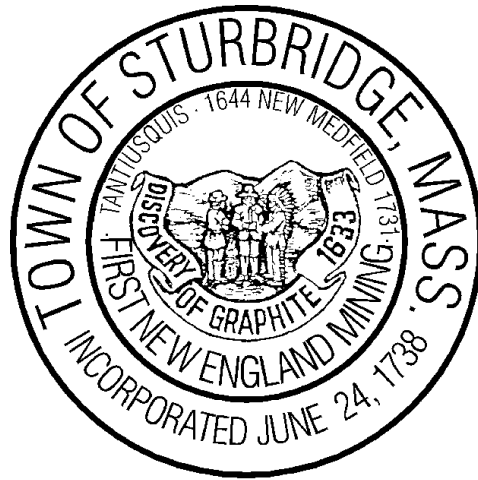


Town of Sturbridge



Two Hundred Seventy-Fifth Annual Town Meeting

Finance Committee Report Fiscal Year 2014

7:00 P.M.

June 3, 2013

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
Cemetery Department, 69 Rt. 84, New Boston Rd Ext	508-347-3566
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
Engineering Department	508-347-2507
Joshua Hyde Public Library, 306 Main Street	508-347-2512
Parks & Recreation Committee, 301 Main Street	508-347-2506
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
Tax Collector, 308 Main Street	508-347-2509
Town Clerk, 308 Main Street	508-347-2510
Town Garage, 69 Rt. 84, New Boston Rd Ext	508-347-2515
Water Department, 375 Main Street	508-347-2513

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

**TOWN OF STURBRIDGE
FINANCE COMMITTEE REPORT
FISCAL YEAR 2014**

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FORMULA FOR CALCULATING TAX RATE

(Outside back cover)

Report of the Finance Committee

Fiscal Year 2014

July 1, 2013 - June 30, 2014

Greetings

The Finance Committee is pleased to present to the residents of Sturbridge its recommendations for the Annual Budget and Town Meeting Warrant articles. With thanks, the Finance Committee wishes to acknowledge the support of the Finance Director, each Town department head, Tantasqua Regional School District Business Manager, Superintendent of Schools, Sturbridge School Committee, the Town Administrator and the Board of Selectmen. Their respective roles proved vital to the development of this report.

The members of the Finance Committee hope that you find this report both informative and useful.

Please take the time to read through our entire report. Think carefully about the votes you will be asked to cast at the Town Meeting and the resulting effects on your community.

Role and Responsibility of the Finance Committee

The Town's General Bylaws direct the Finance Committee to give recommendations that it deems best for the interests of the Town and its citizens on all department budgets, transfer requests, warrant articles, zoning articles and bylaw articles. The Finance Committee's goal is to give Town residents an objective, non-political viewpoint on all matters to be considered at Annual and Special Town Meetings. Our recommendations are intended to ensure the townspeople of Sturbridge are receiving the best mix of services for the taxes they pay. Since the members of the Finance Committee are appointed by the elected Town Moderator, we act as a check and balance to the Town's elected boards and committees as well as those individuals, boards and committees appointed by the Board of Selectmen.

Please refer to Appendix D, on page XX, for a glossary designed to acquaint newcomers and remind longtime residents of abbreviations, terms and slang often used in discussing the Town's finances. It is a first-time feature of this report.

Budget Highlights

With the proposed Fiscal Year 2014 (FY14) budget, the Town of Sturbridge continues to find itself on strong financial footing. As confirmed by the credit-rating agency Standard & Poor's in 2012, Sturbridge has a "strong and consistent financial position [with] good financial management assessment along with conservative budgeting techniques." The Town's credit rating of "AA positive" is indicative of Standard & Poor's judgment that the Town of Sturbridge is financially stable now and for the foreseeable future. Unlike some other Worcester County communities, we do not have to rely on a Proposition 2 ½ override vote to fund basic town services nor have we had to cut services, such as Library or Senior Center hours. In fact, the budget as proposed by the

Finance Committee allows our community to provide the same level of services to which our residents have grown accustomed and, in certain instances, to augment these services.

Reflecting the assessment above, the Finance Committee recommends a series of proposals to ensure taxpayers receive the maximum return for their tax dollars. Consistent with past years, the Finance Committee believes it is recommending a budget that meets the majority of the Town's needs, and some wants, in a financially prudent manner.

For FY14, the Finance Committee's recommendations for the line item budget and warrant articles would result in an estimated increase of 1.56% for the residential property tax rate and an estimated increase of 1.54% for the commercial / industrial / personal property tax rate. As a result, a taxpayer whose residence is valued at \$300,000 would see an increase in their property taxes of \$84 (\$5,469 in FY14 versus \$5,385 in FY13). From an overall proposed budget of \$28,091,948, the Finance Committee recommends a line item budget of \$27,404,604. The proposed line item budget is an increase of \$752,152 over FY13.

Of that increase, the education portion of the budget (i.e., Burgess Elementary plus Sturbridge's share of the Tantasqua Regional School District) accounts for \$395,555, or 53% of the overall increase.

With the remaining proposed funds, the Finance Committee supports:

- The addition of a school resource officer to the Police Department servicing Burgess Elementary and Tantasqua Senior and Junior High Schools (\$64,493).
- The addition of a part-time Emergency Management Coordinator in the Police Department to offload some of the emergency management planning paperwork from the Police Chief, Lieutenants and Sergeants (\$15,000).
- The replacement of one police cruiser (\$42,800).
- The restoration of a full-time Building Inspector to meet the demands of increased workload as well as additional responsibilities for facilities management of Town buildings (\$36,481).
- The increase in funds for Snow & Ice Control (\$50,000).
- The increase in salary for the Recreation Coordinator and Board of Health agent to align their compensation with those of the 10-town comparison.
- The increase in salary of 2.5% for non-union Town employees which keeps their pay equivalent to the increase received by our union employees over the past three years.

The Finance Committee's position regarding raises has always been one of equity. For those employees who are not unionized, we try to compensate them on par with their unionized brethren. In contrast to the position held by the Finance Committee, the Board of Selectmen is recommending department heads receive absolutely no salary increase and the remaining non-union employees receive just a 1.5% salary increase. In terms of dollars, the Selectmen's recommendations amount to a reduction in the proposed budget of \$32,933 (\$21,246 from department heads plus \$11,567 from the remaining non-union employees). The damage to morale, on the other hand, could be far more devastating. The Town Administrator queried 40 communities, in addition to the 10 communities Sturbridge uses for comparison, regarding their cost of living adjustments. A review of those 50 communities shows Sturbridge in line with the percentage proposed by the Finance Committee. If

Townspople think the hours and efforts put in by these individuals on behalf of the Town are equal to those of their unionized counterparts, shouldn't we, as a Town, be offering our non-union employees the same percentage increase as our union employees and the same percentage they could get in 50 other communities? What message would we be sending to these workers, the vast majority of whom are in important customer-facing roles that reflect directly on the perception of the Town's services and capabilities? Don't we want to reward our employees so we attract and retain the best workers in these important customer-facing roles? As a taxpayer, if you are concerned about rising property taxes, this doesn't seem like the best method for long-term tax savings. Dissatisfied employees can lead to high turnover and unnecessary training costs which in turn would likely lead to higher long term property taxes as well as a decline in the level of service you get as a resident while dissatisfied employees come and go.

If the Town Meeting votes with the Finance Committee's recommendations for the line item budget and warrant articles, the Town could further strengthen its financial stability. As you may know, the Finance Committee operates, in part, according to a set of written fiscal policies, which were adopted in FY07, and which are available in the Town Administrator's office. If the budget and warrant articles are voted as recommended by the Finance Committee, the combined balance of Free Cash and the Stabilization Fund will meet the requirement of 7% – 10% of the Town's overall budget as set forth in the fiscal policy. If voted as proposed, the combined Free Cash reserves of \$1,213,209 plus the \$1,406,966 Stabilization Fund balance will total \$2,620,175, or 9.3% of the overall proposed FY14 budget of \$28,061,948.

While this might seem like a high percentage to some, this increased cash reflects less risk against the unknown. Being so well prepared for fiscal emergencies, like the tornado, is what has led to our high credit rating. A high credit rating is crucial for lower property taxes. With sufficient cash on hand, we avoid costly borrowing during emergencies. In addition, a high credit rating also allows us to borrow for planned projects at significantly lower interest rates. For instance, we will need to borrow the final \$2 million for the Burgess School project plus, if passed, \$320,000 for the Mountainbrook Road betterment project in FY14. The higher credit rating and resulting lower interest payments save you, the taxpayer, sizeable sums of money over the long run. Having a good credit rating also makes us attractive to do business with. For example, it came to light in public meetings that it was our strong credit rating which played a leading role in attracting the proponents of the solar energy agreement with the Town. This use of solar energy to power much of the Town Government can be expected to save taxpayers quite a bit in the long run. While we could just think of the short term and use a lot of our cash to alleviate property taxes, that type of short term thinking could cause significant long term tax increases. If we leave ourselves unprepared for emergencies or if we damage our credit rating as a result of having too little cash on hand, higher property taxes will likely result. It is in the long term best interest of the taxpayer to sustain our good credit rating, which leads to lower long term property taxes and keeps the Town attractive to businesses who want to work with us.

In summary, the Town will have a total proposed budget (which includes the line item budget) of \$28,091,948 as recommended by the Finance Committee for FY14. The total budget is the sum of the line item budget + raise-and-appropriate warrant articles + several structural components such as snow & ice deficit, offsets and overlay. With the combination of local revenues totaling \$3,128,780 and state aid amounting to \$3,636,412, the Town is projected to receive \$6,765,192 in revenues.

After these revenues and offsets are accounted for, the difference of \$20,976,756 will be raised through taxation. As you will see on the back cover of this report, the tax rate for FY14 is projected to be \$18.23 for residential property and \$21.71 for commercial/industrial/personal (CIP) property; an increase of \$0.28 and \$0.33, respectively, over FY13. As discussed previously, for residential property valued at \$300,000 in both FY13 and FY14, the tax payment will increase by an estimated \$84, to \$5,469, for FY14. By not using the full tax levy capacity, and while using \$320,000 in free cash to offset the tax rate, the Finance Committee's proposed budget falls below the estimated Proposition 2 ½ levy limit by \$167,917:

\$167,917 below taxing capacity + \$320,000 from Free Cash = \$487,917 in tax avoidance

Issues for Your Consideration

The following topics, which fit the theme of the "value of planning and foresight," deserve your consideration in shaping the future of Sturbridge:

Fiscal Responsibility in the Construction and Renovation of Burgess School

The reduced cost of the Burgess School construction project provides an excellent example of conscientious management of Town funds over a period of thirteen years.

In 2009, the voters authorized the Town to pay \$22,690,149 for its share of the total project cost of \$46,926,630. The Finance Director timed the bond issues advantageously in light of interest rates and the Town's improved credit worthiness. Under the guidance of the School Building Committee Chair and Vice-Chair, careful value engineering was done to squeeze cost out while protecting quality and achieving value. As a result, the Town's share of the total bill dropped by 30%, to \$16,556,071. The state contribution dropped accordingly, resulting in the current total project cost of \$33,364,398, which reflects a cost avoidance of \$13,560,933. The 20-year average annual cost to a residential property owner went from a project \$515.08 to \$286.38. Further cost avoidance is also anticipated.

Sturbridge Enterprise and Innovation Fund

Now for the third time (first in FY 2009, again last year), the Finance Committee recommends the establishment of an Enterprise and Innovation Fund. It would encourage both Town employees and residents to propose actionable ideas aimed at improving the processes of local government. The chief objectives: deliver current services with increased value, and introduce new worthwhile services. But trying to tell a local official how to do a job or carry out a responsibility would explicitly not be a function of the Fund. Initially set at a modest budgeted sum subject to a town meeting vote, the Fund would support research and testing of an idea; the Fund would not reward or compensate any individual or organization.

Please note that this initiative is deliberately described in generalizations so that interested individuals and officeholders, working together, can quickly, flexibly harness their enthusiasm in thoughtful and widely beneficial ways. It is hoped that a desirable by-product of the Enterprise and Innovation Fund would be a renewed spirit of mutual support, especially within the halls of local

government, recognizing and treating employees and, particularly, department heads, as accomplished professionals and trusted colleagues, and not as impediments or, even, threats to peculiarly-defined notions of progress.

Making Communications ‘Horizontal’

The terms silo and stovepipe are often used to characterize the narrow range and direction of communications in an organization. They are not meant as a compliment. That is because silos ensure that too few people learn, at a timely moment, information that could help them do a better job. The Finance Committee sees that silos are shaping the route of internal communications in Sturbridge’s government. Specifically, in the key and consequential matter of budgeting, department heads, after being told what their goals will be and after proposing their annual spending plans, are generally kept out of the budget-making process, with little or no recourse.

Instead, the Finance Committee urges the design and implementation of an open consultative process throughout the journey from initial proposal at the department level, to the Finance Department review, to the Town Administrator’s official budget, to the joint meeting of the Finance Committee and Board of Selectmen, to the Finance Committee’s line-by-line scrutiny and the resulting final recommendation to the voters at the Annual Town Meeting and Special Town Meetings.

Department Heads’ direct participation would actually streamline the process by aligning goals and spending, improve the quality of operations by reason of shared information that would be continually updated in frequent Department Head meetings and subsequent departmental staff meetings, and provide the Town Administrator a clearer view of the activities under his/her direction. Meanwhile, the Board of Selectmen could pursue policy issues, free from the burdens of the current top-down mayor-like way of doing business. Communications would move ‘horizontally,’ without the pinched processes of silos.

The Finance Committee also notes an undue reliance on technology to inform the public of municipal matters. The Town website, cablecasts of meetings and newspaper announcements are indispensable yet inadequate when it comes to delivering Town news. The Town makes next to no effort at proactive communications that point to unusually good work done or, for instance, at reminding residents of hefty sewer and water rate increases that were actually previously set and calendared by the voters’ own decisions. Instead, some local officials have seemed puzzled and, oddly, annoyed that some voters expressed unhappiness to the point of anger.

It is recommended that each Department Head constantly funnel to the Town Administrator information on planned and unexpected activities in their respective purviews so that the TA can issue frequent factual, non-political public information statements to the townspeople.

System of Employee Compensation

For years, Sturbridge has referred, at times, to a periodically updated survey of the compensation levels of 10 similarly-situated Massachusetts communities—the so-called 10-Town Survey. The

features of those 10 towns broadly mirror those of Sturbridge, and reviews and updates have found that to be true for a long time.

In the slow-motion turnover of Town staff, Sturbridge must enter the hiring marketplace and seek to pay competitively in order to attract capable talent. The Town's compensation schedules then jiggle out of kilter. Actual or perceived unfairness, and resentment, can and do result. The 10-Town Survey is used selectively to support or block a pay raise. The Personnel Committee, meanwhile, strives to reset, from time to time, the municipality-wide salary and wage schedule. Cost of living raises are granted some years, pay raises are awarded sometimes, one-time payments are made once in a while. Union contracts tend to decide the atmosphere of compensation decisions.

Along the way, a hodge-podge of payment methods has developed for inspectors. Some are salaried. Others earn a fee. Still others obtain a commission on a fee. Some receive a stipend. Some fees are set in negotiation with the inspector involved. Other fees are set, by policy, to cover costs and create a 'wash.' Certain inspectors are reimbursed for mileage while others aren't.

The Finance Committee recommends a centralized Inspection Services unit (except for those mandated by the Commonwealth, typically involving the Board of Health). Differences in methods of compensation, some of which merely reflect historical practice, can be ironed out. A consistent system of inspector compensation is, unquestionably, doable. Indeed, in the complex, almost inscrutable field of medical economics and financing, a system of relative value units, as they are known, makes physician productivity objectively measurable. Sturbridge can do likewise in its inspections services.

At the same time, the Town can look to a specific future date, perhaps five or seven years from now, by which it will have revamped its compensation scheme to achieve overall fairness in the face of an evolving marketplace. By working steadily toward that future moment the Town can explain, again and again, in detail, to residents, current employees and to each new employee via hiring interviews the policy-based reasons why each job pays what it will pay as of that certain future date. Then, with emerging information, the Town can recycle the process and produce fairness once more.

This can put an end to the annual special attention to one or another position that has unproductively and unsatisfactorily become the norm.

Town Government Organization

Looking at the town organizational chart, one can see the Town Administrator (TA) has eight department heads that report to him on a day-to-day basis. This is in addition to his responsibilities to the Board of Selectmen, to any boards or committees requiring his assistance, and being responsible for the Conservation Agent, who has been treated as a Department Head recently but is not listed as one on the Town organization chart. The Recreation Director is noticeably absent from this chart. At the very least, this oversight should be fixed, but perhaps departmental restructuring should be considered.

Could the TA be more effective with fewer direct reports? Moving to a more hierarchical structure with 4-5 Department heads could smooth daily operations. Combining departments with complementary functions could provide or lead to better service? Could 1 or 2 administrative employees take the place of 2 or 3 if departments were meshed? Could this lead to greater coverage at Town Hall for residents to access town employees to answer questions or obtain a permit?

These questions are not quickly or easily answered but deserve further attention.

Department Head Recognition and Classification

Over the past several years, many of the town departments have seen an increase in responsibilities for the principal employee to the extent that part-time positions have been upgraded to full time status and, in many cases, to Department Head status. Examples include the Town Planner, Conservation Agent, and Health Agent. A recent change increased the hours for the Recreation Coordinator, now termed a Recreation Director and Department Head, from 20 to 25 hours per week. The Finance Committee recognizes that the growth in the town and the increase in scope and complexity of many of these positions make these changes necessary. However, it is important that these changes be reviewed by the Personnel Policy and Classification Committee (PPCC) to make sure that the job descriptions, grades, and salary ranges reflect these changes. In addition, Department Head salaries should be listed as separate line items in the town budget.

Warrant Articles

All recommendations and explanatory comments concerning the Warrant Articles of both the Annual and Special Town Meetings are contained in this report under the respective Warrant headings. In addition, for your information, the Finance Committee's recommendations on each article include its vote tally.

Accounting System

Consistent with the prior fiscal years, the FY14 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 FY 2014 line item budget (July 1, 2013 - June 30, 2014), twenty-six Annual Meeting Warrant Articles, and seven Special Meeting Warrant Articles. The Annual Town Meeting will be held at the Tantasqua Regional High School Auditorium on Monday, June 3, 2013, at 7:00 P.M.

Respectfully submitted,

Sturbridge Finance Committee

Kevin Smith, Chair

Michael Serio, Vice-Chair
Patricia Affenito
Prescott Arndt
Bob Jepson
Joni Light
Laurance Morrison
Kathy Neal
Arnold Wilson

Town of Sturbridge -- Budget FY14

ACCOUNT NUMBER	DEPARTMENT	ACTUAL EXPENDED FY12	ACCEPTED BUDGET FY13	ADMINISTRATOR		SELECTMEN		FINCOM RECOMMEND FY14	FINCOM RECOMMEND FY14	VARIANCE FINCOM VS FY13 \$	%	ADOPTED TOWN MEETING	LINE NUMBER
				RECOMMEND FY14	RECOMMEND FY14	RECOMMEND FY14	RECOMMEND FY14						
11141-51120	Town Moderator	0	0	0	200	0	0	0	0	0		NEW	1
	Salaries/Wages	0	0	0	200	0	0	0	0	0		0.0%	
	Total Salary	0	0	0	200	0	0	0	0	0		0.0%	
	Town Moderator Total	0	0	0	200	0	0	0	0	0		0.0%	
<hr/>													
	Board of Selectmen												
11221-51100	Board Salaries	0	0	0	4,250	0	0	0	0	0		NEW	2
11221-51130	Salaries/Wages	0	900	923	1,000	923	923	923	23	23		2.6%	3
	Total Salary	0	900	923	5,250	923	923	923	23	23		2.6%	
11222-52000	Purchase of Services	1,139	1,100	10,000	10,000	10,000	1,250	1,250	150	150		13.6%	4
11222-57000	Other Charges	1,798	2,000	2,000	2,000	2,000	2,000	2,000	0	0		0.0%	5
	Total Expenses	2,937	3,100	12,000	12,000	12,000	3,250	3,250	150	150		4.8%	
	Board of Selectmen Total	2,937	4,000	12,923	17,250	17,250	4,173	4,173	173	173		4.3%	
<hr/>													
	Town Administrator												
11231-51120	Department Head Salary	107,060	109,201	111,931	109,201	111,931	111,931	111,931	2,730	2,730		2.5%	6
11231-51130	Salaries/Wages	38,610	39,244	40,374	39,977	40,374	40,374	40,374	1,130	1,130		2.9%	7
11232-51170	Merit Based Incentive	15,759	18,397	20,128	18,932	20,162	20,162	20,162	1,765	1,765		9.6%	8
	Total Salary	161,429	166,842	172,433	168,110	172,467	172,467	172,467	5,625	5,625		3.4%	
11232-52000	Purchase of Services	10,141	8,700	6,500	6,500	6,500	6,500	6,500	-2,200	-2,200		-25.3%	9
11232-54000	Supplies	2,700	2,700	2,700	2,700	2,700	2,700	2,700	0	0		0.0%	10
11232-57000	Other Charges	150	2,000	2,000	2,000	2,000	2,000	2,000	0	0		0.0%	11
11232-58000	Matching Grant Funds	2,000	2,500	10,000	10,000	10,000	10,000	10,000	7,500	7,500		300.0%	12
	Total Expenses	14,991	15,900	21,200	21,200	21,200	21,200	21,200	5,300	5,300		33.3%	
	Town Administrator Total	176,420	182,742	193,633	189,310	193,667	193,667	193,667	10,925	10,925		6.0%	

ACCOUNT NUMBER	DEPARTMENT	ACTUAL EXPENDED FY12	ACCEPTED BUDGET FY13	ADMINISTRATOR RECOMMEND FY14	SELECTMEN RECOMMEND FY14	FINCOM RECOMMEND FY14	VARIANCE FINCOM VS FY13 \$	%	ADOPTED TOWN MEETING	LINE NUMBER
11311-51130	Finance Committee Salaries/Wages Total Salary	1878	2,411	2,472	2,448	2,472	61	2.5%		13
11312-52000	Purchase of Services	2,200	3,700	3,200	3,200	3,200	-500	-13.5%		14
11312-57000	Other Charges Total Expenses	173	200	200	200	200	0	0.0%		15
	Finance Committee Total	4,251	6,311	5,872	5,848	5,872	-439	-7.0%		

