

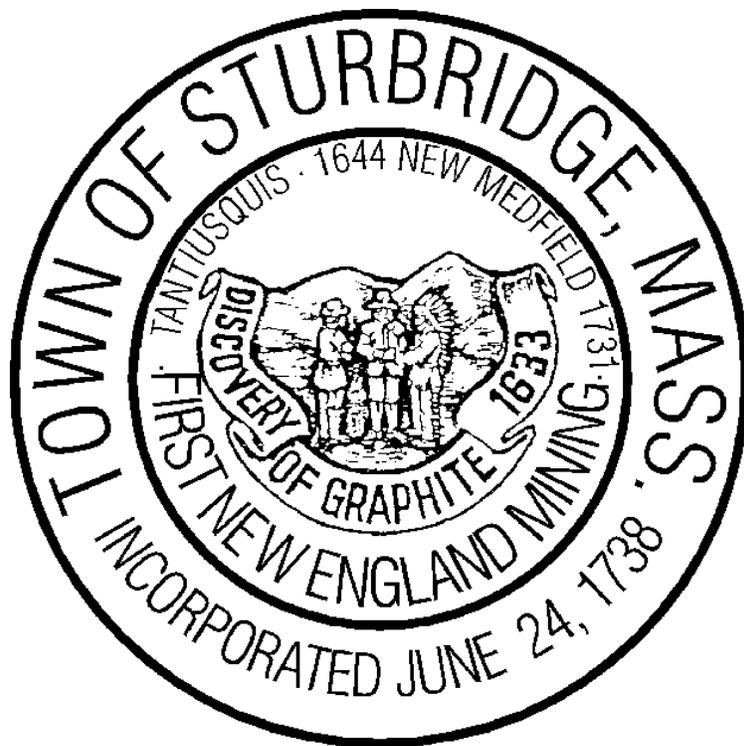
TOWN OF STURBRIDGE, MASSACHUSETTS

STURBRIDGE SENIOR CENTER



ANNUAL TOWN REPORT 2017

**REPORT
OF THE
TOWN OFFICERS**



***FOR THE YEAR ENDING
DECEMBER 31, 2017***

*We Remember
those who passed on in the year 2017*



Mary White

Served as a Trustee of the Joshua Hyde Library,
Council on Aging, Sturbridge Cooperative and
Aide at Burgess Elementary School

Suzanne Smiley

Served on the Finance Committee

Fred Anderson

Served on the Street Light Committee

Axel Silverberg

The oldest resident of Sturbridge!

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

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ELECTED TOWN OFFICIALS

MODERATOR - 3 Year Term (One)

Michael Caplette 2018

TOWN CLERK - 3 Year Term (One)

Lynne Girouard 2020

BOARD OF REGISTRARS - 3 Year Term (3 Members)

Lynne Girouard, Town Clerk 2020 (elected)
Doreen Burbine 2019
Timothy Bardsley 2017
Susan Murphy 2018

BOARD OF SELECTMEN - 3 Year Term (5 members)

Mary Blanchard, Chair 2020
Priscilla Gimas, Vice Chair 2020
Mary Dowling, Clerk 2019
Craig Moran 2018
Michael Suprenant 2018

BOARD OF ASSESSORS - 3 Year Term (3 Members)

Paul Murphy 2019
Sophia Lengyel 2020
Dale Meehan McNeil 2018

STURBRIDGE SCHOOL COMMITTEE - 3 Year Term (5 Members)

Katherine Alexander, Chair 2020
Mary Bellezza 2019
Megan Panek 2018
Kristin Tuohey 2020
Scott D. Parker 2019

TANTASQUA SCHOOL COMMITTEE - 3 Year Term (5 Members)

Patricia Barnicle 2020
Michelle Fitzgerald 2018
Susan Waters 2018
William Haggerty 2019
Kristen M. Leo 2019
Susan Dale Kline 2020

CONSTABLES - 3 Year Term (3 Members)

L. David Covino 2019
Robert G. Cerny 2018
Tom Creeden 2020

ELECTED TOWN OFFICIALS

BOARD OF HEALTH - 3 Year Term (3 Members)

Linda Cocalis, Chair	2020
Robert Audet, Vice-Chair	2018 (resigned)
Richard Volpe	2019
Dr. George DeBusk	2017

RECREATION COMMITTEE - 3 Year Term (5 Members)

MaryLou Volpe, Chair	2019
Matthew Johnson, Vice Chair	2020
Kristie Galonek	2018
Daniel Thompson	2020
Kadion Phillips	2020

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

Kevin Kelley, Chair	2018
Elizabeth Banks, Vice-Chair	2020
Thomas Earl	2019
Fidelis Onwubueke	2019
Maryann Thorpe	2018
Michael Young	2017 (Appointed)
Marge Cooney	2019 (Appointed)

LIBRARY TRUSTEES - 3 Year Term (9 Members)

Jacqueline Belisle	2020
Dolores Courtemanche	2020
Patricia Howard	2020
Barbara Helbig	2018
David Peterkin	2018
Elisa Krochmalhckyj	2019
Stephen Mullen	2019
Joyce Sinnott	2019

APPOINTED/HIRED TOWN OFFICIALS

TOWN ADMINISTRATOR

Leon Gaumont, Jr.	Town Administrator
Debra Gauthier	Administrative Assistant (resigned)
Colleen King	Administrative Assistant

FACILITIES - (3 year appointment)

Daniel Matte	Facilities Coordinator 2019 (resigned)
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APPOINTED/HIRED TOWN OFFICIALS

FINANCE DEPARTMENT

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

ASSESSORS DEPARTMENT

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

OFFICE OF THE TOWN CLERK

Lynne Girouard	Town Clerk 2020
Jennifer SaBlack	Assistant Town Clerk (resigned)
Sheila O'Connell	Assistant Town Clerk

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

Nelson Burlingame	Building Inspector 2020
Cynthia Forgit	Administrative Assistant

WIRE INSPECTOR - (3 year appointment)

Clyde Gagnon	Wire Inspector 2018
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ASSISTANT WIRE INSPECTOR - (3 year appointment)

William Gibson	Asst. Wire Inspector 2020
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PLUMBING and GAS INSPECTOR - (3 year appointment)

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

Paul Mazeika	Asst. Plumbing/Gas Inspector 2020
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HEALTH DEPARTMENT

Jamie Terry, Agent	Interim
Erin Carson	Administrative Assistant
Judy Rask	Clerk (retired)
Jamie Rice, Part-Time Inspector	2018
Wendi Denning, Inspector	2018 (resigned)

