks. These cracks and defects require repairs to prevent further degradation of the concrete and that could lead to future tank failure. An engineered Scope of Work has been completed and the project is ready to be bid for construction.

ARTICLE 45
OLD STURBRIDGE VILLAGE WATER LINE DESIGN WORK

To see if the Town will vote to appropriate from the Water Reserve Fund Balance the sum of FIFTY THOUSAND AND 00/100 DOLLARS (\$50,000.00) for the purpose of obtaining engineering plans for the replacement of the “OSV” water line; or take any other action relative thereto.

Sponsor: Board of Selectmen

RECOMMENDATION OF THE FINANCE COMMITTEE:

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

RECOMMENDATION OF THE BOARD OF SELECTMEN:

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

Summary: This water line has shut-off valves located underneath a wetlands making access to it very challenging. In the event of an emergency, a shut-off much further up the line would be required rendering the school at OSV as well as other properties without water.

ARTICLE 46
AMENDMENTS TO THE STURBRIDGE CHARTER
(2/3 VOTE REQUIRED)

To see if the Town will vote to amend the current Town Charter by substituting the recommended draft Charter as attached to this Warrant, on display at the Town Clerk’s office and as posted on the Town of Sturbridge website; or take any action in relation thereto.

Sponsored by: The Board of Selectmen

RECOMMENDATION OF THE FINANCE COMMITTEE:

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

RECOMMENDATION OF THE BOARD OF SELECTMEN:

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

Summary: The proposed Charter: Changes the name from Board of Selectmen to Select Board (throughout); Removes all gender references (throughout), assign's the moderator the sole authority to ensure diverse viewpoints and concerns are represented and heard at Town Meetings; assigns to the Moderator the sole discretion to determine the mans and methods by which votes are made, electronically or by any other form at Town Meetings; Moves the annual town meeting from the first Monday in June to the Fourth Monday in April; Requires the attendance of all department heads at all sessions of the Special Town Meeting as determined by the Town Administrator; requires Selectmen subject to recall to recuse themselves from the duties of the recall process; assigns duties required of Selectmen in the recall process to the Town Clerk in the event all Selectmen are subject to recall; excludes from the Town Administrator's jurisdiction the care, custody, and control over the rental and use of Town property that is under the jurisdiction of the Superintendent of Schools, Board of Library Trustees, and the Conservation Committee; requires the Town Administrator and Town Clerk to inventory, for accuracy and completeness, the list of all offices, committees, boards, and commissions every six (6) months; clarify those Town offices not subject to appointment by Town Administrator; forms the search committee for Police Chief, Fire Chief, and Director of Public Works, respectively with two voters who are not Town employees, except for special Town employees, and two members who may be residents or non-residents who are qualified due to their relevant career experience; requires the Town Administrator to recommend to the Selectmen, for their confirmation, with respect to the searches for Police Chief, Fire Chief, and Director of Public Works, the best qualified applicant for appointment; place solely within the authority of the Town Administrator and without confirmation of the Selectmen, the appointment of any candidate for employment to any position, which position does not hold the authority to 1) expend public funds; (2) hire or terminate; (3) review the work of others for the purposes of promotion/demotion; or (4) determine compensation with the exceptions noted; authorize the Town administrator the option to delegate any and all parts of any search process, except for the authority of the Town Administrator to recommend candidates for confirmation by the Selectmen; reduce from one (1) year to (90) days the deadline for the Selectmen to make public the Town Charter immediately after voter approval at an election.

Please see Appendix D starting on page 58 for details.

ARTICLE 47 **STREET SWEEPER PURCHASE**

To see if the Town will vote to appropriate from Free Cash the sum of TWO HUNDRED EIGHTY THOUSAND AND 00/100 DOLLARS (\$280,000.00) for the purpose of purchasing a street sweeper; or take any action relative thereto.

Sponsor: Board of Selectmen

RECOMMENDATION OF THE FINANCE COMMITTEE:

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

RECOMMENDATION OF THE BOARD OF SELECTMEN:

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

Summary: One of the two sweepers required for the street sweeping process is out of service and would require approximately 100K in repairs if the parts are even available. This will replace a 2004 street sweeper.

**TOWN OF STURBRIDGE
SPECIAL TOWN MEETING WARRANT**



**TANTASQUA REGIONAL HIGH SCHOOL
June 5, 2023 @ 7:00 P.M.**

**ARTICLE 40
SNOW AND ICE REMOVAL DEFICIT**

To see if the Town will vote to transfer a sum of money from Free Cash to fund the Snow and Ice Removal account for FY 2023, or take any other action relative thereto.

Sponsor: Board of Selectmen

RECOMMENDATION OF THE FINANCE COMMITTEE:

That the Town vote to transfer the sum of THIRTY-ONE THOUSAND EIGHT HUNDRED SIXTY-EIGHT AND 99/100 DOLLARS (\$31,868.99) from Free Cash for the purpose of funding the Snow and Ice Removal account for FY 2023. Voted: 7 – 0 – 0.

RECOMMENDATION OF THE BOARD OF SELECTMEN:

That the Town vote to transfer the sum of THIRTY-ONE THOUSAND EIGHT HUNDRED SIXTY-EIGHT AND 99/100 DOLLARS (\$31,868.99) from Free Cash for the purpose of funding the Snow and Ice Removal account for FY 2023. Voted: 3 – 0 – 0.

Summary: This article will fund the snow and ice removal deficit in fiscal year 2023. The Town can deficit spend each year for all costs related to snow and ice removal.