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

ACCOUNT NUMBER	DEPARTMENT	ACTUAL EXPENDED FY12	ACCEPTED BUDGET FY13	ADMINISTRATOR RECOMMEND FY14	SELECTMEN RECOMMEND FY14	FINCOM RECOMMEND FY14	VARIANCE FINCOM VS FY13 \$	%	ADOPTED TOWN MEETING	LINE NUMBER
11351-51120	Town Accountant Department Head Salary	62,007	63,298	64,880	63,298	64,880	1,582	2.5%		16
11351-51130	Salaries/Wages Total Salary	11,104	11,217	11,608	11,498	11,608	391	3.5%		17
11352-52000	Purchase of Services	793	300	300	300	300	0	0.0%		18
11352-54000	Supplies	3,920	825	825	825	825	0	0.0%		19
11352-57000	Other Charges Total Expenses	50	300	300	300	300	0	0.0%		20
	Town Accountant Total	77,874	75,940	77,913	76,221	77,913	1,973	2.6%		

ACCOUNT NUMBER	DEPARTMENT	ACTUAL EXPENDED FY12	ACCEPTED BUDGET FY13	ADMINISTRATOR RECOMMEND FY14	SELECTMEN RECOMMEND FY14	FINCOM RECOMMEND FY14	VARIANCE FINCOM VS FY13 \$	%	ADOPTED TOWN MEETING	LINE NUMBER
11411-51100	Board of Assessors Board Salaries	0	0	0	600	0	0	NEW		21
11411-51120	Department Head Salary	62,500	63,750	65,344	63,750	65,344	1,594	2.5%		22
11411-51130	Salaries/Wages Total Salary	16,412	34,892	39,856	39,452	39,856	4,964	14.2%		23
11412-52000	Purchase of Services	78,912	98,642	105,200	103,802	105,200	6,558	6.6%		24
11412-54000	Supplies	48,539	70,190	70,705	70,705	70,705	515	0.7%		25
11412-57000	Other Charges Total Expenses	1,580	1,600	2,678	2,678	2,678	1,078	67.4%		26
	Board of Assessors Total	130,311	171,797	180,366	178,968	180,366	8,569	5.0%		

Town of Sturbridge -- Budget FY14

<u>ACCOUNT NUMBER</u>	<u>DEPARTMENT</u>	<u>ACTUAL EXPENDED FY12</u>	<u>ACCEPTED BUDGET FY13</u>	<u>ADMINISTRATOR RECOMMEND FY14</u>	<u>SELECTMEN RECOMMEND FY14</u>	<u>FINCOM RECOMMEND FY14</u>	<u>VARIANCE FINCOM VS FY13 \$</u>	<u>%</u>	<u>ADOPTED TOWN MEETING</u>	<u>LINE NUMBER</u>
Finance Director										
11451-51120	Department Head Salary	83,608	85,280	87,412	83,280	87,412	2,132	2.5%		27
11451-51130	Salaries/Wages	87,049	94,134	99,033	98,063	99,033	4,899	5.2%		28
	Total Salary	170,657	179,414	186,445	183,343	186,445	7,031	3.9%		
11452-52000	Purchase of Services	36,570	41,673	6,650	6,650	6,650	-35,023	-84.0%		29
11452-54000	Supplies	6,590	6,600	7,250	7,250	7,250	650	9.8%		30
11452-57000	Other Charges	446	1,575	1,575	1,575	1,575	0	0.0%		31
	Total Expenses	43,606	49,848	15,475	15,475	15,475	-34,373	-69.0%		
	Finance Director Total	214,263	229,262	201,920	198,818	201,920	-27,342	-11.9%		
Town Counsel										
11512-52000	Purchase of Services	78,629	80,000	80,000	80,000	80,000	0	0.0%		32
	Total Expense	78,629	80,000	80,000	80,000	80,000	0	0.0%		
	Town Counsel Total	78,629	80,000	80,000	80,000	80,000	0	0.0%		
Information Technology										
11552-52000	Purchase of Services	0	0	72,423	72,423	72,423	72,423	NEW		33
11552-54000	Supplies	0	0	7,100	7,100	7,100	7,100	NEW		34
11552-58080	Capital Outlay	0	0	21,100	21,100	21,100	21,100	NEW		35
	Total Expense	0	0	100,623	100,623	100,623	100,623			
	Information Technology Total	0	0	100,623	100,623	100,623	100,623			
Town Clerk										
11611-51120	Department Head Salary	61,328	62,555	64,119	63,493	64,119	1,564	2.5%		36
11611-51130	Salaries/Wages	31,461	31,960	32,886	32,558	32,886	926	2.9%		37
	Total Salary	92,789	94,515	97,005	96,051	97,005	2,490	2.6%		
11612-52000	Purchase of Services	457	760	680	680	680	-80	-10.5%		38
11612-54000	Supplies	1,400	1,400	1,400	1,400	1,400	0	0.0%		39
11612-57000	Other Charges	1,965	2,500	2,400	2,400	2,400	-100	-4.0%		40
	Total Expenses	3,822	4,660	4,480	4,480	4,480	-180	-3.9%		
	Town Clerk Total	96,611	99,175	101,485	100,531	101,485	2,310	2.3%		

ACCOUNT NUMBER	DEPARTMENT	ACTUAL EXPENDED FY12	ACCEPTED BUDGET FY13	ADMINISTRATOR RECOMMEND FY14	SELECTMEN RECOMMEND FY14	FINCOM RECOMMEND FY14	VARIANCE FINCOM VS FY13 \$	%	ADOPTED TOWN MEETING	LINE NUMBER
Elections & Registration										
11621-51100	Board Salaries	300	300	300	300	300	0	0.0%		41
11621-51130	Salaries/Wages	9,086	12,000	4,500	4,500	4,500	-7,500	-62.5%		42
	Total Salary	9,386	12,300	4,800	4,800	4,800	-7,500	-61.0%		
11622-52000	Purchase of Services	8,772	10,175	10,300	10,300	10,300	125	1.2%		43
11622-54000	Supplies	8,281	800	1,200	1,200	1,200	400	50.0%		44
	Total Expenses	17,053	10,975	11,500	11,500	11,500	525	4.8%		
	Elections & Registration Total	26,439	23,275	16,300	16,300	16,300	-6,975	-30.0%		
Conservation Commission										
11711-51100	Board Salaries	0	0	0	1,000	0	0	NEW		45
11711-51120	Department Head Salary	45,708	50,490	45,163	44,061	45,163	-5,327	-10.6%		46
11711-51130	Salaries/Wages	6,682	7,826	8,320	8,237	8,320	494	6.3%		47
	Total Salary	52,390	58,316	53,483	53,298	53,483	-4,833	-8.3%		
11712-52000	Purchase of Services	6,080	9,960	9,110	9,110	9,110	-850	-8.5%		48
11712-54000	Supplies	900	900	1,800	1,800	1,800	900	100.0%		49
11712-57000	Other Charges	448	662	720	720	720	58	8.8%		50
	Total Expenses	7,428	11,522	11,630	11,630	11,630	108	0.9%		
	Conservation Commission Total	59,818	69,838	65,113	64,928	65,113	-4,725	-6.8%		
Town Planner										
11751-51100	Board Salaries	0	0	0	1,400	0	0	NEW		51
11751-51120	Department Head Salary	69,668	71,062	72,839	71,062	72,839	1,777	2.5%		52
11751-51130	Salaries/Wages	19,806	23,701	28,025	27,750	28,025	4,324	18.2%		53
	Total Salary	89,474	94,763	100,864	100,212	100,864	6,101	6.4%		
11752-52000	Purchase of Services	13,818	29,920	34,170	34,170	34,170	4,250	14.2%		54
11752-54000	Supplies/Expenses	1,860	2,300	2,400	2,400	2,400	100	4.3%		55
11752-56000	Intergovernmental	1,889	2,233	2,289	2,289	2,289	56	2.5%		56
11752-57000	Other Charges	465	853	853	853	853	0	0.0%		57
	Total Expenses	18,032	35,306	39,712	39,712	39,712	4,406	12.5%		
	Planning Department Total	107,506	130,069	140,576	139,924	140,576	10,507	8.1%		

ACCOUNT NUMBER	DEPARTMENT	ACTUAL EXPENDED FY12	ACCEPTED BUDGET FY13	ADMINISTRATOR RECOMMEND FY14	SELECTMENT RECOMMEND FY14	FINCOM RECOMMEND FY14	VARIANCE FINCOM VS FY13 \$	%	ADOPTED TOWN MEETING	LINE NUMBER
Zoning Board of Appeals										
11762-52000	Purchase of Appeals	150	500	500	500	500	0	0.0%		58
11762-54000	Supplies	350	350	350	350	350	0	0.0%		59
11762-57000	Other Charges	0	90	90	90	90	0	0.0%		60
	Total Expenses	500	940	940	940	940	0	0.0%		
	Zoning Board of Appeals Total	500	940	940	940	940	0	0.0%		
Town Hall										
11932-52000	Purchase of Services	24,933	36,450	36,575	36,575	36,575	125	0.3%		61
11932-54000	Supplies	1,881	5,600	2,000	2,000	2,000	-3,600	-64.3%		62
	Total Expenses	26,814	42,050	38,575	38,575	38,575	-3,475	-8.3%		
	Town Hall Total	26,814	42,050	38,575	38,575	38,575	-3,475	-8.3%		
Center Office Building										
11942-52000	Purchase of Services	17,243	26,350	31,900	31,900	31,900	5,550	21.1%		63
11942-54000	Supplies	8,220	500	1,000	1,000	1,000	500	100.0%		64
	Total Expenses	17,243	26,850	32,900	32,900	32,900	6,050	22.5%		
	Center Office Building Total	25,463	26,850	32,900	32,900	32,900	6,050	22.5%		
Senior Center										
11952-52000	Purchase of Services	19,546	31,135	45,270	45,270	45,270	14,135	45.4%		65
11952-54000	Supplies	843	5,600	1,200	1,200	1,200	-4,400	-78.6%		66
	Total Expenses	20,389	36,735	46,470	46,470	46,470	9,735	26.5%		
	Senior Center Total	20,389	36,735	46,470	46,470	46,470	9,735	26.5%		

Town of Sturbridge -- Budget FY14

ACCOUNT NUMBER	DEPARTMENT	ACTUAL EXPENDED FY12	ACCEPTED BUDGET FY13	ADMINISTRATOR RECOMMEND FY14	SELECTMEN RECOMMEND FY14	FINCOM RECOMMEND FY14	FINCOM FY14	VARIANCE FINCOM VS FY13 \$	%	ADOPTED TOWN MEETING	LINE NUMBER
11962-52000	Joshua Hyde Library Building	25,033	27,781	26,442	26,442	26,442	26,442	-1,339	-4.8%		67
11962-54000	Purchase of Services	950	950	950	950	950	950	0	0.0%		68
	Supplies										
	Total Expenses	25,983	28,731	27,392	27,392	27,392	27,392	-1,339	-4.7%		
	Joshua Hyde Library Building Total	25,983	28,731	27,392	27,392	27,392	27,392	-1,339	-4.7%		
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	Safety Complex										
11972-52000	Purchase of Services	73,397	108,650	88,925	88,925	88,925	88,925	-19,725	-18.2%		69
11972-54000	Supplies	8,380	7,500	9,000	9,000	9,000	9,000	1,500	20.0%		70
	Total Expenses	81,777	116,150	97,925	97,925	97,925	97,925	-18,225	-15.7%		
	Safety Complex Total	81,777	116,150	97,925	97,925	97,925	97,925	-18,225	-15.7%		
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	Nursery School										
11982-52000	Purchase of Services	2,800	1,000	2,000	2,000	2,000	2,000	1,000	100.0%		71
	Total Expenses	2,800	1,000	2,000	2,000	2,000	2,000	1,000	100.0%		
	Nursery School Total	2,800	1,000	2,000	2,000	2,000	2,000	1,000	100.0%		
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	8 Brookfield Road										
11985-52000	Purchase of Services	0	1,000	3,000	3,000	3,000	3,000	2,000	200.0%		72
	Total Expenses	0	1,000	3,000	3,000	3,000	3,000	2,000	200.0%		
	8 Brookfield Road	0	1,000	3,000	3,000	3,000	3,000	2,000	200.0%		

ACCOUNT NUMBER	DEPARTMENT	ACTUAL EXPENDED FY12	ACCEPTED BUDGET FY13	ADMINISTRATOR RECOMMEND FY14	SELECTMEN RECOMMEND FY14	FINCOM RECOMMEND FY14	VARIANCE FINCOM VS FY13 \$	%	ADOPTED TOWN MEETING	LINE NUMBER
Police Department										
12101-51120	Department Head Salary	106,573	108,704	111,422	108,704	111,422	2,718	2.5%		73
12101-51130	Salaries/Wages	1,378,915	1,562,416	1,636,076	1,554,054	1,636,076	73,660	4.7%		74
12101-51300	Overtime Expense	222,818	216,500	232,008	225,592	232,008	15,508	7.2%		75
	Total Salary	1,708,306	1,887,620	1,979,506	1,888,350	1,979,506	91,886	4.9%		
12102-52000	Purchase of Services	56,532	67,656	64,822	64,822	64,822	-2,834	-4.2%		76
12102-54000	Supplies	38,463	54,945	55,855	55,855	55,855	910	1.7%		77
12102-57000	Other Charges	4,995	5,000	5,000	5,000	5,000	0	0.0%		78
12102-58050	Capital Outlay	0	0	42,800	0	42,800	42,800	NEW		79
	Total Expenses	99,990	127,601	168,477	125,677	168,477	40,876	32.0%		
	Police Department Total	1,808,296	2,015,221	2,147,983	2,014,027	2,147,983	132,762	6.6%		

Fire Department										
12201-51120	Department Head Salary	76,108	77,630	79,571	77,630	79,571	1,941	2.5%		80
12201-51130	Salaries/Wages	573,761	579,885	595,948	595,781	595,948	16,063	2.8%		81
12201-51300	Overtime Expense	101,151	101,158	139,260	139,260	139,260	38,102	37.7%		82
	Total Salary	751,020	758,673	814,779	812,671	814,779	56,106	7.4%		
12202-52000	Purchase of Services	40,614	44,250	52,382	29,957	52,382	8,132	18.4%		83
12202-54000	Supplies	41,876	41,900	53,504	43,504	68,099	26,199	62.5%		84
12202-57000	Other Charges	4,585	5,250	7,250	7,250	7,250	2,000	38.1%		85
	Total Expenses	87,075	91,400	113,136	80,711	127,731	36,331	39.7%		
	Fire Department Total	838,095	850,073	927,915	893,382	942,510	92,437	10.9%		

<u>ACCOUNT NUMBER</u>	<u>DEPARTMENT</u>	<u>ACTUAL EXPENDED FY12</u>	<u>ACCEPTED BUDGET FY13</u>	<u>ADMINISTRATOR RECOMMEND FY14</u>	<u>SELECTMEN RECOMMEND FY14</u>	<u>FINCOM RECOMMEND FY14</u>	<u>VARIANCE FINCOM VS FY13 \$</u>	<u>%</u>	<u>ADOPTED TOWN MEETING</u>	<u>LINE NUMBER</u>
12411-51120	Building Inspector									
	Department Head Salary	34,181	34,865	71,706	57,365	71,706	36,841	105.7%		86
12411-51130	Salaries/Wages	17,223	17,566	22,590	22,368	22,590	5,024	28.6%		87
	Total Salary	51,404	52,431	94,296	79,733	94,296	41,865	79.8%		
12412-52000	Purchase of Services	55	830	830	830	830	0	0.0%		88
12412-54000	Supplies	976	1,000	1,000	1,000	1,000	0	0.0%		89
12412-57000	Other Charges	215	300	300	300	300	0	0.0%		90
	Total Expenses	1,246	2,130	2,130	2,130	2,130	0	0.0%		
	Building Inspector Total	52,650	54,561	96,426	81,863	96,426	41,865	76.7%		
Sealer of Weights & Measures										
12442-52000	Purchase of Services	5,000	5,000	5,350	5,350	5,350	350	7.0%		91
	Total Expenses	5,000	5,000	5,350	5,350	5,350	350	0.0%		
	Sealer of Weights & Measures Total	5,000	5,000	5,350	5,350	5,350	350	0.0%		
Inspectors (Electric and Plumbing)										
12451-51130	Salaries/Wages	26,250	30,000	40,000	40,000	40,000	10,000	33.3%		92
	Total Salary	26,250	30,000	40,000	40,000	40,000	10,000	33.3%		
12452-52000	Purchase of Services	0	300	300	300	300	0	0.0%		93
12452-54000	Supplies	0	0	0	0	0	0	0.0%		94
12452-57000	Other Charges	0	0	2,400	2,400	2,400	2,400	NEW		95
	Total Expenses	0	300	2,700	2,700	2,700	2,400	800.0%		
	Inspectors Total	26,250	30,300	42,700	42,700	42,700	12,400	40.9%		
Tree Warden										
12941-51120	Department Head Salary	2,034	2,075	2,127	2,106	2,127	52	2.5%		96
	Total Salary	2,034	2,075	2,127	2,106	2,127	52	2.5%		
12942-52000	Purchase of Services	9,120	9,120	9,230	9,230	9,230	110	1.2%		97
12942-54000	Supplies	571	650	650	650	650	0	0.0%		98
12942-57000	Other Charges	1,025	1,025	1,050	1,050	1,050	25	2.4%		99
	Total Expenses	10,716	10,795	10,930	10,930	10,930	135	1.3%		
	Tree Warden Total	12,750	12,870	13,057	13,036	13,057	187	1.5%		

ACCOUNT NUMBER	DEPARTMENT	ACTUAL EXPENDED FY12	ACCEPTED BUDGET FY13	ADMINISTRATOR RECOMMEND FY14	SELECTMEN RECOMMEND FY14	FINCOM RECOMMEND FY14	VARIANCE FINCOM VS FY13 \$	%	ADOPTED TOWN MEETING	LINE NUMBER
13002-53000	Education									
	Burgess Elementary School	8,780,556	9,095,756	9,314,055	9,314,055	9,314,055	218,299	2.4%		100
	Total Burgess	8,780,556	9,095,756	9,314,055	9,314,055	9,314,055	218,299	2.4%		
13002-53200	Tantasqua Town Share	5,497,882	5,383,859	5,606,122	5,606,122	5,606,122	222,263	4.1%		101
13002-53210	Tant. Transportation Assessment	170,563	152,259	168,399	168,399	168,399	16,140	10.6%		102
13002-53220	Tantasqua School Committee	0	0	0	0	0	0	0.0%		103
13002-53215	Tantasqua Debt Assessment	322,118	245,457	184,310	184,310	184,310	-61,147	-24.9%		104
	Total Tantasqua	5,990,563	5,781,575	5,958,831	5,958,831	5,958,831	177,256	3.1%		
	Education Total	14,771,119	14,877,331	15,272,886	15,272,886	15,272,886	395,555	2.7%		
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	Department of Public Works									
14101-51120	Department Head Salary	63,227	64,492	66,104	64,492	66,104	1,612	2.5%		105
14101-51130	Salaries/Wages	558,683	613,695	639,000	637,987	639,000	25,305	4.1%		106
14101-51300	Overtime	9,024	7,500	7,500	7,500	7,500	0	0.0%		107
	Total Salary	630,934	685,687	712,604	709,979	712,604	26,917	3.9%		
14102-52000	Purchase of Services	81,775	67,580	71,730	71,730	71,730	4,150	6.1%		108
14102-54000	Supplies	60,000	61,750	62,050	62,050	62,050	300	0.5%		109
14102-57000	Other Charges	883	1,300	1,300	1,300	1,300	0	0.0%		110
	Total Expenses	142,658	130,630	135,080	135,080	135,080	4,450	3.4%		
	Department of Public Works Total	773,592	816,317	847,684	845,059	847,684	31,367	3.8%		

DPW Director's salary is augmented by funds contained in Warrant Articles for both the Water Department and Sewer Department totaling an additional \$ 22,036 for a combined annual salary of \$ 88,140.