APPOINTED/HIRED TOWN OFFICIALS

PLANNING DEPARTMENT

Jean Bubon	Town Planner 2017 (3 year appointment)
Diane Trapasso	Administrative Assistant (retired)
Rebekah DeCoursey	Administrative Assistant

CONSERVATION DEPARTMENT

Glenn Colburn	Conservation Agent (resigned)
Rebecca Gendreau	Conservation Agent
Anne Renaud-Jones	Administrative Assistant

COUNCIL ON AGING DEPARTMENT

Melissa Beauchemin	Director 2017 (3 year appointment)
Leslie Wong	Community Resource/Outreach Coordinator
Carmen MacGillivray	Administrative Assistant
Rachel Jalbert	Program Assistant
Jen Tetreault	Fitness Instructor
Mike Alvarado	Custodian

TREE WARDEN - (3 year appointment)

Thomas Chamberland	Tree Warden 2018
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CABLE ACCESS DEPARTMENT

Bruce Butcher	Production Coordinator
Stephen Sandberg	Scheduler Clerk

VETERANS DIRECTOR/SERVICES DIRECTOR - (3 year appointment)

Michael (Tim) Hickey	Veterans Director 2018 (resigned)
Stephen Gagnon	Veterans Director 2020

RECREATION DEPARTMENT

Annie Roscioli	Recreation Director
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DIRECTOR OF PUBLIC WORKS – 3 year appointment

Gregory Morse	Director 2020
Elissa Splaine	Administrative Assistant
Mark Augello	Operations & Maintenance Manager

MEMBERS OF THE HIGHWAY DEPARTMENT - (3 year appointment)

Robert Anderson	2020
John Booth	2020
Benjamin Burlingame	2018
John Christianson	2020

APPOINTED/HIRED TOWN OFFICIALS

MEMBERS OF THE HIGHWAY DEPARTMENT - (3 year appointment)

Brian Curboy	2020
Wayne Dube	2018
Brian Larson	2020
Brian McRoy	2020
David Mitchell	2020
Timothy Pupka	2020
Kimberly Welton	2018
Andrew Szumilas	2020

MEMBERS OF THE POLICE DEPARTMENT – 3 year appointment

Police Chief Thomas Ford, III	2018
Melissa Rozzen	Administrative Assistant

FULL-TIME OFFICERS – (3 year appointment)

Mark Saloio, Lieutenant	2019
Earl Dessert, Lieutenant	2019
Larry Bateman, Sergeant	2019
Joseph Lombardi, Sergeant	2019
Kevin Mercier, Sergeant	2019 (resigned)
Sean Paine, Sergeant	2019
Joseph Ballotte	2019 (resigned)
Carol Benoit	2019
Hillary DaDalt	2017
Jeffrey Forcier	2019
David Fortier	2019
Daniel Hemingway	2017
Jeffrey Lavallee	2017
Daniel Menzone	2017
Peter Mullin	2017 (resigned)
Paul Janson	2021
Ronald Obuchowski	2019
Edward Page, Jr.	2018
Thomas Giordano	2020
Garrett Danna	2020

PART-TIME OFFICER

Eric Rondina	2020
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FULL-TIME DISPATCHERS - (3 year appointment)

Barbara Boiteau	2019
Scott Belanger	2018
Tyler Bresse	2018
Patricia Lupacchino	2019
Taylor Plumley	2021

APPOINTED/HIRED TOWN OFFICIALS

PART-TIME DISPATCHERS - (3 year appointment)

Toniah Maloney	2019
Melissa Palmer	2020
Alexis St. Francis	2020
Eric McLaughlin	2020

MEMBERS OF THE FIRE DEPARTMENT – 3 year appointment

Fire Chief John Grasso, Jr.	2020
Michelle Bossie	Administrative Assistant (resigned)
Kristin Strasheim	Administrative Assistant

FULL-TIME PERSONNEL - (3 year appointment)

Lieutenant Matthew Roderick	2019
Lieutenant John Marinelli	2019
Lieutenant Eric Riendeau	2019
Patrick Normandin	2019
Jonathan Becker	2019
MaryLou Volpe	2019
Sean Moynagh	2018
Jennifer Ashe	2018
Stephen Joyce	2020
Awtum Courville	2019

PART-TIME PERSONNEL – (3 year appointment)

Joshua Brackett	2019
Gordon Holstrom	2019
Scott Belanger	2018
Bryan Swanda	2018
Robert Moynagh	2018

PART-TIME PERSONNEL – (3 year appointment)

Tina Kruczek	2020
Ryan Mullen	2020
Thomas Giordano	2018

ANIMAL CONTROL OFFICER/ROAD KILL AGENT - 3 Year appointment

Michelle Connors 2018

HISTORICAL COMMISSION (3 year appointment)

Barbara Search, Chair	2018
Cathy Zavistoski	2019
Bailey Applegate	2019

APPOINTED/HIRED TOWN OFFICIALS

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

Kathleen Neal, Chair	2019
Michael Serio	2018
Joni Light	2020
Laurance Morrison	2019
Karen Davis	2018
Michael Hager	2020
James Waddick	2018
Bruce Bryson	2019
Jared Burns	2020

PLANNING BOARD - 5 Year Term (7 Members)

Sandra Gibson-Quigley, Chair	2018
Susan Waters, Clerk/Vice Chair	2022
Charles Blanchard	2021
Russell Chamberland	2019
James Cunniff	2022
Penny Dumas	2018
Heather Hart	2019

TOWN COUNSEL - 1 Year Term

Kopelman & Paige	2018
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EMERGENCY MANAGEMENT DIRECTOR - (3 year appointment)

Police Chief Thomas Ford, III	2019
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EMERGENCY MANAGEMENT COORDINATOR - (3 year appointment)

Kevin Filchak	2020
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LOCAL EMERGENCY PLANNING COMMITTEE

Thomas Ford III, Emergency Management Director	2019
Leon Gaumond, Jr., Town Administrator	2018
Kevin Filchak, Economic Development & Emergency Management	2020
Jamie Terry, Health Agent	2019
Deborah Boyd, Tantasqua Reg. School District - Record with Tantasqua School Dept.	
Mary Blanchard, Selectman	2017
Gregory Morse, DPW Director	2017
Jean Bubon, Town Planner	2017
Melissa Beauchemin, Council on Aging Director	2017
Linda Cocalis, Board of Health	2017
Brian Towns	2017
Eric Riendeau	2017
Shane Moody, Veolia Water North America	2017
Victoria Denault	2017
Richard Solari	2017

