

MAR 31 '11 AM 9:12

**TOWN OF UXBRIDGE**  
**21 S. MAIN STREET, UXBRIDGE, MA 01569 – 508-278-8600**  
**BOARD OF SELECTMEN'S MEETING MINUTES**  
**BOARD OF SELECTMEN'S MEETING ROOM**  
**MONDAY, MARCH 14, 2011 – 7:10PM**

Present: Chair Beth A. Pitman, Vice-Chair Bruce Desilets, Clerk Jay Cahill, Selectman Cari Kay Robertson and Selectman Peter Baghdasarian. Also present Town Manager Michael Szlosek and Administrative Assistant Tracey Ante.

*NOTE: Some matters may have been taken out of agenda order but are presented below based on agenda order for ease of location information.*

**I. CALL TO ORDER**

- A. Announcements – The Town Manager announced Senator Moore is planning a district day in Uxbridge on Wednesday, 3/23/11 at Town Hall. Department Heads and Elected Officials are encouraged to attend.
- B. Citizen's Forum – None

**II. PUBLIC HEARING**

FY 2011/2012 Water and Sewer Rates and Rate Structure – The Chair opened the public hearing. Mr. David Genereux was present and presented two options to the Board. Option A is to level fund water and sewer rates for the year and Option B is to reduce the rates in order to level bill the average residential ratepayer (memorandum dated 2/8/11 attached to the minutes). There was no public comment. The Chair closed the public hearing. Following discussion, **MOTION** by Mr. Cahill that the Board vote to set the consumption and capital improvement fee rates listed in the column marked Option B as posted in the notice of public hearing advertised in the Worcester Telegram on Monday 3/2/11 for the FY11 and FY12 water /sewer billing cycle with the rates effective 4/1/11. Seconded by Mr. Desilets, the motion carried unanimously (posting attached to the minutes).

**III. MEETING MINUTES**

Approve 2/14/11 - Meeting Minutes – **MOTION** by Ms. Robertson to approve the 2/14/11 Meeting Minutes, as amended. Seconded by Mr. Desilets, the motion carried unanimously.

Approve 2/28/11 – Meeting Minutes – **MOTION** by Ms. Robertson to approve the 2/28/11 Meeting Minutes, as amended. Seconded by Mr. Desilets, the motion carried 4-0-1 (Mr. Cahill abstained).

Approve 2/28/11 – Executive Session Meeting Minutes - **MOTION** by Ms. Robertson to approve the 2/28/11 Executive Session Meeting Minutes. Seconded by Ms. Pitman, the motion carried 4-0-1 (Mr. Cahill abstained).

Approve 3/14/11 – 7:00PM Meeting Minutes – The Board passed over.

**IV. OLD BUSINESS**

- A. New High School Project/SBC Meeting Update – Mr. Desilets updated the Board as to the status of the project. He advised the project has started and the entrance is being cleared. The bid opening is scheduled for 3/17/11 at Town Hall. The next scheduled joint BOS/SBC meeting to approve the final



GMP is scheduled for 3/30/11 at the High School. The firewood will be put up for auction. The Town Manager will follow-up.

- B. Discussion/Action: Cedar Woods (Anthony and Giacamo Ways) Eminent Domain Taking, BOS to sponsor SATM Warrant article – Atty. Knapik was present on behalf of the residents of the Cedar Woods subdivision and provided a brief history. Residents are requesting the town take the streets by eminent domain. Town Counsel has reviewed the documents. It was discussed residents also submitted a citizen’s petition just in case the Board declined to sponsor the article. Discussion ensued. **MOTION by Mr. Cahill that the Board sponsor and include Article 20 Street Acceptance Anthony’s Way and Article 21 Street Acceptance for Giacamo Way in the ATM Warrant of 5/10/11. Seconded by Mr. Baghdasarian, the motion carried 3-2 (Ms. Robertson and Mr. Desilets opposed).**
- C. Discussion/Action: Town Manager Goals/Contract – Pros/Cons review, recommendations, next steps – The Board discussed the Town Manager goals, contract, timelines and performance. Discussion ensued. **MOTION by Ms. Robertson that the Board enter into contract negotiations for a new contract with the Town Manager. Seconded by Mr. Cahill, the motion was 2-3. MOTION FAILED (Mr. Cahill, Ms. Pitman and Mr. Desilets opposed).**
- D. Discussion/Action/Endorse: SATM Warrant – Vote inclusion of warrant articles

ARTICLE 1: REPORTS

**MOTION by Ms. Robertson that the Board include Article 1: Reports in the ATM Warrant of 5/10/11. Seconded by Mr. Desilets, the motion carried unanimously.**

ARTICLE 2: FY11 INTER/INTRA DEPARTMENTAL TRANSFERS

**MOTION by Ms. Robertson that the Board include Article 2: Inter/Intra Departmental Transfers in the ATM Warrant of 5/10/11. Seconded by Mr. Baghdasarian, the motion carried unanimously.**

ARTICLE 3: PRIOR YEAR BILLS

**MOTION by Ms. Robertson that the Board include Article 3: Prior Year Bills in the ATM Warrant of 5/10/11. Seconded by Mr. Baghdasarian, the motion carried unanimously.**

ARTICLE 4: TOWN BUDGET

**MOTION by Ms. Robertson that the Board include Article 4: Town Budget in the ATM Warrant of 5/10/11. Seconded by Mr. Baghdasarian, the motion carried unanimously.**

ARTICLE 5: REVOLVING FUND ACCOUNTS

**MOTION by Ms. Robertson that the Board include Article 5: Revolving Fund Accounts in the ATM Warrant of 5/10/11. Seconded by Mr. Desilets, the motion carried unanimously.**

ARTICLE 6: WASTEWATER DEPARTMENT BUDGET (ENTERPRISE FUND)

**MOTION by Ms. Robertson that the Board include Article 6: Wastewater Department Budget (Enterprise Fund) in the ATM Warrant of 5/10/11. Seconded by Mr. Baghdasarian, the motion carried unanimously.**

ARTICLE 7: WATER DEPARTMENT BUDGET (ENTERPRISE FUND)

**MOTION by Ms. Robertson that the Board include Article 7: Water Department Budget (Enterprise Fund) in the ATM Warrant of 5/10/11. Seconded by Mr. Baghdasarian, the motion carried unanimously.**

ARTICLE 8: AMBULANCE DIVISION BUDGET (ENTERPRISE FUND)

**MOTION by Ms. Robertson that the Board include Article 8: Ambulance Division Budget (Enterprise Fund) in the ATM Warrant of 5/10/11. Seconded by Mr. Baghdasarian, the motion carried unanimously.**

ARTICLE 9: COMMUNITY ACCESS TELEVISION BUDGET

**MOTION by Ms. Robertson that the Board include Article 9: Community Access Television Budget in the ATM Warrant of 5/10/11. Seconded by Mr. Desilets, the motion carried unanimously.**

ARTICLE 10: TRANSFER FROM AMBULANCE ENTERPRISE FUND TO THE AMBULANCE EXPENSE ACCOUNT



**MOTION by Mr. Cahill that the Board exclude Article 10: Transfer from Ambulance Enterprise Fund to the Ambulance Expense Account from the ATM Warrant of 5/10/11. Seconded by Mr. Baghdasarian, the motion carried unanimously. This will be covered in the Inter/Intra Transfers.**

**ARTICLE 11: BORROWING AUTHORIZATION - NEW FRONT END LOADER**

**MOTION by Ms. Robertson that the Board include Article 11: Borrowing Authorization – New Front End Loader in the ATM Warrant of 5/10/11. Seconded by Mr. Desilets, the motion carried unanimously.**

**ARTICLE 12: BORROWING AUTHORIZATION - NEW COMBINATION DUMP TRUCK**

**MOTION by Ms. Robertson that the Board include Article 12: Borrowing Authorization – New Combination Dump Truck in the ATM Warrant of 5/10/11. Seconded by Mr. Desilets, the motion carried unanimously.**

**ARTICLE 13: FUNDING A NEW WATER ENTERPRISE CAPITAL ACCOUNT FROM SURPLUS WATER ENTERPRISE CAPITAL FUNDS**

**MOTION by Ms. Robertson that the Board include and sponsor Article 13: Funding a New Water Enterprise Capital Account from Surplus Water Enterprise Capital Funds in the ATM Warrant of 5/10/11. Seconded by Mr. Baghdasarian, the motion carried unanimously.**

**ARTICLE 14: FUNDING APPROPRIATION FOR THE PURCHASE OF CABLE PEG ACCESS EQUIPMENT**

**MOTION by Ms. Robertson that the Board sponsor and include Article 14: Funding Appropriation for the Purchase of Cable Peg Access in the ATM Warrant of 5/10/11. Seconded by Mr. Desilets, the motion carried 4-0-1 (Mr. Baghdasarian abstained).**

**ARTICLE 15: ACCEPTANCE OF MASSACHUSETTS GENERAL LAW CHAPTER 59, SECTION 5, CLAUSE 56 RELATIVE TO NATIONAL GUARD MEMBERS AND MILITARY RESERVISTS DEPLOYED OUTSIDE THE U.S.**

**MOTION by Mr. Cahill that the Board include Article 15: Acceptance of Massachusetts General Law Chapter 59, Section 5, Clause 56 Relative to National Guard Members and Military Reservists Deployed Outside the U.S. in the ATM Warrant of 5/10/11, sponsored by the Finance Director. Seconded by Mr. Desilets, the motion carried unanimously.**

**ARTICLE 16: ACCEPTANCE OF MASSACHUSETTS GENERAL LAW CHAPTER 59, SECTION 5, CLAUSE 57 RELATIVE TO SENIORS ELIGIBLE FOR STATE CIRCUIT BREAKER TAX CREDIT**

**MOTION by Mr. Desilets that the Board include Article 16: Acceptance of Massachusetts General Law Chapter 59, Section 5, Clause 57 Relative to Seniors Eligible for State Circuit Breaker and Tax Credit in the ATM Warrant of 5/10/11, sponsored by the Finance Director. Seconded by Mr. Cahill, the motion carried 4-1 (Ms. Robertson opposed).**

**ARTICLE 17: AMEND THE FLOODPLAIN OVERLAY DISTRICT OF THE ZONING BYLAWS ARTICLE VIII, SECTION 4-37**

**MOTION by Ms. Robertson that the Board include Article 17: Amend the Floodplain Overlay District of the Zoning Bylaws Article VIII, Section 4-37 in the ATM Warrant of 5/10/11. Seconded by Mr. Cahill, the motion carried unanimously.**

**ARTICLE 18: AMEND THE ZONING BYLAWS – APPENDIX A TABLE OF USE REGULATIONS**

**MOTION by Mr. Desilets that the Board include Article 18: Amend the Zoning Bylaws – Appendix A Table of Use Regulations in the ATM Warrant of 5/10/11. Seconded by Mr. Cahill, the motion carried 4-0-1 (Ms. Robertson abstained).**

**ARTICLE 19: CITIZEN’S PETITION - STREET ACCEPTANCE – GLEN STREET AND LEE STREET**

**MOTION by Mr. Cahill that the Board include Article 19: Citizen’s Petition for Street Acceptance – Glenn Street and Lee Street in the ATM Warrant of 5/10/11. Seconded by Mr. Baghdasarian, the motion carried unanimously.**



ARTICLE 20: STREET ACCEPTANCE – ANTHONY’S WAY

**MOTION by Mr. Cahill that the Board sponsor and include Article 20: Street Acceptance – Anthony’s Way in the ATM Warrant of 5/10/11. Seconded by Mr. Baghdasarian, the motion carried 3-2 (Ms. Robertson and Mr. Desilets opposed).**