ACCOUNT NUMBER	DEPARTMENT	ACTUAL EXPENDED FY12	ACCEPTED BUDGET FY13	ADMINISTRATOR RECOMMEND FY14	SELECTMEN RECOMMEND FY14	FINCOM RECOMMEND FY14	VARIANCE FINCOM VS FY13 \$	%	ADOPTED TOWN MEETING	LINE NUMBER
Town Road Maintenance										
14212-52400	Repairs & Maintenance	180,100	205,000	205,000	205,000	205,000	0	0.0%		111
14212-52410	Private Road Maintenance	3,623	5,000	5,000	5,000	5,000	0	0.0%		112
14212-52430	Road Construction	175,000	253,007	253,000	253,000	253,000	-7	0.0%		113
	Total Expenses	358,723	463,007	463,000	463,000	463,000	-7	0.0%		
	Town Road Maintenance Total	358,723	463,007	463,000	463,000	463,000	-7	0.0%		
Snow & Ice Control										
14231-51300	Overtime	17,804	20,000	25,000	25,000	25,000	5,000	25.0%		114
	Total Salary	17,804	20,000	25,000	25,000	25,000	5,000	25.0%		
14232-52000	Purchase of Services	43,180	40,000	60,000	60,000	60,000	20,000	50.0%		115
14232-54000	Supplies	55,630	60,000	85,000	85,000	85,000	25,000	41.7%		116
	Total Expenses	98,810	100,000	145,000	145,000	145,000	45,000	45.0%		
	Snow & Ice Control Total	116,614	120,000	170,000	170,000	170,000	50,000	41.7%		
Landfill/Recycling Center										
14301-51130	Salaries/Wages	85,808	91,083	92,076	91,765	92,076	993	1.1%		117
14301-51300	Overtime	0	1,500	1,500	1,500	1,500	0	0.0%		118
	Total Salary	85,808	92,583	93,576	93,265	93,576	993	1.1%		
14302-52000	Purchase of Services	196,331	166,822	166,822	166,822	166,822	0	0.0%		119
14302-54000	Supplies	2,644	12,450	17,020	17,020	17,020	4,570	36.7%		120
	Total Expenses	198,975	179,272	183,842	183,842	183,842	4,570	2.5%		
	Landfill/Recycling Center Total	284,783	271,855	277,107	277,107	277,418	5,563	2.0%		

ACCOUNT NUMBER	DEPARTMENT	ACTUAL EXPENDED FY12	ACCEPTED BUDGET FY13	ADMINISTRATOR RECOMMEND FY14	SELECTMEN RECOMMEND FY14	FINCOM RECOMMEND FY14	VARIANCE FINCOM VS FY13 \$	%	ADOPTED TOWN MEETING	LINE NUMBER
Board of Health										
15101-51100	Board Salaries	0	0	0	600	0	0	NEW		121
15101-51120	Department Head Salary	57,390	58,538	64,575	58,538	64,575	6,037	10.3%		122
15101-51130	Salaries/Wages	13,304	18,369	21,403	21,188	21,403	3,034	16.5%		123
	Total Salary	70,694	76,907	85,978	80,326	85,978	9,071	11.8%		
15102-52000	Purchase of Services	1,945	2,270	2,140	2,140	2,140	-130	-5.7%		124
15102-54000	Supplies	1,610	2,050	1,938	1,938	1,938	-112	-5.5%		125
15102-57000	Other Charges	1,284	1,320	1,370	1,370	1,370	50	3.8%		126
	Total Expenses	4,839	5,640	5,448	5,448	5,448	-192	-3.4%		
	Board of Health Total	75,533	82,547	91,426	85,774	91,426	8,879	10.8%		
Community Health										
15152-53850	Community Health Care	1,448	4,000	4,000	4,000	4,000	0	0.0%		127
	Total Expenses	1,448	4,000	4,000	4,000	4,000	0	0.0%		
	Community Health Care Total	1,448	4,000	4,000	4,000	4,000	0	0.0%		
Inspections & Testing										
15202-53120	Lake Testing	0	0	0	0	0	0	0.0%		128
15202-53150	Public Accommodation Inspector	13,390	13,390	13,725	13,591	13,725	335	2.5%		129
15202-53160	Barn Inspection	0	0	0	0	0	0	0.0%		130
15202-53130	Pool Inspector	2,500	3,000	3,000	3,000	3,000	0	0.0%		131
	Total Expenses	15,980	16,390	16,725	16,591	16,725	335	2.0%		
	Inspections & Testing Total	15,980	16,390	16,725	16,591	16,725	335	2.0%		
Council on Aging										
15411-51120	Department Head Salary	47,179	47,430	48,616	47,430	48,616	1,186	2.5%		132
15411-51130	Salaries/Wages	40,712	42,808	43,821	43,417	43,821	1,013	2.4%		133
	Total Salary	87,891	90,238	92,437	90,847	92,437	2,199	2.4%		
15412-52000	Purchase of Services	2,207	3,370	1,870	1,870	1,870	-1,500	-44.5%		134
15412-54000	Supplies	1,400	1,400	1,350	1,350	1,350	-50	-3.6%		135
15412-57000	Other Charges	673	1,450	1,400	1,400	1,400	-50	-3.4%		136
15412-57110	Transportation	1,245	1,500	3,000	3,000	3,000	1,500	100.0%		137
	Total Expenses	5,525	7,720	7,620	7,620	7,620	-100	-1.3%		
	Council on Aging Total	93,416	97,958	100,057	98,467	100,057	2,099	2.1%		

ACCOUNT NUMBER	DEPARTMENT	ACTUAL EXPENDED FY12	ACCEPTED BUDGET FY13	ADMINISTRATOR RECOMMEND FY14	SELECTMEN RECOMMEND FY14	FINCOM RECOMMEND FY14	VARIANCE FINCOM VS FY13 \$	%	ADOPTED TOWN MEETING	LINE NUMBER
15431-51120	Veterans' Services Department Head Salary	3,038	3,380	3,465	3,431	3,465	85	2.5%		138
	Total Salary	3,038	3,380	3,465	3,431	3,465	85	2.5%		
15432-52000	Purchase of Services	0	500	100	100	100	-400	100.0%		139
15432-54000	Supplies	100	150	175	175	175	25	16.7%		140
15432-54100	American Legion	1,400	1,400	1,400	1,400	1,400	0	0.0%		141
15432-54400	Memorial/Veterans' Day	2,258	2,650	2,650	2,650	2,650	0	0.0%		142
15432-57000	Other Charges	111	450	400	400	400	-50	-11.1%		143
15432-57700	Veterans' Benefits	28,577	28,500	39,000	39,000	39,000	10,500	36.8%		144
	Total Expenses	32,446	33,650	43,725	43,725	43,725	10,075	29.9%		
	Veterans' Services Total	35,484	37,030	47,190	47,156	47,190	10,160	27.4%		
Joshua Hyde Library Operations										
16101-51120	Department Head Salary	62,327	63,574	65,163	63,574	65,163	1,589	2.5%		145
16101-51130	Salaries/Wages	207,969	212,673	218,171	217,049	218,171	5,498	2.6%		146
	Total Salary	270,296	276,247	283,334	280,623	283,334	7,087	2.6%		
16102-52000	Purchase of Services	13,114	14,310	14,660	14,660	14,660	350	2.4%		147
16102-54000	Supplies	3,300	3,300	3,300	3,300	3,300	0	0.0%		148
16102-55820	Library Materials	74,140	76,125	77,555	76,920	77,555	1,430	1.9%		149
16102-57000	Other Charges	1,990	1,900	1,900	1,900	1,900	0	0.0%		150
	Total Expenses	92,544	95,635	97,415	96,780	97,415	1,780	1.9%		
	Joshua Hyde Library Operations Total	362,840	371,882	380,749	377,403	380,749	8,867	2.4%		
Recreation										
16301-51100	Board Salaries	0	0	0	1,000	0	0	NEW		151
16301-51130	Salaries/Wages*	44,849	45,743	47,979	46,155	49,659	3,916	8.6%		152
	Total Salary	44,849	45,743	47,979	47,155	49,659	3,916	8.6%		
16302-52000	Purchase of Services	6,815	8,690	8,915	8,915	8,915	225	2.6%		153
16302-54000	Supplies	1,750	2,050	2,050	2,050	2,050	0	0.0%		154
16302-56320	Team Sports	7,490	7,500	7,500	7,500	7,500	0	0.0%		155
16302-57000	Other Charges	135	210	210	210	210	0	0.0%		156
	Total Expenses	16,190	18,450	18,675	18,675	18,675	225	1.2%		
	Recreation Total	61,039	64,193	66,654	65,830	68,334	4,141	6.5%		

*The Salaries/Wages line item includes the Recreation Director salary of \$31,320 as well as salaries for the Summer Recreation Program at \$18,339

Town of Sturbridge -- Budget FY14

ACCOUNT NUMBER	DEPARTMENT	ACTUAL EXPENDED FY12	ACCEPTED BUDGET FY13	ADMINISTRATOR RECOMMEND FY14	SELECTMEN RECOMMEND FY14	FINCOM RECOMMEND FY14	VARIANCE FINCOM VS FY13 \$	%	ADOPTED TOWN MEETING	LINE NUMBER
Debt Service Principal										
17102-59193	Burgess Elementary Project	450,000	785,500	785,000	785,000	785,000	-500	-0.1%		157
17102-59188	Dump Truck/Loader	55,000	0	0	0	0	0	0.0%		158
17102-59189	Burgess Schematic	41,000	40,000	40,000	40,000	40,000	0	0.0%		159
17102-59190	Dump Truck	25,000	25,000	20,000	20,000	20,000	-5,000	-20.0%		160
17102-59191	Pumper Truck	59,000	55,000	50,000	50,000	50,000	-5,000	-9.1%		161
17102-59192	Town Hall	180,000	180,000	175,000	175,000	175,000	-5,000	-2.8%		162
	Total Expense	810,000	1,085,500	1,070,000	1,070,000	1,070,000	-15,500	-1.4%		
	Debt Service Principal Total	810,000	1,085,500	1,070,000	1,070,000	1,070,000	-15,500	-1.4%		

Debt Service Interest										
17502-59250	Short-Term Interest	0	30,000	75,000	75,000	75,000	45,000	150.0%		163
17205-59188	Dump Truck/Loader	688	0	0	0	0	0	0.0%		164
17502-59189	Burgess Schematic	7,548	4,500	2,900	2,900	2,900	-1,600	-35.6%		165
17502-59190	Dump Truck	1,663	975	300	300	300	-675	-69.2%		166
17502-59193	Burgess Elementary School	423,563	528,458	458,077	458,077	458,077	-70,381	-13.3%		167
17502-59191	Pumper Truck	8,453	4,600	2,500	2,500	2,500	-2,100	-45.7%		168
17502-59192	Town Hall	130,041	109,318	103,993	103,993	103,993	-5,325	-4.9%		169
	Total Expenses	571,956	677,851	642,770	642,770	642,770	-35,081	-5.2%		
	Debt Service Interest Total	571,956	677,851	642,770	642,770	642,770	-35,081	-5.2%		

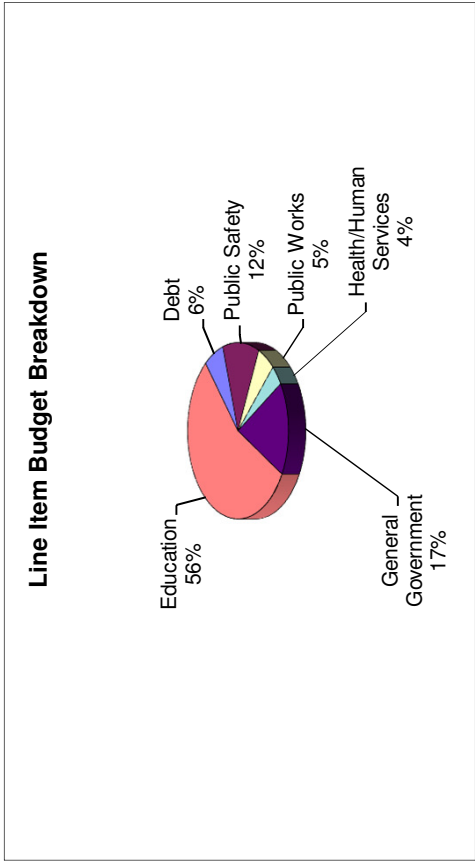
ACCOUNT NUMBER	DEPARTMENT	ACTUAL EXPENDED FY12	ACCEPTED BUDGET FY13	ADMINISTRATOR RECOMMEND FY14	SELECTMEN RECOMMEND FY14	FINCOM RECOMMEND FY14	VARIANCE FINCOM VS FY13 \$	%	ADOPTED TOWN MEETING	LINE NUMBER
19102-51700	Unclassified									
19102-51750	Group Insurance	1,397,897	1,486,000	1,400,000	1,400,000	1,400,000	-86,000	-5.8%		170
19102-51800	Unemployment	18,557	25,000	25,000	25,000	25,000	0	0.0%		171
19102-51950	Worcester Retirement System	733,801	807,201	839,529	839,529	839,529	32,328	4.0%		172
19102-52110	Medicare Tax	152,641	165,000	180,000	180,000	180,000	15,000	9.1%		173
19102-52630	Street Lights	47,676	55,000	52,000	52,000	52,000	-3,000	-5.5%		174
19102-52640	Town Audit	25,000	25,000	25,000	25,000	25,000	0	0.0%		175
19102-52650	School Audit	4,000	0	0	0	0	0	0.0%		176
19102-53030	OPEB Study	0	0	7,500	7,500	7,500	7,500	NEW		177
19102-53070	Legal Fees	15,000	15,000	30,000	30,000	30,000	15,000	100.0%		178
19102-53090	Tax Title	25,000	25,000	20,000	20,000	20,000	-5,000	-20.0%		179
19102-57410	Town Report	2,810	3,500	3,000	3,000	3,000	-500	-14.3%		180
19102-57800	Insurance Blanket	204,742	270,000	290,000	290,000	290,000	20,000	7.4%		181
19102-xxxxx	Reserve Fund	43,568	225,000	132,000	132,000	132,000	-93,000	-41.3%		182
	Administrator's Discretionary Account	0	0	1,000	1,000	0	0	NEW		183
	Total Expenses	2,670,692	3,101,701	3,005,029	3,005,029	3,004,029	-97,672	-3.1%		
	Total Unclassified	2,670,692	3,101,701	3,005,029	3,005,029	3,004,029	-97,672	-3.1%		

ACCOUNT NUMBER	DEPARTMENT	ACTUAL EXPENDED FY12	ACCEPTED BUDGET FY13	ADMINISTRATOR RECOMMEND FY14	SELECTMEN RECOMMEND FY14	FINCOM RECOMMEND FY14	VARIANCE FINCOM VS FY13 \$	%	ADOPTED TOWN MEETING	LINE NUMBER
19152-52310	Central Purchasing									
19152-52315	Telephone	24,516	22,000	22,000	22,000	22,000	0	0.0%		184
19152-54800	Postage	20,993	21,000	21,000	21,000	21,000	0	0.0%		185
19152-52320	Gasoline	149,387	175,000	175,000	175,000	175,000	0	0.0%		186
19152-52325	Water/Sewer	5,618	8,000	8,000	8,000	8,000	0	0.0%		187
19152-54200	Town Building Cleaning	36,333	45,000	45,000	45,000	45,000	0	0.0%		188
19152-xxxxx	Copiers	0	0	6,100	6,100	6,100	6,100	NEW		189
	Slate Roof Maintenance Plan	0	0	6,000	6,000	6,000	6,000	NEW		190
	Total Expenses	236,847	271,000	283,100	283,100	283,100	12,100	4.5%		
	Central Purchasing Total	236,847	271,000	283,100	283,100	283,100	12,100	4.5%		
	GRAND TOTAL	25,141,892	26,652,452	27,398,045	27,192,653	27,404,604	752,152	2.8%		

ACCOUNT NUMBER DEPARTMENT ACTUAL EXPENDED FY12 ACCEPTED BUDGET FY13 ADMINISTRATOR RECOMMEND FY14 SELECTMEN RECOMMEND FY14 FINCOM RECOMMEND FY14 FINCOM VS FY13 \$ % VARIANCE ADOPTED TOWN MEETING LINE NUMBER

BUDGET SUMMARY

General Government Salaries	4,488,574	4,804,202	5,175,817	5,046,419	5,177,531	373,329	7.8%
General Government Expenses	5,882,199	6,970,919	6,949,342	6,873,348	6,954,187	-16,732	-0.2%
Total General Government	10,370,773	11,775,121	12,125,159	11,919,767	12,131,718	356,597	3.0%
Total Burgess	8,780,556	9,095,756	9,314,055	9,314,055	9,314,055	218,299	2.4%
Total Tantasqua	5,990,563	5,781,575	5,958,831	5,958,831	5,958,831	177,256	3.1%
Grand Total	25,141,892	26,652,452	27,398,045	27,192,653	27,404,604	752,152	2.8%
General Government % of Total	41.2%	44.2%	44.3%	43.8%	44.3%		
Burgess % of Total	34.9%	34.1%	34.0%	34.3%	34.0%		
Tantasqua % of Total	23.8%	21.7%	21.7%	21.9%	21.7%		
Total	100.0%	100.0%	100.0%	100.0%	100.0%		



**TOWN OF STURBRIDGE
FINANCE COMMITTEE REPORT
FISCAL YEAR 2014**

Index to Articles and Recommended Actions

Art. No.	Article	Page	Finance Committee	Board of Selectmen
1	Town Reports	18	APPROVE as written	APPROVE as written
2	Community Preservation Committee Report	18	APPROVE as written	APPROVE as written
3	Acquisition of Land – 310 Main Street	19	APPROVE AS AMENDED	To be provided
4	Proposed Zoning Amendment – Village Gateway District	20	APPROVE as written	APPROVE as written
5	Zoning Bylaw Amendment – Zoning Map (21 New Boston Road)	30	APPROVE as written	APPROVE as written
6	Proposed Zoning Amendment – Sign Bylaw	31	APPROVE AS AMENDED	APPROVE as written
7	Proposed Zoning Bylaw – Medical Marijuana Treatment Center Moratorium	46	APPROVE as written	APPROVE as written
8	Town Budget	47	APPROVE as written	APPROVE as written
9	Community Preservation – Administration	48	APPROVE as written	APPROVE as written
10	Community Preservation – North Cemetery	48	APPROVE as written	APPROVE as written
11	Water Department	49	APPROVE as written	APPROVE as written
12	Sewer Department	50	APPROVE as written	APPROVE as written
13	Sewer Project Debt	51	APPROVE as written	APPROVE as written
14	Community Preservation Debt Service	52	APPROVE as written	APPROVE as written
15	Revolving Funds	53	APPROVE AS AMENDED	APPROVE as written
16	Sturbridge Tourist Association	55	APPROVE as written	APPROVE as written
17	Betterment Committee	56	APPROVE AS AMENDED	APPROVE as written

18	Capital Improvement Plan	58	APPROVE as written	APPROVE as written
19	OPEB Trust Fund	59	APPROVE as written	APPROVE as written
20	Stabilization Fund	60	APPROVE as written	To be provided
21	Tax Rate Relief	60	APPROVE as written	APPROVE as written
22	Transfer from Tax Rate Relief Stabilization Fund	61	APPROVE as written	APPROVE as written
23	Rescind Acceptance of MGL c. 90, §22B	61	APPROVE as written	APPROVE as written
24	Renewable Energy/Net Metering Energy Agreement	62	APPROVE as written	To be provided
25	Payment in Lieu of Taxes Agreement	62	APPROVE as written	To be provided
26	Mountainbrook Road Betterment Project	63	APPROVE as written	APPROVE as written
	SPECIAL TOWN MEETING ARTICLES			
48	Community Preservation Act - Riverlands	65	APPROVE AS AMENDED	APPROVE as written
49	Community Preservation Act – Conservation Restrictions	65	APPROVE AS AMENDED	APPROVE as written
50	Transfer of Funds – Water Department Costs	66	APPROVE as written	APPROVE as written
51	Unpaid FY12 Bills – Water Department	67	APPROVE AS AMENDED	APPROVE as written
52	Transfer from Free Cash	68	NO ACTION	APPROVE as written
53	Transfer of Funds – Sewer Department Costs	69	APPROVE as written	APPROVE as written
54	Civil Fingerprinting By-Law	69	NO ACTION	APPROVE as written

**TOWN OF STURBRIDGE
ANNUAL TOWN MEETING WARRANT**



**TANTASQUA REGIONAL HIGH SCHOOL
MONDAY, JUNE 3, 2013 @ 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 in relation thereto.

Sponsor: Board of Selectmen

RECOMMENDATION OF THE FINANCE COMMITTEE:

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

RECOMMENDATION OF THE BOARD OF SELECTMEN:

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

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

**ARTICLE 2
COMMUNITY PRESERVATION COMMITTEE REPORT**

To see if the Town will vote to hear and act on the report of the Community Preservation Committee on the Fiscal Year 2014 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 2014; 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 in relation thereto.

Sponsor: Community Preservation Committee

RECOMMENDATION OF THE FINANCE COMMITTEE:

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

RECOMMENDATION OF THE BOARD OF SELECTMEN:

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

RECOMMENDATION OF THE COMMUNITY PRESERVATION COMMITTEE:

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

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

**ARTICLE 3
ACQUISITION OF LAND – 310 MAIN STREET
(2/3 Vote Required)**

To see if the Town will vote to authorize the Board of Selectmen to acquire, by purchase, gift, or eminent domain, the parcel of land with the improvements thereon located at 310 Main Street, which parcel is identified as Assessors Parcel 415-/0 2913/- 310 and described in a deed recorded with the Worcester South District Registry of Deeds in Book 47831, Page 318, for general municipal purposes, and to transfer from available funds, and/or borrow the sum of \$208,000 to fund the foregoing acquisition and costs related thereto, including, without limitation, the cost of site clearing; or take any action in relation thereto

Sponsor: Town Administrator

RECOMMENDATION OF THE FINANCE COMMITTEE:

That the Town will vote to authorize the Board of Selectmen to acquire, by purchase, gift, or eminent domain, the parcel of land with the improvements thereon located at 310 Main Street, which parcel is identified as Assessors Parcel 415-/0 2913/- 310 and described in a deed recorded with the Worcester South District Registry of Deeds in Book 47831, Page 318, for general municipal purposes, and to transfer from free cash the sum of \$185,000.00 (ONE HUNDRED EIGHTY-FIVE THOUSAND AND 00/100 DOLLARS) to fund the foregoing acquisition and costs related thereto. Voted 5 – 3.

RECOMMENDATION OF THE BOARD OF SELECTMEN:

Recommendation to be provided at Town Meeting.

Summary – The article would fund the acquisition of the property at 310 Main Street (directly abutting Town Hall). The 1.5 acre site would be acquired for \$180,000 with the remaining \$5,000 used to pay closing costs. Built in 1850, this property is assessed by the Town at \$200,400 for FY13.

ARTICLE 4
PROPOSED ZONING AMENDMENT – VILLAGE GATEWAY DISTRICT
(2/3 Vote Required)

To see if the Town will vote to amend the Town’s Zoning Bylaws by inserting a new Chapter 27 as follows:

CHAPTER 27
VILLAGE GATEWAY DISTRICT

27.01 Purpose:

The Village Gateway District (VG) is intended to guide development, redevelopment, and changes in land use to provide a “Gateway” to Sturbridge. The purpose of the Village Gateway District is to assure that the use of land, buildings and other structures and site development within its boundaries are conducted in a manner that promotes the establishment of development nodes, discourages the establishment of strip development, and promotes community character, and high quality architecture and landscaping while maintaining the environmental integrity of the District. The Village Gateway District provides a higher standard of appearance for corridors that serve as the main entrances to the community.

This district is primarily intended for small to mid-sized business uses serving both residents and visitors, and/or tourism based uses developed in a manner that:

- Helps create a visually appealing Gateway to the Village/Commercial Tourist District by requiring specific landscaping and architectural standards to insure a consistent high level of design quality as you enter the District;
- Provides a transition between the larger commercial uses commonly found within the Commercial District and small shops generally found in the Commercial Tourist District by encouraging the development of small to mid-sized businesses within the VG;
- Helps implement pertinent recommendations of the Master Plan and Commercial Tourist District Revitalization Plan;
- Encourages redevelopment and infill in developed areas;
- Avoids creation of traffic congestion or hazards within the Route 20 corridor;
- Creates more walkable areas within the District; and
- Demonstrates excellence in building and site design.