APPOINTED/HIRED TOWN OFFICIALS

HAZARDOUS WASTE COORDINATOR - 3 year appointment

Mike Hoy 2020

ADA COORDINATOR - 3 year appointment

Nelson Burlingame 2020

SAFETY COMMITTEE - 3 Year Term (5 Members)

Gregory Morse, DPW Director	2020
Thomas Ford, III, Police Chief	2019
Leon Gaumont, Jr., Town Administrator	2019
Frank McNeil	2018

PARKING CLERK

Barbara Barry

MOTH INSPECTOR

Thomas Chamberland

FENCE VIEWER

Gregory Morse

STREET LIGHT COMMITTEE - 3 Year Term (3 Members)

Police chief Thomas Ford, III	2019
Gregory Morse, DPW Director	2020

CONSERVATION COMMISSION - 3 Year Term (5 Members)

Edward Goodwin, Chair	2018
David Barnicle	2019
Steven Halterman	2019
Paul Zapun	2019
Steven Chidester	2018

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

Susan Grandone, Chair	2018
William Grandone	2019
Ann White	2019
Tina Peterson	2019
Kenneth White	2018
Gladys Santelli	2018
Barbara Gionfriddo	2019

APPOINTED/HIRED TOWN OFFICIALS

CAPITAL PLANNING COMMITTEE - 3 year appointment

Leon Gaumond, Jr., Town Admin., Chair	2018
Jean Bubon	2017
Gregory Morse	2017
Kathleen Neal	2019
Fire Chief John Grasso, Jr.	2019

TRAFFIC SAFETY COMMITTEE - 3 year appointment

Anthony Celuzza	2017
Police Chief Thomas Ford, III	2017
Marc French	2017
Gregory Morse	2019
Leon Gaumond, Jr., Town Administrator	2019

OPEN SPACE COMMITTEE - 3 year appointment

Carol Goodwin, Chair	2018
Lynne Sarty	2018
Elissa Gelfand	2018

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

Penny Dumas, Chair	2018
Randy Ellithorpe	2019 (resigned)
Kelly Emrich	2017
Edward Goodwin	2019
Heather Hart	2018
Kadion Phillips	2017

DESIGN REVIEW COMMITTEE - 3 Year Term (5 Members)

Chris Castendyk, Chair	2018
Christine Wilson	2019
Elaine Cook	2019

TRAILS COMMITTEE - 3 Year Term

Brandon Goodwin, Chair	2018
Gary Staab, Vice-Chair	2019
Fritz Reeve, Secretary	2020
William Cunningham	2020
David Peterkin	2020
Thomas Chamberland, Associate Member	2018
Patrick McGarrah, Associate Member	2022
Darcy Foley, Associate Member	2020
David Vadenais, Associate Member	2018
Richard Paradise, Associate Member	2019

APPOINTED/HIRED TOWN OFFICIALS

STURBRIDGE TOURIST ASSOCIATION - 3 Year Term (6 of 7 Members)

Brian Amedy, Chair	2019
Thomas Chamberland	2018
Kristie Galonek	2018
James Leaming	2018

ENERGY ADVISORY COMMITTEE - 3 Year Term

John Schneider, Chair	2019
Kenneth Elkinson	2019
Kerry Fuqua	2019

SCHOOL ADMINISTRATION

Erin M. Nosek, Ed.D	Superintendent
Deborah Boyd	Associate Superintendent
Jeffrey Zanghi	Assistant Superintendent
Brenda Looney	Special Ed./Pupil Services Director
Kathleen Pelley	Principal
John Canavan	Assistant Principal
Mary Jaeger	Assistant Principal
Marie Piscopo	Administrative Assistant

TOWN COMMON STUDY COMMITTEE

Leon Gaumond, Jr.	Town Administrator
Jean Bubon	Town Planner
Gregory Morse	DPW Director
Thomas Chamberland	Tree Warden
Annie Rossioli	Recreation Director
John Grasso, Jr.	Fire Chief
Vernon Jackson	Resident
Anthony Celuzza	Resident

WAYFINDING COMMITTEE

Jean Bubon
Brian Amedy
Priscilla Gimas
Heather Hart
Fran O'Connell
Alix McNitt
Patrick Sweeney
Leon Gaumond, Jr.

STURBRIDGE DIRECTORY

www.town.sturbridge.ma.us

EMERGENCY NUMBERS

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

TOWN HALL OFFICES

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

Water Department.....	347-2513
Zoning Board of Appeals	347-2508

LIBRARY

Joshua Hyde	347-2512
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PERMITS & LICENSES

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

SCHOOLS

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

PLACES OF WORSHIP

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

CLUBS

American Legion	347-3248
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AREA INFORMATION SERVICES

Tourist Information Center/Tri-Community Chamber of Commerce	347-2761
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COUNSELING & HOTLINE SERVICES

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

IMPORTANT GOVERNMENTAL AGENCIES

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

VICE PRESIDENT: Michael R. Pence.....202-456-1414

STATE OFFICES

Auditor617-727-2075

Deputy Auditor for Administration.....617-727-6200

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

Audit Operations617-727-0025

Division of Local Mandates617-727-0980

Auditor's Hotline 1-800-462-COST

GENERAL AGENCIES AND OFFICES

Administration and Finance General Information617-727-2050

Budget Bureau617-727-1308

Alcoholic Beverage Control Commission617-727-3040

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

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

Civil Defense Director - Headquarters617-237-0200

Community Antenna Television Commission617-727-6925

DEP: General Information617-727-2690

Education Department: General Information617-770-7500

Elder Affairs Information.....617-727-7750

Emergency Finance Board617-727-2881

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

Ethics Commission617-727-0060

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

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

Lt. Governor's Office.....617-727-7200

Public Health: General Information617-727-2700

Vital Statistics617-727-0036

Retirement Board1-800-392-6014

REVENUE DEPARTMENT1-800-392-6089

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

Liquor License Transfers617-727-9744

Bureau of Local Assessment617-727-4217

Division of Local Services617-626-2300

SECRETARY OF STATE

Information617-727-2800
Elections617-727-2828
Rules and Regulations617-727-3831
State Treasurer617-367-6900
Veterans Services: Information617-727-3578

STATE HOUSE

Governor Charlie Baker617-725-4005
Bookstore617-727-2834
Documents Room617-722-2860
House Ways and Means617-722-2380
House General Information617-722-2000
Library617-722-2590
Senate Ways and Means617-722-1481
Local Affairs Committee617-722-2400