ARTICLE 21: STREET ACCEPTANCE – GIACAMO WAY

**MOTION by Mr. Cahill that the Board sponsor and include Article 21: Street Acceptance – Giacomo Way in the ATM Warrant of 5/10/11. Seconded by Mr. Baghdasarian, the motion carried 3-2 (Ms. Robertson and Mr. Desilets opposed).**

ARTICLE 22: CITIZEN’S PETITION - STREET ACCEPTANCE ANTHONY’S WAY AND GIACAMO WAY **MOTION by Ms. Robertson that the Board include Article 22: Citizen’s Petition – Street Acceptance Anthony’s Way and Giacomo Way in the ATM Warrant of 5/10/11. Seconded by Mr. Desilets, the motion carried unanimously.**

ARTICLE 23: AMEND SECTION 6: THE BUDGET OF THE UXBRIDGE HOME RULE CHARTER

**MOTION by Mr. Baghdasarian that the Board sponsor and include Article 23: Amend Section 6: the Budget of the Uxbridge Home Rule Charter in the ATM Warrant of 5/10/11. Seconded by Mr. Cahill, the motion carried unanimously.**

ARTICLE 24: AMEND THE GENERAL BY-LAWS TO REDUCE THE COUNCIL ON AGING BOARD FROM ELEVEN (11) TO SEVEN (7) MEMBERS

**MOTION by Ms. Pitman that the Board include Article 24: Amend the General By-laws to reduce the Council on Aging Board from eleven (11) to seven (7) members in the ATM Warrant of 5/10/11, sponsored by the Council on Aging. Seconded by Mr. Cahill, the motion carried unanimously.**

ARTICLE 25: HIGH SCHOOL ENTRY SLOPE/GRADE/CONSTRUCTION EASEMENT

**MOTION by Ms. Robertson that the Board sponsor and include Article 25: High School Entry Slope/Grade/Construction Easement in the ATM Warrant of 5/10/11. Seconded by Mr. Desilets, the motion carried unanimously.**

ARTICLE 26: AMEND THE UXBRIDGE ZONING BYLAWS CHAPTER 400 ARTICLE VI SECTION 400-20. B. 5. **MOTION by Ms. Robertson that the Board include Article 26: Amend the Uxbridge Zoning Bylaws Chapter 400 Article VI Section 400-20. B.5. in the ATM Warrant of 5/10/11. Seconded by Mr. Cahill, the motion carried unanimously.**

- E. Discussion/Action: Permitting fees for BOS, Assessor, Planning Board, Town Clerk
- Assessor Fees – Ms. Paula Dumont, Town Assessor was present and discussed the fees. **MOTION by Mr. Cahill that the Board concurs with the recommended fees proposed by the Assessor’s Office. Seconded by Ms. Pitman, the motion carried unanimously.**
- Town Clerk Fees – Ms. Kelly Poulin, Town Clerk was present and discussed the fees. **MOTION by Ms. Robertson that the Board concurs with the Town Clerk department fees with the exception of the Business Certificate. Seconded by Mr. Baghdasarian, the motion carried unanimously.**
- Planning Board Fees – Mr. Peter Petrillo, Planning Board Vice Chair was present and discussed the Board’s Fee Schedule. **MOTION by Ms. Robertson that the Board concurs with the Planning Board Fee Schedule. Seconded by Mr. Cahill, the motion carried unanimously.**
- Board of Selectmen Fees – The Board reviewed the fees. The Town Manager will look to see what fees are required by MGL.

**V. NEW BUSINESS**

- A. Discussion/Action: Landry Lane – Court Settlement – Private/Public way - The Town Manager provided a brief history and advised the Town has a passive role in the litigation process. The Stefanicks have agreed to represent the Town. The court issued a decision advising Landry Lane is a public way. The Stefanick’s have appealed this decision. Ms. Jackie Norberg and Mr. Steve Stefanick were present and addressed the Board with their concerns. Residents requested the Board make the determination whether the road is a private/public way and that the Town provide winter maintenance services and repairs to the road. Ms. Robertson stated for the record that the appeal is still pending and the Board should not rule until the record is closed. **MOTION by Ms. Pitman to instruct that the Town Manager and recognize landry lane as a**





public road and be treated as a public way as per the Superior Court Decision dated 8/20/10 issued by Judge Tucker in addition to approving the way of existence approved in 1988. Seconded by Mr. Baghdasarian, the motion carried 3-0-2 (Ms. Robertson and Mr. Cahill). Ms. Robertson advised that the Board should not be instructing the Town Manager to treat as a public way. Following additional discussion, MOTION by Mr. Baghdasarian to reconsider the prior motion. Seconded by Mr. Desilets, the motion carried unanimously. MOTION by Ms. Pitman to that the Town recognize Landry Lane as a public road and treat as a public way as per the Superior Court Decision dated 8/20/10 issued by Judge Tucker in addition to approving the way of existence approved in 1988. Seconded Mr. Baghdasarian, the motion carried 3-0-2 (Ms. Robertson and Mr. Cahill abstained).

- B. Appointment – School Building Committee – Dennis Ryan – MOTION by Mr. Cahill to appoint Mr. Dennis Ryan to the School Building Committee. Seconded by Mr. Desilets, the motion carried 4-0-1 (Ms. Robertson abstained).

VI. MEMBER ISSUES

Ms. Robertson requested to add an action item to the next meeting agenda to start looking for a new Town Manger. Ms. Pitman requested Mr. Baghdasarian sit in on a session for the State Representatives.

VII. TOWN MANAGER

The Town Manager discussed the insurance rates. He distributed correspondence from the MMA regarding budget terms. Cell phone usage is not being abused at this point and not necessary to review. The Town Manager advised the Board that Glenn Hand, Building Inspector has resigned. The State Building Inspector is available on short notice in case of emergency. The position will be posted tomorrow. The Town Manager was not sure as to the next scheduled Department Head meeting. He advised there was a meeting with the SEIU Representative, SEIU Steward and Union Staff personnel to discuss a verbal warning. The Town Manager advised Atty. Henry Lane has contacted him with regard to street acceptance for Wildlife Drive and Deerview Lane. He advised no citizen's petition was received. Inspector stipends will need to be voted at the next SBC meeting coming out of contingency. The Town Manager will ask Mr. Higgins to put it on the next agenda.

VIII. EXECUTIVE SESSION

Discussion/Action: Charter contract negotiations

Discussion/Action: UTA contract update

Discussion/Action: Fire Fighter Union Negotiation Update

Discussion/Action: Strategy session in preparation for contract negotiations with non-union and collective bargaining units

IX. ADJOURNMENT: NEXT BOS MEETING MONDAY 3/28/11 – 7:00PM

At 11:48PM, MOTION by Ms. Robertson to adjourn the meeting and enter into executive session to discuss TUA grievance, Charter contract negotiations and Fire Fighter Union contract negotiations, Strategy session in preparation for contract negotiations with non-union and collective bargaining units with no further business to follow. Seconded by Mr. Cahill, the motion carried unanimously on a role call vote (Pitman – aye, Desilets – aye, Robertson – aye, Baghdasarian – aye, Cahill-aye).

*Minutes respectfully submitted by, Tracey Ante*

Minutes approved by Board of Selectmen:

  
Chair Beth Pitman

  
Vice Chair Bruce Desilets

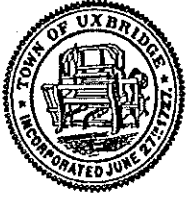
\_\_\_\_\_  
Clerk Jay Cahill

\_\_\_\_\_  
Selectman Peter Baghdasarian

  
Selectman Cari Kay Robertson

3/28/11  
Date Approved





**TOWN OF UXBRIDGE**  
**21 S. MAIN STREET, UXBRIDGE, MA 01569 – 508-278-8600**  
**BOARD OF SELECTMEN'S MEETING**  
**BOARD OF SELECTMEN'S MEETING ROOM**  
**MONDAY, MARCH 14, 2011 – 7:10PM**

Authorized Signature \_\_\_\_\_ *J M Ante*

**I. CALL TO ORDER**

- A. Announcements
- B. Citizen's Forum

**II. PUBLIC HEARING**

FY 2011/2012 Water and Sewer Rates and Rate Structure

**III. MEETING MINUTES**

- Approve 2/14/11 - Meeting Minutes
- Approve 2/28/11 – Meeting Minutes
- Approve 2/28/11 – Executive Session Meeting Minutes
- Approve 3/14/11 – 7:00PM Meeting Minutes

**IV. OLD BUSINESS**

- A. New High School Project/SBC Meeting Update
- B. Discussion/Action: Cedar Woods (Anthony and Giacomo Ways) Eminent Domain Taking, BOS to sponsor SATM Warrant article
- C. Discussion/Action: Town Manager Goals/Contract – Pros/Cons review, recommendations, next steps
- D. Discussion/Action/Endorse: SATM Warrant – Vote inclusion of warrant articles
- E. Discussion/Action: Permitting fees for BOS, Assessor, Planning Board, Town Clerk

**V. NEW BUSINESS**

- A. Discussion/Action: Landry Lane – Court Settlement – Private/Public way
- B. Appointment – School Building Committee – Dennis Ryan

**VI. MEMBER ISSUES**

**VII. TOWN MANAGER**

**VIII. EXECUTIVE SESSION**

- Discussion/Action: Charter contract negotiations
- Discussion/Action: UTA contract update
- Discussion/Action: Fire Fighter Union Negotiation Update
- Discussion/Action: Strategy session in preparation for contract negotiations with non-union and collective bargaining units

**IX. ADJOURNMENT: NEXT BOS MEETING MONDAY 3/28/11 – 7:00PM**



MAR 8 '11 PM 4:08





TOWN OF UXBRIDGE  
OFFICE OF THE FINANCE DIRECTOR  
TOWN TREASURER/COLLECTOR  
21 South Main Street  
Uxbridge, MA 01569-1851  
Phone 508-278-8606/8607 Fax 508-278-3751  
[findir@uxbridge-ma.gov](mailto:findir@uxbridge-ma.gov)

David A. Genereux  
Finance Director

DATE: February 28, 2011  
TO: Michael Szlosek, Town Manager  
FROM: David Genereux, Finance Director *DG*  
RE: FY 2011/2012 Water/Sewer Rate Recommendation

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I am writing to offer background as to the proposed water/sewer rates to be considered at the public hearing on March 14, 2011. As with last year, the Board is being given two options. Option A is to level fund water and sewer rates for the year. Option B is to reduce the rates in order to level bill the average residential ratepayer.

The following exhibits are attached:

- 1.) Proposed Quarterly Water/Sewer Rates for FY 2012 – This sheet shows the full rates for both rate setting options, as well as the effect to the average water/sewer bill.
- 2.) Option A: Level Water Consumption Rates – This sheet shows how the projected rates at current consumption & rate, and at a projected reduction of 5% consumption at the same rates will affect net receipts after deducting the proposed FY 2012 water enterprise budget. At level consumption & rates, the water enterprise would generate a surplus of \$209,682.58. At -5% with level rates, that surplus is reduced to \$145,159.34
- 3.) Option B: Reduced Water Consumption Rates – This sheet shows how the projected rates at current consumption, with the proposed lower rates and at a projected reduction of 5% consumption at the proposed reduced rates will affect net receipts after deducting the proposed FY 2012 water enterprise budget. The water enterprise would generate a surplus of \$66,532.69. At -5%, there is a receipt deficit of -\$16,936.22.
- 4.) Option A: Level Sewer Consumption Rates: Similar to #2, this sheet shows the net receipts for the sewer enterprise assuming level rates and consumption, and shows a net surplus after budget of \$114,584.82. At -5% consumption the net surplus drops to \$80,376.56.
- 5.) Option B Reduced Sewer Consumption Rates: Similar to #3, this sheet shows the net receipts for the sewer enterprise assuming level rates and consumption, and shows a net surplus after budget of \$83,523.93. At -5% consumption the net surplus drops to \$39,218.44.