27.02 Establishment:

The Village Gateway District is hereby established and consists of the area(s) shown on a map entitled "Zoning Map of Sturbridge, Massachusetts" on file with the Town Clerk as may from time to time be amended.

27.03 Authority:

The Planning Board shall act as the Special Permit Granting Authority (SPGA) and the administering authority for Site Plan Approval pursuant to Chapter 25 of the Town of Sturbridge Zoning Bylaw for all uses within this District. The Planning Board shall also serve as the SPGA for any use that requires a Special Permit in the underlying District, any use requiring a Special Permit pursuant to Section 27.04 (B) of this Chapter, and any application for Special Permit subject to Section 27.05 (C) of this Chapter. Where standards or other requirements listed as part of this District may conflict with others in the Bylaws, the provisions for this District shall apply.

27.04 Use Provisions:

- A. The following uses are permitted by right subject to the Site Plan Review requirements of Chapter 25 of this Bylaw, and all applicable density and design provisions of this bylaw.
1. Hotels, Motels and Inns
 2. General Retail shops with a floor area of not greater than 7,500 square feet per structure including antique shops; retail art galleries; art supply shops including framing services; artisan shops; books, magazines and newspaper shops; camera and photographic supply shops; clothing, shoes and accessories shops; collectibles (cards, coins, stamps, comics, etc.); fabric and sewing supply shops; florists; gift and souvenir shops; hobby shops; handicraft shops; furniture, drapery, music and video, pharmacy, sporting goods, bicycle shops, jewelry, hobby, toy and game stores, camera and photo supplies, luggage and leather, sewing needlework and piece goods, photographic studios, art dealers and places for display or sale of handicrafts, provided all displays are within the building, and other specialty boutiques provided that such uses are conducted entirely within the building.
 3. Personal Service Establishments with a floor area of not greater than 7,500 square feet per structure.
 4. Professional Offices including facilities occupied by businesses that provide professional services and/or are engaged in the production of intellectual property. Total floor area shall not exceed 7,500 square feet per structure. Examples of these include: accounting, auditing and bookkeeping services; advertising agencies; attorneys; commercial art and design services; counseling services; design services including architecture, engineering, landscape architecture, urban planning; education, scientific and research organizations; financial management and investment counseling; management and public relations services; media postproduction services; news services; photographers and photography studios; secretarial, stenographic, word processing, and

temporary clerical employee services; security and commodity brokers; and writers and artists offices.

5. Restaurants, bakeries, delicatessens, candy, nut and confectionary stores, dairy and specialty foods and/or beverage shops and places serving food for consumption on the premises. Total floor area shall not exceed 7,500 square feet per structure. Drive-thru windows are not permitted.
 6. Outdoor seating associated with restaurants
 7. Cultural and historic attractions
 8. Artist live and work space
 9. Residential units located above non-residential space
 10. Accessory uses customarily incidental to a permitted main use on the same premises including one or more accessory dwelling units located above the first story of the structure containing a primary use permitted herein.
 11. Banks and financial institutions without a drive up window or ATM drive.
- B. The following uses may be allowed by Special Permit (Planning Board as SPGA) subject to the Special Permit criteria outlined in Chapter 24.09 and the requirements of this Chapter.
1. Indoor recreational facilities (maximum size 7,500 sf per structure)
 2. Live theater or movie house with a maximum of two screens
 3. Dance studios
 4. Any permitted use with more than one curb cut
 5. Banks and financial institutions with a drive-up window or ATM drive up lane

27.05 Dimensional Requirements

- A. Front setback shall be 50’.
- B. Side and rear setbacks shall be 30’.
- C. Maximum height shall be 35’. Hotels, motels and inns may exceed 35’ in height by Special Permit.

27.06 Design Standards

The Design Standards in this section shall be applied to development within the Village Gateway District .These standards are to be applied by the Planning Board through the site plan review process and are not to be seen as inflexible standards. If a particular development is proposed which departs from the general criteria in basic concept or in detail, the Planning Board may waive or modify the general criteria upon demonstration that the proposed design is of high standards and that any departures from the general criteria will not violate the intent of the Zoning Bylaw or the design conditions.

A. Relationship to surroundings.

The location, scale, and characteristics of proposed land uses on the site; the design, siting, and scale of structures; and the circulation and other characteristics of the development shall be in harmony with surrounding properties and land uses.

1. Adjacent buildings of different architectural styles shall be made compatible by such means as screens, sight breaks, and materials.
2. Attractive landscape transition to adjoining properties shall be provided.
3. Harmony in textures, lines, and masses is required. Monotony shall be avoided.
4. Environmental Resources shall be respected and protected.

B. Relationship of Building to Site.

1. The site shall be planned to accomplish a desirable transition with the streetscape and to provide for adequate planting and safe vehicular and pedestrian movement.
2. Parking areas shall be treated with decorative elements, building wall extensions, planting, berms, or other innovative means so as to provide suitable screening and heat island mitigation.
3. Within the permissible limits of the Zoning Bylaw, the height and scale of each building shall be compatible with the site and existing adjoining buildings.

C. Vehicular and pedestrian circulation.

1. The base parking standards contained in Chapter 20 of this Bylaw shall apply to individual uses within the VG. However, parking space size shall be reduced to 9' X 18' and the total paved square footage difference between this parking space size and the traditional 10' X 20' requirement shall be incorporated as additional interior parking lot landscaping, or if suitable area exists on site, for the creation of an outdoor seating area or pocket park. The calculation for the additional parking lot landscaping or for an outdoor seating or parking area is:
No. of spaces provided x 38 SF.
2. Two-way driving lanes shall be a minimum of 25 feet wide for angle parking. One-way driving lanes shall be a minimum of 18 feet wide for angle parking. A 24-foot wide driving lane is required for perpendicular parking. Dead-end parking lanes shall be avoided; however, if they are necessary, turnarounds shall be provided at their ends.
3. All uses within a proposed VG development shall share all on-site parking. All parking lots shall be screened from adjacent streets by buildings or vegetation. Efforts shall be taken to emphasize buildings and de-emphasize asphalt. Walkability elements are required to be integrated into the overall site design and walkways, benches, landscaping and strategically placed open spaces shall be incorporated design elements. Spaces between buildings may be used to form

outdoor rooms and may be used to provide outdoor seating for restaurant or other uses and to create other restful spaces.

4. Shared parking may be allowed subject to the provisions of Chapter 20 (s).
5. Curbing within the parking lot along the perimeter and for islands is to be granite in accordance with MassDOT Standards.
6. Pedestrian walkways, streets, driveways, terraces, and parking areas shall be carefully designed to provide an inviting and stable appearance, with respect to topography, proper relation to surrounding streets and pedestrian ways, number of access points to public streets, provision of a clear and efficient street system on the site, adequate widths of drives and street, separation and attractive parking areas, and proper relationship of circulation elements to structures and other site features. Universal accessibility shall be provided in conformance with State regulations and Federal guidelines (AAB and ADA). The use of architectural treatments such as stamped concrete, pavers or bricks are highly encouraged for walkways and crosswalks within the site.
7. Sidewalks should not only be provided within the site but should also be provided along the frontage of the property abutting any roadway.
8. Sufficient maneuvering space shall be provided such that vehicles shall not have to back into a public way or across a public sidewalk in to enter or exit any parking area. Space for snow removal activities shall be provided in addition to the required parking and maneuvering space.
9. All parking areas and main pedestrian routes shall be suitably lighted. Lights shall be appropriately styled, shall be partial or full cut-offs and shall be energy efficient. Illumination levels shall conform with Illumination Engineering Society (IES) standards.
10. Prior to the issuance of an occupancy permit a registered professional engineer must certify that the drainage system, driveways, curbing, and parking areas have been installed according to accepted practices and in compliance with the Zoning Bylaw and all applicable permits and approvals.
11. It is important to remember that drivers become pedestrians once they park their cars and that they must walk to the facility for which the parking is provided. Parking lots shall include a clearly delineated, properly constructed pedestrian system to bring people from their cars to the facility.

D. Building siting and topography.

1. All buildings and other structures shall be sited to minimize disruption of the topography and to facilitate natural surface drainage and shall be properly designed for the particular site conditions. Strict attention shall be given to proper functional, visual, and spatial relationship of all structures, landscape elements, and paved areas.
2. Where slopes are steep, terracing should be employed using properly stabilized slopes or retaining walls.
3. Topography which slopes from one lot across another shall be graded so as to minimize runoff directly onto lower lots. In no case shall conditions be created which channel excessive amounts of surface drainage directly onto

major yard spaces or buildings on lower lots.

E. Design of structures.

1. All structures shall be of quality design and construction and shall be compatible with the neighborhood and the Town as to design characteristics, including but not limited to scale, massing, proportions, height, roofs, colors, and materials.
2. Traditional New England architecture is preferred. Buildings should be carefully designed to reflect contextual New England elements. Franchise buildings are required to use elements that are appropriate to the character of the town and that support and enhance the community identity. These elements might include Georgian, Federal, and Greek Revival details, complimentary materials, and other traditional New England stylistic features.
3. Building finish materials shall be that of traditional New England architecture. Exterior siding finishes, including trim, shall be wood or approved synthetic materials which are close in appearance and detail to the natural material it emulates. All sides of the building should use materials consistent with those on the facade, when visible from public streets, lakes, ponds or neighboring properties, and should be carefully designed with similar detailing, comparable quality, and compatible materials.
4. Buildings shall be designed in appropriate scale and be in harmony with other traditional neighborhood development.
5. In multiple-building projects, variable siting of individual buildings should be considered as a means to prevent a monotonous appearance.
6. Buildings may have more than one principal façade and/or entry. As one of the most important parts of the facade, the main entrance should be easily identifiable. Both street facing and rear entry doors and entryways should be compatible with the architectural style of the structure.
7. Blank walls adjacent to streets, alleys or open spaces shall not be permitted. Where typical windows are not possible or appropriate to the intended use, false windows or “blank windows” should be considered.
8. Windows, sidelights, and glazed doors must have exterior muntins or those which give the appearance of true divided lights and are non-removable. Solid glass windows or doors are not acceptable with a possible exception for elevations that are not visible from public streets.
9. Building design should incorporate features that add visual interest to the building while reducing the appearance of bulk or mass. Buildings should avoid long, monotonous, uninterrupted walls or roofs on their visible facades. They also should avoid long expanses of repetitive architectural elements. Wall offsets and varied rooflines shall be

used on larger buildings to create the appearance of several small buildings clustered together. Within a project, compatibility shall be achieved through the consistent use of the noted architectural styles, and using materials, fenestration, scale and other architectural features appropriate to that style.

10. In keeping with traditional New England architecture structures shall have roofs that are sloped and may be articulated with dormers, chimneys, gables, cupolas, fascias etc. If a mansard or "false" mansard roof is used on a large commercial structure, the roof should be consistent in slope and arrangement on all sides and high enough to screen all mechanical equipment. Asphalt shingles, cedar shake shingles, or slate is desirable. The use of corrugated sheet metal or standing seam metal roofing is not permitted.
11. Fenestration (arrangement of windows on the wall) should be architecturally related to the style, materials, colors, and details of the building. Windows and door openings should be proportioned so that verticals dominate horizontals. To the extent possible, upper-story windows shall be vertically aligned with the location of windows and doors on the ground level, including storefront or display windows.
12. Exterior lighting, when used, shall enhance the building design and surrounding landscape. Lighting standards and building fixtures shall be of a design and size comparable with the building and adjacent areas. Lighting shall be restrained in design and excessive brightness avoided, with no spillover to occur on streets and surrounding property.

F. Utilities and Storm Drainage

1. All electrical utility lines, including but not limited to telephone, power, and cable television, shall be placed underground in new developments. The installation shall be done in accordance with the specifications of the utility company concerned. The placement of electrical lines and other underground utility lines, such as water and sewer, shall be coordinated whenever possible and desirable. Placement of utilities, including sanitary sewers and disposal facilities, shall be done so as to minimize disruption of topography and cutting of trees or undergrowth. The proposed method of sanitary sewage disposal shall be shown precisely on plans.
2. Storm drainage shall be designed according to Best Management Practices and shall comply with local and State law. Where possible, Low Impact Development stormwater treatment shall be provided. Where infiltration areas, rain gardens or bioswales are used, they shall be planted and maintained. Plantings are to be stamped by a registered Landscape Architect.

G. Signs.

1. Due to the unique nature of the Gateway District, every sign shall be designed as an integral architectural element of the building and site to which it relates.
2. Signs and outdoor advertising features shall be subject to the requirements of Chapter 22, Signs. Such signs shall be reviewed as an integral element in the

design and planning of all developments and shall be in harmony with the proposed and nearby developments.

3. Every sign shall have good scale and proportion in its design and in its visual relationship to buildings and surroundings.
4. Every sign shall be designed as an integral architectural element of the building and
5. The colors, materials, and lighting of every sign shall be harmonious with the building and site to which it principally relates

H. Landscaping and Existing Vegetation.

1. These standards are in addition to those contained in Chapter 25 Site Plan Approval; where landscape standards conflict, those found in this Chapter shall prevail. Landscape elements included in these criteria consist of all forms of planting and vegetation, ground forms, rock groupings, water features, and all visible site construction not including buildings and utilitarian structures.
2. Natural tree coverage and other desirable natural foliage shall be preserved to the maximum extent possible and proposed improvements shall be designed accordingly.
3. Where natural or existing topographic patterns contribute to beauty and utility of development, they shall be preserved and developed. Modification to topography will be permitted where it contributes to good appearance.
4. Unity of design shall be achieved by repetition of certain plant varieties and other materials and by correlation with adjacent developments. Plant material shall be non-invasive as delineated on the MassDOT Invasive Plant List. Plant material shall preferably be native, shall be selected to thrive in its location, be low maintenance, and be attractive.
5. Landscape treatments shall be provided to enhance architectural features, strengthen vistas, and provide shade and microclimate control.

I. Property Edge Landscaping

1. Ornamental fence types including but not limited to snake rail fence, split rail fence, stone walls or other similar treatment, shall be considered along the property boundary abutting a public roadway.
2. Where commercial property abuts residential property, setbacks and landscape buffers shall be as required in “Buffers Between Land Uses” section.
3. Within other property setbacks, existing vegetation shall be preserved if it is healthy and non-invasive. If the existing material is diseased, dying or on the State’s Invasive Species List, it shall be removed. New plant materials shall be added to screen views, to encourage plant diversity and habitat, and to improve appearance.
4. Parking lots that abut public ways shall be separated from the public way by at least a ten- foot strip of landscaping that shall contain trees, shrubs and other plant material. Shade trees shall be spaced at 40’ on center, and flowering trees shall be spaced 30’ on center. In addition, shrubs, grasses and perennials shall be installed in this planting strip.

J. Property Interior Landscaping

1. Parking areas / lots
 - a) Parking lots shall contain visual relief from vast expanses of unbroken blacktop and cars. In parking areas exceeding 1/4 acre but less than one acre in area, landscaped islands containing trees of greater than six feet in height shall be provided at a rate of at least six per 80 parking spaces. At least half of these trees shall be of a species expected to mature to a height greater than 30 feet. Landscaping in islands shall be protected from damage from cars and snow removal operations.
 - b) When the total amount of parking on a lot or building site exceeds 40,000 square feet, the parking shall be separated into smaller lots or segments of not more than 20,000 square feet each with dividers at least 10 feet wide and containing vegetation as required for parking lots abutting public ways, above. In lots of this size cut into a hillside or rolling topography with relief, these segments shall be terraced with the slope and the divider strips stabilized against erosion.
2. Screening of service yards, delivery areas and other places that tend to be unsightly shall be accomplished by use of walls, fencing, planting, or combinations of these.
3. Within the property and its setbacks, landscaping using plant material is encouraged. Site design should minimize large expanses of pavement, include plant material to soften appearance, cool temperatures and treat stormwater.
4. In areas where general plantings will not prosper, other materials such as fences, walls, and paving of wood, brick, stone, gravel, and cobbles shall be used.
5. A registered landscape architect or other qualified licensed professional must certify to the Planning Board in writing for notification of the Building Inspector prior to the issuance of a final occupancy permit that the required landscaping has been properly installed in accordance with the approved Site Plan, Zoning Bylaw and acceptable landscape practices.

K. Buffers between land uses.

1. Uses adjacent to residential. - In order to protect residential land from potential noxious or disruptive effects of adjacent land uses of different character and to eliminate as practicable the impacts of visibility, noise, and lighting, the following buffer areas shall be provided:
2. Where commercial use abuts residential use, a minimum setback of 30' from the property line is required in which structures and vehicular infrastructure such as parking and loading areas, and drive aisles other than entrance and exit driveways are prohibited. Within this setback, plant material shall be installed for 2/3 of the buffer width starting from the property line to visually screen the commercial property from residential abutters. Evergreen and deciduous plant material shall be spaced and sized appropriately at installation to achieve this requirement.

L. Other property setbacks

1. Within other property setbacks, existing vegetation shall be preserved if it is healthy and non-invasive. If the existing material is diseased, dying or on the State's Invasive Species List, it shall be removed. New plant materials shall be added to screen views, to encourage plant diversity and habitat, and to improve appearance. New plant material shall be a mix of deciduous and evergreen trees, shrubs and groundcover in a mix of large and small sizes, and in a density sufficient to provide some screening of the building from the public road.

M. Other site features.

1. All service areas, loading areas, outdoor storage, utility structures, mechanical equipment, garbage disposal facilities, or other service or utility facilities shall be located or visually screened so as not to create hazards or visual or other nuisances. Light fixtures, walls, fences, benches, recreation facilities and other such site appurtenances shall be harmoniously designed, constructed, and located in relation to other site features.
2. Exterior lighting shall be part of the architectural concept. Fixtures, standards, and all exposed accessories shall be harmonious with building design.

N. Erosion and sedimentation control.

1. During the construction of the driveways, parking areas, and drainage system, disturbance to the site shall be minimized. Construction equipment and trucks must stay within the areas of proposed work as shown on the approved plan.
2. Temporary vegetation, mulching, or other protective measures must be provided for areas that will be exposed for one or more months. These temporary measures must be applied immediately after disruption. Temporary measures include seeding with rye grass or other annual grasses, jute netting, spreading straw mulch, and any other method acceptable to the Building Inspector. The Building Inspector may require a specific type of temporary stabilization for any given area. If a disturbed area will be exposed for greater than one year, permanent grasses or other approved cover must be installed.
3. In disturbed areas, if the surface material is not suitable for the growing of seed, a minimum of four inches of loam will be required.
4. All slopes shall be stabilized by adequate ground cover or other approved means to prevent erosion and to retard excessive runoff. Means of preventing erosion during construction shall be specified to the satisfaction of the Building Inspector.
5. Temporary sediment controls are required for unpaved driveways, paved driveways where curbing has not been installed, drainage inlets, and drainage outfalls. Temporary sediment control devices include silt fences, filter strips, double-row staked haybales, silt traps, sediment basins, and crushed rock berms. Temporary sediment control devices must be placed along roadsides where runoff may occur and around storm drain inlets and outfalls.
6. The developer is responsible for preventing all erosion and buildup of sediment within the area disturbed due to the construction of the road and drainage

system.

or take any action in relation thereto.

Sponsor: Planning Board

RECOMMENDATION OF THE FINANCE COMMITTEE:

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

RECOMMENDATION OF THE BOARD OF SELECTMEN:

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

RECOMMENDATION OF THE PLANNING BOARD:

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

Summary – The proposed Village Gateway District is just one facet of planning that will occur in the coming years. The Planning Board has been working on a Commercial Tourist District Revitalization Plan since 2008 and based upon that plan which was completed in 2009 and the Master Plan (2011) the Planning Board is working towards implementing the recommendations contained within the plans. These recommendations for the Route 20 corridor from New Boston Road to Route 148 include creating Gateways at the eastern and western ends of the corridor that are visually appealing for visitors, enhancing the pedestrian experience, and developing/redeveloping areas to offer a variety of commercial and recreation activities for visitors and residents alike.

The Village Gateway District Bylaw will create a new mixed use zoning district that will serve as a transition from the larger commercial areas into the smaller commercial tourist areas. Enhanced landscaping and architectural standards will help to establish a Gateway on the eastern end of the corridor as envisioned in the Master Plan.

Additionally, the Planning Board has hired a consultant to work on a conceptual plan for the corridor and that should be completed in the next twelve months. Based upon this work, the Planning Board will continue to propose changes to the bylaw and in the corridor to help achieve the goals specified in these plans.

ARTICLE 5
ZONING BYLAW AMENDMENT – ZONING MAP (21 New Boston Road)
(2/3 Vote Required)

To see if the Town will vote to amend the Town of Sturbridge Zoning Map by changing the property located at 21 New Boston Road from part Suburban Residential District and part Commercial District to Village Gateway District shown on the map attached in the appendix. The property contains 8.27 ± acres and is shown on the Assessors Map 41 Parcel 21.

or take any action in relation thereto.

Sponsor: Planning Board

RECOMMENDATION OF THE FINANCE COMMITTEE:

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

RECOMMENDATION OF THE BOARD OF SELECTMEN:

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

RECOMMENDATION OF THE PLANNING BOARD:

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

Summary – This article will change the zoning district of the property located at 21 New Boston Road to Village Gateway from partially Suburban Residential and partially Commercial District.

**ARTICLE 6
PROPOSED ZONING AMENDMENT – SIGN BYLAW
(2/3 Vote Required)**

To see if the Town will vote to amend the Town’s Zoning Bylaws by amending Chapter Two by inserting the following definitions in the appropriate locations:

Banner – A flexible substrate on which copy or graphics may be displayed.

Building Sign – A sign that is applied or affixed to a building.

Changeable Sign - A sign with the capability of content change by means of manual input.

Directional Sign - Any sign that is designed and erected for the purpose of providing direction and/or orientation for pedestrian or vehicular traffic.

Drive-Thru Menu Sign – A sign associated with drive-thru windows or kiosks and directed to drive-thru traffic only.

Freestanding Sign - A sign principally supported by one or more columns, poles, or braces placed in or upon the ground. May also be referenced as a Ground or Monument Sign.