SENATORS & CONGRESSMEN

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

STATE SENATOR

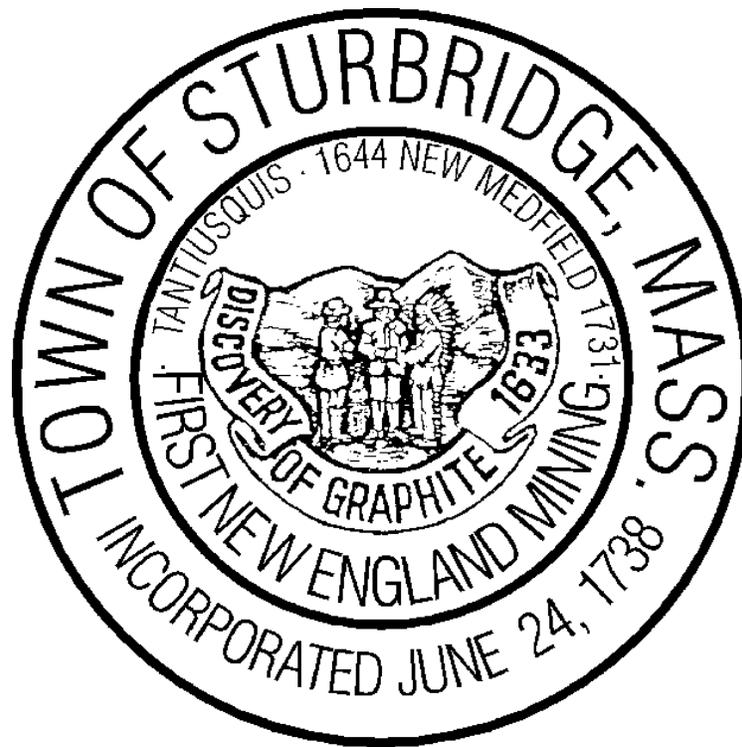
Anne Gobi617-722-1540

STATE REPRESENTATIVE

Todd Smola617-722-2100

ADMINISTRATION AND FINANCE

2017



REPORT OF THE BOARD OF SELECTMEN

2017

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

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

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

There have been some personnel changes through retirements, resignations and hiring. Glenn Coburn retired as Conservation Agent, and Diane Trapasso retired as the Administrative Assistant to the Planning Board. We appreciate their service and we wish them well in their retirement.

John Grasso was appointed Fire Chief. We welcome him with his knowledge and experience.

Other appointments include:

Rebecca Gendreau – Conservation Commission Agent

Rebekah DeCoursey – Administrative Assistant to the Planning Board

Colleen King – Administrative Assistant to the Board of Selectmen and Town Administrator

Stephen Gagnon – Veterans' Service Officer

William Gibson – Alternate Electrical Inspector

Paul Mezeika – Alternate Plumbing and Gas Inspector

Kevin Filchak – part Time Emergency Management Coordinator

Garrett Danna and Thomas Giordano – Police Department

Sabrina Suarez and Alexis St. Francis – Part Time Dispatchers

Stephen Joyce – Fireman / Paramedic

William Silliker, Andrew Szumilas and David Mitchell – DPW

Susan Arnold, Joyce Sinnott and Larry Morrison – Local Cultural Council

Bill Cunningham – Trails Committee

Darcey Foley – Associate Member Trails Committee

Sheila O'Connell – Assistant Town Clerk hired by the Town Clerk

Some of the business before the Board this year included:

- Approved amendments to the Sturbridge Community Development Strategy
- Approved changes to the personnel / job descriptions as recommended by the Personnel Committee
- Signed consent to Pledge of Power Purchase Agreements and related rights for the Ameresco Solar project
- Received a District Local Technical Assistance Grant from the Central MA Regional Planning Commission to review the zoning on Route 15
- Adopted a new policy regarding the Town Administrator's evaluation
- Voted not to participate in a proposed Regional Dispatch Center
- Proposed Tax Incentive Finance agreements for Arland Tool and the Publick House – both were approved at Town Meeting
- Accepted Standard Operation Procedure for the Police Department
- Established a new Special Events Committee
- Approved proposal from BLW Engineers for an HVAC study at the Joshua Hyde Library
- Signed the agreement for the Hamant Brook Dam Removal
- Awarded a contract to Brimfield Sign for the Wayfaring Sign Project
- Approved the use of Town Hall water for the Community Food Cooperative
- Approved the extension of Town Water to the Escape Estates development on Douty Road
- Approved four logging permits: Walker Pond, Paradise Lane, Breakneck Road and High Street
- Along with the multitude of license renewals signed by the Board, a new license was approved for Altruist Brewing Company and a new Taxi Livery License was issued to Michael Jaynes
- Sturbridge was listed as one of the ten most beautiful towns of Massachusetts by The Cultural Trip Travel Website
- Sturbridge was awarded the Tree City USA designation for the 28th consecutive year
- The Police Department was awarded Reaccreditation by the Massachusetts Police Accreditation Commission

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



Left to Right: Priscilla Gimas, Michael Suprenant, Mary Dowling, Craig Moran, Mary Blanchard

Respectfully submitted,

BOARD OF SELECTMEN

Mary Blanchard, Chairman

Pricilla Gimas, Vice Chairman

Mary Dowling, Clerk

Craig Moran

Michael Suprenant

REPORT OF THE TOWN ADMINISTRATOR

2017

This is the second Town Report prepared by Town Administrator Leon A. Gaumont Jr.

On a personal note I would like to thank each of the Town employees for their service to the Town of Sturbridge. I am proud of their service to the community and grateful for their assistance to me over the past year.

While there has not been as much transition in the Town staff as there was the previous year, this was still a year of significant change.

- I hired a new Administrative Assistant in the Town Administrator/Selectmen's office. Colleen King was hired near the end of the year to replace Debra Gauthier. I wish both Debra and Colleen much success in the new year.
- I hired a new Conservation Agent, Rebecca Gendreau, to replace Glenn Colburn who retired. She brings a great deal of knowledge and passion to the job.
- We began the year with the hiring of Fire Chief John Grasso. Chief Grasso has led the department through the procurement of a new ladder truck and the successful application of a SAFER grant to bring more staff to our department.