**Consumption:**

Water consumption for the last four billing periods was 29,710,704 cubic feet, an increase of 1,261,405 cubic feet or 4.43% from the previous group of billing cycles. Of that increase, 746,310 cubic feet or 59.16% was from increased non-irrigation metered usage. The remaining 515,095 cubic feet, or 40.84% of overall usage increase came from irrigation metered usage.

Sewer related consumption was essentially flat from the previous billing year. Overall consumption rose by 18,277 to 18,054,303 cubic feet. As sewer is based on water consumption, it would appear that much of the overall increase in water consumption took place outside of areas served by the municipal sewer system.

By comparing this data, it is clear that the increase in consumption was weather related, as opposed to changing patterns of consumption. That there was a significant increase in irrigation meter consumption while sewerage usage was flat indicates that the overall water consumption was likely up for irrigation and the majority of the non-irrigation usage increases was by property owners who are not connected to sewer. If there was a change in overall consumption patterns, the sewer usage would have tracked far upwards instead of remaining flat.

It would therefore appear that overall consumption will drop during the next four billing periods, unless we see a repeat of last summer's weather pattern.

### **Capital Improvement Fees (CIF's)**

All existing CIF's (two for water, three for sewer) were slightly reduced this year. A customer with a single group of CIF's will be billed \$159.87 for CIF's over the next year, a reduction of \$4.21 over the period. However, water CIF #3 will be added to the next set of bills, at a cost of \$87.82 per customer for the next billing year. This CIF is for the borrowing related to the construction of the Rosenfeld well site, a 3.5 million dollar borrowing that was approved at the November 2007 Town Meeting. The actual borrowing is scheduled for early June.

All municipal and school buildings will be charged CIF rates effective the next billing cycle, which added 48 water CIF and 118 Sewer CIF units to be charged to municipal and school buildings, which will lower CIF charges to all other customers.

### **Other Fees**

All other charges, such as flat rate sewer, septage disposal, connection fees, and holding tank releases etc. remain level.

### **Retained Earnings**

FY 2010 retained earnings, certified on October 29, 2010 were:

Water Enterprise: \$1,522,017

Sewer Enterprise: \$854,507

### **Recommendation**

The goal in developing Option B was to craft a set of rates that keeps the average annual bill of a residential water and sewer ratepayer level, while paying for the new water CIF fee. The Option B water rates reduce rates for the lowest user tiers (0-800, 8001-3,000), while keeping rates level for the over 3,000 CF users and the irrigation metered users. This change to the rate structure will offer the greatest reductions to the elderly and small business. The average water bill is projected to rise by \$10.10 for the year, using the Option B rates.

The sewer rate is a two tiered structure. In this case, both tiers are lowered, but the greatest reduction comes to the lowest user tier (0-3,000 CF). For next year, I would like to explore creating a third sewer tier, so that we can create a more uniform rate structure. The average sewer bill is projected to

be reduced by -\$14.38 for the year, using Option B rates. Net result of the two is an overall reduction of -\$4.27 to the average residential water/sewer customer.

**Motion**

Please use the following motion, assuming that the Board agrees to either option:

“Move that the Board of Selectmen vote to set the consumption and capital improvement fee rates listed in the column marked “Option\_\_” as posted in the notice of public hearing advertised in the Worcester Telegram on Monday, February 28<sup>th</sup>, 2011, for the FY 2011-FY 2012 water/sewer billing cycle”.

3/2

Please contact me with any questions.

Attachments

PROPOSED QUARTERLY WATER/SEWER RATES FY 2012 COLLECTION PERIOD

RATE	UNITS		FY 11	FY 12	FY 12
			CURRENT RATE quarterly	OPTION A RATES quarterly	OPTION B RATES quarterly
UR-W-1	cubic feet	0-800	24.50	24.50	17.50
		801-3000	3.08	3.08	2.44
		3000+	3.59	3.59	3.59
UR-W-2	cubic feet	all usage	4.21	4.21	4.21
UR-S-1	cubic feet	0-800	39.60	39.60	33.20
		801+	5.26	5.26	5.15
UR-S-2	flat rate		123.00	123.00	123.00
UR-S-3	campers others		10.00	10.00	10.00
UR-S-4	1000 gallons		\$70 / 100 gal	\$70 / 100 gal	\$70 / 100 gal
UR-SP-1			None	None	None
UR-MR-1			None	None	None
UR-LL-1			None	None	None
CC-W			5,000.00	5,000.00	5,000.00
CC-S			3,000.00	3,000.00	3,000.00
CIF-W-1			6.67	6.46	6.46
CIF-W-2			22.32	21.86	21.86
CIF-W-3				21.96	21.96
CIF-S-1			6.72	6.69	6.69
CIF-S-2			3.46	3.22	3.22
CIF-S-3			1.85	1.74	1.74

Change to Average Water/Sewer Bill

	2011	2012, Opt A	2012, Opt B
Average Usage Water	11718	11718	11718
Average Usage Sewer	11718	11718	11718
Annual Water Charge	\$ 360.91	\$ 360.91	\$ 285.92
Annual Water CIF 1	\$ 26.68	\$ 25.82	\$ 25.82
Annual Water CIF 2	\$ 89.28	\$ 87.42	\$ 87.42
Annual Water CIF 3	\$ -	\$ 87.82	\$ 87.82
Subtotal	\$ 476.87	\$ 561.97	\$ 486.98
Annual Sewer Charge	\$ 616.37	\$ 616.37	\$ 603.48
Annual Sewer CIF 1	\$ 26.88	\$ 26.77	\$ 26.77
Annual Sewer CIF 2	\$ 13.84	\$ 12.89	\$ 12.89
Annual Sewer CIF 3	\$ 7.40	\$ 6.97	\$ 6.97
Subtotal	\$ 664.49	\$ 663.00	\$ 650.11
Total	\$ 1,141.36	\$ 1,224.97	\$ 1,137.09
Water Ave Change		\$ 85.10	\$ 10.10
Sewer Ave Change		\$ (1.49)	\$ (14.38)
Net Difference		\$ 83.61	\$ (4.27)

\* Average usage change is based on the change in consumption from FY 2010 as compared to FY 2011



OPTION A: LEVEL WATER CONSUMPTION RATES

Water Usage Quarterly/Summary						
Bill Date	Reading Dates		# Days	Water Usage	Irrigation Usage	
	From	To				
2/6/2007	9/19/2006	1/2/2007	105	7,542,039	-	-
5/10/2007	1/2/2007	4/2/2007	90	6,077,857	-	-
8/9/2007	4/2/2007	7/2/2007	90	8,142,485	-	-
11/7/2007	7/2/2007	10/3/2007	93	11,547,832	-	-
2/7/2008	10/3/2007	1/7/2008	96	6,993,411	-	-
5/9/2008	1/7/2008	4/1/2008	85	5,748,007	-	-
8/21/2008	4/1/2008	7/7/2008	97	8,097,392	1,129,485	-
11/7/2008	7/7/2008	10/15/2008	100	7,829,560	1,598,783	-
2/13/2009	10/15/2008	12/30/2008	76	5,444,620	84,824	-
5/5/2009	12/30/2008	3/31/2009	91	6,082,930	-	474
7/31/2009	4/1/2009	6/30/2009	91	6,860,519	774,995	-
11/10/2009	7/1/2009	9/30/2009	92	7,099,819	1,493,548	-
1/29/2010	10/1/2009	1/4/2010	96	6,080,124	56,893	-
5/8/2010	1/4/2010	3/31/2010	86	5,588,475	1,287	-
8/3/2010	3/31/2010	6/29/2010	90	7,066,788	742,984	-
10/21/2010	6/29/2010	9/30/2010	93	8,004,876	2,256,398	-
1/21/2011	9/30/2010	12/29/2010	90	5,978,348	71,551	-

Table 1: Current Rates

Current Rates	
0-800 CF	\$24.50
801-3000 CF	\$3.08 p/100 CF
Over 3,000 CF	\$3.59 p/100 CF
Irrigation	\$4.21 p/100 CF

Projected budget surplus/(deficit) @ level rates from FY:2011			
Projected Revenue (Excluding CIFs)			971,589.58
New Water Ent Budget (Excluding CIFs)			761,907.00
Surplus/(Deficit)			209,682.58

Table 2: Proposed Rates Option A (Level Consumption)

Option A Rates	
0-800 CF	\$24.50
801-3000 CF	\$3.08 p/100 CF
Over 3,000 CF	\$3.59 p/100 CF
Irrigation	\$4.21 p/100 CF

Projected budget surplus/(deficit) @ level usage from FY:2011			
Projected Revenue (Excluding CIFs)			971,589.58
New Water Ent Budget (Excluding CIFs)			761,907.00
Surplus/(Deficit)			209,682.58

Table 3: Proposed Rates Option A (Negative Consumption)

Projected budget surplus/(deficit) @ -5% from FY:2011			
Projected Revenue (Excluding CIFs)			907,066.34
New Water Ent Budget (Excluding CIFs)			761,907.00
Surplus/(Deficit)			145,159.34

OPTION B: REDUCED WATER CONSUMPTION RATES

Water Usage Quarterly Summary					
Bill Date	Reading Dates		# Days	Water Usage	Irrigation Usage
	From	To			
2/6/2007	9/19/2006	1/2/2007	105	7,542,039	-
5/10/2007	1/2/2007	4/2/2007	90	6,077,857	-
8/9/2007	4/2/2007	7/2/2007	90	8,142,485	-
11/7/2007	7/2/2007	10/3/2007	93	11,547,832	-
2/7/2008	10/3/2007	1/7/2008	96	6,993,411	-
5/9/2008	1/7/2008	4/1/2008	85	5,748,007	-
8/21/2008	4/1/2008	7/7/2008	97	8,097,392	1,129,485
11/7/2008	7/7/2008	10/15/2008	100	7,829,560	1,598,783
2/13/2009	10/15/2008	12/30/2008	76	5,444,620	84,824
5/5/2009	12/30/2008	3/31/2009	91	6,082,930	474
7/31/2009	4/1/2009	6/30/2009	91	6,860,519	774,995
11/10/2009	7/1/2009	9/30/2009	92	7,099,819	1,493,548
1/29/2010	10/1/2009	1/4/2010	96	6,080,124	56,893
5/3/2010	1/4/2010	3/31/2010	86	5,588,475	1,287
8/3/2010	3/31/2010	6/29/2010	90	7,066,788	742,984
10/21/2010	6/29/2010	9/30/2010	93	8,004,876	2,256,398
1/21/2011	9/30/2010	12/29/2010	90	5,978,348	71,551

Table 1: Current Rates

Current Rates	
0-800 CF	\$24.50
801-3000 CF	\$3.08 p/100 CF
Over 3,000 CF	\$3.59 p/100 CF
Irrigation	\$4.21 p/100 CF

Projected budget surplus/(deficit) @ level rates from FY: 2011			
Projected Revenue (Excluding CIFs)			971,589.58
New Water Ent Budget (Excluding CIFs)			761,907.00
Surplus/(Deficit)			209,682.58

Table 2: Proposed Rates Option B

Option B Rates	
0-800 CF	\$17.50
801-3000 CF	\$2.44 p/100 CF
Over 3,000 CF	\$3.59 p/100 CF
Irrigation	\$4.21 p/100 CF