**ARTICLE 41
UNPAID BILLS OF A PREVIOUS YEAR
(9/10ths VOTE REQUIRED)**

To see if the Town will vote to transfer a sum of money from Free Cash for the purpose of paying unpaid bills of a prior fiscal year; or take any action relative thereto.

Sponsor: Board of Selectmen

RECOMMENDATION OF THE FINANCE COMMITTEE:

That the Town vote to transfer the sum of SEVEN THOUSAND ONE HUNDRED FIFTY-TWO AND 04/100 DOLLARS (\$7,152.04) from Free Cash for the purpose of paying unpaid bills of a prior fiscal year. Voted: 7 – 0 – 0.

RECOMMENDATION OF THE BOARD OF SELECTMEN:

That the Town vote to transfer the sum of SEVEN THOUSAND ONE HUNDRED FIFTY-TWO AND 04/100 DOLLARS (\$7,152.04) from Free Cash for the purpose of paying unpaid bills of a prior fiscal year. Voted: 3 – 0 – 0.

Summary: The following invoices were not submitted timely for payment in a previous fiscal year. The services were received by the Town and payment is due.

National Grid - \$7,152.04

ARTICLE 42
UNPAID BILLS OF A PREVIOUS YEAR
(9/10 vote required)

To see if the Town will vote to transfer a sum of money from the Sewer Reserve Fund Balance for the purpose of paying unpaid bills of a prior fiscal year; or take any action relative thereto.

Sponsor: Board of Selectmen

RECOMMENDATION OF THE FINANCE COMMITTEE:

That the Town vote to transfer from the Sewer Reserve Fund Balance the sum of FIFTY-EIGHT THOUSAND ONE HUNDRED NINETY-TWO AND 72/100 DOLLARS (\$58,192.72) for the purpose of paying unpaid bills of a prior fiscal year. Voted: 7 – 0 – 0.

RECOMMENDATION OF THE BOARD OF SELECTMEN:

That the Town vote to transfer from the Sewer Reserve Fund Balance the sum of FIFTY-EIGHT THOUSAND ONE HUNDRED NINETY-TWO AND 72/100 DOLLARS (\$58,192.72) for the purpose of paying unpaid bills of a prior fiscal year. Voted: 3 – 0 – 0.

Summary: The following invoices were not submitted timely for payment in a previous fiscal year. The services were received by the Town and payment is due.

National Grid - \$58,192.72

ARTICLE 43

TRANSFER OF FUNDS FROM FREE CASH FOR OPIOID PROGRAM

To see if the Town will vote to transfer from Free Cash the sum of FIFTY-FOUR THOUSAND SIX HUNDRED THIRTY-NINE AND 00/100 DOLLARS (\$54,639.00) the purposes of an Opioid Prevention and Recovery program; or take any action relative thereto.

Sponsor: Board of Selectmen

RECOMMENDATION OF THE FINANCE COMMITTEE:

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

RECOMMENDATION OF THE BOARD OF SELECTMEN:

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

Summary: As part of a national settlement with pharmaceutical companies and pharmacies, municipalities in Massachusetts have received funds. Currently, those funds go into the General Fund, but to date have no dedicated expenditure line item. This article would allow the Town to spend funds as determined by a team of staff members on Opioid education, prevention, and recovery programs. As appointed by the Town Administrator, the team includes: Town Administrator, Library Director, Fire Chief, Police Chief, Recreation Coordinator, patrolman, social worker from Police Department and a part-time library employee along with some experts who assist.

ARTICLE 44

TRANSFER FUNDS FROM FREE CASH TO SCHOOL DEPARTMENT

To see if the Town will vote to transfer from Free Cash the sum of TWO HUNDRED THOUSAND AND 00/100 DOLLARS (\$200,000.00) to the school department; or take any action relative thereto.

Sponsor: Tantasqua Regional School District

RECOMMENDATION OF THE FINANCE COMMITTEE:

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

RECOMMENDATION OF THE BOARD OF SELECTMEN:

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

Summary: Due to unanticipated and unavoidable out-of-district special education placements for Sturbridge students, tuition costs for the current school year will be at least \$400,000 higher than budgeted.

APPENDIX A

**COMMUNITY PRESERVATION COMMITTEE REPORT TO THE FINANCE COMMITTEE
FY2024 ANNUAL TOWN MEETING**

The Community Preservation Committee looks forward to presenting the following articles to the voters at the FY2024 Annual Town Meeting.

- \$20,000.00 Administrative Funds - Undesignated Fund Balance
- \$218,000.00 FY24 Debt Payments - Undesignated Fund Balance
- \$9,500.00 Gravestone Restoration Old Burial Ground, North Cemetery - Historic Fund Balance
- \$60,000.00 Conservation Restriction Fiske Hill Parcel – Open Space Fund Balance
- \$1,780,000.00 Senior Center Renovation Borrowing
- \$25,000.00 Master Plan and related enhancements Plimpton Property – Open Space Fund Balance
- \$45,000.00 Trail Improvement and signage on various CPA parcels – Undesignated Fund Balance
- \$119,000.00 Engineering, design, legal fees and permitting, design of trails and parking lot for Grand Trunk Trail Extension - Undesignated Fund Balance
- \$220,000.00 Engineering, design and permitting for connecting the Riverlands trails to Main Street including design of a pedestrian bridge - Undesignated Fund Balance
- \$25,000.00 Funding for a Housing Consultant for the continuation of the implementation of the Housing Production Plan – Community Housing Fund Balance
- \$15,000.00 Restoration and repair of the Honor Roll and Civil War Memorials at the Library and Town Hall – Historic Fund Balance
- \$15,000.00 Restoration and rehabilitation of the Gold Star Mother’s Memorial and landscape at the Center Office Building – Historic Fund Balance