Multiple Tenant Property - A property owned by an individual, partnership, corporation, trust or other such entity with a portion or all of said property subdivided into individual areas and/or buildings rented to others for the purpose of conducting independent business.

Sign - Any device visible from a public place whose essential purpose and design is to convey either commercial or noncommercial messages by means of graphic presentation of alphabetic or pictorial symbols or representations.

Temporary Sign - A sign intended to display either commercial or noncommercial messages of a transitory or temporary nature. Portable signs or any sign not permanently embedded in the ground, or not permanently affixed to a building or sign structure that is permanently embedded in the ground, are considered temporary signs.

Window Sign - A sign affixed to the surface of a window with its message intended to be visible to the exterior environment.

AND FURTHER, to see if the Town will vote to amend Chapter Twenty-Two of the Zoning Bylaw, entitled "Signs", as follows:

1) Replace Section 22.01 and Section 22.02 with the following:

22.01 Purpose and Intent:

The purpose of this sign bylaw is to provide an appropriate balance between public and private interests in a manner that promotes the health, safety, and general welfare of the citizens of the Town of Sturbridge and in a manner that recognizes the importance of business advertising, through signs, by acknowledging that signs and their message must be visible and comprehensible in order to provide identification and thus assuring that the intended audience is able to find their way. To accomplish this purpose it is the intent of this bylaw to:

1. Promote the creation of an attractive visual environment that promotes a healthy economy by:
 - a. Permitting businesses to inform, identify and communicate effectively; and
 - b. Directing the general public through the use of signs while maintaining attractive and harmonious application of signs on the buildings and sites.
2. Protect and enhance the physical appearance of the community in a lawful manner that recognizes the rights of property owners by:
 - a. Insuring the appropriate design, scale and placement of signs.
 - b. Assuring that the information displayed on a sign is clearly visible, conspicuous, legible and readable so that the sign achieves the intended purpose.
3. Foster public safety along public and private streets within the community by assuring that all signs are in safe and appropriate locations.
4. Have administrative review procedures that are the minimum necessary to:
 - a. Balance the community's objectives and regulatory requirements with the reasonable advertising and way finding needs of business.
 - b. Allow for consistent enforcement of the sign bylaw.

- c. Provide some flexibility as to the number and placement of signs so the regulations are more responsive to business needs while maintaining the community's standards.

22.02 Applicability

No sign, except those qualifying for permit exceptions, shall be constructed, erected, remodeled, refaced, relocated, expanded or otherwise altered until a sign permit has been obtained from the Building Inspector in accordance with the provisions of this Chapter. In addition to the requirements for all signs as set forth herein, commercial signage shall be specifically subject to those requirements set forth in Sections 22.06.1 and 22.07.

2) Amend and renumber Section 22.23 to remove the strikethrough language and add the language underlined, as follows, and delete the existing Section 22.03:

22.~~02~~3 Exemptions

The following types of signs shall be authorized by right without the necessity of a permit. These signs shall be subject to the prohibitions set forth in Section 22.~~0425~~ along with all other requirements of this Bylaw.

- (a) Signs bearing the name of an occupant of a dwelling not to exceed one and one-half (1 1/2) square feet in area.
- (b) Real estate signs not to exceed six (6) square feet in area in a Residential District or ~~twenty-three~~ (23) square feet in area in non-residential districts. Real Estate signs shall not be placed on property other than the property that is for sale except that Real Estate Open House signs may be placed on property other than the property that is for sale, with the approval of the property owner, on the day of the Open House for a duration of no more than two hours longer than the time period of the Open House.
- (c) Signs accessory to the use of the premises by a church, educational, or charitable institution. These signs, however, are expected to conform to the spirit and intent of the Bylaw.
- (d) Signs erected by the Municipal, County, State, or Federal Government, as may be deemed necessary for their respective functions, are exempt from the provisions of this Bylaw, but are expected to conform to the spirit and intent of it.
- (e) Signs indicating "entrance", "exit", "parking", or the like, erected on a premises for the direction of persons or vehicles not to exceed five (5) square feet in area. Such signs shall not carry the name of the business, a trade or service mark, or any product designation unless such identification is necessary to differentiate one area from another such as assigned parking on multi-tenant properties.

(f) Private Drive Signs – On premise private drive signs are limited to one (1) per drive entrance, not exceeding two (2) square feet in area.

~~(f)~~(g) ~~One builder's, architect's, developer's, or contractor's sign not to exceed (12) square feet in area. Signs installed on property where a contractor is working~~ may be maintained on the premises while construction is in progress. Such a sign ~~containing information related to the project shall not exceed twelve (12) square feet and~~ shall not be installed in the setback ~~area and~~. These signs shall be removed promptly upon completion of the construction within seven (7) days of work completion at a property site.

(h) Signs required by federal or state law.

(i) Signs erected within a building.

(j) Non-illuminated window signs complying with the area requirements of Section 22.22, not to exceed twenty-five (25%) percent of the individual window area, or sixteen (16) square feet, whichever is smaller. No signs shall be permitted in the window area of entrance and exit doors except for matters of public safety or security, and/or public information (for example hours of operation, credit cards accepted, etc.).

~~(g)~~(k) Political signs. Such signs may be displayed for a period not to exceed six (6) weeks prior to any election, shall be removed within fourteen (14) days following that election and are expected to conform to the spirit and intent of this Bylaw.

3) Amend and renumber Sections 22.24 and 22.25 to remove the strikethrough language and add the language underlined, as follows, and delete the existing Sections 22.24, 22.25 and 22.26:

22.024 Prohibited Signs:

~~22.25.~~ ~~THE FOLLOWING ARE NOT PERMITTED IN ANY ZONE:~~

- (a) Moving or animated signs. A sign which is designed to align itself with the wind for structural reasons shall not be considered a moving sign.
- (b) Flashing ~~and other signs such as~~ Signs illuminated by, or, moving and animated signs, including ~~any flashing~~ oscillating ~~or,~~ rotating lights, strings of lights, ~~pennants, banners, beacons, or so called "whirligigs" and the like.~~ signs containing reflective elements which sparkle in the sunlight. Banners shall be permitted for advertising civic and religious events.
- (c) ~~Trailer signs or s~~Graphics which by color, location, or design, resemble or conflict with traffic control signs or signals.
- (d) Signs that are mounted on vehicles or other moveable devices or objects except as permitted in Section 22.04 (n).
- ~~(e) Signs that might be confused with traffic signs or lights.~~

~~(f)~~(e) Temporary signs except as provided in Section 22.028.

~~(g)~~(f) Internally illuminated signs.

~~(h) Merchandise displays within the set back areas pertaining to structures as defined in Chapter Nineteen of this Bylaw.~~

~~(+)(g)~~ _____ Devices, structures, or symbols that are meant to attract people's attention to a proprietor's products or services in excess of the number otherwise permitted by this Bylaw.

~~(+)(h)~~ _____ Neon or tube signs or outlining, other than hotel/motel vacancy signs or no-vacancy signs.

~~(+)(i)~~ _____ Advertising signs tacked, posted, painted, or otherwise attached to poles, posts, trees, sidewalks, curbs, rocks, radio, television or water towers, lighting structures or other similar poles or structures.

~~(+)(j)~~ _____ ~~“Christmas Light”~~ Temporary colored string light type displays used to outline or ornament buildings, trees, or shrubbery except in the period from November 15 to January 15 of the ensuing year. Such displays shall be illuminated only from dusk to midnight during this period. This prohibition shall not apply to the use of white lights to accent an entryway, walkway, or other feature of a building or business, regardless of the time of year.

~~(+)(k)~~ _____ Outdoor internally illuminated vending machines.

~~(+)(l)~~ _____ Halo signs, being signs that are illuminated from behind, creating a silhouette or outline.

(m) Banners or signs painted on or temporarily affixed to a non-registered motor vehicle or trailer for the purpose of providing a sign for a business or commercial purpose.

(n) No commercial or industrial sign shall be erected on, or attached to any vehicle except for signs applied directly to the surface of the vehicle. The primary use of such vehicle shall be in the operation of a business and not in advertising or identifying the business premise. The vehicle shall not be parked in a public right of way for the purposes of advertising.

(o) Any sign advertising a business or organization which is either defunct or no longer located on the premises.

(p) Digital or electronic signs.

(q) Balloon signs or inflatable signs except as may be permitted for Grand Openings (See Section 22.08.2).

(r) Signs containing noise making devices.

(s) Laser/holographic signs.

(t) Strings of pennants.

4) Replace Section 22.05 with the following:

22.05 Requirements Applicable to All Districts:

22.05.1 General

- (a) Permits for signs serving uses dependent upon Special Permits, Exceptions and/or Design Review Approval shall not be granted by the Building Inspector until such permits and approvals have been issued or approved by the Planning Board, Zoning Board of Appeals, Design Review Committee and/or Historic Commission, as applicable.
- (b) The sign will not cause visual confusion, glare, or offensive lighting in the neighborhood.
- (c) Lighting of a sign may only be by white light of reasonable intensity shielded and directed solely at the sign.
- (d) The sign shall be placed so that it will not obstruct the view of traffic entering or leaving the premises. No sign, including its supporting structure, extending more than 3 ½ feet above the established street grades shall be erected, placed or maintained within the area formed by any intersecting street lines and a straight line adjoining said street lines at points which are twenty-five (25) feet distant from the point of intersection, measured along such street lines.
- (e) It shall be the responsibility of the property owner to ensure that all signs placed on his property are installed in compliance with the bylaws, that said signs are maintained in safe and presentable condition.
- (f) No free-standing sign shall exceed eighteen (18) feet in height above the natural grade. No sign shall project above the ridge line of the primary building on the property.
- (g) Building mounted signs shall be erected and maintained as follows:
 - Signs parallel to or against the face or wall of a building shall not extend more than fifteen (15) inches from said face or wall. Said signs extending over a public sidewalk shall be not less than eight (8) feet above the sidewalk at the lowest point.
 - Signs perpendicular to the face or wall of a building shall extend no more than fifty-four (54) inches from such building line. Said signs extending over a public sidewalk shall be not less than eight (8) feet above the sidewalk at the lowest point.
- (h) All signs shall meet all safety requirements associated with construction.
- (i) The sign is consistent with the requirements of the zoning bylaw.

22.05.2 Area of Signs

- (a) The area of a sign shall be considered to include all lettering, wording, and accompanying designs and symbols, together with the background on which they are displayed, any frame around the sign and any "cutouts" or extensions, but shall not include any supporting structure or bracing.
- (b) The area of sign consisting of individual letters or symbols attached to or painted on a surface, building, wall or window, shall be considered to be that of the smallest rectangle which encompasses all of the letters and symbols.
- (c) The area of a sign which is other than rectangular in shape shall be determined as the area of the smallest rectangle which encompasses all elements of said sign.
- (d) The area of a sign consisting of a three-dimensional object shall be considered to be the area of the largest vertical cross-section of that object.
- (e) Only one side shall be counted in computing the area of a double faced sign.

22.05.3 Sign Setbacks

Zoning District or Sign Type	Front Setback (as measured from edge of pavement or edge of sidewalk as may be applicable)	Rear and Side Setback	Notes
Commercial, Commercial II, General Industrial, Industrial Park, Historic Commercial, Special Use District	10 Feet	10 Feet	
Commercial Tourist	0 Feet		Setback determined by specific site limitations. In no case shall proposed signs obstruct view at intersections, or project into right of way or sidewalk
Real Estate Signs	10 Feet*	10 Feet	* Except Commercial Tourist District (see note above)

Rural Residential and Suburban Residential	25 Feet	15 Feet	
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22.05.4 Construction and Maintenance of Signs

- (a) Signs shall be constructed of durable and weatherproof material.
- (b) Signs shall be maintained in safe structural condition and good visual appearance at all times and no sign shall be left in a dangerous or defective state.
- (c) Every sign permitted by this bylaw shall be kept in good condition and repair. When any sign becomes insecure, in danger of falling, or is otherwise deemed unsafe by the Building Inspector, or if any sign shall be unlawfully installed, erected, or maintained in violation of any of the provisions of this bylaw, the owner thereof or the person or firm using same shall, upon written notice by the Building Inspector forthwith in the case of immediate danger, and in any case within not more than ten (10) days, make such sign conform to the provisions of this bylaw or shall remove it. If within ten (10) days the order is not complied with, the Building Inspector may remove or cause such signs to be removed at the expense of the owner and/or the user of the sign. In the case of immediate danger to public safety, the Building Inspector shall have the authority to immediately remove or cause to be removed any sign, at the expense of the owner. Such removal shall occur only after the Building Inspector has contacted, or attempted to contact the owner of the sign. The Building Inspector shall have sole and exclusive authority to determine that a sign poses a threat of immediate danger to public safety.
- (d) No sign shall be attached to a utility pole, street sign, fence, tree or light post.
- (e) Signs for defunct entities or for a business no longer operating at the location must be removed within thirty (30) calendar days of the business closing.
- (f) A new permit shall be required if the original wording or color or design of a sign is modified. Repainting, replacement of the sign with the exact same sign design and color scheme shall not require approval of the Design Review Committee but shall require a permit from the Building Inspector.

22.05.5 Special Permits

In particular instances, and at the discretion of the Planning Board, acting as the Special Permit Granting Authority (SPGA) a Special Permit may be granted to erect and maintain more or larger commercial or industrial signs than is provided for by this Chapter, or for commercial or industrial signs of types or for purposes not provided herein if it is determined that the proposed signage is consistent with the intent and purpose of this bylaw and that it meets the requirements of this section. A Special Permit is discretionary and is not the automatic right of any applicant. Special Permit applications shall be filed concurrently with

Site Plan Approval applications for new projects and in the case of proposed changes to signage existing at the time of adoption of this Chapter, a separate Special Permit application shall be filed for consideration by the Planning Board. Special permits may only be granted if it is determined that the architecture of the building, the location of the building with reference to the street, or the nature of the business establishment is such that the sign should be permitted in the public interest. In granting a Special Permit under this Section the Planning Board shall make findings on which to base its determination with respect to the following:

- 1) The proposed sign shall not be detrimental to public safety and welfare in that it will not be a nuisance or hazard to vehicles and pedestrians and will help to improve safety, convenience and traffic flow;
- 2) The architecture of the building, the location of the building with reference to the street or the nature of the establishment is such that the sign should be permitted in the public interest;
- 3) The sign will not cause visual confusion, glare, offensive lighting in the neighborhood and surrounding properties;
- 4) The sign requested pursuant to the special permit application is necessary due to topography or site conditions unique to its proposed location;
- 5) A unique and particular type of use requires additional signage or a different character of signage in order to identify the premises adequately or to inform the public about specific events or activities;
- 6) The sign will not significantly alter the character of the zoning district or be a detriment to the surrounding area;
- 7) The sign scale is determined to be in reasonable relation to development scale, viewer distance and travel speed and sign sizes on nearby structures;
- 8) The sign design is in harmony with other signage on the same or adjacent structures and provides reasonable continuity in mounting location and height, proportions and materials;
- 9) The granting of the Special Permit does not derogate substantially from, and will be in harmony with, the intent and purposes of the bylaw.

A. In granting such permission, the SPGA shall specify the size and location of the sign or signs and impose such other terms and restrictions as it may be deemed to be in the public interest.

B. Any applicant under these provisions shall provide a site plan and specific information in the form of perspectives, renderings, including a scaled elevation plan showing the location and dimensions of the proposed sign, photographs or other representations sufficient to show the nature of the proposed sign, its effect on the immediate surroundings and the reasons the applicant believes the requested signage should be allowed in the public interest.

5) Replace Section 22.06 with the following:

22.06 Requirements Applicable to Residential Districts:

22.06.1 Type, Number, and Size.

Commercial signage in the Rural Residential and Suburban Residential Districts shall conform to the following standards:

- (a) No permitted commercial or industrial use within a residential district shall maintain more than four commercial (4) signs serving such use within the limits of the Town of Sturbridge, of which no more than two (2) signs may be located on the property itself. Only one (1) of the two (2) signs on the property may be freestanding. The above controls shall not apply to signs on the property which are less than five (5) square feet in area and which are limited to designation of entrances, exits, parking areas and other similar directional purposes.
- (b) Free –standing signs shall not exceed the height of the principal building or eighteen (18) feet in height, whichever is less.
- (c) Hospitals, nursing homes, assisted living facilities and other institutional uses allowed in a residential district, whether by right or by special permit, shall be allowed to have such signs as can be demonstrated as necessary to the safety and well-being of the community. These include internally illuminated signs indicating Emergency Room entrances, and such other similar signs as are necessary. In all other respects, they shall conform to the limitations and restrictions set forth in this Chapter except as may be modified by the issuance of a Special Permit.
- (d) A business may have one flag not to exceed 12 square feet in area which incorporates a trade mark, logotype or similar information (such as Sale or Open) directly related to the business located on the lot. Business flags shall not overhang a public way or sidewalk at any time. Flags shall be removed or replaced if they become damaged.

22.06.2 The following signs erected in the Rural Residential and Suburban Residential Zoning Districts shall meet the following requirements:

Type of Sign	Square footage	Total Number	Freestanding	Wall or Projecting Sign	Changeable Copy Sign
Professional or Name Signs	1.5	1	Y	Y	N
Identification Signs for Estates, Schools, Farms, Etc.	20.0	1	Y	Y	N
Other Business Uses as May be Permitted	30	2	Y	Y	Y
Multi-Tenant Sign for business use	50	1	Y	N	Y

6) Replace Section 22.07 with the following:

22.07 Requirements Applicable to Commercial, Special Use and Industrial Districts:

22.07.1 Type, Number, and Size.

Commercial signage in the Commercial, Commercial II, Commercial Tourist, Historic Commercial Districts, General Industrial, Industrial Park and Special Use Districts shall conform to the following standards:

- (a) Except as otherwise noted in this Section, no commercial or industrial use within the districts set forth herein shall maintain more than four (4) signs serving such use within the limits of the Town of Sturbridge, of which no more than two (2) signs may be located on the property itself (with the exception of lawfully permitted sandwich board and temporary signs). Only one (1) of the two (2) signs on the property may be freestanding (with the exception of lawfully permitted sandwich board and temporary signs). The above controls shall not apply to signs on the property which are less than five (5) square feet in area and which are limited to designation of entrances, exits, parking areas and other similar directional purposes.
- (b) Free –standing signs shall not exceed the height of the principal building or eighteen (18) feet in height, whichever is less.
- (c) A free-standing sign may have a portion of the sign area that is used for changeable copy messages, however, the name of the business and the street address shall be a permanent part of the sign.
- (d) For multiple tenant properties, each tenant shall be entitled to only one business/advertising sign complying with all provisions of this Bylaw and located immediately adjacent to the rented premises. In addition, one multiple listing sign may be erected and maintained on the property to identify said tenants. The total area allowed for such a sign, as described by the rectangle encompassing the framework and all individual listing signs, shall not exceed fifty (50) square feet. Individual listing signs or encompassed individual listings shall be limited to one (1) listing per tenant, and shall be used for the sole purpose of identification, and not for advertising. Such listings may include a designation of profession such as "Attorney", "Architect" to facilitate identification, if lighted, said lighting shall be from a constant, exterior source. Multiple listing signs shall be subject to all other provisions of the Zoning Bylaw.
- (e) A sandwich board sign may be used by each business. The sign shall not exceed 30” in width and 48” in height. The sign shall not be placed in a manner to block visibility at intersections nor shall it be allowed to project into the public way or sidewalk. The sign shall be brought in at the close of business each day. When a sandwich board sign is used on a regular basis it shall be considered a permanent sign and Design Review Approval shall be required for the sign which shall be of the same design and color scheme as the main permitted on premise signage. All business owners are encouraged to develop a permanent

- sandwich board sign as soon after the adoption of this bylaw as practicable; however existing signage may be used with appropriate permits until new signage is acquired. In no case may a sign of different design and color scheme be used after December 31, 2014 at which time only DRC approved sandwich board signs may be used.
- (f) A permitted drive-thru food establishment or car wash may have one freestanding menu board sign for each drive thru lane. The menu board may be a maximum of 40 square feet, and have a maximum vertical dimension of 7 feet. No additional temporary or permanent signs, panels, flags, banners, etc of any type maybe attached to the menu board.
- (g) A business may have one flag not to exceed 12 square feet in area which incorporates a trade mark, logotype or similar information (such as Sale or Open) directly related to the business located on the lot. Business flags shall not overhang a public way or sidewalk at any time. Flags shall be removed or replaced if they become damaged.

22.07.2 The following signs erected in the Commercial, Commercial II, Commercial Tourist, Historic Commercial Districts, General Industrial, Industrial Park and Special Use Zoning Districts shall meet the following requirements:

Type of Sign	Square footage	Commercial	Commercial Tourist	Commercial II	General Industrial	Industrial Park	Historic Commercial	Special Use
Professional or Name Signs	1.5	Y	Y	Y	Y	Y	Y	Y
Identification Signs for Estates, Schools, Farms, Etc.	20.0	Y	Y	Y	Y	Y	Y	Y
Business and Advertising – Building Mounted and/or Free Standing	30	Y	Y	Y	Y	Y	Y	Y
Multi-Tenant Sign for business use	50	Y	Y	Y	Y	Y	Y	Y
Temporary Real Estate Signs	20	Y	Y	Y	Y	Y	Y	Y
Any other Temporary Signs	12	Y	Y	Y	Y	Y	Y	Y
Sandwich Board Signs as defined in 22.07.1 (e)	10	Y	Y	Y	Y	Y	Y	Y

Bed & Breakfast Signs	12	Y	Y	Y	Y	Y	Y	Y
Changeable Copy Panel as Part of a Free Standing Sign		Y	Y	Y	Y	Y	Y	Y

7) Replace Section 22.08 with the following:

22.08 Temporary Signs

Unless otherwise specified herein, temporary signs may be displayed for a period of time not to exceed eight (8) consecutive days, the first of which shall occur not more than seven (7) days prior to the subject event, or such longer period of time as the Building Inspector may determine is reasonably necessary pursuant to issuance of a sign permit, provided that the Building Inspector may condition the location, construction, and maintenance of such signs to protect public safety and may deny a permit for such sign where public safety cannot be reasonably guaranteed. All temporary signs shall be removed within twenty four (24) hours after the subject event unless the applicable permit states otherwise. Temporary wall signs or banners shall be flush against the building and not above the roof line of the building. A temporary sign shall be removed or replaced immediately if it becomes damaged in any way. No more than one permit per month shall be granted.