Projected budget surplus/(deficit) @ level usage from FY: 2011			
Projected Revenue (Excluding CIFs)			828,439.69
New Water Ent Budget (Excluding CIFs)			761,907.00
Surplus/(Deficit)			66,532.69

Table 3: Proposed Rates Option B

Projected budget surplus/(deficit) @ -5% from FY: 2011			
Projected Revenue (Excluding CIFs)			744,970.78
New Water Ent Budget (Excluding CIFs)			761,907.00
Surplus/(Deficit)			(16,936.22)

OPTION A: LEVEL SEWER CONSUMPTION RATES

Sewer Usage Quarterly Summary				
Bill Date	Reading Dates		# Days	Sewer Usage
	From	To		
2/6/2007	9/19/2006	1/2/2007	105	5,367,229
5/10/2007	1/2/2007	4/2/2007	90	4,387,017
8/9/2007	4/2/2007	7/2/2007	90	5,627,644
11/7/2007	7/2/2007	10/3/2007	93	7,270,457
2/7/2008	10/3/2007	1/7/2008	96	5,093,193
5/9/2008	1/7/2008	4/1/2008	85	4,069,229
8/21/2008	4/1/2008	7/7/2008	97	5,330,686
11/7/2008	7/7/2008	10/15/2008	100	5,155,843
2/13/2009	10/15/2008	12/30/2008	76	3,897,975
5/5/2009	12/30/2008	3/31/2009	91	4,365,942
7/31/2009	4/1/2009	6/30/2009	91	4,643,076
11/10/2009	7/1/2009	9/30/2009	92	4,667,219
1/29/2010	10/1/2009	1/4/2010	96	4,359,789
5/3/2010	1/4/2010	3/31/2010	86	4,117,708
8/3/2010	3/31/2010	6/29/2010	90	4,691,445
10/21/2010	6/29/2010	9/30/2010	93	4,961,910
1/21/2011	9/30/2010	12/29/2010	90	4,283,240

Table 1: Current Rates

Current Rates	
0-800 CF	\$39.60
Over 800 CF	\$5.26 p/100 CF

Projected budget surplus/(deficit) @ level rates from FY:2011			
Projected Revenue (Excluding CIFs)			926,366.82
New Sewer Ent Budget (Excluding CIFs)			811,782.00
Surplus/(Deficit)			114,584.82

Table 2: Proposed Rates

Option A: Same Rate	
0-800 CF	\$39.60
Over 800 CF	\$5.26 p/100 CF

Projected budget surplus/(deficit) @ level usage from FY:2011			
Projected Revenue (Excluding CIFs)			926,366.82
New Sewer Ent Budget (Excluding CIFs)			811,782.00
Surplus/(Deficit)			114,584.82

Table 3: Proposed Rates

Projected budget surplus/(deficit) @ 5% from FY:2011			
Projected Revenue (Excluding CIFs)			892,158.56
New Sewer Ent Budget (Excluding CIFs)			811,782.00
Surplus/(Deficit)			80,376.56

OPTION B: REDUCED SEWER CONSUMPTION RATES

Sewer Usage Quarterly Summary				
Bill Date	Reading Dates		# Days	Sewer Usage
	From	To		
2/6/2007	9/19/2006	1/2/2007	105	5,367,229
5/10/2007	1/2/2007	4/2/2007	90	4,387,017
8/9/2007	4/2/2007	7/2/2007	90	5,627,644
11/7/2007	7/2/2007	10/3/2007	93	7,270,457
2/7/2008	10/3/2007	1/7/2008	96	5,093,193
5/9/2008	1/7/2008	4/1/2008	85	4,069,229
8/21/2008	4/1/2008	7/7/2008	97	5,330,686
11/7/2008	7/7/2008	10/15/2008	100	5,155,843
2/13/2009	10/15/2008	12/30/2008	76	3,897,975
5/5/2009	12/30/2008	3/31/2009	91	4,365,942
7/31/2009	4/1/2009	6/30/2009	91	4,643,076
11/10/2009	7/1/2009	9/30/2009	92	4,667,219
1/29/2010	10/1/2009	1/4/2010	96	4,359,789
5/3/2010	1/4/2010	3/31/2010	86	4,117,708
8/3/2010	3/31/2010	6/29/2010	90	4,691,445
10/21/2010	6/29/2010	9/30/2010	93	4,961,910
1/21/2011	9/30/2010	12/29/2010	90	4,283,240

Table 1: Current Rates

Current Rates	
0-800 CF	\$39.60
Over 800 CF	\$5.26 p/100 CF

Projected budget surplus/(deficit) @ level rates from FY:2011			
Projected Revenue (Excluding CIFs)			926,366.82
New Sewer Ent Budget (Excluding CIFs)			811,782.00
Surplus/(Deficit)			114,584.82

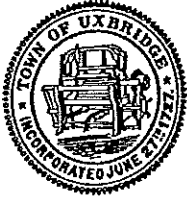
Option A: Same Rate	
0-800 CF	\$33.20
Over 800 CF	\$5.15 p/100 CF

Table 2: Proposed Rates

Projected budget surplus/(deficit) @ level usage from FY:2011			
Projected Revenue (Excluding CIFs)			895,305.93
New Sewer Ent Budget (Excluding CIFs)			811,782.00
Surplus/(Deficit)			83,523.93

Table 3: Proposed Rates

Projected budget surplus/(deficit) @ -5% from FY:2011			
Projected Revenue (Excluding CIFs)			851,000.44
New Sewer Ent Budget (Excluding CIFs)			811,782.00
Surplus/(Deficit)			39,218.44



TOWN OF UXBRIDGE  
OFFICE OF THE BOARD OF SELECTMEN  
21 South Main Street  
Uxbridge, MA 01569-1851  
508-278-8600 Fax 508-278-8605

LEGAL NOTICE  
TOWN OF UXBRIDGE  
BOARD OF SELECTMEN  
PUBLIC HEARING  
MONDAY, MARCH 14, 2011 - 7:00PM  
SELECTMEN'S MEETING ROOM  
21 SOUTH MAIN STREET  
UXBRIDGE, MA 01569

THE TOWN OF UXBRIDGE PROPOSED FY 2011-2012 WATER AND SEWER  
RATES AND RATE STRUCTURE

WATER RATES

	PROPOSED OPTION A	PROPOSED OPTION B
0-800 CF	\$24.50	\$17.50
801-3,000 CF	\$3.08/100 CF	\$2.44/100 CF
Over 3,000- CF	\$3.59/100 CF	\$3.59/100 CF
Irrigation Rate	\$4.21/ 100 CF	\$4.21/100 CF
Water Connection Charge	\$5,000.00	\$5,000.00
Fixed Rates: Capital Improvement Fee #1	\$6.46	\$6.46
Fixed Rates: Capital Improvement Fee #2	\$21.86	\$21.86
Fixed Rates: Capital Improvement Fee #3	\$21.96	\$21.96

SEWER RATES

	PROPOSED OPTION A	PROPOSED OPTION B
0-800 CF	\$39.60	\$33.20
Over 800 CF	\$5.26/100 CF	\$5.15/100 CF
Sewerage Flat Rate	\$123.00	\$123.00
Septage Disposal	\$10.00	\$10.00
Sewer Holding Tanks	\$70/100 gal	\$70/100 gal
Sewer Connection Charge	\$3,000	\$3,000

Fixed Rates: Capital Improvement Fee #1	\$6.69	\$6.69
Fixed Rates: Capital Improvement Fee #2	\$3.22	\$3.22
Fixed Rates: Capital Improvement Fee #3	\$1.74	\$1.74

## Tracey Ante

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**From:** Rob Knapik <rob@knapiklaw.com>  
**Sent:** Tuesday, March 01, 2011 12:05 PM  
**To:** Michael Szlosek  
**Cc:** 'Beth Pitman'; 'Peter DiBattista'; 'Jaqueline OBrien'; garden68@charter.net; Tracey Ante; pcostello@lccplaw.com  
**Subject:** Cedar Woods Roadways  
**Attachments:** Proposed Town Meeting Article (Anthony's Way).doc; NOTICE OF public MEETING BOS (2011 STM - Cedar Woods).doc; Proposed Town Meeting Article (Giacomo Way).doc

Good morning Mr. Szlosek,

On behalf of the Cedar Woods Residents, thank you for your cooperation and assistance at the meeting last evening. As requested by the Board, I attach draft Articles for the Spring Town Meeting for each of the two roadways, and a Public Meeting Notice which I trust will be helpful to you. If there is anything else you need from me prior to the next meeting of the Board of Selectmen please do not hesitate to let me know.

Thank you,

Rob

Law Office of W. Robert Knapik  
216 Church Street  
Whitinsville, MA 01588  
(508) 234-3301  
(508) 234-2201 (Facsimile)  
[rob@knapiklaw.com](mailto:rob@knapiklaw.com)  
<http://knapiklaw.com/>

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**PROPOSED TOWN MEETING ARTICLE**

**ANTHONY'S WAY  
UXBRIDGE, MASSACHSETTS**

To see of the Town of Uxbridge will vote to accept as a public way, Anthony's Way, as heretofore laid out by the Board of Selectmen, a copy of which layout is on file with the Town Clerk, and further authorize the Board of Selectmen, in the name and on behalf of the Town of Uxbridge, to acquire by purchase, eminent domain, gift or otherwise, easements in said way for the purpose for which public ways are used in the Town, or take any other action relative thereto.

Date: May \_\_\_\_, 2011

# TOWN OF UXBRIDGE

## BOARD OF SELECTMEN

Uxbridge Town Hall  
21 South Main Street  
Uxbridge, Massachusetts 01569  
Phone- (508) 278-8600 Fax- (508) 278-8605

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### NOTICE OF PUBLIC MEETING

In accordance with the provisions of Massachusetts General Laws and the Town of Uxbridge Subdivision Rules & Regulations Chapter 222, the Uxbridge Board of Selectmen will hold a public meeting on Monday, March \_\_\_\_\_, 2011 beginning at 7:00 PM in the Selectmen's Chambers of the Uxbridge Town Hall, 21 South Main Street, Uxbridge, Massachusetts to consider "*vote to layout*" ANTHONY'S WAY and GIACAMO WAY in conjunction with its formal street acceptance at the 2011 Spring Town Meeting scheduled for May \_\_\_\_, 2011.

A copy of the layout plan is on file at the Office of the Town Clerk (Town Hall 21 South Main Street) and at the Planning office located at 21 South Main Street and may be reviewed during normal business hours. Please find attached for your review legal description of ANTHONY'S WAY and GIACAMO WAY and associated drainage easements.

The purpose of this notice is to inform you of such meeting and allow an opportunity for comment regarding this matter. Any person interested or wishing to be heard should appear at the time and place designated.

Beth Pitman, Chairman  
Uxbridge Board of Selectmen

Cc: Town Clerk  
Town Manager/BOS  
DPW -Highway  
Abutters  
/File(s)

**PROPOSED TOWN MEETING ARTICLE**

**GIACAMO WAY  
UXBRIDGE, MASSACHSETTS**

To see of the Town of Uxbridge will vote to accept as a public way, Giacomo Way, as heretofore laid out by the Board of Selectmen, a copy of which layout is on file with the Town Clerk, and further authorize the Board of Selectmen, in the name and on behalf of the Town of Uxbridge, to acquire by purchase, eminent domain, gift or otherwise, easements in said way for the purpose for which public ways are used in the Town, or take any other action relative thereto.