This year the Town Administrator was assigned the following goals and objectives to work on:

- 1) **Present regional dispatch findings & recommendation for Selectmen's consideration:** During the past year I worked closely with a regional group of towns and the police chief & fire chiefs to study this issue, advocate for a program that would benefit the Town and to present our findings and recommendations to the Selectmen. Ultimately that recommendation was not successful, however I feel strongly that the work done in the effort will one day greatly benefit the Town.
- 2) **Work with Personnel Committee & Selectmen to update Personnel Policies:** This effort was years in the making in Sturbridge. I thank the Finance Director and the Personnel Committee for their work with me on the completion of this project. This was a major goal from our HR Study conducted in 2015 as you recall.
- 3) **Work with Personnel Committee to complete job description review and develop schedule for periodic review of positions:** This was a major undertaking this year. Over the last year we reviewed dozens of outstanding job descriptions and completed all of them. We also created a schedule by which the Town Administrator, department heads and Personnel Committee can feel comfortable with the fact that our descriptions will never again be out of compliance.

- 4) **Policy Development:** The Selectmen had a number of policies they asked the Town Administrator to work on this past year including an amendment to the Fiscal Policies, a complete streets policy, a policy on the role of the Town Administrator and Selectmen, a TIF policy, a policy on the conclusion of Selectmen's meetings, a policy on citizen forum at selectmen's meetings, a septage receiving policy, a policy on the Town Administrator's evaluation as well as a hiring policy.
- 5) **Comprehensive study of water pipes in the oldest sections of the Town:** We have begun the study on this project and I am awaiting a formal response from the DPW.
- 6) **Finalize Chief Procurement Officer Credentialing:** I am happy to report that I have completed my recertification as a Chief Procurement Officer for the Town and the certificates proudly adorn the walls in my office.
- 7) **Prepare a DPW Staffing Analysis:** We began the new year with several vacancies in the DPW and took strides to fill those vacancies. While we had some initial success we still have a few vacancies to fill as I understand it. I hope to be able to have all vacancies filled after the first of the year.
- 8) **Develop a formal five-year Facilities plan:** I have received a working draft from the Facilities Director and I continue to work with him on the presentation to the Selectmen. It should happen in the first few months of 2018.
- 9) **Prepare action agenda to meet the outstanding items found within our Master Plan & CTD Study:** Again this was a massive undertaking this past year. I worked closely with Town Planner Jean Bubon on this item and we successfully presented the document to the Selectmen. It shall be posted on the Town's Website for all to see. It is a document we are very proud of.
- 10) **Review 'Complete Streets' and make recommendation to the Selectmen:** I made two presentations to the Selectmen including a public hearing at which point the Selectmen adopted a complete streets policy for Sturbridge. This opens the door to a great deal of state funding for associated efforts here in Town.
- 11) **Prepare a comprehensive list of available commercial & industrial properties for sale or development and assist in its advertising:** This past summer, our Economic Development/Tourism Coordinator Kevin Filchak and I presented to the Selectmen a tool implemented on the new website which highlights all available properties for sale in the Town. I have asked Kevin to periodically highlight these parcels through our website and Twitter. This was a successful project.

- 12) **Begin to plan new community events through tourism:** I created and appointed members of a Special Events Committee in Sturbridge to increase the number of major events in Town. We undertook a survey at the last Harvest Festival (while also staffing the first-ever town booth!) and took those results back to the committee to begin plans for some great initiatives. A few months ago we announced our desire to begin a Farmers Market and we hope to establish that in the next year. I am happy to work with such dedicated townspeople on this project.
- 13) **Explore rezoning of Rte. 15 properties to promote development:** This is an ongoing project in Town. We applied for and received a grant to have CMRPC study this corridor and to bring us some recommendations. A final report will be issued shortly however we will be hosting a forum for businesses, brokers and property owners in January at the Publick House to get comments from impacted people. I am hopeful the report will be issued in Q1 of 2018.
- 14) **Explore the feasibility for curbside trash pickup vs. landfill operations:** This was originally planned to be a two-year goal. Over the past year I successfully worked with the Board of Health to write and obtain a grant from the Mass. DEP to perform this study. However changes at the Board of Health have hampered our efforts and we will need to carry this item over to the next calendar year.

The Town Administrator would like to encourage all those interested in receiving his Town Administrator's Blog to send him an email to lgaumond@town.sturbridge.ma.us indicating your interest and you will be added to the Town Administrator's Blog email list. This email list was developed to inform citizens, businesspeople and town officials on things going on in the Town, the region and the State and all comments about this report are welcomed. Also the Town created its own Twitter account (@sturbridgemass) for town news and events and is coordinated by the Town Administrator.

The Town Administrator would like to thank the Board of Selectmen, the other officials and employees of the Town of Sturbridge, as well as the public for their patience, advice and support in his tenure. The Town Administrator would also like to thank those volunteers who have served the Town over the last year. If the residents of the Town should ever need the services of the Town Administrator, please do not hesitate to contact this office. Together, we will work together for a better Sturbridge.

Respectfully submitted,

Leon A. Gaumond, Jr., Town Administrator

REPORT OF THE FINANCE DIRECTOR – FISCAL YEAR 2017

I hereby submit my report for the fiscal year beginning July 1, 2016 and ending June 30, 2017.

Reconciliation of Treasurer's Cash	
Cash Balance July 1, 2016	\$ 21,910,778.29
Receipts	\$ 47,325,102.25
Payments Per Warrants	\$ 44,997,462.36
TREASURER'S CASH BALANCE, JUNE 30, 2017	\$ 24,238,418.18

COMPOSITION OF BALANCE ON JUNE 30, 2017

Interest Bearing Checking Accounts:	
Uni-Bank (Remote Deposit)	\$ 84,282.60
People's United Bank (Vendor)	\$ 4,849.39
Total Interest Bearing Checking Accounts:	\$ 89,131.99

Liquid Investments:

Bartholomew & Company (Stabilization Fund)	\$ 1,974,305.75
Bartholomew & Company (Ambulance Stabilization Fund)	\$ 75,267.01
Bartholomew & Company (Sewer Surplus Fund)	\$ 1,664,388.99
Bartholomew & Company (Elderly & Disabled Fund)	\$ 18,999.59
Bartholomew & Company (Community Preservation Funds)	\$ 2,380,069.42
Bartholomew & Company (OPEB)	\$ 466,645.86
Santander Bank (Investment)	\$ 747,756.40
Santander Bank (School Lunch)	\$ 96,746.79
People's United (Investment)	\$ 287,430.78
Uni-Bank (Investment)	\$ 2,208,695.32
Uni-Bank (Deputy Collector)	\$ 6.83
Uni-Bank (Online Collections)	\$ 27,857.97
Uni-Bank (Interest Allocation)	\$ 37,946.79
Massachusetts Municipal Depository Trust (Investment)	\$ 1,101,113.29
TDBank (Investment)	\$ 757,357.88
TDBank (Student Activity)	\$ 33,177.06
Webster Bank (Investment)	\$ 3,804.56
Eastern Bank (Investment)	\$ 1,592,461.18
Century Bank (Investment)	\$ 1,943,683.55
Country Bank (Investment)	\$ 1,531,246.00
Easthampton Savings Bank (Investment)	\$ 6,388,984.29
Total Liquid Investments:	\$ 23,337,945.31