CPA Revenue for FY23 and FY24:

FY23

State Revenue FY23	\$ 409,204.00
FY23 Surcharge Committed	\$ 633,902.00
Estimated Interest Income	\$ <u>85,000.00</u>
Total Estimated FY23 Revenues	\$1,128,106.00

FY24

Anticipated State Revenue FY24	\$ 214,000.00
Anticipated FY24 Surcharge	\$ 645,000.00
Anticipated Interest Income	\$ <u>85,000.00</u>
Total Anticipated FY24 Revenues	\$ 944,000.00

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

Community Preservation Fund Balances	Undesignated Fund Balance	Open Space	Historic Resources	Community Housing	Total All Funds
Estimated Fund Balance 7/1/2023:	\$1,986,373.00	\$563,221.00	\$416,738.00	\$1,247,847.00	\$4,214,179.00
Proposed Warrant Articles:					
Administrative Fund	\$20,000.00				\$20,000.00
FY24 Debt Payments	\$218,000.00				\$218,000.00
Gravestone Restoration			\$9,500.00		\$9,500.00
Conservation Restriction Fiske Hill Parcel		\$60,000.00			\$60,000.00
Master Plan and related enhancements Plimpton Property		\$25,000.00			\$25,000.00
Trail Improvements and signage	\$45,000.00				\$45,000.00
Engineering, design, legal fees, permitting and design of trails and parking lot for Grand Trunk Trail Extension	\$119,000.00				\$119,000.00
Engineering, design and permitting for connecting the Riverlands trails to Main Street including design of a pedestrian bridge	\$220,000.00				\$220,000.00
Housing Consultant				\$25,000.00	\$25,000.00
Restoration and repair of the Honor Roll and Civil War Memorials			\$15,000.00		\$15,000.00
Restoration and rehabilitation of the Gold Star Mother's Memorial			\$15,000.00		\$15,000.00
Estimated Fund Balance after FY24 ATM	\$1,364,373.00	\$478,221.00	\$377,238.00	\$1,222,847.00	\$3,442,679.00

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

Respectfully Submitted,

Penny Dumas, Chair

APPENDIX B – OUTSTANDING DEBT

FY2024 Outstanding Debt

Sources of Funding - Amounts Outstanding	
Property Taxes	\$ -
Property Taxes - Debt Exclusion	\$ 9,899,069.75
Betterment Assessment	\$ 636,000.00
Water Fees	\$ 4,604,910.25
Sewer Fees	\$ 8,170,940.00
CPA Funds	\$ 1,059,450.00

Long Term Debt									
Project	Issue Date	Maturity Date	Source of Funding	Principal Issued	Total Interest on Loan	Outstanding Principal	Outstanding Interest	FY24 Loan Payment	
Well #1	2/15/2012	11/1/2031	Water Fees	\$ 1,620,500.00	\$ 462,300.44	\$ 720,000.00	\$ 96,300.00	\$ 99,700.00	
Route 131 Waterline*	12/8/2017	11/15/2030	Water Fees	\$ 992,450.00	\$ 248,975.35	\$ 596,450.00	\$ 85,429.00	\$ 92,379.00	
Well #4*	11/12/2019	8/15/2040	Water Fees	\$ 2,785,000.00	\$ 902,213.85	\$ 2,495,000.00	\$ 611,731.25	\$ 190,537.50	
WWTP Upgrade*	12/8/2017	11/15/2030	Sewer Fees	\$ 707,750.00	\$ 179,423.11	\$ 434,750.00	\$ 61,570.00	\$ 69,995.00	
WWTP Upgrade	2010	2030	Sewer Fees	\$ 5,971,293.00	\$ -	\$ 2,678,040.00	\$ -	\$ 315,578.21	
WWTP Upgrade	2012	2031	Sewer Fees	\$ 9,026,495.00	\$ -	\$ 4,996,580.00	\$ -	\$ 459,870.33	
Big Alum Sewer Project*	2/15/2012	11/1/2025	Betterment Assessment	\$ 820,000.00	\$ 153,606.94	\$ 165,000.00	\$ 6,806.25	\$ 58,643.75	
Big Alum Sewer Project*	2/15/2012	11/1/2025	Betterment Assessment	\$ 155,000.00	\$ 27,209.44	\$ 30,000.00	\$ 1,237.50	\$ 10,662.50	
Big Alum Sewer Project*	2/15/2012	11/1/2025	Betterment Assessment	\$ 775,000.00	\$ 146,999.72	\$ 165,000.00	\$ 6,806.25	\$ 58,643.75	
Woodside Circle Sewer Project*	2/15/2012	11/1/2028	Betterment Assessment	\$ 730,000.00	\$ 170,122.78	\$ 240,000.00	\$ 21,150.00	\$ 46,250.00	
Burgess Elementary School*	12/8/2017	11/15/2030	Property Taxes - Debt Exclusion	\$ 5,836,500.00	\$ 1,481,724.92	\$ 3,584,500.00	\$ 509,765.00	\$ 575,040.00	
Burgess Elementary School	2/15/2012	11/1/2031	Property Taxes - Debt Exclusion	\$ 6,700,500.00	\$ 1,932,156.83	\$ 3,015,000.00	\$ 403,256.25	\$ 417,493.75	
Burgess Elementary School	12/22/2015	7/15/2030	Property Taxes - Debt Exclusion	\$ 1,954,000.00	\$ 458,806.04	\$ 1,040,000.00	\$ 105,462.50	\$ 157,625.00	
Town Hall*	12/8/2017	8/1/2029	Property Taxes - Debt Exclusion	\$ 1,952,300.00	\$ 474,053.90	\$ 1,099,300.00	\$ 141,786.00	\$ 198,886.00	
Town Hall*	12/8/2017	8/1/2029	CPA Funds	\$ 870,000.00	\$ 212,001.53	\$ 495,000.00	\$ 63,475.00	\$ 92,650.00	
OSV Land Acquisition*	12/22/2015	7/15/2025	CPA Funds	\$ 616,000.00	\$ 126,005.83	\$ 165,000.00	\$ 9,900.00	\$ 60,500.00	
Heins Farm Land Acquisition*	12/22/2015	7/15/2025	CPA Funds	\$ 375,000.00	\$ 77,928.61	\$ 105,000.00	\$ 6,300.00	\$ 38,500.00	
Recreation Courts	12/8/2017	11/15/2032	CPA Funds	\$ 287,000.00	\$ 78,288.08	\$ 185,000.00	\$ 29,775.00	\$ 26,350.00	
*Refunded									
			Totals:	\$ 42,174,788.00	\$ 7,131,717.37	\$ 22,209,620.00	\$ 2,160,750.00	\$ 2,969,304.79	