Date: May \_\_\_\_, 2011

Town Manager Goals FY 2011

**OAL Maintain Community's Financial Health**

1

Create and execute a plan to increase amount of local grants.  
Identify and implement additional cost savings measures. Elimination of core services is not the preferred option.  
Submit a balanced budget for FY2012 using available funds, including the addition of a budget figure for capital expenditures, without resorting to an override.

**OAL Support/Implement Improvements in Infrastructure**

2

Actively work with the DPW (Water Department) to bring the new Rosenfeld Well Field online, on time and on budget, and regularly share progress updates.  
Develop, communicate, and recommend a 3-year IT plan that demonstrates a positive ROI. Work to implement initial phases of the plan within the scope of available funds in FY'11.  
Bid out and implement the Bridge Study approved at Town Meeting. Use the information obtained from the study to apply for Federal and State funding to implement repair.

**OAL Enhance/Improve Employee and Union Relation**

3

Prepare and keep a current plan establishing the personnel staffing requirements for each town agency for the next 5 years, except the School Department.  
Negotiate contracts in a manner that reduces the short and long-term financial position of the Town.

**GOAL Support Planning and Economic Development**

4

Work with residents to clear backlogged unaccepted streets for Spring Annual Town Meeting.  
Create Economic Development Working Group to review residential and commercial projects to ensure that projects proceed smoothly, and all departments are kept informed of progress and concerns.  
Work with Selectmen-appointed committee to improve Zoning Bylaws and place on Spring Town Meeting warrant.

**GOAL Improve Town Communications and Involvement**

#5

Develop a method for measuring citizen satisfaction, such as an online survey.  
Propose a communication plan to discuss your FY 2011 goals and share progress towards those goals with the boards, departments and residents on a regular basis.

**GOAL New High School Project**

#6

Establish a regular communication schedule between the School Building Committee and the Municipal Office to stay abreast of developments with the new School project in order to minimize unexpected changes to the plan.

Work with the School Building Committee to ensure that the New High School Project moves forward on time and on budget, and that the Town receives all the reimbursements that it is entitled to.

(Adopted by the BOS on 10/4/10)

TOWN of UXBRIDGE  
21 South Main Street  
Uxbridge, MA 01569

## TOWN MANAGER'S EMPLOYMENT AGREEMENT

THIS AGREEMENT, pursuant to Chapter 41, Section 108N of the Massachusetts General Laws, made and entered into this 9<sup>th</sup> day of February, 2009 by and between the Town of Uxbridge, Commonwealth of Massachusetts, a municipal corporation, hereinafter called the "Town", acting by and through its Board of Selectmen, hereinafter called the "Board", and Michael A. Szlosek, hereinafter called the "Town Manager", as follows:

### AGREEMENT

The Town hereby employs Michael A. Szlosek as Town Manager of the Town of Uxbridge and Michael A. Szlosek hereby accepts employment as Town Manager of the Town of Uxbridge, subject to the terms and conditions hereinafter provided:

#### SECTION I, Duties and Responsibilities of the Town Manager,

The Town hereby offers to employ said Michael A. Szlosek as Town Manager of said Town and Michael A. Szlosek accepts the offer. The Town Manager shall be the Chief Administrative Officer of the Town and shall be responsible for the efficient, effective, and economical operation of all municipal governmental departments, agencies, and personnel in accordance with applicable provisions of general and special law, the Charter and Bylaws of the Town of Uxbridge. The Town Manager will execute those duties and responsibilities through the heads of the Departments that comprise the municipal government with the advice and oversight of the Board of Selectmen. The Town Manager shall perform the duties specified in the Town Charter and By-laws and such other duties as the Board shall legally assign.

#### SECTION II, Term

This Agreement shall become effective on February 23, 2009. There shall be a probationary period commencing on said effective date and terminating on June 30, 2009. The Board of Selectmen and Town Manager shall review their respective assessments of the Town Manager's performance and the operations of the Town on or soon after June 1, 2009. Subject to mutual agreement among the parties, this contract shall then remain in full force and effect from July 1, 2009 through 30 June 2010. This Agreement shall be binding upon the parties for the probationary period referenced herein and a term of one (1) year, as set forth above, subject to the provisions of Sections VII and VIII herein.

### SECTION III, Salary

The Town agrees to pay the Town Manager for services rendered under this Agreement, an annual base salary of \$ 90,000.00, subject to applicable withholdings and deductions, effective February 23, 2009, and payable in installments in the same manner other employees of the Town are paid. Should the Board and the Town Manager agree to a one year extension of this contract the salary shall be adjusted subject to negotiations by the parties.

### SECTION IV, Benefits

- A. The Town Manager shall be afforded only those fringe benefits identified in this section. These benefits will be in lieu of those granted to other Town employees by contract or By-law.
- B. The Town Manager shall receive the same approved Federal and State holidays as any other Town Hall employee.
- C. The Town will provide the Town Manager with health and life insurance and health benefits available to other Town employees; the Town shall pay seventy percent (70%) of the Town Managers health insurance premiums.
- D. The Town Manager shall be entitled to twenty four (24) hours of paid Personal Time Off to be used as vacation, sick, or personal time to be credited at the end of each month of employment and taken in no less than four hour increments. The Town Manager shall inform the Board of projected time off at least 3 working days in advance of the absence. With the approval of the Board, the Town Manager shall be permitted to take paid leave in advance of accrual, said advance leave to be deducted from future leave credits. Up to eighty (80) hours of Personal Time Off may be carried over into a subsequent fiscal year of employment. The Town Manager shall not be entitled to compensation for unused Personal Time Off in excess of that carried over hereunder. Under no circumstances shall the Town Manager take more than two (2) consecutive weeks of vacation time without the prior approval of the Board.
- E. Upon the death of the Town Manager's spouse or significant other, parent, grandparent, children, or grandchildren the Town Manager shall be granted three (3) working days leave without loss of pay or charge to Personal Time Off balance. Additional time away from the job will be charged as Personal Time Off.
- F. In the event the Town Manager serves as a juror in a federal court or in a court of the Commonwealth or other state, the Town Manager shall be paid by the Town the difference between his/her salary and the compensation received for such jury service, exclusive of any travel or other allowance provided by said court.
- G. Should the Town Manager attend the Massachusetts Municipal Association (MMA) or Massachusetts Municipal Management Association (MMMA) annual conferences or meetings of the Central Massachusetts Regional Planning Commission and its committees, and other regional or sub-regional events, time spent at such conferences or meetings shall be considered part of the Town Manager's work responsibilities, subject to prior approval of the Board, and shall not be charged as Personal Time Off. The Town agrees to pay the membership fees for the above cited associations and any registration expenses, mileage, and tolls associated with such meetings or conferences. Payment of

lodging and meal expenses shall be subject to prior approval of the Board and within the limits of appropriations for the Town Manager's office expenses.

- H. The Town may pay the registration, travel, housing, and subsistence expenses for the Town Manager for short courses, institutes, and seminars designed to enhance his/her knowledge and abilities directly relevant to the performance as a Town Manager of Uxbridge. Attendance at such courses, institutes, and seminars shall not be charged to leave, but are subject to the prior approval of the Board and the limits of appropriations for the Town Manager's office expenses.

#### SECTION V, Hours of Work

The Town Manager shall devote full time and attention to the business of the Town and shall not hold any other public office, elective or appointive, nor be actively engaged in any other business or occupation during such service, unless such action or engagement is approved in advance and in writing by the Board; requests for such approval shall be resubmitted to the Board each time its composition changes. It is recognized that the Town Manager must devote a great deal of time outside normal office hours to the business of the Town and to that end, the Town Manager will be allowed to take reasonable compensatory time off as the Town Manager shall deem appropriate during said normal office hours, however such time shall not be hour for hour.

#### SECTION VI, Town Manager Evaluation

- A. The Board shall review and evaluate the Town Manager's performance annually in June of each year; a rating of fully successful in each rated category shall be required for renewal of this contract. Said review and evaluation shall be based on the goals and objectives developed jointly by the Board and the Town Manager; once developed, said goals and objectives shall be incorporated herein by reference. Further, the Chairman of the Board shall provide the Town Manager with a summary written statement of the evaluation findings of the Board and shall provide an adequate opportunity for the Town Manager to discuss the evaluation with the Board.
- B. Semi-annually, at the end of the month of November, the Board and the Town Manager shall define the goals and objectives which they determine necessary and appropriate for the proper operation of the Town and the attainment of the Board's objectives, and shall further establish a general priority among those various goals and objectives, said goals, objectives, and priorities to be reduced to writing. Said goals, objectives and priorities shall generally be attainable within the time limits specified and within the annual operating and capital budgets and appropriations provided by the Town and by the events that have occurred during the year. The starting goals and objectives shall be established during the month of May.
- C. The Board shall develop and provide the Town Manager an evaluation form. It shall be mutually agreed to by the Town Manager and the Board no later than thirty (30) days after the start of employment, and attached to this agreement.

#### SECTION VII, Renewal/Non-Renewal of Agreement



This Agreement shall not automatically renew at the expiration of the term established herein. If the Board wishes to renew and/or renegotiate the terms of this Agreement, a majority vote must be taken by the Board to that effect and notice must be given to the Town Manager at least one (1) month in advance of the termination of this Agreement. If the Board decides not to renew this Agreement upon its termination or if the vote to renew this Agreement fails, the Board shall give the Town Manager written notice at least one (1) month in advance of the termination of its intent not to renew the Agreement.

#### SECTION VIII, Termination and Severance Pay

- A. The Board may terminate, remove or suspend the Town Manager in accordance with all applicable sections of the Town Charter, which are incorporated herein by reference. Notwithstanding this right, the parties hereby expressly agree that the Board may terminate the Town Manager for just cause at any time during the term of this Agreement upon a 2/3 vote of the Board.
- B. In the event the Town Manager voluntarily terminates or resigns his/her employment with the Town before the expiration of the term of this Agreement, the Town Manager shall give the Town one (1) month's written notice in advance of the effective date of said termination/resignation, unless the parties agree otherwise. A copy of this notice of termination/ resignation shall be filed with the Town Clerk.
- C. In the event the Town Manager is terminated by the Board before expiration of the term of employment established herein for a reason other than breach of a provision of this Agreement or violation of a provision of Massachusetts General Laws, the Town Charter or Bylaws, and the Town Manager would otherwise be willing and able to perform the duties and responsibilities of this position during such remaining term, the Town agrees to pay the Town Manager a lump sum cash payment equal to one (1) month annual salary as of the effective date of this Agreement. In the event of a voluntary resignation, the Town Manager shall not be entitled to any severance pay under this Agreement. Notwithstanding any other provision of this Agreement, the Town Manager shall be entitled to compensation for any unused, accumulated leave upon voluntary or involuntary separation, and must reimburse the town for any leave taken but not yet accumulated.
- D. In the event the Town Manager is terminated because of any illegal act or omission in relation to the performance of, or ability to perform, the duties of Town Manager, the Town shall have no obligation to pay any compensation under this section or otherwise, other than that due and payable for time actually worked prior to such termination.
- E. This Section shall survive any termination of the Agreement.

#### SECTION IX, Indemnification

To the extent allowed under Massachusetts General Law, Chapter 258, the Town shall defend, save harmless, and indemnify the Town Manager from and against any tort, professional liability, claim or demand, or other legal action, whether groundless or otherwise, arising out of

an alleged act or omission occurring in or relating to the performance of his/her duties as Town Manager, even if said claim has been made following termination of employment, provided that said act or omission of the Town Manager occurred within the scope of his/her duties. The Town shall pay the cost of any settlement or judgment rendered thereon in accordance with applicable provisions of law. The Town reserves the right to compromise or settle any such claim or suit and will pay the amount of any settlement or judgment rendered thereon without recourse to the Town Manager.