22.08.1 Sandwich Board Signs

Sandwich Board signs of a temporary nature (not including signs authorized pursuant to the provisions of 22.07.1 (e)) may be erected for any purpose. Businesses using a permanent sandwich board sign permitted under Section 22.07.1 (e) are not permitted to use temporary sandwich board signs.

22.08.2 Grand Opening Signs

Grand opening events may utilize temporary signage, flags, and banners for a period not to exceed 30 days. Grand opening events are limited to the first 90 days after a certificate of occupancy has been issued. No searchlights or flashing type lights are allowed and are strictly prohibited during these events. When an existing business has substantially remodeled, as determined by the building official, the business will have the option of having a Grand Re-Opening. A permit is required from the Building Inspector.

22.08.3 Street Banners

Street banners may be displayed when approved pursuant to a temporary event permit issued by the Board of Selectmen or its designee specifying the location of such banner

22.08.3 Yard Sale Signs

- (a) No more than three (3) yard sale sign permits, valid for two (2) days, shall be granted in a calendar year for the same lot.
- (b) An application must be filled out at the Director of Inspections or Town Clerk's office with a fee of two dollars (\$2.00).
- (c) No yard sale sign shall be located as to cause visual confusion or interfere with traffic safety in the area.
- (d) No yard sale sign shall be bigger than 20" X 20" (400 sq. in.).
- (e) No more than four (4) yard sale signs for the same event shall be located within the limits of the Town of Sturbridge.
- (f) If in the Director of Inspection's opinion, any yard sale sign(s) become(s) dangerous or unsafe in any manner whatsoever, the sign(s) shall be removed immediately.
- (g) No yard sale signs shall be located on telephone poles or trees that are on Town or State property or on property owned by the Town or State.
- (h) All yard sale signs shall be removed at the end of the permitted two (2) day period.
- (i) The fine per day for violations of any provision of Section 22.12 is \$5.

8) Replace Section 22.09 with the following:

22.09 Administration:

22.09.1 Design Review

All signs erected to serve commercial or industrial use shall require approval of the Design Review Committee (DRC). In reviewing applications the DRC shall insure that the:

- (a) Site selected is appropriate for the proposed design.
- (b) The proposed design is in keeping with the character of the Town in general, and with the specific neighborhood in particular.
- (c) The sign will be consistent with the architecture of the building on the lot upon which the sign is to be located and of the surrounding area.
- (d) The sign is consistent with the Design Review Committee Handbook and Design Guidelines, Town of Sturbridge Massachusetts adopted March 22, 2011 as may be amended from time to time.

22.09.2 Inspections

- a. Unless waived by the Director of Inspections, all signs for which a permit is required shall be subject to a site inspection to ensure that the sign has been safely and firmly constructed and that it is in conformance with approvals granted.

22.09.3 Fees

A schedule of fees for permits may be determined from time to time by the Board of Selectmen.

9) Renumber existing Section 22.37 as Section 22.10 and delete existing Section 22.10.

22.10 Violations

Violations of this Chapter shall be subject to the provisions of Section 24.02- Enforcement.

10) Delete sections 22.11 through 22.38.

22.11 Appeals

Any appeal hereunder to the Zoning Board of Appeals shall be taken within thirty (30) days from the date of the order or decision which is being appealed, by filing a notice of appeal, specifying the grounds thereof, with the Town Clerk, who shall forthwith transmit copies thereof to such officers or board whose order or decision is being appealed, and to the Zoning Board of Appeals. Such officer or board shall forthwith transmit to the Zoning Board of Appeals all documents and papers constituting the record of the case in which the appeal is taken.

Or take any action relative thereto.

Sponsor: Planning Board

RECOMMENDATION OF THE FINANCE COMMITTEE:

To amend the article as follows:

Modify 22.01 (4) (a) to read, “Balance the community’s objectives and regulatory requirements with business’s needs for advertising and wayfinding”, and

Modify the matrix in 22.06.2 by striking the word “or” to make the Type of Sign entry read “Professional Name Signs”

And otherwise approve the article as written. Voted 7 – 1.

RECOMMENDATION OF THE BOARD OF SELECTMEN:

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

RECOMMENDATION OF THE PLANNING BOARD:

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

Summary – This article updates the Sign Bylaw based on a review by the Planning Board over the past 18 months.

ARTICLE 7
PROPOSED ZONING BYLAW
MEDICAL MARIJUANA TREATMENT CENTER MORATORIUM
(2/3 Vote Required)

To see if the Town will vote to amend the Town’s Zoning Bylaws by adding a new Section 20.32, TEMPORARY MORATORIUM ON MEDICAL MARIJUANA TREATMENT CENTERS, that would provide as follows:

Section 20.32 TEMPORARY MORATORIUM ON MEDICAL MARIJUANA TREATMENT CENTERS

(a) PURPOSE

By vote at the State election on November 6, 2012, the voters of the Commonwealth approved a law regulating the cultivation, distribution, possession and use of marijuana for medical purposes. The law provides that it is effective on January 1, 2013 and the State Department of Public Health is required to issue regulations regarding implementation within 120 days of the law’s effective date. Currently under the Zoning Bylaws, a Medical Marijuana Treatment Center is not a permitted use in the Town and any regulations promulgated by the State Department of Public Health are expected to provide guidance to the Town in regulating medical marijuana, including Medical Marijuana Treatment Centers. The regulation of medical marijuana raises novel and complex legal, planning, and public safety issues and the Town needs time to study and consider the regulation of Medical Marijuana Treatment Centers and address such novel and complex issues, as well as to address the potential impact of the State regulations on local zoning and to undertake a planning process to consider amending the Zoning Bylaws regarding regulation of medical marijuana treatment centers and other uses related to the regulation of medical marijuana. The Town intends to adopt a temporary moratorium on the use of land and structures in the Town for Medical Marijuana Treatment Centers so as to allow the Town sufficient time to engage in a planning process to address the effects of such structures and uses in the Town and to enact bylaws in a manner consistent with sound land use planning goals and objectives.

(b) DEFINITION

“Medical Marijuana Treatment Center” shall mean a “not-for-profit entity, as defined by Massachusetts law only, registered by the Department of Public Health, that acquires, cultivates, possesses, processes (including development of related products such as food, tinctures, aerosols, oils or ointments), transfers, transports, sells, distributes, dispenses, or administers marijuana, products containing marijuana, related supplies, or educational materials to qualifying patients or their personal caregivers.”

(c) TEMPORARY MORATORIUM

For the reasons set forth above and notwithstanding any other provision of the Zoning Bylaws to the contrary, the Town hereby adopts a temporary moratorium on the use of land or structures for a Medical Marijuana Treatment Center. The moratorium shall be in effect through June 30, 2014. During the moratorium period, the Town shall undertake a planning process to address the potential impacts of medical marijuana in the Town, consider the Department of Public Health regulations regarding Medical Marijuana Treatment Facilities and related uses, and shall consider adopting new Zoning Bylaws to address the impact and operation of Medical Marijuana Treatment Centers and related uses.

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 – 2.

RECOMMENDATION OF THE BOARD OF SELECTMEN:

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

RECOMMENDATION OF THE PLANNING BOARD:

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

Summary – This article would place a moratorium on the siting of any medical marijuana distribution centers through June 30, 2014 during which time the Town shall develop and consider adopting a new Zoning Bylaw to address the impacts of such use.

**ARTICLE 8
TOWN BUDGET**

To see if the Town will vote to raise and appropriate a sum of money as may be necessary to pay the Town charges for the fiscal year beginning July 1, 2013 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, 2013; or take any action in relation thereto.

Sponsor: Board of Selectmen

RECOMMENDATION OF THE FINANCE COMMITTEE:

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

RECOMMENDATION OF THE BOARD OF SELECTMEN:

That the Town vote to approve the article as written. Voted 3 – 2.

Summary – This article is for the approval of the Town and School operating budgets for Fiscal Year 2014. The budgets are voted on separately and are categorized using the Uniform Massachusetts Accounting System (UMAS). Sturbridge votes appropriations by line item.

ARTICLE 9

COMMUNITY PRESERVATION-ADMINISTRATION

To see if the Town will vote to appropriate from the Community Preservation Fund, Undesignated Fund Balance, the sum of FOURTEEN THOUSAND FIVE HUNDRED AND 00/100 DOLLARS (\$14,500.00) to be allocated for the purpose of operating and administrative expenses in FY 2014 for the Community Preservation Committee (CPC); or take any action in relation thereto.

Sponsor: Community Preservation Committee

RECOMMENDATION OF THE FINANCE COMMITTEE:

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

RECOMMENDATION OF THE BOARD OF SELECTMEN:

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

RECOMMENDATION OF THE COMMUNITY PRESERVATION COMMITTEE:

That the Town vote to approve the article as written. Voted 5 – 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 brochure and postage relating to locations, features and uses of CPA parcels. Any unused funds appropriated shall revert back to the CPA Undesignated balance at the close of the fiscal year.

ARTICLE 10

COMMUNITY PRESERVATION – NORTH CEMETERY

To see if the Town will vote to appropriate from the Community Preservation Fund, Undesignated Fund Balance, the sum of EIGHT THOUSAND SEVEN HUNDRED AND 00/100 DOLLARS (\$8,700.00) to be allocated for the purpose of field condition assessment of the North Cemetery for the preservation, rehabilitation and restoration of this historic resource, and related administrative costs; or take any action in relation thereto.

Sponsor: Community Preservation Committee

RECOMMENDATION OF THE FINANCE COMMITTEE:

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

RECOMMENDATION OF THE BOARD OF SELECTMEN:

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

RECOMMENDATION OF THE COMMUNITY PRESERVATION COMMITTEE:

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

Summary – These funds would be used to continue the assessment process for the development of a repair program for historic gravestones.

**ARTICLE 11
WATER DEPARTMENT**

To see if the Town will vote to raise and appropriate, through the fixing and collection of just and equitable prices and rates set by the Board of Selectmen (acting as Water Commissioners), the sum of ONE MILLION EIGHTY-SIX THOUSAND EIGHT-HUNDRED SEVENTY-ONE AND 00/100 DOLLARS (\$1,086,871), and by transferring the sum of ONE HUNDRED FIFTY THOUSAND AND 00/100 DOLLARS (\$150,000) from Water Reserve Fund Balance, for a total sum of ONE MILLION TWO HUNDRED THIRTY-SIX THOUSAND EIGHT-HUNDRED SEVENTY-ONE AND 00/100 DOLLARS (\$1,236,871), for the expenses of the Water Department as follows:

Contract Operations	\$ 450,237.00
Electricity	\$ 106,138.00
Chemicals, Testing and Propane	\$ 20,480.00
DPW Director	\$ 11,018.00
Meter Maintenance	\$ 15,000.00
Billing Expense	\$ 4,900.00
Legal/Administrative Expense	\$ 5,000.00
Debt Service	\$ 586,098.00
Miscellaneous	\$ 14,000.00
Short-term Interest	\$ 0.00
Capital Replacement	\$ 24,000.00
 Total:	 \$ 1,236,871.00

or take any action in relation thereto.

Sponsor: Board of Selectmen/DPW Director

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 – 2.

Summary – This budget represents a decrease from the FY13 budget of \$47,189 or (-3.7%) due to reduced contract operations and declining debt. Notwithstanding the decrease in total budget, reduced flows and consumption will require an increase to the water rate from \$4.98 per 100 cubic feet to \$5.18 per 100 cubic feet (increase of \$0.20 per 100 cubic feet or 4.0%). The rates reflect the use of \$150,000 from the Water Fund Reserve to moderate the rate increase.

**ARTICLE 12
SEWER DEPARTMENT**

To see if the Town will vote to raise and appropriate, through the fixing and collection of just and equitable prices and rates set by the Board of Selectmen (Acting as Sewer Commissioners), the sum of TWO MILLION TWO HUNDRED TWENTY-FIVE THOUSAND FORTY-EIGHT AND 00/100 DOLLARS (\$2,225,048), and by transferring the sum of THREE HUNDRED FIFTY THOUSAND AND 00/100 DOLLARS (\$350,000) from Sewer Reserve Fund Balance, for a total sum of TWO MILLION FIVE HUNDRED SEVENTY-FIVE THOUSAND FORTY-EIGHT AND 00/100 DOLLARS (\$2,575,048), for the expenses of the Sewer Department as follows:

Contract Operations	\$	520,311.00
Electricity	\$	275,000.00
Chemicals and Testing	\$	250,000.00
DPW Director	\$	11,018.00
Billing Expense	\$	4,900.00
Legal/Administrative Expense	\$	5,000.00
Debt Service	\$	1,116,387.00
Southbridge Fees	\$	150,000.00
Short-Term Interest	\$	0.00
Liquid Sludge Handling	\$	182,432.00
Miscellaneous	\$	35,000.00
Capital Replacement	\$	25,000.00
 Total:	 \$	 <u>2,575,048.00</u>

or take any action in relation thereto.

Sponsor: Board of Selectmen/DPW Director

RECOMMENDATION OF THE FINANCE COMMITTEE:

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

RECOMMENDATION OF THE BOARD OF SELECTMEN:

That the Town vote to approve the article as written. Voted 3 – 2.

Summary - This budget is an increase from the FY13 budget of \$455,633 due to inclusion of final balance of debt service associated with the mandated improvements to the wastewater treatment plant and a required increase in licensed staff by one full-time employee. The increased budget, together with decreased flows, will result in an increase to the sewer rate from \$7.97 per 100 cubic feet in FY13 to \$8.88 per 100 cubic feet in FY14 (increase of \$0.91 per 100 cubic feet or 11.4%). The rates reflect the use of \$350,000 from the Sewer Fund Reserve to moderate the rate increase.

**ARTICLE 13
SEWER PROJECT DEBT**

To see if the Town will vote to transfer:

- TWO HUNDRED ELEVEN THOUSAND NINE HUNDRED FIFTEEN AND 00/100 DOLLARS (\$211,915.00) from the F/B Reserved for Phase II Betterment Account #28440-35825 to the Phase II Sewer Debt Account #28440-59100;
- THREE HUNDRED THOUSAND THREE HUNDRED FIFTY AND 00/100 DOLLARS (\$300,350.00) from the F/B Reserved for Phase III Betterment Account #28440-35826 to the Phase III Sewer Debt Account #28440-59300;
- ONE HUNDRED SEVENTEEN THOUSAND THREE HUNDRED FIVE AND 00/100 DOLLARS (\$117,305.00) from the F/B Reserved for Cedar Lake Betterment Account #28440-35827 to the Cedar Lake Sewer Debt Account #28440-59200;
- ONE HUNDRED SEVENTY THOUSAND FIFTY AND 00/100 DOLLARS (\$170,050.00) from the F/B Reserved for Big Alum Betterment Account #28440-35823 to the Big Alum Sewer Debt Account #28440-59220; and
- SIXTY TWO THOUSAND THREE HUNDRED FIFTY AND 00/100 (\$62,350.00) from the F/B Reserved for Woodside/Westwood Betterment Account #28440-35829 to the Woodside/Westwood Sewer Debt Account #28440-59230

for the purpose of paying the debt service due on these sewer projects for FY14, or take any action in relation thereto.

Sponsor: Finance Director

RECOMMENDATION OF THE FINANCE COMMITTEE:

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

RECOMMENDATION OF THE BOARD OF SELECTMEN:

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

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

**ARTICLE 14
COMMUNITY PRESERVATION DEBT SERVICE**

To see if the Town will vote:

- to appropriate from the Community Preservation Fund the sum of SIXTY-TWO THOUSAND SEVEN HUNDRED SIXTY AND 00/100 DOLLARS (\$62,760.00), with FIFTY-SIX THOUSAND AND 00/100 DOLLARS (\$56,000.00) from CPC Fund Balance - Reserved for Open Space, and SIX THOUSAND SEVEN HUNDRED SIXTY AND 00/100 DOLLARS (\$6,760.00) from CPC – Undesignated Fund Balance, for the purpose of paying the debt service for the Heins Farm Acquisition;
- to appropriate from the Community Preservation Fund – Undesignated Fund Balance, the sum of ONE HUNDRED EIGHT THOUSAND ONE HUNDRED TWENTY FIVE AND 00/100 DOLLARS (\$108,125.00) for the purpose of paying the debt service for the OSV Land Acquisition;
- to appropriate from the Community Preservation Fund – Undesignated Fund Balance, the sum of ONE HUNDRED ELEVEN THOUSAND FIVE HUNDRED AND 00/100 DOLLARS (\$111,500.00) for the purpose of paying the debt service for the Stallion Hill/Holland Road Land Acquisition; and
- to appropriate from the Community Preservation Fund the sum of ONE HUNDRED TWENTY-TWO THOUSAND SIX HUNDRED SEVEN AND 00/100 DOLLARS (\$122,607.00), with FIFTY-SIX THOUSAND AND 00/100 DOLLARS (\$56,000.00) from Fund Balance Reserved for Historic Resources, and SIXTY-SIX THOUSAND SIX HUNDRED SEVEN AND 00/100 DOLLARS (\$66,607.00) from CPC – Undesignated Fund Balance, for the purpose of paying debt service on the Town Hall/Center Office renovation project; or take any action in relation thereto.

Sponsor: Finance Director and CPA Committee

RECOMMENDATION OF THE FINANCE COMMITTEE:

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

RECOMMENDATION OF THE BOARD OF SELECTMEN:

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

RECOMMENDATION OF THE COMMUNITY PRESERVATION COMMITTEE:

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

Summary – This article provides the appropriation to pay the costs (from the Community Preservation Fund) for previously approved debt issuances for the acquisition of open space known as the Heins Farm, OSV parcels, Stallion Hill/Holland Road parcels and the renovation of the Town Hall and Center Office Building.

**ARTICLE 15
REVOLVING FUNDS**

To see if the Town will vote to re-establish the following Revolving Funds as provided for in Massachusetts General Laws, Chapter 44, Section 53E½:

<u>Revolving Fund</u>	<u>Purpose</u>	<u>Funds to be Deposited From</u>	<u>Authorized to Expend</u>	<u>Maximum Expenditure</u>
Recreation	Tennis league, volleyball league, Concerts on the Common, Summer Recreation Program, teen recreation programs and Table Tennis Club	Program fees, donations, gifts, private sponsorship, facilities fees	Recreation Committee	\$20,000.00
HazMat Cleanup	To address hazardous materials spills and provide the Fire Department the means to bill insurance companies and refurbish supplies used in HazMat spills.	Insurance proceeds and other proceeds received by the HazMat Team for services.	Fire Chief	\$10,000.00

Board of Health	Payment for staff required to service large events such as festivals and fairs, initial restaurant consultations and restaurant inspections beyond two per year, public health inspections, engineering, public health nursing and emergencies.	Temporary permits and licenses, fines levied by the BOH and fees for initial restaurant consultations, excess food service inspections, beach testing, and fees from complex Title V engineering services.	Board of Health	\$20,000.00
BOH: Pay-As-You-Throw Program	All and any costs associated with the planning, promoting or implementing the PAYT Program, or the operational expenses, equipment or supplies of the PAYT Program.	Program fees including, but not limited to, receipts for Program bags, stickers or other fees that may be established from time to time by the Board of Health and donations.	Board of Health	\$10,000.00
Senior Center	Payment to instructors, presenters, service providers, supplies for special programs and repairs.	Program fees, private sponsorship, donations and participation fees	Council on Aging	\$10,000.00
Planning Department	GIS support services	Mapping services	Town Planner	\$10,000.00
Public Lands	Development and implementation of forestry management plans, trail development & maintenance, signage, trail maps, construction of foot bridges, purchase of supplies and development of access for public use, educational	Forestry management and donations.	Conservation Commission	\$20,000.00

	purposes and general maintenance of open space parcels owned by the Town.			
Sturbridge Tourist Association	All and any costs associated with planning, promoting or implementing Sturbridge tourist related events; a portion of the operating costs associated with the Tourist Information Center.	Grants for tourism, revenue generated through tourist events and promotions; program fees and donations.	Sturbridge Tourist Association	\$20,000.00

Or take any action in relation thereto.

Sponsors: Recreation Committee, Fire Department, Board of Health, Council on Aging, Town Planner and Conservation Commission

RECOMMENDATION OF THE FINANCE COMMITTEE:

To amend the article by changing the maximum expenditure of the Board of Health Revolving Fund to \$15,000.00 and remove the words “public health nursing” from the Board of Health Revolving Fund purpose, and to otherwise approve the article as written. Voted 5 – 3.

RECOMMENDATION OF THE BOARD OF SELECTMEN:

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

Summary – This article re-establishes and provides spending authority for the Town’s Revolving Funds. The annual accounting and balance of the revolving funds is included as an appendix to the Finance Committee’s Report.

ARTICLE 16

STURBRIDGE TOURIST ASSOCIATION

To see if the Town will transfer and appropriate from the Hotel/Motel Special Account to the Sturbridge Tourist Association Account sum of ONE HUNDRED TWENTY-SEVEN THOUSAND SIX HUNDRED FORTY-NINE AND 06/100 DOLLARS (\$127,649.06) for the following items:

STA Web Site Management	\$	6,500.00
Welcome Information Center	\$	17,500.00

Special Events	\$	5,149.06
Advertising and Marketing	\$	35,000.00
Sturbridge Anniversary Celebration	\$	0.00
Route 20 Restrooms	\$	8,500.00
Community Support	\$	55,000.00
Total	\$	127,649.06

Or take any action in relation thereto.