ANNUAL ACCOUNTING OF REVOLVING FUNDS

July 1, 2021- June 30, 2022

RECREATION REVOLVING FUND

Starting Balance	\$	31,121.41
Revenue	\$	20,935.89
Expenditures	\$	26,919.39
Ending Balance	\$	25,137.91

PLANNING DEPARTMENT REVOLVING FUND

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

FIRE DEPARTMENT HAZMAT REVOLVING FUND

Starting Balance	\$	5,945.20
Revenue	\$	-
Expenditures	\$	1,957.15
Ending Balance	\$	3,988.05

CONSERVATION COMMISSION REVOLVING FUND (PUBLIC LANDS)

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

SENIOR CENTER REVOLVING FUND

Starting Balance	\$	3,181.85
Revenue	\$	8,287.00
Expenditures	\$	10,000.00
Ending Balance	\$	1,468.85

STURBRIDGE TOURIST ASSOCIATION REVOLVING FUND

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

BOARD OF HEALTH REVOLVING FUND

Starting Balance	\$	51,938.00
Revenues	\$	1,395.00
Expenditures	\$	12,484.13
Ending Balance	\$	40,848.87

PAY AS YOU THROW PROGRAM

Starting Balance	\$	145,265.26
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Revenues	\$	33,400.00
Expenditures	\$	14,541.00
Ending Balance	\$	164,124.26

CPR

Starting Balance	\$	34.00
Revenues	\$	-
Expenditures	\$	-
Ending Balance	\$	34.00

HOUSE NUMBERING

Starting Balance	\$	45.21
Revenues	\$	654.00
Expenditures	\$	166.58
Ending Balance	\$	532.63

Appendix D

2022-2023 CHARTER REVIEW COMMITTEE RECOMMENDATIONS

Approved February 7, 2023



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 eCharter will have the following meanings:

- (A) Charter - The word "eCharter" shall mean this eCharter and amendments to it through any of the methods provided under the amendments to the state constitution.
- (B) Town - The word "tTown" 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) (E) Days - When the period of time prescribed or allowed is seven (7) days or fewer, 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 (7) days, every day shall be counted.
- (G) (F) Warrant -The "Warrant" is a document issued by the Board of Selectmen Select Board 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) (G) Officer - All officers listed in Section 4-1 (A) and any other person holding a position under Massachusetts General Laws (M.G.L.).
- (I) (H) Appropriation - A vote on the disposition of funds at an Annual or Special Town Meeting.

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 **Select Board** - Open Town Meeting plan. Pursuant to the provisions of this Charter and subject only to such limitations as may be imposed by the Massachusetts Constitution and General Laws, the Town shall have all powers authorized to it under the Massachusetts Constitution and General Laws as fully and completely as though they were specifically enumerated in this Charter.

Section 2-4 Construction

The powers of the Town under this Charter shall be construed liberally in favor of the Town, and the specific mention of particular powers in this 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 or limitations of any provision of the Massachusetts Constitution or General Laws, the Town 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 be exercised by a Town Meeting open to all voters.

Section 3-2 **The Moderator**

The Moderator is the Presiding Officer at all Town Meetings. At the first Town Meeting under the Moderator's tenure of office, the Moderator shall appoint a Deputy Moderator to serve when the Moderator is absent. The appointment of a Deputy Moderator shall be subject to confirmation by the Town Meeting.

Subject to authorization by the Town Meeting or by the Charter or by Bylaw, the Moderator shall appoint member(s) to committees, including standing, special, and ad hoc committees. The Moderator shall perform such other duties as may from time to time be assigned to the Moderator, by the Moderator, by Bylaw, or other vote of the Town Meeting.

The Moderator holds sole authority to maintain good order, civil conduct, and discourse and to determine the relevance, nature, duration, and timing of all presentations, written or otherwise, **in order to ensure that diverse viewpoints and concerns are represented and heard.**

Section 3-3 Voting at Town Meetings

Voting at Town Meetings will be by electronic devices or any other form determined appropriate by the Moderator.