Trust Funds:

Bartholomew & Company	\$ 810,251.39
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TOTAL:	\$ 24,237,328.69
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TRUST FUNDS

<u>General Trust Funds:</u>	<u>Principal</u>	<u>Interest</u>
A.B. Chamberlain Common Fund	500.00	1,508.64
David B. Hicks Memorial Fund	586.24	1,213.39
Watering Fund	2,000.00	23,989.14
Forrester MacDonald Memorial Fund	3,777.69	1,262.38
Franklin F. & Flora Plimpton Memorial Fund	9,750.88	18,657.83
General Trust Account	4,000.00	12,779.03
GBT Special Account	33.93	108.42
Conservation Fund	1,137.23	3,633.25
Veterans Memorial Fund	1,500.00	1,061.52
<u>Cemetery Trust Funds:</u>	<u>Principal</u>	<u>Interest</u>
Town of Sturbridge Perpetual Care Funds	5,826.23	2,512.27
Perpetual Care Fund	25,249.99	19,052.90
Perpetual Care - North Cemetery	62,886.12	29,482.97
H.A. Morse	500.00	1,513.25
Gardner Bates	500.00	1,513.64
C. Anna Benson	612.00	1,852.70
Booth - Lot	0.00	30.35
Booth - Perpetual Care	150.00	452.38
Joshua Hyde	1,000.00	2,987.55
Henry Fiske	1,078.00	3,252.72
A.B. Chamberlain Headstone	1,000.00	3,017.57
Abby Grey - Perpetual Care Daniel Holmes	918.89	2,696.04
Bertha L. Wallace	2,000.00	6,034.77
<u>Library Trust Funds:</u>	<u>Principal</u>	<u>Interest</u>
E. Weldon Schamacher Fund	101,239.65	125,802.18
Haynes Fund	26,156.11	56,377.76
Joshua Hyde Library Fund	71,667.22	93,960.61
Sturbridge Hill Trust for Local History	1,000.00	1,368.25
Emily Haynes Fund	48,884.06	20,175.64
Total Trusts & Interest	373,954.24	436,297.15

SCHEDULE OF TAXES RECEIVABLE – YEAR ENDED JUNE 30, 2017

REAL ESTATE

Fiscal Year	Outstanding July 1, 2016 & Committed FY17	Collected/Liened to Treasurer	Abated	Refunded	Balance
2017	\$21,682,184.28	\$21,428,393.89	\$80,944.42	\$23,468.28	\$196,314.25
2016	\$166,998.46	\$216,362.66	\$207.57	\$49,571.77	\$0.00
TOTAL	\$21,849,182.74	\$21,644,756.55	\$81,151.99	\$73,040.05	\$196,314.25

PERSONAL PROPERTY

Fiscal Year	Outstanding July 1, 2016 & Committed FY17	COLLECTED	Abated	Refunded	Balance
2017	\$885,992.18	\$878,317.96	\$1,548.12	\$2,509.29	\$8,635.39
2016	\$9,241.39	\$4,035.86	\$1,428.28	\$102.57	\$3,879.82
2015	\$1,073.43	\$286.52	\$663.77	\$0.00	\$123.14
2014	\$3,092.54	\$2,353.64	\$600.34	\$0.00	\$138.56
2013	\$964.23	\$468.22	\$94.07	\$0.00	\$401.94
2012	\$357.89	\$0.00	\$19.39	\$0.00	\$338.50
2011	\$328.66	\$0.00	\$17.81	\$0.00	\$310.85
2010	\$311.37	\$0.00	\$0.00	\$0.00	\$311.37
TOTAL	\$901,361.69	\$885,462.20	\$4,371.78	\$2,611.86	\$14,139.57

MOTOR VEHICLE EXCISE

Fiscal Year	Outstanding July 1, 2016 & Committed FY17	COLLECTED	Abated	Refunded	Balance
2017	\$1,379,031.44	\$1,283,414.94	\$51,036.60	\$12,141.95	\$56,721.85
2016	\$207,316.49	\$191,509.54	\$17,118.98	\$16,891.60	\$15,579.57
2015	\$16,475.11	\$10,784.62	\$1,316.05	\$1,124.12	\$5,498.56
2014	\$6,867.69	\$3,167.08	\$286.77	\$557.40	\$3,971.24
2013	\$5,274.93	\$909.06	\$4,365.87	\$0.00	\$0.00
2012	\$3,723.85	\$352.30	\$3,425.75	\$54.20	\$0.00
PRIOR	\$1,145.53	\$1,145.53	\$0.00	\$0.00	\$0.00
TOTAL	\$1,619,835.04	\$1,491,283.07	\$77,550.02	\$30,769.27	\$81,771.22

SCHEDULE OF TAXES RECEIVABLE – YEAR ENDED JUNE 30, 2017

BOAT EXCISE

Fiscal Year	Outstanding July 1, 2016 & Committed FY17	COLLECTED	Abated	Refunded	Balance
2017	\$6,528.00	\$6,053.00	\$324.00	\$0.00	\$151.00
2016	\$132.48	\$14.48	\$0.00	\$0.00	\$118.00
2015	\$15.00	\$0.00	\$0.00	\$0.00	\$15.00
2014	\$70.00	\$0.00	\$0.00	\$0.00	\$70.00
2013	\$70.00	\$0.00	\$70.00	\$0.00	\$0.00
2012	\$50.00	\$0.00	\$50.00	\$0.00	\$0.00
TOTAL	\$6,865.48	\$6,067.48	\$444.00	\$0.00	\$354.00

WATER USER FEES

Fiscal Year	Outstanding July 1, 2016 & Committed FY17	COLLECTED	Abated	Refunded	Balance
2017	\$1,636,483.97	\$1,565,173.69	\$958.70	\$102.77	\$70,454.35

SEWER USER FEES

Fiscal Year	Outstanding July 1, 2016 & Committed FY17	COLLECTED	Abated	Refunded	Balance
2017	\$2,457,109.45	\$2,354,868.45	\$9,391.22	\$949.61	\$93,799.39