The Town shall extend the services of the Town's attorney to the Town Manager in connection with such claims or suits involving the Town Manager in his or her professional capacity, excluding any claim or suit brought by or on behalf of the Town.

This section shall survive the termination of this Agreement

#### SECTION X, Bonding

The Town shall bear the full cost of any fidelity or other bonds required of the Town Manager.

#### SECTION XI, Other Terms and Conditions of Employment

This Agreement shall prevail over any conflicting personnel provisions of the Town By-laws or Personnel Regulations.

#### SECTION XII, No Reduction of Benefits

The Town shall not at any time during the term of this Agreement reduce the salary of the Town Manager except to the degree such a reduction is across the board for all other employees of the Town. In the event that the Town at any time during the term of this Agreement reduces the salary or other benefits of the Town Manager, or in the event following ten (10) days written notice the Town voluntarily refuses to comply with any other substantial provision benefitting the Town Manager herein for reasons within the Town's control, the Town Manager may, at his/her option, be terminated within the meaning and context of the provisions of Section VIII.

#### SECTION XIII, Notices

Notices pursuant to this Agreement shall be given by deposit in the custody of the United States Postal Service, postage prepaid, addressed as follows:

i. Town:

Chairman of the Board of Selectmen and The Town Clerk  
Uxbridge Town Hall  
21 South Main Street  
Uxbridge, MA 01569

ii. Town Manager:

Michael A. Szlosek  
165 Genovevo Drive  
Ludlow, MA 01056

Alternatively, notices required pursuant to this Agreement may be personally served. Notice shall be deemed as given as of the date of personal service or as of the date of deposit of such written notice in the course of transmission in the United States Postal Service.


SECTION XIV, General Provisions

- A. The text herein shall constitute the entire Agreement between the parties.
- B. This Agreement shall be binding upon and inure to the benefit of the heirs at law and executors of the Town Manager.
- C. If any provision, or any portion thereof, contained in this Agreement is determined by a court of competent jurisdiction to be unconstitutional, invalid, or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable, shall not be affected, and shall remain in full force and effect.
- D. For the purposes of the Fair Labor Standards Act, the Town Manager shall be an "exempt employee".
- E. The Agreement shall prevail over any conflicting personnel provisions of the Town's By-laws or Rules and Regulations.

IN WITNESS WHEREOF, the Town of Uxbridge, Massachusetts, has caused this Agreement to be signed and executed in its behalf by its Board of Selectmen, and the Town Manager, being fully knowledgeable of the terms set forth herein, has executed the same, as a sealed instrument on the dates referenced herein .

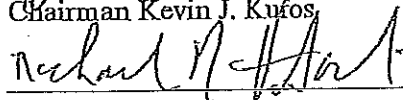
The Town Of Uxbridge

By its Board of Selectmen



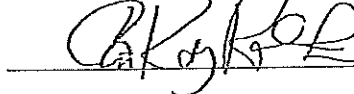
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Chairman Kevin J. Kufos



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Vice Chairman Michael Potaski

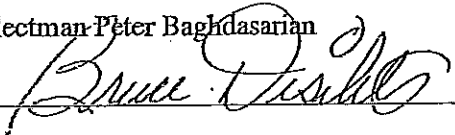


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Clerk Cari Kay Robertson

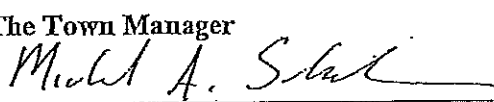
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Selectman Peter Baghdasarian

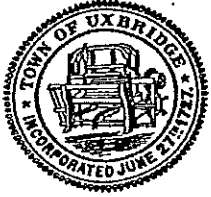


Selectman Bruce Desilets

The Town Manager



Michael A. Szlosek



TOWN OF UXBRIDGE  
ASSESSOR OFFICE  
21 South Main Street  
Uxbridge, MA 01569-1851  
Phone 508-278-8600 Fax 508-278-6393  
[assessor@uxbridge-ma.gov](mailto:assessor@uxbridge-ma.gov)

Paula M. Dumont, M.A.A.  
Principal Assessor

MEMORANDUM

DATE: January 5, 2011  
TO: TRACEY ANTE  
FROM: Paula M. Dumont, M.A.A.  
RE: Assessor Fee's

In receipt of your request for an updated list of fees, please find the information below. After a review of surrounding towns and previous Assessor's office that I have worked in the following is justification for the fees. I did not perform a detailed time study on the fees for we are in the midst of our abatement process. The fee's below reflect the time allotted to perform a function, resources, computer printing (cost per paper and ink), any fee for mailing (postage) used to complete the process.

<u>Fee Type</u>	<u>Fee</u>	<u>Proposed Fee</u>
1. Abutter's List	\$10.00 (based on per hour basis on the lowest salary employee) Larger list (rarely) are an additional \$10.00 per hour.	\$18.00
2. Property record card	\$ 1.00 (paper and ink, time involved to print)	
3. Maps (11 x 17)	\$ 1.00 (paper and ink, time involved to print or copy)	

Both the property record card and the maps are free to homeowners, others interested in the maps and cards must pay the fee. Both of the above are also available online which either party can print from the convenience of their home or office. This is the importance of having updated information on the Town's website.

4. Large documents \$ 75.00 (lowest paid employee based on hourly time involved, plus postage)  
Most towns charge \$100.00 for these reports.

I would like to note that any requests asked of this office per M.G.L are within a 10 day period. Sometimes it is an applicant that waits until the last minute for an abutter's list. They are processed within a day or two depending on our staffing and other important obligations we are doing with a taxpayer. Any request that this office receives is stamped with the date requested. We have never had anyone complain to us regarding paying \$1.00 fee for property cards or maps, in fact we also give them a receipt to write off on their taxes.

My opinion, where the information is available online we should be charging a homeowner for the cards and/or maps as well.

Paula M. Dumont



## License/Permit Fee Schedule Uxbridge Board of Selectmen

TYPE OF LICENSE	ANNUAL FEE
Class I (New Vehicles)	\$100.00
Class II (Used Vehicles)	\$100.00
Class III (Junk Vehicles)	\$100.00
Entertainment License	\$25.00 <span style="float: right;">15.00</span>
Automatic Amusement Device	\$100.00/per machine
Chapter 100 Auctioneer License	\$15.00
Taxi Permit	\$10.00
Auctioneer	\$15.00 <span style="float: right;">25.00</span>
Innholder's License	\$20.00
Common Victualler's License	\$20.00
Common Victualler's License	
• All Kinds of Alcohol	\$1000.00
• Wines & Malt Beverages	\$700.00
Gen. On Premise -- All Kinds of Alcohol	\$1000.00
<del>Seasonal Licenses -- All Kinds of Alcohol</del>	<del>\$1000.00</del>
Innholders -- All Kinds of Alcohol	\$1000.00
Package Stores -- All Kinds of Alcohol	\$900.00
Tavern License -- Beer & Wine	\$675.00
Club -- For all kinds of Alcohol	\$675.00
Loam Permit	\$100.00
Gravel Permit	\$1200.00 - annual renewal \$50.00

NEW APPLICATIONS

DEALERS LICENSE

ALCOHOL

GRAVEL



REQUIRE LEGAL NOTICE APRX \$35

7 10/24/07

Planning

Permit Type	Regulatory Reference	Fee	Preparation time
ANR (Approval Not Required)	Adopted by BOS 10/24/07	\$100, plus \$20 for anything over (2) lots, parcels, easements, etc., plus, in the form of a separate check, \$25 for the GIS update fee.	less than 20 days
Preliminary Subdivision Plans	Adopted by BOS 10/24/07	\$250 plus \$10 for each lot	at least 1-2 weeks
Definitive Subdivision Plans	Adopted by BOS 10/24/07	\$400 plus \$75 for each lot plus, in the form of a separate check, \$20 per lot for the GIS update fee.	at least 1-2 weeks
Engineering Review Fees	Adopted by BOS 10/24/07	At the time of application, a deposit for Engineering Review Fees shall be paid by the applicant to the Town. Said deposit shall be replenished by the applicant as required by the Planning Board. The initial deposit for Engineering Review shall be: \$750 plus \$250 in excess of (3).	at least 1-2 weeks
Special Permit	Adopted by BOS 10/24/07	\$300 - Modification or extension of special permit shall also require of a fee of \$300.	at least 1-2 weeks
Site Plan Review	Adopted by BOS 10/24/07	\$300 for sites requiring or containing (10) or fewer parking spaces; \$500 for sites requiring or containing more than (10) parking spaces.	at least 1-2 weeks
Repetitive Petition	Adopted by BOS 10/24/07	\$300 consideration of a petition for a rehearing from the Planning Board.	at least 1-2 weeks
Original Special Permit, Variance or Comprehensive Permit or Modification	Adopted by BOS 10/24/07	\$4000 (2-15) lots/units; \$6000 (16-20) lots/units; \$10000 (21-25); \$20000 (more than 25 lots/units); \$2500 (20 or fewer parking spaces); \$5000 (21 or more spaces) \$3000 wireless communications facility).	at least 1-2 weeks



Permit Type                      Regulatory Reference                      Fee                      Preparation time

*Notes: Regulations governing fees & fee schedules.*

Freedom of Information request      M.G.L. c.66, s.10                      \$0.20/8x11 page; \$0.50/computer printout; \$1.00/11x17 sheet of paper; \$5/disk. Additionally, the administrator may charge the hourly rate of the lowest paid employee capable of searching & segregating the documents.                      up to 10 business days

Freedom of Information request      Planning Board office                      \$0.50/8x14 sheet of paper                      up to 10 business days

Legal Ad                      Adopted by BOS                      \$55.00 (average cost is \$50 - \$100 depending the size of advertisement).                      1 week

Additional                      Notes:                      Time spent on gathering all necessary documents/copies for PB board, packets, legal ad preparation, mailings, turnovers, assistance w/ abutters, etc.)

**Materials Used:**

- Lease of equipment, Ricoh - copier                      \$500 per year
- Postage                      \$400 per year
- Paper                      \$150 per year
- Office supplies                      \$700 per year

Advertising costs                      \$3021.57 - FY2010; \$1687.92 (7/10 - 12/10)

Dues & Memberships                      \$2700 per year

Telephone                      \$701 per year

Total costs include TM warrant articles.