Section 3-4 Date of Annual Meeting

The Annual Town Meeting for the transaction of the Town's business shall be held on the fourth Monday of April first Monday of June or on such date as may from time to time be fixed by the Bylaws of the Town.

Section 3-5 Preparation of Warrant for Annual and Special Town Meetings.

The Select Board shall prepare the Warrants for the Annual Town Meeting and for Special Town Meetings.

Section 3-6 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, the Town Library, and on the Town's official web site website on the respective dates required by state statute or local by-lawBylaw.

Section 3-7 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 Massachusetts General Laws. Articles shall be inserted in the Warrant for any Annual Town Meeting by the Select Board upon their receipt in writing of a petition signed by ten (10) or more registered voters. For a Special Town Meeting, articles shall be inserted by the Select Board upon their receipt in writing of a petition signed by one hundred (100) or more voters, or ten (10) percent of the voters, whichever is less fewer. All signatures on said petition are subject to certification by the Registrars.

Section 3-78 Call of Special Town Meeting by Petition

A Special Town Meeting shall be called by the Select Board within forty-five (45) days after their receipt of a petition for that purpose signed by two hundred (200) or more voters, or twenty (20) percent of voters, whichever is less fewer. All signatures on said petition are subject to certification by the Registrars.

Section 3-89 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 Annual Town Meeting for the purpose of providing pertinent information. In the event any Town officer, department head, or division head is to be absent due to illness or other reasonable cause, a deputy shall be designated by the Town officer, head of the department, or head of the division to attend the meeting. The Town Administrator shall determine which Town officers, department heads, and division heads, if any, shall attend all sessions of a the Special Town Meeting. In the event any Town officer, department head, or division head is to be absent due to illness or other reasonable cause, a deputy shall be designated by the Town officer, department head, or division head with the approval of the Town Administrator.

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:

Board	No of Members	Term
Select Board	5	3
Moderator	1	3
Town Clerk	1	3
Assessor	3	3
Constable	3	3
Library Trustee	9	3
Sturbridge School Committee (Elementary)	5	3
Board of Health	3	3

Zoning Board of Appeals	5(1)	3
Tantasqua Regional School Committee	Variable (2)	3
Recreation Committee	5	3

Members of regional authorities or districts as may be established by statute, inter-local agreement, or otherwise.

- (B) Eligibility - Any voter shall be eligible to hold any elective Town office except that no full-time employee of the Town reporting to the **Select Board**, either directly or through the Town Administrator, may simultaneously hold the position of **Selectman Select Board**.
- (C) Election - The regular elections for Town office shall be held annually on the second Monday of April or such date as may from time to time be fixed in the Bylaws of the Town.

(1) Two (2) additional members appointed by the Town Administrator, for a total of seven (7) members
(2) Subject to the provisions of the Tantasqua Regional School District Agreement

Section 4-2 **Select Board**: Composition; Term of Office; Compensation; Powers and Duties; Appointment; and Restrictions

- (A) Composition, Term of Office - There shall be five (5) **Select Board members** each elected by the voters for a term of three (3) years, so arranged that the term of office of at least one (1) member, but not more than two (2) members, shall expire each year.
- (B) Compensation - The **Select Board members** shall receive 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 **Select Board**, and may be exercised by them jointly or through the Town agencies and offices under their general supervision and control. The **Select Board** 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. To aid them in their official duties, they shall appoint a Town Administrator. The **Select Board** 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, and as Harbor Masters.
- (D) Appointment - The **Select Board** shall appoint a Town Administrator and Registrars.
- (E) Restrictions – **No Select Board** members shall not hold any other elected Town office, or any office appointed by the Town Administrator under Section 6-1 of the Charter that is subject to confirmation by the **Select Board**.

Section 4-3 Moderator: Term of office; Compensation; Powers and Duties

- (A) Term of Office - At each **T**own election at which the term of office expires, a Moderator shall be elected by the voters for a term of three (3) years. In the event of a vacancy in that office prior to the expiration of the term, the **Select Board** shall appoint a Moderator who shall serve until the next regular Town Election, when the voters shall elect a Moderator to serve for the balance of the term. The Moderator shall not hold any other Town office, elected or appointed.
- (B) Compensation - The Moderator shall receive 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 Bylaw, or by other vote of the Town Meeting.
- (D) Appointments - The Moderator shall appoint a nine (9) member Finance Committee consisting of voters. The term shall be for three (3) years so arranged that the term of office of three (3) members shall expire each year. The Finance Committee shall review all Town Meeting Warrants and advise the Town Meeting

of recommended action. The Finance Committee shall have all the powers provided in the Massachusetts 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 in Section 3-2.

Section 4-4 Sturbridge School Committee (Elementary): Composition; Term of Office; Compensation; Powers and Duties.

- (A) Composition, Term of Office - There shall be a Sturbridge School Committee (Elementary) consisting of five (5) members each elected by voters for a term of three (3) years, such that the term of office of at least one (1) member, but not more than two (2) members, shall expire each year.
- (B) Compensation - School Committee members shall receive such compensation as may annually be provided for that purpose by appropriation.
- (C) Powers and Duties - The Sturbridge School Committee (Elementary) shall have all of the powers and duties school committees may have under the Massachusetts Constitution and General Laws, and shall have such additional powers and duties, including the use of land and buildings, as may be authorized by this Charter or Bylaw.