AMBULANCE RECEIVABLE

Fiscal Year	Outstanding July 1, 2016 & Committed FY17	COLLECTED	Abated	Refunded	Balance
2017	\$1,270,145.57	\$525,180.32	\$580,038.23	\$5,370.96	\$170,297.98

SCHEDULE OF TAXES RECEIVABLE – YEAR ENDED JUNE 30, 2017

COMMUNITY PRESERVATION ACT SURCHARGE

Fiscal Year	Outstanding July 1, 2016 & Committed FY17	Collected/Liened to Treasurer	Abated	Refunded	Balance
2017	\$434,484.84	\$430,313.07	\$1,570.47	\$61.85	\$2,663.15
2016	\$2,588.25	\$2,596.79	\$5.41	\$13.95	\$0.00
TOTAL	\$437,073.09	\$432,909.86	\$1,575.88	\$75.80	\$2,663.15

MOUNTAIN BROOK BETTERMENT ASSESSMENT

Fiscal Year	Outstanding July 1, 2016 & Committed FY17	COLLECTED	Abated	Refunded	Balance
2017	\$15,524.02	\$14,824.70	\$0.00	\$0.00	\$699.32

PHASE II BETTERMENT ASSESSMENT

Fiscal Year	Outstanding July 1, 2016 & Committed FY17	COLLECTED	Abated	Refunded	Balance
2017	\$153,321.69	\$150,860.84	\$492.17	\$0.00	\$1,968.68
2016	\$3,937.36	\$3,937.36	\$0.00	\$0.00	\$0.00
TOTAL	\$157,259.05	\$154,798.20	\$492.17	\$0.00	\$1,968.68

CEDAR LAKE BETTERMENT ASSESSMENT

Fiscal Year	Outstanding July 1, 2016 & Committed FY17	COLLECTED	Abated	Refunded	Balance
2017	\$91,599.83	\$87,673.67	\$2,944.62	\$0.00	\$981.54
2016	\$897.73	\$897.73	\$0.00	\$0.00	\$0.00
TOTAL	\$92,497.56	\$88,571.40	\$2,944.62	\$0.00	\$981.54

SCHEDULE OF TAXES RECEIVABLE – YEAR ENDED JUNE 30, 2017

PHASE III BETTERMENT ASSESSMENT

Fiscal Year	Outstanding July 1, 2016 & Committed FY17	COLLECTED	Abated	Refunded	Balance
2017	\$88,750.86	\$88,063.41	\$0.00	\$0.00	\$687.45
2016	\$1,098.56	\$1,098.56	\$0.00	\$0.00	\$0.00
TOTAL	\$89,849.42	\$89,161.97	\$0.00	\$0.00	\$687.45

BIG ALUM BETTERMENT ASSESSMENT

Fiscal Year	Outstanding July 1, 2016 & Committed FY17	COLLECTED	Abated	Refunded	Balance
2017	\$41,820.01	\$40,264.72	\$0.00	\$0.00	\$1,555.29
2016	\$1,036.86	\$1,036.86	\$0.00	\$0.00	\$0.00
TOTAL	\$42,856.87	\$41,301.58	\$0.00	\$0.00	\$1,555.29

WOODSIDE CIRCLE BETTERMENT ASSESSMENT

Fiscal Year	Outstanding July 1, 2016 & Committed FY17	COLLECTED	Abated	Refunded	Balance
2017	\$27,132.95	\$26,832.49	\$0.00	\$0.00	\$300.46
2016	\$988.65	\$988.65	\$0.00	\$0.00	\$0.00
TOTAL	\$28,121.60	\$27,821.14	\$0.00	\$0.00	\$300.46

WATER/SEWER LIENS

	Outstanding July 1, 2016 & Committed FY17	Collected/Liened to Treasurer	Abated	Refunded	Balance
WATER	\$74,966.72	\$71,704.12	\$0.00	\$0.00	\$3,262.60
SEWER	\$114,156.25	\$112,860.66	\$0.00	\$0.00	\$1,295.59

Respectfully submitted,
 Barbara A. Barry,
 Finance Director

2017 Calendar Year Salaries

		Base Pay	*Add'l Pay			Base Pay	*Add'l Pay
Achi, Elaine	Substitute Teacher/Assistant	1,590.00		Capaldi, Michelle	Psychologist	72,540.45	
Ahlstrand, Grace	Library Page	1,408.00		Caron, Dena	Library Assistant	31,587.52	
Alvarado, Jose	COA Custodian	6,151.71		Carson, Erin	BOH Administrative Assistant	10,620.72	
Anderson, Robert	Equipment Operator	48,508.20	4,705.71	Cassina, Amanda	Administrative Assistant	41,247.20	
Antonucci, Kimberly	Substitute Teacher/Assistant	6,534.00		Castendyk, A. Christian	Election Worker	187.00	
Arelo, Jillian	Camera Operator	465.00		Castendyk, Nancy	Election Worker	159.50	
Arruda, Lauren	Grade 3 Teacher	77,364.07		Cave, Lisa	Grade 4 Teacher	44,425.94	
Ashe, Jennifer	Firefighter/Paramedic	50,424.46	10,159.48	Celuzza, Sarah	Library Page	2,313.84	
Augello, Mark	DPW Operations Manager	72,163.38		Chabot, Amy	Physical Therapy Assistant	33,477.26	
Ballotte, Joseph W II	Patrolman	41,032.46	18,709.63	Chamberland, Joan	Election Worker	159.50	
Bardsley, Timothy	Registrar	276.00		Chamberland, Russell	Bus Driver	16,154.55	
Baril, Dalaine	Remedial Reading Teacher	87,987.20		Chamberland, Thomas	Veterans' Agent/TreeWarden	3,131.25	
Baril, Madison	Camera Operator	2,275.50		Chidester, Joanne	Substitute Teacher/Assistant	103.50	
Baron, John	Grade 6 Teacher	96,867.58		Christianson, John	Laborer/Driver	36,050.20	2,555.93
Barry, Barbara A.	Finance Director	100,249.64		Clark, Beth	Gift/Tal Teacher	65,888.65	
Bartolomei, William	Senior Workoff Program	654.00		Clark, Frances	Senior Workoff Program	655.00	
Bateman, Larry	Patrolman	75,385.61	46,617.88	Clark, Kristen	Bus Driver	16,848.31	
Beauchemin, Melissa	COA Director	56,488.35		Clifford, Michelle R.	Education Assist/Student Support	22,626.21	
Beaudette, Alison	Sunday Librarian	3,684.54		Cloutier, Rebecca	Substitute Teacher/Assistant	5,512.25	
Beaudoin, Lynn	Substitute Teacher/Assistant	4,906.75		Colburn, Glenn	Conservation Agent	43,482.80	
Beaudry, Benjamin	Lifeguard	2,122.23		Colleton, Kathleen	Burgess Extended Day Staff	5,267.37	
Becker, Jonathan	Firefighter/Paramedic	59,004.64	13,373.21	Colleton, Susan A.	Special Education Teacher	107,447.89	
Belanger, Scott	Dispatcher/Firefighter/EMT	52,954.41	36,321.88	Comerford, Maryellen	Election Worker	159.50	
Bell, Mitchell	Burgess Extended Day Staff	4,570.46		Conceison, Caroline	Substitute Teacher/Assistant	627.00	
Benoit, Carol	Patrolman	68,013.79	26,414.63	Conceison, Lynne	Administrative Assistant	28,370.37	
Bernier, Katie	Remedial Reading Teacher	75,278.08		Connolly, Lisa	Pathways Teacher	86,392.13	
Berti, Elnora	Bus Driver	20,673.65		Connors, Michelle	Animal Control Officer	22,039.69	
Blair, Brenda Mary	Bus Driver	34,743.41		Cook, Elaine	Election Worker	287.25	
Boiteau, Barbara	Dispatcher	66,301.28	26,070.37	Cooley, Stephanie	Substitute Teacher/Assistant	1,281.50	
Bolduc, Karen	Administrative Assistant	41,047.20		Corriveau, Carol	Senior Workoff Program	654.00	
Bond, Kenny	Lifeguard	1,951.18		Corriveau, Leah	Park & Rec Substitute Staff	1,654.40	
Bonnette, Louise	Senior Workoff Program	652.00		Corriveau, Tatum	Park & Rec Substitute Staff	1,644.50	
Booth, Jessica	Asst. Hazardous Waste Attendant	304.36		Corthell, Daniel	Special Education Teacher	73,443.85	
Booth, John II	Recycling Manager	63,118.92	6,631.11	Coughlin, Jill	Burgess Extended Day Staff	6,368.48	
Bossie, Michelle	Administrative Assistant	11,573.75		Courville, Autumn	Firefighter/EMT	6,915.39	
Boulay, Victoria	Integration Assistant	27,616.89		Curboy, Brian W.	DPW Crew Leader	63,211.80	6,403.77
Bourque, Kelsey	Occupational Therapy Assistant	27,602.40		Curboy, Dawn M.	Integration Assistant	23,883.86	