Class	License/Certificate	Fee	Reasoning
	Birth Certificates	\$10.00 1st copy, \$3.00 ea. Additional	Initial fee was set to cover time to research/type the certificate, fee for additional copies was set by the Town Manager. Effective early 2011, this fee will be mandated by the State, We will be moving to an automated system that will provide more functionality and more security, including security paper.
	Death Certificates	\$10.00 1st copy, \$3.00 ea. Additional	Initial fee was set to cover time to research/type the certificate, fee for additional copies was set by the Town Manager. Effective mid-late 2011, this fee will be mandated by the State, We will be moving to an automated system that will provide more functionality and more security, including security paper.
	Marriage Certificates	\$10.00 1st copy, \$3.00 ea. Additional	Initial fee was set to cover time to research/type the certificate, fee for additional copies was set by the Town Manager. Effective mid-late 2011, this fee will be mandated by the State, We will be moving to an automated system that will provide more functionality and more security, including security paper.
	Burial Permits	No Charge	
	Business Certificate	\$20.00	This fee is to cover the time spent with the applicant as well as copies.
	Dog License	\$11.00 (\$7.00 if Neutered/Spayed)	Set by Town of Uxbridge General By-law 146-3
	Dog Kennels (0-4)	\$25.00	Set by Town of Uxbridge General By-law 146-3
	Dog Kennels (5-10)	\$50.00	Set by Town of Uxbridge General By-law 146-3
	Dog Kennels (More than 10)	\$100.00	Set by Town of Uxbridge General By-law 146-3
	Fuel Storage - Renewal	\$25.00	Fee is set to cover the tracking, typing and processing of the permits. The initial permit fee is 25 as well.
	Marriage Intentions	\$25.00	Marriage intentions can take 20 minutes to 90 minutes, the State does not allow for errors/overwrites or crossouts and therefore the forms often need to be filled out several times to get them accurate. The Town of Uxbridge is on the lower side of the range for these.
	Notary Services	No Charge	
	Raffle Permits	\$15.00	Per MGL fees can range from \$10-\$50, This application requires the involvement of several departments and can take anywhere from 10 minutes to 30 minutes to complete.
	Street Listing	\$10.00	Cost of printing
	Voter resident Extracts	\$25.00 per disk or .50/page	This fee is to cover the cost of the disks as well as the time to transfer the information from the state computers to the Town computers. The state computers currently only allow the use of 3.5 floppy disk and text files, so the information needs to be moved to the Town computers and transitioned to excel before it can be burned to disk.
F1	Resident Citizen/Alien Fishing	\$ 27.50	As set by MGL, additional \$1.50 fee for administration costs. The average license will take approximately 10 minutes to complete.
F2	Resident Citizen/Minor Fishing (Age 15-17)	\$ 11.50	As set by MGL, additional \$1.50 fee for administration costs. The average license will take approximately 10 minutes to complete.
F3	Resident Citizen Fishing (Age 65-69)	\$ 16.25	As set by MGL, additional \$1.50 fee for administration costs. The average license will take approximately 10 minutes to complete.
F4 <sup>3</sup>	Resident Citizen Fishing (Paraplegic, Blind, Mentally Retarded and 70 & over)	No Charge	As set by MGL, additional \$1.50 fee for administration costs. The average license will take approximately 10 minutes to complete.
F5	Non-Res. Citizen/Alien Fishing	\$ 37.50	As set by MGL, additional \$1.50 fee for administration costs. The average license will take approximately 10 minutes to complete.
F7	Non-Res. Citizen/Alien Fishing (3-day)	\$ 23.50	As set by MGL, additional \$1.50 fee for administration costs. The average license will take approximately 10 minutes to complete.
F8	Resident Citizen Fishing (3-day)	\$ 12.50	As set by MGL, additional \$1.50 fee for administration costs. The average license will take approximately 10 minutes to complete.
F9	Non-Resident Citizen Minor Fishing (Age 15-17)	\$ 11.50	As set by MGL, additional \$1.50 fee for administration costs. The average license will take approximately 10 minutes to complete.
T1	Resident Citizen Trapping	\$ 35.50	As set by MGL, additional \$1.50 fee for administration costs. The average license will take approximately 10 minutes to complete.

T2	Resident Citizen Minor Trapping (Age 12-17)	\$	11.50	As set by MGL, additional \$1.50 fee for administration costs. The average license will take approximately 10 minutes to complete.
T3	Resident Citizen Trapping (Age 65-69)	\$	20.25	As set by MGL, additional \$1.50 fee for administration costs. The average license will take approximately 10 minutes to complete.
H1	Resident Citizen Hunting	\$	27.50	As set by MGL, additional \$1.50 fee for administration costs. The average license will take approximately 10 minutes to complete.
H2	Resident Citizen Hunting (Age 65-69)	\$	16.25	As set by MGL, additional \$1.50 fee for administration costs. The average license will take approximately 10 minutes to complete.
H3 <sup>4</sup>	Resident Citizen Hunting (Paraplegic)	No Charge		As set by MGL, additional \$1.50 fee for administration costs. The average license will take approximately 10 minutes to complete.
H4	Resident Alien Hunting	\$	27.50	As set by MGL, additional \$1.50 fee for administration costs. The average license will take approximately 10 minutes to complete.
H5	Non-Res. Citizen/Alien Hunting (Big Game)	\$	99.50	As set by MGL, additional \$1.50 fee for administration costs. The average license will take approximately 10 minutes to complete.
H6	Non-Res. Citizen/Alien Hunting (Small Game)	\$	65.50	As set by MGL, additional \$1.50 fee for administration costs. The average license will take approximately 10 minutes to complete.
H8	Resident Citizen Minor Hunting (Age 15-17)	\$	11.50	As set by MGL, additional \$1.50 fee for administration costs. The average license will take approximately 10 minutes to complete.
S1	Resident Citizen Sporting	\$	45.00	As set by MGL, additional \$1.50 fee for administration costs. The average license will take approximately 10 minutes to complete.
S2	Resident Citizen Sporting (Age 65-69)	\$	25.00	As set by MGL, additional \$1.50 fee for administration costs. The average license will take approximately 10 minutes to complete.
S3	Resident Citizen Sporting (Over 70)	No Charge		As set by MGL, additional \$1.50 fee for administration costs. The average license will take approximately 10 minutes to complete.
S4	Resident Minor Sporting	\$	13.00	As set by MGL, additional \$1.50 fee for administration costs. The average license will take approximately 10 minutes to complete.
DF	Duplicate Fishing	\$	2.50	As set by MGL, additional \$1.50 fee for administration costs. The average license will take approximately 10 minutes to complete.
DT	Duplicate Trapping	\$	2.50	As set by MGL, additional \$1.50 fee for administration costs. The average license will take approximately 10 minutes to complete.
DH	Duplicate Hunting	\$	2.50	As set by MGL, additional \$1.50 fee for administration costs. The average license will take approximately 10 minutes to complete.
DS	Duplicate Sporting	\$	2.50	As set by MGL, additional \$1.50 fee for administration costs. The average license will take approximately 10 minutes to complete.
M1	Archery Stamp	\$	5.10	As set by MGL, additional \$1.50 fee for administration costs. The average license will take approximately 10 minutes to complete.
N1	Non-Resident Archery Stamp	\$	5.10	As set by MGL, additional \$1.50 fee for administration costs. The average license will take approximately 10 minutes to complete.
M2	Massachusetts Waterfowl Stamp	\$	5.00	As set by MGL, additional \$1.50 fee for administration costs. The average license will take approximately 10 minutes to complete.
N2	Non-Resident Massachusetts Waterfowl Stamp	\$	5.00	As set by MGL, additional \$1.50 fee for administration costs. The average license will take approximately 10 minutes to complete.
M3	Primitive Firearm Stamp	\$	5.10	As set by MGL, additional \$1.50 fee for administration costs. The average license will take approximately 10 minutes to complete.
N3	Non-Resident Primitive Firearm Stamp	\$	5.10	As set by MGL, additional \$1.50 fee for administration costs. The average license will take approximately 10 minutes to complete.
W1	Resident Wildlands Conservation Stamp	\$	5.00	As set by MGL, additional \$1.50 fee for administration costs. The average license will take approximately 10 minutes to complete.
W2	Non-Resident Wildlands Conservation Stamp	\$	5.00	As set by MGL, additional \$1.50 fee for administration costs. The average license will take approximately 10 minutes to complete.



TOWN OF UXBRIDGE  
BOARD OF SELECTMEN  
Town Hall Room 102  
21 South Main Street  
Uxbridge, MA 01569-1851  
508-278-8600 Fax 508-278-8605

TALENT BANK FORM

Local Government needs citizens to give of their time and talents serving the Town of Uxbridge. This Talent Bank Form has been established to compile a list of interested citizens who are voluntarily willing to serve on Boards, commissions, and committees. Some groups meet often, others require less time, and still others are busy only at specific times of the year. Occasionally, there are requirements for ad hoc committees or sub-committees who are appointed to work on special projects.

If you are interested in serving, please check your preference(s) below and return the completed form to the Town Manager at the address listed above. The form can also be faxed or emailed.

- |   |   |
|---|---|
| <input type="checkbox"/> ADA Committee                    | <input type="checkbox"/> Affordable Housing Committee         |
| <input type="checkbox"/> Blanchard Reuse Committee        | <input type="checkbox"/> Board of Health                      |
| <input type="checkbox"/> Board of Registrars              | <input type="checkbox"/> Bylaw Review Committee               |
| <input type="checkbox"/> Compensation Advisory Board      | <input type="checkbox"/> Conservation Commission              |
| <input type="checkbox"/> Council on Aging                 | <input type="checkbox"/> Cultural Council                     |
| <input type="checkbox"/> Historic Cemetery Committee      | <input type="checkbox"/> Historic Commission                  |
| <input type="checkbox"/> Historic District Commission     | <input type="checkbox"/> Housing Authority                    |
| <input type="checkbox"/> Industrial Development Committee | <input type="checkbox"/> Land Planning Committee              |
| <input type="checkbox"/> Parade Committee                 | <input type="checkbox"/> Planning Board                       |
| <input type="checkbox"/> Poll Worker                      | <input type="checkbox"/> Recreation Commission                |
| <input type="checkbox"/> Scholarship Committee            | <input checked="" type="checkbox"/> School Building Committee |
| <input type="checkbox"/> Town Common Committee            | <input type="checkbox"/> Website Committee                    |
| <input type="checkbox"/> Zoning Board of Appeals          | <input type="checkbox"/> Other: _____                         |

NAME: Dennis Ryan Are you a registered voter? yes

ADDRESS: 717 West St.

HOME PHONE: 508 278-6203 WORK PHONE: 617 594-0664 FAX: \_\_\_\_\_

EMAIL ADDRESS: DRYAN@TISHMAN OCCUPATION: CARPENTER

PLEASE LIST ANY POTENTIAL CONFLICTS OF INTEREST (CURRENT MEMBERSHIPS, BUSINESS AFFILIATION):

SPECIAL INTERESTS AND SKILLS: CONSTRUCTION SUPERVISOR

EDUCATION AND EXPERIENCE: VAILLY TECH GRADUATED IN 1992 AND STARTED MY CONSTRUCTION CAREER

REASONS FOR WANTING TO SERVE: I Believe My CONSTRUCTION BACK GROUND could Really Help My Town.

# PB Fees

## Summary:

Planning board fee schedules from Uxbridge, Northbridge, and Grafton. The written documents are also furnished from which the below numbers are derived. The Uxbridge planning board recently reviewed the fee schedule and voted not to change them. Also included are the regulations governing fees and fee schedules adopted October 24, 2007 for the town of Uxbridge.