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 Tantasqua Regional School Committee, variable in number as provided in the Tantasqua Regional School Agreement, for a term of three (3) years, so arranged that the term of office of at least one (1) member shall expire each year. The Sturbridge School Committee (Elementary) shall elect one (1) of its members annually to serve on the Tantasqua Regional School Committee.
- (B) Compensation - Tantasqua Regional School Committee members shall receive such compensation as may annually be provided for that purpose by appropriation.
- (C) Powers and Duties - The Tantasqua Regional School Committee shall have all the powers and duties regional school committees have under the Massachusetts Constitution, General Laws, and the Tantasqua Regional School Agreement.

Section 4-6 Assessors: Composition; Term of Office; Compensation; Powers and Duties

- (A) Composition, Term of Office - There shall be three (3) Assessors each elected by the voters for a term of three (3) years, such that the term of office of one (1) member shall expire each year.
- (B) Compensation - The Assessors shall receive 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 provided by Massachusetts General Laws.

Section 4-7 Town Clerk: Composition; Compensation; Term of Office; Powers and Duties

- (A) **Composition**, Term of Office - There shall be a Town Clerk elected by the voters for a term of three (3) years.
- (B) **Compensation** - The Town Clerk shall receive compensation as may annually be provided for that purpose by appropriation.

- (C) Powers and Duties - The Town Clerk shall have all of the powers and duties town clerks may have under the Massachusetts Constitution and General Laws. The Town Clerk may also exercise such additional powers and duties as may from time to time be assigned to that office by this 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, each elected by the voters for a term of three (3) years, so arranged that the term of office of one (1) member shall expire each year.
- (B) Compensation - The members of the Board of Health shall receive 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 Massachusetts General Laws relating to public health, provisions of the federal and state sanitary codes, and all local health regulations.

Section 4-9 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, each for a term of three (3) years, such that the term of office of at least one (1) member, but not more than two (2) members, shall expire each year. Two (2) members shall be appointed by the Town Administrator for three (3) 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 that are conferred on Zoning Boards of Appeals by Massachusetts General Laws, and such additional powers and duties as may be provided in the Zoning Bylaws.

Section 4-10 Recreation Committee: Composition; Term of Office; Powers and Duties.

- (A) Composition, Term of Office - There shall be a Recreation Committee consisting of five (5) members each elected by the voters for a term of three (3) years, so arranged that the term of office of at least one (1) member, but not more than two (2) 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, and shall be responsible for scheduling and issuing permits for all public recreation spaces.

Section 4-11 Other Elected Officers: Powers and Duties.

All other elected officers shall have all the powers and duties conferred on their respective offices by Massachusetts General Laws, this Charter, and the Town Bylaws.

Section 4-12 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 issue the blank petition forms that demand such recall, and which bear the Town Clerk's signature and Town Seal, and shall keep printed copies of the petition forms available for the voters. The forms issued by the Town Clerk shall be dated, be addressed to the **Select Board** and 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 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 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 respective residences. The Town Clerk shall, within twenty-four (24) hours of receipt of the petition, submit the petition to the Registrars, who shall forthwith certify the number of valid signatures.

In the event that members of the Select Board are the subject of a recall, the members who are being subjected to recall will recuse themselves from the duties delineated in the recall process.

If all members of the Select Board are subject to recall, then all duties required of the Select Board members in the recall process shall be performed by the Town Clerk.

- (C) **Select Board's** Action on Receiving Petition - Petitions certified by the Registrars shall be submitted with the Registrars' dated certificate to the **Select Board** no later than the close of the next business day. The **Select Board** shall give written notice of the receipt of the dated certificate to the officer sought to be recalled in no fewer than seven (7) days. Further, if the officer does not resign within five (5) days thereafter, the **Select Board** shall order an election, such election to occur no fewer than thirty-five (35) days nor more than forty-five (45) days after the date of the Registrars' certificate; however, if any other Town election is to occur within sixty (60) days after the date of the certificate, the **Select Board** shall postpone the holding of the recall election to the date of such other election. After a recall election has been ordered, the election shall proceed as provided in this Section, the resignation of the incumbent notwithstanding.
- (D) Incumbent Holds Office Until Recall Election - The incumbent shall continue to perform the duties of the office until the recall election. If not recalled, the incumbent shall continue in office for the remainder of the unexpired term, subject to recall as before, except as provided in this Section. If recalled, the incumbent shall be deemed removed from office, and the vacant office filled until the next election by appointment by the **Select Board**.
- (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): Title of office~~
For the recall of (name of Officer), Title of Office:
- ~~Against the recall of (name of officer): Title of office:~~
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 election to office, nor, in the case of an officer subjected to a recall election and not recalled thereby, until at least three (3) months after the date of the recall election.
- (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, 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 **Select Board** shall appoint a Town Administrator for an indefinite term and fix compensation within the amount appropriated by the Town. The Town Administrator shall be appointed solely on the basis of executive and administrative qualifications. The appointee shall be a person especially fitted by education, training and/or experience in **public** management or administration. The Town may, from time to time, establish by Bylaw such additional qualifications as seem necessary and appropriate.

In the event that the Town Administrator vacates that office, it shall be filled in accordance with Section 4-2 and Section 5-2 by the Select Board. Meanwhile, they shall appoint a suitable suitably experienced person as temporary Town Administrator to perform the duties of the office. Such temporary appointment may not exceed six (6) months. but one (1) additional renewal, not to exceed three (3) months, may be voted by the Select Board. The Select Board shall set compensation for such person.

Section 5-2 Appointive Procedure.

The Select Board shall appoint a five (5) member Town Administrator Search Committee consisting of the following:

One (1) member of the Select Board,

One (1) Town department head,

Three (3) voters who, except for special employees, are not employees of not employed by the Town.