Sponsor: Sturbridge Tourist Association

RECOMMENDATION OF THE FINANCE COMMITTEE:

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

RECOMMENDATION OF THE BOARD OF SELECTMEN:

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

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

**ARTICLE 17
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 TWENTY-SEVEN THOUSAND SIX HUNDRED FORTY-NINE AND 00/100 DOLLARS (\$127,649.00) for the following items:

1	Landscaping at Senior Center	\$500.00
2	Library Landscaping	\$2,000.00
3	"Gateway" Signage Account	\$500.00
4	Tree Maintenance – Tree Warden	\$5,000.00
5	Town Common and Cemetery Tree Maintenance	\$500.00
6	Public Restroom Maintenance (Rt. 20)	\$5,000.00
7	Sidewalk Maintenance	\$9,000.00
8	Fire Department Maintenance/Repairs/Upgrades/ Needs consistent with items 1-28 of the Fire Dept Management/Operations Study	\$14,595.00
9	Pagers – Fire Dept.	\$2,334.00
10	Portable Suction Unit – Fire Dept.	\$1,060.00
11	Carbon Monoxide Testing Device – Fire Dept.	\$1,200.00
12	Special Event Overtime – Fire Dept.	\$5,000.00
13	Scott Air Pack Bottles (14) – Fire Dept.	\$7,980.00
14	Vehicle Radio Repeaters (7) – Fire Dept.	\$14,779.00

15	Lucas Chest Compression Machine	\$14,000.00
16	Special Event Overtime – Police Dept.	\$10,000.00
17	(2) In-car Cruiser Video Systems	\$10,540.00
18	Handheld GPS Receivers	\$500.00
19	SLAC / Great Ponds Weed & Safety Program Reimbursement	\$5,000.00
20	Pedestrian Safety Signage – Crosswalks	\$3,000.00
21	Cedar Lake Water Treatment	\$1,700.00
22	Swim Buoys – Cedar Lake Recreation Area	\$322.00
23	Benches for Recreation Area	\$2,300.00
24	Lifeguard Chair – Cedar Lake Rec Area	\$1,800.00
25	Umbrella for Lifeguard Chair	\$164.00
26	Skating Rink Replacement Liner	\$475.00
27	Decorations for Town Common	\$1,200.00
28	Trail Apron Paving	\$4,700.00
29	Side Shed Roof – Riverlands Trailhead	\$2,500.00
	TOTAL	\$127,649.00

Or take any action in relation thereto.

Sponsor: Board of Selectmen

RECOMMENDATION OF THE FINANCE 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 TWENTY-SEVEN THOUSAND SIX HUNDRED FORTY-NINE AND 00/100 DOLLARS (\$127,649.00) for the following items:

1	<i>Flower Barrels</i>	<i>\$ 3,000.00</i>
2	<i>Plantings – Bloom Committee</i>	<i>\$ 2,000.00</i>
3	<i>Landscaping at Senior Center</i>	<i>\$ 500.00</i>
4	<i>Library Landscaping</i>	<i>\$ 4,000.00</i>
5	<i>“Gateway” Signage Account</i>	<i>\$ 2,500.00</i>
6	<i>Tree Maintenance – Tree Warden</i>	<i>\$ 7,000.00</i>
7	<i>Town Common & Cemetery Tree Maintenance</i>	<i>\$ 4,000.00</i>
8	<i>Tree Planting Program – Arbor Day</i>	<i>\$ 2,000.00</i>
9	<i>Sidewalk Maintenance</i>	<i>\$ 12,000.00</i>
10	<i>Pagers – Fire Department</i>	<i>\$ 2,334.00</i>
11	<i>Portable Suction Unit – Fire Department</i>	<i>\$ 1,060.00</i>
12	<i>Carbon Monoxide Testing Device – Fire Department</i>	<i>\$ 1,200.00</i>
13	<i>Special Event Overtime – Fire Department</i>	<i>\$ 5,000.00</i>
14	<i>Scott Air Pack Bottles (14) – Fire Department</i>	<i>\$ 7,980.00</i>
15	<i>Vehicle Radio Repeaters – Fire Department</i>	<i>\$ 14,779.00</i>
16	<i>Special Event Overtime – Police Department</i>	<i>\$ 10,000.00</i>
17	<i>(2) In-Car Cruiser Video Systems</i>	<i>\$ 10,540.00</i>
18	<i>Handheld GPS Receivers</i>	<i>\$ 500.00</i>

19	<i>SLAC / Great Ponds Weed & Safety Program Reimb.</i>	<i>\$ 5,000.00</i>
20	<i>Pedestrian Safety Signage - Crosswalks</i>	<i>\$ 3,000.00</i>
21	<i>Cedar Lake Water Treatment</i>	<i>\$ 1,700.00</i>
22	<i>Town Common Summer Concert Series</i>	<i>\$ 4,000.00</i>
23	<i>Swim Buoys – Cedar Lake Recreation Area</i>	<i>\$ 322.00</i>
24	<i>Benches for Recreation Area</i>	<i>\$ 2,300.00</i>
25	<i>Lifeguard Chair – Cedar Lake Recreation Area</i>	<i>\$ 1,800.00</i>
26	<i>Umbrella for Lifeguard Chair</i>	<i>\$ 164.00</i>
27	<i>Skating Rink Replacement Liner</i>	<i>\$ 475.00</i>
28	<i>Pop-Up Tent for Events on Town Common</i>	<i>\$ 580.00</i>
29	<i>Decorations for Town Common</i>	<i>\$ 2,200.00</i>
30	<i>Turner Field / Town Barn Signage</i>	<i>\$ 2,015.00</i>
31	<i>Trail Apron Paving</i>	<i>\$ 4,700.00</i>
32	<i>Side Shed Roof – Riverlands Trailhead</i>	<i>\$ 2,500.00</i>
33	<i>Street Landscaping</i>	<i>\$ 1,500.00</i>
34	<i>Public Restroom Maintenance (Rt. 20)</i>	<i>\$ 5,000.00</i>
	<i>Total</i>	<i>\$ 127,649.00</i>

Or take any action in relation thereto. Voted 8 – 0.

RECOMMENDATION OF THE BOARD OF SELECTMEN:

That the Town vote to approve the article as written. Voted 5 – 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 18
CAPITAL IMPROVEMENT PLAN**

To see if the Town will vote to transfer from free cash and appropriate the sum of ONE HUNDRED FORTY-FIVE THOUSAND NINE HUNDRED SIXTY-EIGHT AND 00/100 DOLLARS (\$145,968.00) to the Capital Improvement Account for the purpose of funding the following items from the capital improvement plan to be undertaken for the Fiscal Year beginning July 1, 2013:

	Dept.	Item Approved	Amount
1	Police	Police Cruiser Radio Repeater System	\$21,192.00
2	DPW	Heavy Duty Four Post Lift	\$29,040.00
3	DPW	Super Duty Two Post Lift	\$ 8,470.00
4	Police	(20) Portable Radios	\$21,700.00
5	DPW	4x4 1-Ton Dump w/Plow	\$48,891.00
6	Fire/Library	A&E for PSC Garage; Library Roof	\$16,675.00

TOTAL:

\$145,968.00

Or take any action in relation thereto.

Sponsor: Board of Selectmen

RECOMMENDATION OF THE FINANCE COMMITTEE:

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

RECOMMENDATION OF THE BOARD OF SELECTMEN:

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

Summary – This budget funds a portion of the highest rated capital needs of the Town. The Capital Planning Committee uses a ten-factor rating system where each capital request is rated between 0 and 100. The ten factors are: (1) public safety and health, (2) infrastructure needs, (3) quantity of use, (4) efficiency of services, (5) legal requirements, (6) public support, (7) personnel impacts, (8) service impacts, (9) budgetary constraints and (10) administrative needs. The Capital Plan as presented is consistent with the Comprehensive Fiscal Policies presented to the Selectmen and Finance Committee in 2005 to set goals and guidelines. Under this policy, capital expenditures rated as high priorities but costing under \$5,000 are included in department budgets; capital expenditures over \$5,000 and under \$100,000 are included in this article to be funded using free cash; and capital expenditures over \$100,000 are included and recommended as short-term borrowing or raise-and-appropriate articles.

**ARTICLE 19
OPEB TRUST FUND**

To see if the Town will vote to raise and appropriate TEN THOUSAND AND 00/100 DOLLARS (\$10,000.00) to the Other Post-Employment Benefits Liability Trust Fund Account; or take any action in relation thereto.

Sponsor: Finance Director, Town Administrator

RECOMMENDATION OF THE FINANCE COMMITTEE:

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

RECOMMENDATION OF THE BOARD OF SELECTMEN:

That the Town vote to approve the article as written. Voted 5 – 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, dental, prescription or other related benefits provided to eligible retirees. GASB-45 mandates that municipalities account for and, eventually, fund these benefits. The fund was established and capitalized with \$100,000 at the 2011 Annual Meeting. In accordance with the Town’s financial policies, an annual contribution of not less than \$10,000 should be allocated to the fund until such time as the actuarially calculated annual contribution of \$1.25 million can be initiated. The Town of Sturbridge remains proactive relative to most other municipalities in addressing this obligation.

ARTICLE 20
STABILIZATION FUND
(2/3 Vote Required)

To see if the Town will vote to raise and appropriate the sum of ONE HUNDRED FIFTY THOUSAND AND 00/100 (\$150,000), or such other sum or sums to be determined, to the Stabilization Fund; or take any action in relation thereto.

Sponsor: Town Administrator

RECOMMENDATION OF THE FINANCE COMMITTEE:

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

RECOMMENDATION OF THE BOARD OF SELECTMEN:

Recommendation to be provided at Town Meeting.

Summary – The appropriation would bring the Stabilization Fund balance to \$1,405,518. Having cash reserves (general fund + stabilization fund) of 7-10 percent of the annual operating budget is considered to be fiscally responsible by bond rating agencies. In February 2012, Standard & Poor’s confirmed Sturbridge’s “AA” bond rating with a “positive” outlook.

ARTICLE 21
TAX RATE RELIEF

To see if the Town will vote to authorize the Board of Assessors to use the amount of ONE HUNDRED TWENTY THOUSAND AND 00/100 DOLLARS (\$120,000.00) from free cash to lower the tax rate for the fiscal year beginning on July 1, 2013; or take any action in relation thereto.

Sponsor: Board of Selectmen; Town Administrator

RECOMMENDATION OF THE FINANCE COMMITTEE:

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

RECOMMENDATION OF THE BOARD OF SELECTMEN:

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

Summary – The Town has historically utilized available free cash to reduce the tax rate when finances have allowed.

**ARTICLE 22
TRANSFER FROM TAX RATE RELIEF STABILIZATION FUND
(2/3 Vote Required)**

To see if the Town will vote to transfer and authorize the Board of Assessors to use the amount of TWO HUNDRED THOUSAND AND 00/100 DOLLARS (\$200,000.00), and an amount equivalent to the interest accrued to the fund, from the Tax Rate Relief Stabilization Fund to lower the tax rate for the fiscal year beginning on July 1, 2013; or take any action in relation thereto.

or take any action in relation thereto.

Sponsor: Board of Selectmen

RECOMMENDATION OF THE FINANCE COMMITTEE:

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

RECOMMENDATION OF THE BOARD OF SELECTMEN:

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

Summary – This article would transfer \$200,000 originally allocated by the June 2012 Annual Town Meeting for its intended purpose of tax rate relief

**ARTICLE 23
RESCIND ACCEPTANCE OF MGL c. 90, §22B**

To see if the Town will vote to rescind its acceptance of subsections (b) through (k) inclusive of Section 22B of Chapter 90 of the General Laws, entitled “Abandonment of motor vehicles; penalties; non-criminal proceedings,” as adopted by Article G of the October 19, 2009 Special Town Meeting,

Or take any action relative thereto.

Sponsor: Chief of Police

RECOMMENDATION OF THE FINANCE COMMITTEE:

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

RECOMMENDATION OF THE BOARD OF SELECTMEN:

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

Summary – This article would rescind a vote taken at the October 19, 2009 Special Town Meeting and would result in the Town ceasing its role as a civil agent and hearing authority with respect to abandoned motor vehicles. Private towing companies would revert to pursuing delinquent customers through a civil process.

ARTICLE 24

RENEWABLE ENERGY / NET METERING ENERGY AGREEMENT

To see if the Town will vote to authorize the Board of Selectmen to enter into a single power purchase or net metering credit purchase agreement with Blue Wave Capital LLC for a term of more than twenty years for the purchase of electricity and/or net metering credits on such terms and conditions as the Board of Selectmen deems in the best interests of the Town, with such authority to expire if an agreement is not signed by the Board of Selectmen and Blue Wave Capital LLC by June 30, 2014, and to authorize the Board of Selectmen to take all actions necessary to implement and administer such agreement; or take any action relative thereto.

Sponsor: Town Administrator

RECOMMENDATION OF THE FINANCE COMMITTEE:

That the phrase “for a term of more than twenty years” be removed and replaced with “for a term of three years but not to exceed twenty-five years”, and otherwise approve the article as written. Voted 8 – 1.

RECOMMENDATION OF THE BOARD OF SELECTMEN:

Recommendation to be provided at Town Meeting.

Summary – This article would authorize the Board of Selectmen to negotiate a renewable energy purchase agreement for a term exceeding three years. The proposal with BlueWave would run for 20 years, with an optional addition for 5 years, and reduce the municipal electricity costs per kilowatt hour.

ARTICLE 25

PAYMENT IN LIEU OF TAXES AGREEMENT

To see if the Town will vote to approve an Agreement for Payment in Lieu of Taxes (PILOT) pursuant to M.G.L. c. 59, s. 38H (b), or any other enabling authority, between the Town and

Blue Wave Capital LLC for a certain sum and term of years for personal property taxes relating to a renewable energy facility to be installed on portion(s) of land located at 1 Hare Road, Sturbridge, and shown on Assessors Map 22, Parcel 1; or take any other action relative thereto.

Sponsor: Town Administrator

RECOMMENDATION OF THE FINANCE COMMITTEE:

That the words “and real estate” be added after the phrase “personal property” and before “taxes relating to”, and otherwise approve the article as written. Voted 7 – 2.

RECOMMENDATION OF THE BOARD OF SELECTMEN:

Recommendation to be provided at Town Meeting.

Summary – This article would approve an annual payment-in-lieu-of-taxes agreement for any renewable energy facility developed on the referenced property.

ARTICLE 26
MOUNTAINBROOK ROAD BETTERMENT PROJECT
(2/3 Vote Required)

To see if the Town will vote to appropriate THREE HUNDRED THOUSAND AND 00/100 DOLLARS (\$300,000.00) to pay costs of laying out and constructing a system of main drains in Mountainbrook Road with such connections and other drains and works as may be required for a system of drainage, storm water treatment and disposal, including the cost of acquiring land or easements for such purpose, and the payment of all costs incidental and related thereto; that to meet this appropriation, the Treasurer, with the approval of the Selectmen, is authorized to borrow said amount under and pursuant to Chapter 44, Section 7(1) of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor, and that the Board of Selectmen is authorized, pursuant to General Laws, Chapter 83, Sections 14 and 23 and General Laws Chapter 80, to assess proportionately as betterments 100% of the cost to the Town of constructing such system, upon each of those properties that receive benefit thereby, 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.

RECOMMENDATION OF THE BOARD OF SELECTMEN:

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

Summary – This article would fund drainage improvements in the Mountainbrook Road neighborhood to be totally funded by betterment assessments to the properties that benefit from the project.

**TOWN OF STURBRIDGE
SPECIAL TOWN MEETING WARRANT**



**TANTASQUA REGIONAL HIGH SCHOOL
MONDAY, JUNE 3, 2013 @ 7:00 P.M.**

ARTICLE 48

COMMUNITY PRESERVATION ACT – RIVERLANDS

To see if the Town will vote to appropriate the sum of TWENTY-EIGHT THOUSAND SIXTY AND 00/100 DOLLARS (\$28,060.00) from the Community Preservation Act Fund to rehabilitate the Riverlands property at 51 Holland Road by testing the environmental condition of the property and preparing applicable reports for submission to the Department of Environmental Protection; or take any action in relation thereto.

Sponsor: Community Preservation Committee

RECOMMENDATION OF THE FINANCE COMMITTEE:

To amend the article by replacing the word “and” with a “,” between property and preparing; also adding the words “and commencing remediation” after Department of Environmental Protection, and otherwise approve the article as written. Voted 8 – 0.

RECOMMENDATION OF THE BOARD OF SELECTMEN:

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

RECOMMENDATION OF THE COMMUNITY PRESERVATION COMMITTEE:

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

Summary – This article would fund the costs of additional testing and reporting to either achieve site close-out with MassDEP, or, to identify additional required remediation actions at the 51 Holland Road portion of the Riverlands site.

ARTICLE 49

COMMUNITY PRESERVATION ACT – CONSERVATION RESTRICTIONS

To see if the Town will vote to appropriate the sum of TEN THOUSAND TWO HUNDRED AND 00/100 DOLLARS (\$10,200.00) from the Community Preservation Act Fund for the

purpose of assessing the conservation values of and working with consultants and non-profit organizations with the goal of conveying conservation restrictions on the Town-owned parcels of conservation and/or open space land known as the Riverlands property (located at 51 Holland Road, 55 Holland Road, and 52 Stallion Hill Road), the Heins Farm (located at 200 Leadmine Road), Long Pond (located at 55 Champeaux Road), and the Shepard property (located at 80 Route 15), and to authorize the Board of Selectmen and/or the Conservation Commission, as appropriate, to convey the conservation restrictions on the foregoing parcels of land in accordance with G.L. c. 184, as required by G.L. c. 44B, §12(a); or take any action in relation thereto.

Sponsor: Community Preservation Committee

RECOMMENDATION OF THE FINANCE COMMITTEE:

To see if the Town will vote to appropriate the sum of TEN THOUSAND TWO HUNDRED AND 00/100 DOLLARS (\$10,200.00) from the Community Preservation Act Fund with the goal of conveying conservation restrictions on certain CPA funded, Town-owned parcels known as the Riverlands property (located at 51 Holland Road, 55 Holland Road, and 52 Stallion Hill Road), the Heins Farm (located at 200 Leadmine Road), Long Pond (located at 55 Champeaux Road), and the Shepard property (located at 80 Route 15), for the purposes of assessing their conservation values and working with consultants and non-profit organizations with respect to the said properties and to authorize the Board of Selectmen and/or the Conservation Commission, as appropriate, to convey the conservation restrictions on the foregoing parcels of land in accordance with G.L. c. 184, as required by G.L. c. 44B, §12(a); or take any action in relation thereto. Voted 8 – 0.

RECOMMENDATION OF THE BOARD OF SELECTMEN:

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

RECOMMENDATION OF THE COMMUNITY PRESRVATION COMMITTEE:

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

Summary – This article would fund drafting and recording of required conservation restrictions for the named parcels acquired through Community Preservation Act funds. The article also allows for the conveyance of the conservation restrictions to non-profit agencies.

ARTICLE 50
TRANSFER OF FUNDS – WATER DEPT. COSTS
(9/10 Vote Required)

To see if the Town will vote to transfer the sum of SEVENTEEN THOUSAND EIGHT HUNDRED FIFTY-THREE AND 00/100 DOLLARS (\$17,853.00) from the Water Fund

Balance to fund additional maintenance and overtime costs incurred in FY12, or take any action in relation thereto.

Sponsor: Finance Director

RECOMMENDATION OF THE FINANCE COMMITTEE:

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

RECOMMENDATION OF THE BOARD OF SELECTMEN:

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

Summary – This article would transfer funds to cover extraordinary overtime costs for the water department operations. These costs are related to the power outages due to the October 2011 snowstorm and Hurricane Irene.

ARTICLE 51
UNPAID FY12 BILLS – WATER DEPARTMENT
(9/10 Vote Required)

To see if the Town will vote to transfer from the Water Fund Balance the sum of ONE THOUSAND SEVEN HUNDRED FIVE AND 65/100 DOLLARS (\$1,705.65) to pay an outstanding invoice to the Hampshire Council of Governments for electricity, or take any action in relation thereto.

Sponsor: Town Accountant

RECOMMENDATION OF THE FINANCE COMMITTEE:

To amend the article by replacing the word “to” with “from” after the word invoice and before the phrase “the Hampshire Council of Governments”, and otherwise approve the article as written. Voted 7 – 1.

RECOMMENDATION OF THE BOARD OF SELECTMEN:

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

Summary – These invoices were not submitted timely for payment in FY12. The services and/or supplies were received by the Town and payment is due.

ARTICLE 52
TRANSFER FROM FREE CASH

To see if the Town will vote to transfer the sum of ONE HUNDRED EIGHTY THOUSAND AND 00/100 (\$180,000.00) from free cash to the WWTP Project Account #31580 for costs associated with the town-wide Comprehensive Wastewater Management Plan update filed with the Mass. Dept. of Environmental Protection, or take any action relative thereto,

Sponsor: Town Administrator

RECOMMENDATION OF THE FINANCE COMMITTEE:

That the Town take no action on this article. Voted 7 – 0 – 1.

The Finance Committee recommends no action on this article since it goes against longstanding Town practice related to payment for sewer related costs. The study's purpose is to determine areas of Town into which the existing sewer system can be extended or areas of Town that would allow for alternative treatment of wastewater. In essence, those steps would allow the expansion in the number of users of the sewer system in order to lower the cost for all of the users of the sewer system. In a simple example, if there are 5,000 households using the sewer system that costs \$1,000,000 to run, each household would pay \$200 as its share of the costs. In turn, if you expand the system to 10,000 households, the shared cost per household would be \$100.

At the Annual Town Meeting in 2006, the exact same question was posed to the Townspeople in Article 29. At that time, funding was sought and approved from the Sewer Fund Reserve. Several other engineering studies undertaken to add neighborhoods to the sewer system have also been funded through the Sewer Fund Reserve rather than free cash (e.g., Woodside Circle in December 2004).

When the Finance Committee asked the Town Administrator why the amount of \$180,000 was being sought from free cash, the answer was to lessen the impact of the rising sewer rates on ratepayers.

RECOMMENDATION OF THE BOARD OF SELECTMEN:

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

Summary – This article would fund costs associated with the town-wide Comprehensive Wastewater Management Plan filed with the Mass. Dept. of Environmental Protection outlining all current and potential sewer use districts. This article would remove this study from being paid only by existing sewer rate-payers.

ARTICLE 53
TRANSFER OF FUNDS – SEWER DEPT. COSTS

To see if the Town will vote to transfer the sum of FOUR HUNDRED EIGHTY-EIGHT THOUSAND FIVE HUNDRED FIFTY-SIX AND 00/100 DOLLARS (\$488,556.00) from the Sewer Fund Balance to the WWTP Project Account #31580 to cover costs associated with the WWTP project that were ineligible for funding through the Mass. Water Pollution Abatement Trust, or take any action in relation thereto.