Thank you

Chuck Lutton, Chairman Planning Board  
3/14/2011

Fee –	Uxbridge \$	Northbridge \$	Grafton \$
<b>Administration Fee</b>			
Special Permit	300.00		\$250
Legal advertising fee			\$80
Modification or extension of special permit	300.00		\$100 plus \$20 per unit plus \$80 legal advertising fee
Site Plan Review	300.00 ten or less parking spaces 500.00 more than ten parking spaces.		
Repetitive petition	\$300 - rehearing		
Lot releases		\$100 per lot	\$100 per unit maximum \$500 per request
Street acceptance		\$500 per Street	
Bond reduction		\$300	
Plan revision		\$1000 an engineering and inspection deposit of \$300 per lot	
<b>Project Review Fees</b>			
Approval not required plans (ANRs)	N/A	Filing fee \$200 plus \$50 for every new lot created.	\$100 plus \$50 for every new lot created

Fees	Uxbridge	Northbridge	Grafton
Original special permit, variance, or comprehensive permit or modification thereof	2-15 lots \$4000 16-20 lots \$6000 21 to 25 lots \$10,000 more than 25 lots \$20,000	<b>Preliminary</b> minimum \$1000 plus \$50 for every lot about five. <b>Definitive plus preliminary</b> minimum \$2000 plus \$200 per lot <b>definitive modification</b> minimum \$1000	<b>Preliminary \$500</b> and \$75 per lot minimum fee of \$1000 peer-reviewed \$2000 legal advertising fee \$80. <b>Definitive plus Preliminary \$1000</b> hundred and \$50 per lot created peer-reviewed \$2000 legal advertising \$80 <b>Definitive Plan</b> \$3000, \$250 per lot created, peer review fee \$2000 legal advertising fee \$80
Look at this firstAssociated parking spaces	20 or fewer \$2500 21 or more \$5000		
Wireless communications facility	\$3000		\$500
Project review fee	to be determined		
Other subdivision fees			Inspection fee deposit two dollars per linear foot of roadway or \$1000 whichever is greater

**PLANNING BOARD (ACTING AS SPGA)**

**REGULATIONS GOVERNING FEES  
AND  
FEE SCHEDULES**

**Adopted October 24, 2007**

**SECTION 1. INTRODUCTION.**

**1.1 Procedural History.** Pursuant to G.L. c. 40A, Section. 9, the Planning Board, acting as Special Permit Granting Authority has adopted regulations governing fees and a new schedule of fees for review conducted by the Planning Board (acting as Special Permit Granting Authority) and its consultants on the various types of applications which come before it. This document, subject to revision from time to time in a manner spelled out herein, constitutes the Planning Board (acting as SPGA)'s rules governing the imposition of fees and its current fee schedules.

**1.2 Purpose.** These regulations and fee schedules have been adopted to produce a more equitable schedule of fees which more accurately reflects the costs of technical and legal review of applications to the Planning Board (acting as SPGA); to take advantage of the procedures offered by G.L. c. 44, s. 53G; to establish a review procedure in the selection of consultants; and to promote more informed decision-making by the Planning Board (acting as SPGA).

**SECTION 2. FEE STRUCTURES AND REGULATIONS.**

**2.1 General.** The Planning Board (acting as SPGA) shall impose reasonable fees for the review of applications which come before it. The Planning Board (acting as SPGA) may impose Administrative Fees and Project Review Fees as may be applicable to the types of applications set forth below.

**2.2 Form of Payment.** All Administrative and Technical Review Fees shall be paid by bank or certified check.

**SECTION 3. ADMINISTRATIVE FEES.**

**3.1 Applicability.** An Administrative Fee shall be assessed to offset the expense of review by the Planning Board (acting as SPGA) and its office with regard to all applications set forth in Section 3.3, below.

**3.2 Submittal.** Administrative Fees shall be submitted at the time of the submittal of the application. Any application filed without this fee shall be deemed incomplete and no review work shall commence until the fee has been paid in full.

**3.3 Schedule of Administrative Fees.** The following schedule applies to the types of applications to the Planning Board (acting as SPGA) set forth below. This schedule supersedes all previous schedules as they may have appeared in the Zoning By-Laws and any listings which may have been compiled from time to time for the benefit of applicants.

- A. Special Permit - \$300.00. Modification or extension of special permit shall also require of a fee of \$300.00.
- B. Site Plan Review - Review of Site Plans shall require the following application fees:
  - 1. \$300.00 for sites requiring or containing ten or fewer parking spaces.
  - 2. \$500.00 for sites requiring or containing more than ten parking spaces.
- C. Repetitive Petition - Consideration of a petition for a rehearing from the Planning Board - \$300.00.

**STAFF RECOMMENDATIONS RE A and C ABOVE**

**3.4 Fees for Revised Applications.** Where an Administrative Fee has been calculated by the number of lots or units proposed, and the application is revised after payment of said fee, the following rules shall apply:

- A. If the number of proposed lots or units increases, the applicant shall pay a fee equivalent to the difference between the fee originally paid and the fee that would have been paid had the original submission included these additional lots or units. No review of these additional lots or units shall take place until this additional fee is paid to the office of the Planning Board (acting as SPGA), and failure to make this payment after requesting additional lots shall be grounds for denial of the application.
- B. If the number of proposed lots or units decreases, a refund of that portion of the application fee predicated on those lots or units shall be granted only if, in the judgment of the Planning Board (acting as SPGA), no cost associated with the review of those lots or units has been yet incurred.

**3.5. Fee Waivers.** The Planning Board (acting as SPGA) may waive or reduce any Administrative Fee, if, in the opinion of the Board, unusual circumstances exist regarding the subject property or the applicant.



3.6 Refund. Once the review process has been commenced, the Planning Board (acting as SPGA) shall not refund Administrative Fees, including the case of withdrawal of the application by the applicant, except as provided in Section 3.4.B, above.

#### SECTION 4. PROJECT REVIEW FEES.

4.1 Applicability. In addition to an Administrative Fee, the Planning Board (acting as SPGA) shall impose a Project Review Fee on those applications which require, in the judgment of the Planning Board (acting as SPGA), review by outside consultants due to the size, scale or complexity of a proposed project, the project's potential impacts, or because the Town lacks the necessary expertise to perform the review work related to the permit or approval. In hiring outside consultants, the Board may engage engineers, planners, lawyers, designers, or other appropriate professionals able to assist the Board and to ensure compliance with all relevant laws, ordinances, by-laws and regulations. Such assistance may include, but shall not be limited to, analyzing an application, monitoring or inspecting a project or site for compliance with the Board's decisions or regulations, or inspecting a project during construction or implementation.

4.2 Submittal. Project Review Fees shall be submitted at the time of the submittal of the application for deposit in an account established pursuant to G.L. c. 44, s. 53G (53G Account). Any application filed without this fee shall be deemed incomplete and no review work shall commence until the fee has been paid in full.

4.3 Schedule of Project Review Fees. The following schedule applies to the types of applications to the Planning Board (acting as SPGA) set forth below. This schedule supersedes all previous schedules as they may have appeared in the Zoning By-Laws and any listings which may have been compiled from time to time for the benefit of applicants. Where more than one type of application has been submitted for Planning Board (acting as SPGA) for action, only the largest of the applicable Project Review Fees shall be collected for deposit into the 53G Account, and not the sum of those fees. The dollar amounts listed below shall be considered the initial deposit required in order to proceed

Original Special Permit, Variance, or Comprehensive Permit or Modification thereof:

<u>Project Size</u>	<u>Fee</u>
2 - 15 Lots/Units	\$ 4,000
16 - 20 Lots/Units	\$ 6,000
21 - 25 Lots/Units	\$ 10,000
More than 25 Lots/Units	\$ 20,000
Twenty or fewer Parking Spaces	\$ 2,500
Twenty-One or more Spaces	\$ 5,000
Wireless Communications Facility	\$ 3,000

**4.4 Replenishment.** When the balance in an applicant's 53G Account falls below twenty-five percent (25%) of the initial Project Review Fee, as imposed above, the Planning Board (acting as SPGA) shall consider whether to require a supplemental Project Review Fee to cover the cost of the remaining project review.

**4.5 Inspection Phase.** After the granting of a Special Permit, Variance, or Comprehensive Permit, the Planning Board (acting as SPGA) may require a Supplemental Project Review Fee for the purpose of ensuring the availability of funds during the inspection phase of the review process.

**4.6 Handling of Project Review Fees.** The Project Review Fee is to be deposited into a special account as set forth in G.L. c. 44, s. 53G.

- A. Outside consultants retained by the Planning Board (acting as SPGA) to assist in the review of an application shall be paid from this account.
- B. Project Review Fees shall be turned over to the Town Finance Director by the Planning Board (acting as SPGA) for deposit into a 53G Account.
- C. A copy of the latest statement from the banking institution handling the 53G Account shall be forwarded from the office of the Town Finance Director to the office of the Planning Board (acting as SPGA) as soon as it is received for timely and accurate accounting.
- D. The Town Accountant shall prepare a report on activity in the 53G Account on an annual basis.
  1. This report shall be submitted to the Board of Selectmen for its review.
  2. This report shall be printed in the Annual Report for the Town.
- E. An accounting of an applicant's funds held in the 53G Account may be requested by the applicant at any time.
  1. The Planning Board (acting as SPGA) shall respond to the request in a timely fashion.
  2. This accounting shall include the following information:
    - a. The latest statement from the banking institution handling the account, which should include an accurate accumulated interest portion to the closing date of the statement if such statements are subdivided into individual applicants' accounts. Otherwise, a statement of principal and interest, prepared by the office of the Planning Board (acting as SPGA), based on the latest statement from the banking institution.

- b. A report of all checks authorized for issuance since that last banking statement.
- F. An applicant may request an estimate of bills pending from consultants for work completed, or in progress, but not yet invoiced.
- G. Excess fees in the 53G Account, including accumulated interest, shall be returned to the applicant or the applicant's successor in interest, at the conclusion of the review process, as defined below. For the purpose of this section, any person or entity claiming to be an applicant's successor in interest shall provide the Board with documentation establishing such succession in interest.
  - 1. With the filing of a decision with the Town Clerk denying or awarding a Special Permit, Variance, or Comprehensive Permit.
  - 2. With the filing of a decision with the Town Clerk regarding an Administrative Appeal.

**4.7. Appeal.** The choice of a consultant selected by the Planning Board (acting as SPGA) for the review of an application may be appealed in writing to the Board of Selectmen by the applicant, providing such appeal is initiated within two weeks of the initial selection.

- A. The Council shall convene a formal hearing within twenty days of receiving a written appeal by an applicant.
- B. Two circumstances may disqualify the selected consultant. These conditions of constitute the only grounds for an appeal.
  - 1. **Conflict of interest:** A consultant shall not have a financial interest in the project under review, or be in a position to financially benefit in some way from the outcome of the pending review process. Consultants must be in compliance with the Massachusetts Conflict of Interest Law, G.L. c. 268A.
  - 2. **Lack of appropriate qualifications:** A consultant shall possess the minimum required qualifications. The minimum qualifications shall consist of either an educational degree in, or related to, the field at issue or three or more years of practice in the field at issue or a related field.
- C. The required time limits for action upon an application by the Planning Board (acting as SPGA) shall be extended by duration of the appeal.
- D. If no decision is rendered by the Council within one month following the filing of the appeal, the selection made by the Planning Board (acting as SPGA) shall stand.

- E.** This appeal shall not preclude further judicial review, if otherwise permitted by law, on the grounds provided for in this section.

**SECTION 5. DELINQUENT ACCOUNTS.** The following rules apply to fees owed to the Planning Board (acting as SPGA) by applicants:

**5.1 Monthly Interest Charge.** All fees past due by one month from the date of invoice shall be subject to a monthly interest charge based upon an annual interest rate of 14%.

**5.2 Costs of Collection.** All costs of collection associate with past due accounts shall be borne by the applicant.

**5.3. Current Delinquents.** All applicants owing fees to the Planning Board (acting as SPGA) at the time of any amendment to these provisions of the regulations shall be sent the following:

- A:** A duplicate notice of the amount past due.
- B.** A copy of the applicable sections of these regulations with all amendments clearly indicated.
- C.** Notice of a 30 day grace period before the commencement of any changes in interest rates or charges.

**SECTION 6. REVISION OF FEE SCHEDULES AND REGULATIONS GOVERNING FEES.**

**6.1 Amendment.** The Planning Board (acting as SPGA) may review and revise its regulations and fee schedules, from time to time, as it sees fit.

- A.** Amendments shall be preceded by a public hearing.
- B.** Any new regulations or alterations to the fee schedule shall take affect upon filing a copy of the amendments with the Town Clerk.
- C.** The Planning Board (acting as SPGA) will review its regulations and fee schedule on an annual basis.
  - 1.** The Board may waive this provision in any year with a motion carried by a majority of the Board members.