The Search Committee shall advertise the available position, screen all applicants and present no fewer than two (2) nor more than three (3) candidates to the Select Board. The Search Committee shall follow comply with the affirmative action guidelines as established by Federal Law. The Select Board shall interview the candidates presented by the Search Committee at a regular meeting of the Select Board. The Select Board, by majority vote, shall choose a Town Administrator.

In the event of any vacancy in the office of the Town Administrator, the Select Board will initiate the appointive procedure within ten (10) 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 Select Board for the administration of all Town affairs by or under this Charter.

The powers and duties shall be to:

- (A) Supervise and direct the administration of all departments, agencies, and offices for whose function the Town Administrator is responsible.
- (B) Appoint, subject to confirmation by the Select Board, all appointive Town officers, utilizing procedures described in Article Section 6, unless otherwise stated in this Charter.
- (C) Make notification of all unfilled positions within the Town by posting a notice on the bulletin boards at the Town Hall, on the Town's official website, and on other electronic platforms consistent with the Town Clerk's policies, cable television for a period of no fewer than five (5) days, and by notification in writing to the local news media.
- (D) Fix the compensation of all Town officers and employees appointed by the Town Administrator within the limits established by existing appropriations and Bylaws.
- (E) Attend all meetings of the Select Board, unless excused, and have a voice but no vote in all of its deliberations.
- (F) Keep full and complete records of the office and render as often as may be required by the Select Board, and but at least annually, a report of all operations within the Town Administrator's jurisdiction during the period reported on, which report shall be made available to the public.
- (G) Advise the Select Board as to the needs of the Town and recommend to them for adoption such measures requiring action by them or by the Town Meeting.

- (H) Hold full jurisdiction, exercise care, custody, and control over the rental and use of all Town property, except school property, the Joshua Hyde Library and property under the control of the Conservation Commission, and for the maintenance and repair of all Town buildings and facilities.
- (I) Present to the Select Board a draft annual budget of the Town and be responsible for the development and annual updating of the Capital Improvement Program.
- (J) Maintain a complete inventory of all property of the Town, both real and personal.
- (K) Negotiate contracts involving any subject within the jurisdiction of the Town Administrator. These proposed contracts shall be subject to final approval and execution by the Select Board. Copies of all proposed contracts, including personnel, shall be provided to the Finance Committee by the Select Board within ten (10) days of approval for record purposes.
- (L) Be responsible, as Chief Procurement Officer, for purchasing all supplies, material, and equipment for all departments under the Town Administrator's jurisdiction.
- (M) Ensure that all provisions of Massachusetts General Laws, the Charter, the votes of the Town Meetings, and votes of the Select Board are faithfully carried out.
- (N) 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, or Town Bylaw, except school department employees, and it shall become effective within thirty (30) days of submission to the Select Board, unless rejected by them.
- (O) Inquire into the official conduct of any officer, employee, department, board, or commission under Town Administrator jurisdiction.
- (P) Attend all sessions of the Town Meetings and respond to all questions that arise in relation to the office of the Town Administrator.
- (Q) Perform any other duties required by the Bylaws, the votes of the Town Meeting, or the votes of the Select Board.

Section 5-4 Termination and Removal, or Suspension.

The Select Board may, by a majority vote of all members of the Select Board then in office, provided there are at least three (3) qualified Select Board members, terminate and remove, or suspend, the Town Administrator from office. The Select Board shall provide the Town Administrator a written statement containing the reason(s) for the vote to approve termination and removal, or suspension, within seven (7) days. The Town Administrator, upon receipt of said statement, shall notify the Select Board in writing, within seven (7) days, of the exercise of the right to a public hearing. Such public hearing shall be conducted at the next regularly scheduled meeting of the Select Board following the Select Board's receipt of the Town Administrator's written request for a public hearing.

The Select Board may, by a majority vote of all Select Board members then in office, provided there are at least three (3) qualified Select Board members voting, affirm the vote of termination and removal, or suspension, of the Town Administrator from office immediately upon the affirmation of the vote in the public hearing. Alternatively, the Select Board may reverse the initial vote of termination and removal, or suspension, of the Town Administrator from office, or take any action the Select Board deems suitable.

The Select Board may suspend the Town Administrator from office pending and during the public hearing. Actions of the Select Board that are in accordance with this procedure are final. Authority and responsibility for termination and removal, or suspension, of the Town Administrator reside solely in the jurisdiction of the Select Board. The Town Administrator's salary will continue to be paid until the Select Board's vote to terminate and remove, or suspend, the Town Administrator becomes final.

Section 5-5 Acting Town Administrator

The Town Administrator shall appoint a qualified Town employee as Acting Town Administrator, by a letter filed with the Town Clerk, to exercise the powers and perform the duties of Town Administrator in the event of a temporary absence that will make the Town Administrator unavailable to perform the required duties of the office for three (3) consecutive business days or more. The **Select Board** may not revoke any such designation of an Acting Town Administrator until at least ten (10) days have elapsed, whereupon the **Select Board** may appoint another qualified Town employee to serve as Acting Town Administrator. The **Select Board** may determine a designated Acting Town Administrator is incapable, unable, or unwilling, to perform the assigned duties; in such circumstance, the **Select Board** can appoint another qualified Town employee to serve as Acting Town Administrator.

In the event the Town Administrator is incapacitated without a determined date of return, the **Select Board** shall immediately appoint a qualified person as Acting Town Administrator.