Sponsor: Finance Director

RECOMMENDATION OF THE FINANCE COMMITTEE:

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

RECOMMENDATION OF THE BOARD OF SELECTMEN:

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

Summary – This article will serve to fund cover costs associated with the WWTP project that were ineligible for funding through the Mass. Water Pollution Abatement Trust. The final amount required is dependent upon the outcome of Article 52 above.

ARTICLE 54
CIVIL FINGERPRINTING BY-LAW

To see whether the Town will vote, as authorized by Chapter 256 of the Acts of 2010, and incorporated into the Massachusetts General Laws as Chapter 6, Section 172 B1/2, to establish a new Chapter 7.80 in the General Bylaws, which Bylaw would enable the Police Department to conduct State and Federal fingerprint Based Criminal History checks for individuals applying for certain occupational licenses as follows:

7.80 CIVIL FINGERPRINTING BYLAW

7.81: Purpose and Scope

This by-law authorizes the Police Department to conduct state and national fingerprint based criminal history checks for individuals applying for specific licenses in Town to enhance public safety, as authorized by Massachusetts General Laws Chapter 6, Section 172B½. To carry out the criminal history checks authorized by this by-law, the Police Department shall be authorized to use state and Federal Bureau of Investigation (“FBI”) records, provided, however, that such records shall not be disseminated to unauthorized entities and shall be maintained and disclosed in accordance with all applicable law.

The by-law further authorizes the Board of Selectmen, in consultation with the Chief of Police, to promulgate regulations to implement this by-law, which may include, but shall not be

limited to establishment of submission deadlines, procedures for making recommendations to the licensing authority or making a licensing as a result of the criminal history check, procedures for assessing, correcting or amending any such record, criteria for fitness determinations, security of information obtained and penalties for failure to comply with this by-law.

7.82: Criminal History Check Authorization

The Police Department shall, as authorized by Massachusetts General Laws Chapter 6, Section 172B½, conduct State and Federal Fingerprint Based Criminal History checks for individuals and entities, including the “responsible manager” listed on the license application, for the following licenses:

- Solicitors and Peddling or other Door-to-Door Salespeople, in accordance with the licensing requirements set forth in General Bylaw 7.00
- Pawn Dealers
- Hackney and Livery Drivers, and
- Ice Cream Truck

At the time of fingerprinting, the Police Department shall notify the individual being fingerprinted that the fingerprints will be used to check the individual's criminal history records and obtain the individual's consent. After the applicant completes a consent form, provides his/her fingerprints and the appropriate fee, the Police Department shall transmit the fingerprints it has obtained pursuant to this by-law to the Identification Section of the Massachusetts State Police, the Massachusetts Department of Criminal Justice Information Services (“DCJIS”), and/or the FBI or the successors of such agencies as may be necessary for the purpose of conducting fingerprint-based state and national criminal records background checks for the license applicants specified in this by-law.

The Town authorizes the Massachusetts State Police, the DCIS and the FBI and their successors, as may be applicable, to conduct fingerprint-based state and national criminal record background checks, including of FBI records, consistent with this by-law. The Town authorizes the Police Department to receive and utilize State and FBI records in connection with such background checks, consistent with this by-law and its implementing regulations. In accordance with its implementing regulations, the Police Department shall communicate the results of fingerprint-based criminal record background checks to the appropriate governmental licensing authority within the Town.

7.83: Use of Criminal Record by Licensing Authorities

Licensing authorities of the Town shall utilize the results of fingerprint-based criminal record background checks for the sole purpose of determining the suitability of the subjects of the checks in connection with the license applications specified in this by-law. A Town licensing authority may deny an application for a license on the basis of the results of a fingerprint-based criminal record background check if it determines that the results of the check render the subject unsuitable for the proposed licensed activity. The licensing authority shall consider all applicable

laws, regulations and Town policies bearing on an applicant's suitability in making this determination.

Licensing authorities of the Town are hereby authorized to deny an application for any license specified herein and in the implementing regulations, including renewals and transfers of said licenses, from any person who is determined unfit for the license due to information obtained pursuant to this by-law. Factors that shall be considered in making a determination of fitness shall include, but not be limited to, whether the record subject has been convicted of, or is under pending indictment for a crime, that bears upon the subject's ability or fitness to serve in that capacity, including any felony or a misdemeanor that involved force or threat of force, possession of a controlled substance, or sex-related offense.

7.84: Fees

The fee charged by the Police Department for the purpose of conducting fingerprint-based criminal record background checks shall be one hundred dollars (\$100) for each fingerprinting and criminal history check. A portion of the fee, as specified in Massachusetts General Laws Chapter 6, Section 172B½, shall be deposited into the Firearms Fingerprint Identity Verification Trust Fund, and the remainder of the fee may be retained by the Town for costs associated with the administration of the fingerprinting system.

7.85: Effective Date

This by-law shall take effect after compliance with Massachusetts General Laws Chapter 40, Section 32 have been met.

or take any other action relative thereto.

Sponsor: Chief of Police

RECOMMENDATION OF THE FINANCE COMMITTEE:

That the Town take no action on this article. Voted 7 – 1.

Although the intent behind this bylaw appears to be beneficial, the way it is enacted via the bylaw leaves the Finance Committee with several concerns.

The language of the bylaw allows the licensing authorities of the Town to use the results of this background check in making its decision. Is it appropriate that members of the licensing authority see the legal history of an applicant? Instead, we believe the bylaw should only allow the licensing authorities to set the criteria for which a license can be granted or denied. Using that criteria, the Police Department could simply provide a Yes or No answer as whether the applicant meets the criteria set forth by the licensing authorities.

In the event an application is denied, this bylaw does not define an appeals process for the applicant. Further, the bylaw does not discuss the disposition of these records once they are obtained. Should the detailed history of the applicant be destroyed once the appeal process deadline expires, or should it be retained for some specified length of time?

The bylaw also fails to specify if it is applicable only the first time an applicant applies for a license or for each subsequent renewal as well.

RECOMMENDATION OF THE BOARD OF SELECTMEN:

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

Summary – This article would allow the Town to conduct fingerprinting of applicants for the above-named licenses for the purpose of conducting a fingerprint based state and national criminal background check.

APPENDIX A
ANNUAL ACCOUNTING OF REVOLVING FUNDS

July 1, 2011 - June 30, 2012

RECREATION REVOLVING FUND

Starting Balance	\$	31,460.86
Revenue	\$	26,721.34
Expenditures	\$	23,971.88
Ending Balance	\$	34,210.32

PLANNING DEPARTMENT REVOLVING FUND

Starting Balance	\$	767.00
Revenue	\$	-
Expenditures	\$	-
Ending Balance	\$	767.00

FIRE DEPARTMENT HAZMAT REVOLVING FUND

Starting Balance	\$	3,061.98
Revenue	\$	-
Expenditures	\$	-
Ending Balance	\$	3,061.98

CONSERVATION COMMISSION REVOLVING FUND (PUBLIC LANDS)

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

SENIOR CENTER REVOLVING FUND

Starting Balance	\$	176.02
Revenue	\$	6,537.73
Expenditures	\$	2,528.94
Ending Balance	\$	4,184.81

STURBRIDGE TOURIST ASSOCIATION REVOLVING FUND

Starting Balance	\$	8,622.19
Revenues	\$	-
Expenditures	\$	4,561.84
Ending Balance	\$	4,060.35

BOARD OF HEALTH REVOLVING FUND

Starting Balance	\$	16,394.79
Revenues	\$	12,381.00
Expenditures	\$	5,342.50
Ending Balance	\$	23,433.29

APPENDIX B

**COMMUNITY PRESERVATION COMMITTEE REPORT TO THE FINANCE COMMITTEE
FY2014 ANNUAL TOWN MEETING**

The Community Preservation Committee looks forward to presenting two articles to the voters at the June 03, 2013 Annual Town Meeting.

ADMINISTRATIVE PROPOSAL – ANNUAL TOWN MEETING, JUNE 03, 2013:

- 1) To appropriate the sum of \$8,700.00 of CPA Funds for the purpose of field condition assessment of the North Cemetery and related administrative costs.

- 2) To appropriate the sum of \$10,200.00 of CPA funds for the purpose of conveying conservation restrictions on certain CPA funded, Town-owned parcels known as the Riverlands property, the Heins Farm, Long Pond and the Shepard property.

- 3) To appropriate the sum of \$28,060.00 of CPA funds to rehabilitate the Riverlands property at 51 Holland Road by testing the environmental condition of the property and preparing applicable reports for submission to the Department of Environmental Protection ; or take any action in relation thereto.

- 4) To raise and appropriate CPA funds in the amount of \$14,500.00 for the purpose of administrative costs relating to CPA projects.

CPA Revenue for FY13 and FY14:

FY13

State Revenue from FY13	\$162,860.00
FY13 Surcharge Committed	\$391,108.34
Interest Earned to Date	\$ 4,907.48
Total FY13 Revenues	\$558,875.82

FY14

Anticipated State Revenue from FY14	\$160,000.00
Anticipated FY14 Surcharge	\$390,000.00
Estimated Interest to Earn	\$ 9,800.00
Total Anticipated FY14 Revenues	\$559,800.00

As per Massachusetts General Laws Chapter 44B the definition of the headings shown in “Fund Balance Table” are as follows:

"Open space", shall include, but not be limited to, land to protect existing and future well fields, aquifers and recharge areas, watershed land, agricultural land, grasslands, fields, forest land, fresh and salt water marshes and other wetlands, ocean, river, stream, lake and pond frontage, beaches, dunes and other coastal lands, lands to protect scenic vistas, land for wildlife or nature preserve and land for recreational use.

"Historic resources", a building, structure, vessel, real property, document or artifact that is listed or eligible for listing on the state register of historic places or has been determined by the local historic preservation commission to be significant in the history, archeology, architecture or culture of a city or town.

"Community housing", low and moderate income housing for individuals and families, including low or moderate income senior housing.

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

<u>Community Preservation - Fund Balances</u>						
		Undesignated	Open	Historic	Community	Total
		<u>Fund Balance</u>	<u>Space</u>	<u>Resources</u>	<u>Housing</u>	<u>All Funds</u>
		1,311,550.34	117,373.45	145,088.99	403,533.45	1,977,546.23
FY13 Beginning Balance						
Heins Debt		3,360	61,000			
OSV Debt		110,925				
Stallion Hill/Holland Road Debt		114,500				
Town Hall Renovation Debt		35,857		89,000		
ATM 6/4/2012 Article 5 Administrative Expenses		\$14,500.00				
Estimated Fund Balance after FY13 ATM		1,032,408.34	56,373.45	56,088.99	403,533.45	1,548,404.23
FY14 Proposed Warrant Articles		46,960.00				
Heins Debt		6,760.00	56,000.00			
OSV Debt		108,125.00				
Stallion Hill/Holland Road Debt		111,500.00				
Town Hall Renovation Debt		66,607.00		56,000.00		
Article - Administrative Expenses		\$14,500.00				
Estimated Fund Balance after FY13 ATM		677,956.34	373.45	88.99	403,533.45	1,081,952.23

Respectfully Submitted, Penny Dumas, Chair

Appendix C - FY 2014 Outstanding Debt

Sources of Funding - Amounts Outstanding	
Property Taxes	\$ 238,550.00
Property Taxes - Debt Exclusion	\$ 22,993,253.13
Betterment Assessment	\$ 7,111,989.87
Water Fees	\$ 10,090,052.69
Sewer Fees	\$ 19,707,000.83
CPA Funds	\$ 3,933,526.87

Project	Issue Date	Maturity Date	Source of Funding	Principal Issued	Total Interest on Loan	Outstanding Principal	Outstanding Interest	FY14 Loan Payment
Well #1	2/15/2012	11/1/2031	Water Fees	\$ 1,620,500.00	\$ 462,300.44	\$ 1,535,000.00	\$ 411,550.00	\$ 125,050.00
Route 131 Waterline	2/15/2011	11/15/2030	Water Fees	\$ 1,557,000.00	\$ 627,191.88	\$ 1,395,000.00	\$ 498,893.75	\$ 132,112.50
Water Tower Replacement*	2/15/2011	11/15/2017	Water Fees	\$ 203,000.00	\$ 27,330.00	\$ 145,000.00	\$ 12,900.00	\$ 34,600.00
New Boston Road Waterline*	2/15/2011	11/15/2017	Water Fees	\$ 129,000.00	\$ 16,627.50	\$ 90,000.00	\$ 7,600.00	\$ 22,800.00
McGregory Road Waterline*	2/15/2011	11/15/2017	Water Fees	\$ 94,000.00	\$ 11,840.00	\$ 65,000.00	\$ 5,300.00	\$ 17,000.00
Rt. 20 Waterline*	2/15/2011	11/15/2017	Water Fees	\$ 84,000.00	\$ 10,565.00	\$ 55,000.00	\$ 4,700.00	\$ 16,700.00
Well #4	2011	2040	Water Fees	\$ 2,178,500.00	\$ 1,600,408.92	\$ 2,099,215.40	\$ 1,427,683.52	\$ 126,005.00
Well #4	2012	2041	Water Fees	\$ 734,500.00	\$ 512,300.70	\$ 685,532.00	\$ 447,297.48	\$ 55,332.94
Well #4	2012	2041	Water Fees	\$ 856,000.00	\$ 464,369.85	\$ 798,932.00	\$ 405,448.54	\$ 56,496.62
WWTP Upgrade	2/15/2011	11/15/2030	Sewer Fees	\$ 1,095,000.00	\$ 447,312.50	\$ 985,000.00	\$ 356,725.00	\$ 91,900.00
WWTP Upgrade*	2/15/2011	11/15/2017	Sewer Fees	\$ 173,000.00	\$ 23,892.50	\$ 125,000.00	\$ 11,500.00	\$ 29,000.00
WWTP Upgrade	2010	2030	Sewer Fees	\$ 5,971,293.00	\$ 1,435,491.63	\$ 5,475,808.00	\$ 1,122,812.12	\$ 370,260.67
WWTP Upgrade	2012	2031	Sewer Fees	\$ 9,026,495.00	\$ 2,192,092.63	\$ 9,026,495.00	\$ 2,079,010.71	\$ 555,275.48
Southbridge Sewer Connection*	2/15/2011	11/15/2021	Sewer Fees	\$ 510,000.00	\$ 109,612.50	\$ 455,000.00	\$ 69,650.00	\$ 69,950.00
Big Alum Sewer Project*	2/15/2012	11/1/2025	Betterment Assessment	\$ 820,000.00	\$ 153,606.94	\$ 760,000.00	\$ 129,606.25	\$ 78,512.50
Big Alum Sewer Project*	2/15/2012	11/1/2025	Betterment Assessment	\$ 155,000.00	\$ 27,209.44	\$ 140,000.00	\$ 22,787.50	\$ 18,325.00
Big Alum Sewer Project*	2/15/2012	11/1/2025	Betterment Assessment	\$ 775,000.00	\$ 146,899.72	\$ 715,000.00	\$ 124,231.25	\$ 72,462.50
Woodside Circle Sewer Project*	2/15/2012	11/1/2028	Betterment Assessment	\$ 730,000.00	\$ 170,122.78	\$ 685,000.00	\$ 147,925.00	\$ 62,350.00
Phase 2 Sewer Project*	2/15/2011	11/15/2017	Betterment Assessment	\$ 69,000.00	\$ 9,552.50	\$ 50,000.00	\$ 4,600.00	\$ 11,600.00
Phase 2 Sewer Project*	2/15/2011	11/15/2021	Betterment Assessment	\$ 165,000.00	\$ 34,259.38	\$ 140,000.00	\$ 21,343.75	\$ 24,562.50
Phase 3 Sewer Project*	2005	2019	Betterment Assessment	\$ 2,084,276.19	\$ 422,884.35	\$ 1,016,668.30	\$ 50,595.58	\$ 175,751.66
Phase 3 Sewer Project*	2/15/2011	11/15/2021	Betterment Assessment	\$ 2,220,000.00	\$ 478,862.50	\$ 1,985,000.00	\$ 304,800.00	\$ 300,350.00
Cedar Lake Sewer Project	2005	2019	Betterment Assessment	\$ 46,376.50	\$ 9,671.09	\$ 24,089.23	\$ 1,660.17	\$ 3,513.20
Cedar Lake Sewer Project	2005	2019	Betterment Assessment	\$ 1,423,944.36	\$ 297,077.82	\$ 738,080.72	\$ 50,602.12	\$ 113,791.47
Pumper Truck	2/15/2011	11/15/2014	Property Taxes	\$ 214,000.00	\$ 16,302.50	\$ 100,000.00	\$ 3,250.00	\$ 52,500.00
School Schematic	2/15/2011	11/15/2015	Property Taxes	\$ 186,671.00	\$ 16,950.10	\$ 110,000.00	\$ 5,000.00	\$ 42,900.00
Dump Truck	8/1/2009	8/1/2013	Property Taxes	\$ 96,000.00	\$ 6,550.00	\$ 20,000.00	\$ 300.00	\$ 20,300.00
Burgess Elementary School	2/15/2011	11/15/2030	Property Taxes - Debt Exclusion	\$ 9,000,000.00	\$ 3,696,187.50	\$ 8,100,000.00	\$ 2,950,875.00	\$ 753,750.00
Burgess Elementary School	2/15/2012	11/1/2031	Property Taxes - Debt Exclusion	\$ 6,700,500.00	\$ 1,932,156.83	\$ 6,365,000.00	\$ 1,721,481.25	\$ 501,662.50
Town Hall	8/1/2009	8/1/2029	Property Taxes - Debt Exclusion	\$ 3,437,502.00	\$ 1,378,875.05	\$ 2,895,000.00	\$ 960,896.88	\$ 283,293.75
Town Hall	8/1/2009	8/1/2029	CPA Funds	\$ 1,497,798.00	\$ 612,726.20	\$ 1,270,000.00	\$ 429,721.87	\$ 122,606.25
Stallion/Holland Road Land Acquisition	8/1/2009	8/1/2016	CPA Funds	\$ 700,000.00	\$ 89,500.00	\$ 400,000.00	\$ 27,500.00	\$ 111,500.00
OSV Land Acquisition	6/15/2006	6/15/2026	CPA Funds	\$ 1,350,000.00	\$ 616,260.00	\$ 870,000.00	\$ 257,785.00	\$ 108,125.00
Heins Farm Land Acquisition	6/15/2006	6/15/2026	CPA Funds	\$ 800,000.00	\$ 371,040.00	\$ 520,000.00	\$ 158,520.00	\$ 62,760.00
*Refunded			Totals:	\$ 56,703,356.05	\$ 18,428,030.75	\$ 49,839,820.65	\$ 14,234,552.74	\$ 4,623,099.54

APPENDIX D GLOSSARY OF TERMS

The following definitions, clarifications and explanations are designed to acquaint newcomers and remind longtime residents of abbreviations, terms and slang often used in discussing Town operations and finances. It appears for the first time in this report and additions to it are expected in coming years.

Annual Town Meeting

The public session, conducted by the elected Moderator, when any Sturbridge registered voter may speak and vote on the articles (specific items) making up the Warrant (agenda). Sturbridge operates an Open Meeting, as distinct from a Representative Meeting (voters elect from their number the members of the meeting who speak and vote). From time to time, Special Town Meetings are held in the normal conduct of local governmental operations.

Board of Selectmen

The elected executive body. It appoints the Town Administrator and oversees the work of that official. The Selectmen are directly responsible to the voters.

Charter or Town Charter

The fundamental document defining and describing the purposes, organization and functions of this community's local government. It serves as an "operator's manual," under the Constitution of the Commonwealth of Massachusetts, which is the master document. The Charter can be found beginning on Page 205 of the current Annual Town Report, dated 2012, which is available at www.town.sturbridge.ma.us, an in bound copies at Town Hall.

CIP

Abbreviation for the tax rate of Commercial-Industrial-Personal Property, as distinct from the tax rate for residential property.

Finance Committee or FinCom

Appointed by the elected Town Moderator, it reviews all Annual Town Meeting and Special Town Meeting articles, and recommends to the voters any action they may choose to take. The FinCom members are directly responsible to the Moderator and, through him, to the voters.

OPEB

Other Post Employment Benefits for which Town government retirees may be eligible. For details, visit www.mass.gov/anf/opeb-commission.html.

Prop. 2-1/2 Levy Limit

The limit on year-to-year-increases in the tax levy after which a special vote is required to authorize local government spending. For a primer on Prop. 2-1/2 and the exemptions to it, visit www.mass.gov/dor/docs/dls/publ/misc/levylimits.pdf

Snow and Ice Account

The only part of the Town budget that may be overspent without prior voter approval, for public safety reasons.

Town Administrator or TA

The chief administrative officer to whom the department heads and certain other Town officials report. The TA is directly responsible to the Board of Selectmen.

Veolia

The name of the global company that manages, under contract, the Town's water supply. For information about the company, visit www.veoliawater.com.

WWTP

Waste Water Treatment Plant, a Town facility.

FORMULA FOR CALCULATING THE TAX RATE

GENERAL FUND EXPENDITURES	\$	27,404,604
ADDITIONAL EXPENSES TO BE RAISED	\$	497,344
RAISE AND APPROPRIATE ARTICLES	\$	160,000
TOTAL EXPENDITURES (as recommended by the Finance Committee)	\$	28,061,948
STATE AID	\$	3,636,412
LOCAL REVENUES	\$	3,128,780
FREE CASH/STABILIZATION FUND USED TO OFFSET TAX RATE	\$	320,000
TOTAL REVENUES AVAILABLE	\$	7,085,192
NET AMOUNT TO BE RAISED BY TAXATION*	\$	20,976,756
PROJECTED ASSESSED VALUATION	\$	1,111,040,244
ESTIMATED PROPOSITION 2 1/2 LEVY LIMIT	\$	21,464,673
EXCESS LEVY CAPACITY	\$	487,917
PROJECTED TAX RATE (for Residential property)	\$	18.23
% TAX RATE INCREASE (for Residential property)		1.56%
PROJECTED TAX RATE (for Commercial / Industrial / Personal property)	\$	21.71
% TAX RATE INCREASE (for Commercial / Industrial / Personal property)		1.54%
For a residential property assessed at \$300,000, the FY14 property tax bill is estimated to be	\$	5,469
For a residential property assessed at \$300,000, the FY13 property tax bill is	\$	5,385

* Note: Projected tax rate is based on an estimated assessed valuation. Final figures are subject to change based on actual certified values by the Department of Revenue.