ARTICLE 6 APPOINTED OFFICIALS, BOARDS, COMMISSIONS, AND EMPLOYEES

Section 6-1

- (A) Appointments to all boards, commissions, and committees consisting of more than one (1) member and where terms are greater than one (1) year shall be made in a manner that all terms of all incumbents do not expire in the same year. To the extent possible, an equal number of members of each board, commission and committee shall come to the end of their respective terms of office in each year.
- (B) The Town Clerk shall maintain, electronically, a list of the offices, boards, commissions, and committees of the Town, including the name of each office, board, commission, and committee; purpose or objective as determined by the **Select Board**, Town Administrator, or other appointing authority; number of members, respective term of office, and the appointing authority. The Town Clerk shall update the list of offices, boards, commissions, and committees, as they are formed or dissolved, and shall maintain by name a current list of members of each office, board, commission, and committee, post a copy on the official website of the Town, and cause it to be included in the Annual Town Report. **The Town Clerk and Town Administrator shall inventory the list every six (6) months to ensure that the lists are accurate and complete.**
- (C) Annual appointments to all **offices**, boards, commissions and committees shall be made by July 1 of each year. Upon the occurrence of a vacancy, the responsible appointing authority shall appoint a replacement within forty-five (45) days.
- (D) The Town Administrator shall have the power to appoint such other town officers and members of boards, commissions and committees as are authorized by the Massachusetts General Laws, this Charter, or Bylaws, for which the method of appointment is not otherwise herein provided.

Section 6-2 Appointments

Except for the appointing authority of the Superintendent of Schools, the Board of Library Trustees, Town Clerk and Moderator, the Town Administrator shall make all appointments to offices, boards, commissions, committees, and ~~to~~ Town employees, subject to the confirmation by a majority vote of the **Select Board** at a regularly scheduled meeting and administration of the oath of office by the Town Clerk, except herein otherwise provided.

Section 6-3 Power to Rescind Appointments.

The Town Administrator shall, subject to confirmation by majority vote of the **Select Board**, have the power to rescind for cause any appointment made to any board, commission, committee, or individual office, including Town employees, 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 the right to be heard, if requested in writing by the appointee, at a public meeting of the **Select Board**.

Section 6-4 Merit Principle.

All appointments and promotions of Town officers and other 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

(A) Appointment of Police Chief, Fire Chief, and Director of Public Works

The Town Administrator shall appoint a five (5) member Search Committee, subject to confirmation by the **Select Board**, when a vacancy occurs, consisting of the following: (1) Town Administrator, (2) Two voters not currently employed by the Town appointed by the Town Administrator, except for Special Town Employees (3) **Two members**, who may be residents or non-residents and who are qualified to assist in the search process. 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.

(B) Appointment of Town Employees.

The Town Administrator shall advertise all available positions, screen all applicants, and select the best qualified applicant for appointment in accordance with Section 6-4, subject to confirmation by the **Select Board**.

Except for the authority of the Town Administrator to recommend candidates for confirmation by the Select Board, the Town Administrator may delegate any and all parts of the search process.

Except for appointments of sworn peace officers, emergency medical technicians, and fire fighters to the police and fire departments, as applicable, no Select Board confirmation shall be required for the Town Administrator to appoint a candidate to any position that does not hold the authority (1) to expend public funds; (2) hire or terminate; (3) review the work of others for purposes of promotion/demotion; or (4) determine compensation.

ARTICLE 7 GENERAL PROVISIONS

Section 7-1 Relation of Charter to Town Bylaws, Rules, Regulations, Orders, and Special Laws.

All conflicts between this Charter and Town Bylaws, rules, regulations, orders and special laws, shall be resolved in favor of this Charter. All provisions of Town Bylaws, rules, regulations, orders, and special laws not superseded by this Charter shall remain in force.

Section 7-2 Severability.

If any provisions of this Charter are held invalid by a court of competent jurisdiction, no other provisions of this Charter shall be affected thereby. If the application of this 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 7-3 Specific Provisions Shall Prevail.

To the extent that any specific provision of this Charter shall conflict with any provision expressed herein in general terms, the specific provision shall prevail.

Section 7-4 Publication of Charter and Bylaws.

The **Select Board** shall, within **ninety (90) days one (1) 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 Town's official website.

Section 7-5 Charter Revision.

Amendments to this eCharter relating in any way to the composition of the tTown mMeeting or the composition or mode of election or terms of office of the Select Board may be proposed only by a eCharter eCommission elected under the General Laws of the Commonwealth.

Amendments to this eCharter relating to other matters may be proposed at a duly called tTown mMeeting. Proposed amendments approved by a two-thirds (2/3) majority tTown mMeeting vote shall be acted upon by ballot of the whole tTown at a regular election of tTown officers held in accordance with the General Laws of the Commonwealth. The effective date of revisions will be the date the tTown eClerk certifies that the proposed amendment was approved by a majority of valid ballots cast. The Select Board shall, every five (5) years, form a committee to study the workings of tTown government. The committee shall may recommend procedures to revise the eCharter, if that is deemed advisable.

Section 7-6 Resignations.

Resignation from any appointive or elective office shall be done 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 Select Board within twenty-four (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 Select Board.

Section 7-7 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 shall include the date and substance of all such revisions.

ARTICLE 8 TRANSITIONAL PROVISIONS

Section 8-1 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 or revision thereto take effect, and which are not repealed directly or indirectly thereby, shall continue in full force and effect until amended or rescinded by operation of law or expire by their own limitation.

Section 8-2 Effective Date.

This revised Charter shall take effect upon its adoption by the voters, at which time Section 7-4 shall take effect.