2017 Calendar Year Salaries

		Base Pay	*Add'l Pay			Base Pay	*Add'l Pay
Bourque, Lesley	Occupational Therapist	79,960.58		Curbooy, Kenneth	Custodian	47,956.40	
Boutelle, Leah	Recording Secretary	188.52		Curbooy, Richard	Recycling Assistant	5,680.39	
Brackett, Joshua	Call Firefighter/EMT	15,018.01		Curnow, Grace A.	Guidance Counselor	84,863.30	
Bresse, Tyler	Dispatcher	54,821.96	7,538.88	Czech, Lori	Kindergarten Teacher	81,711.50	
Briere, Susan	Library Assistant	4,531.18		DaDalt, Hillary	Patrolman	65,611.90	29,034.75
Brooks, Barbara	Speech Therapist	82,892.55		Danna, Garrett	Patrolman	7,912.72	1,522.73
Brosnan, Elizabeth A.	Grade 6 Teacher	94,617.58		Daubney Goyette, Jane	Speech Therapist	50,690.33	
Brosnan, Kaitlin	Burgess Extended Day Staff	1,775.83		Davies, Kathlene	Cafeteria Manager	40,004.04	
Bubon, Jean	Town Planner	84,614.77		Davis, Leonard	Bus Driver	22,947.66	
Burke, Margaret	Nurse Assistant	321.00		Davis, Melissa	Cafeteria Worker	15,229.65	
Burlingame, Benjamin	Equipment Operator/Mechanic	51,773.80	5,527.00	Dawber, Karen Ann	Grade 4 Teacher	81,960.58	
Burlingame, Nelson	Building Inspector	66,223.35		Decourcey, Rebekah	Planning Clerk	6,761.26	
Burt, Dawn	Bus Driver	20,890.05		Deluca Malizia, Julia	Educational Assistant	19,056.95	
Butcher, Bruce	Production Coordinator	51,218.00		Demers, Cheryl	Bus Driver	16,199.40	
Cahill, Lynn	Special Education Teacher	100,119.51		Denning, Wendi	BOH Inspector	2,796.96	
Callaghan, Maura	Psychometrist	26,556.47		Desautels, Linda	Special Education Teacher	72,743.85	
Campbell, Jean	Accounting Clerk	12,594.10		Desjardin, Jamie	Psychologist	67,583.72	
Campiglio, Briana	Burgess Extended Day Staff	1,747.55		Dessert, Earl	Police Sergeant	84,893.40	20,804.21
Campiglio, Denise A.	Kindergarten Teacher	86,780.08		Dion, Madalyn	Senior Workoff Program	655.00	
Canavan, John F.	Assistant Principal	94,657.54		Dionne, Albert A.	Custodian	50,382.00	
Cantwell, Amy	Remedial Reading Teacher	73,118.07		Donato, Patricia A.	Special Education Teacher	69,687.19	
Dono, Alicia	Grade 2 Teacher	63,085.25		Grudzien, Judith	Education Assist/Student Support	26,071.66	
Downing, Janet L.	Grade 3 Teacher	66,079.65		Hagen,Shauna	Integration Assistant	20,380.31	
Dube, Wayne	Heavy Equipment Operator	31,713.40	3,729.82	Hall, Camier	Camera Operator	300.00	
Dufresne, Tamara	Library Page	1,584.00		Hall, Laura	Education Assistant	21,734.19	
Dunlop, Lucette	Election Worker	137.50		Hannon, Cheryl A.	Remedial Reading Teacher	57,461.19	
Earnest, Brenda L.	Kindergarten Teacher	79,037.22		Hemingway, Daniel	Patrolman	65,927.71	20,175.73
Earnest, Kelli	Burgess Extended Day Staff	1,751.07		Hickey, Michael T.	Veteran's Agent	2,916.65	
Edmonds, R. Tyler	Substitute Teacher/Assistant	20,099.58		Hollins, Sean	Bus Driver	7,867.80	
Edmonds, Tammy	Grade 3 Teacher	80,018.08		Holstrom, Gordon E.	Call Firefighter/EMT	43,214.45	6,224.79
Eineberg, Adam	Tennis Instructor	1,025.75		Hougaard, Kristine	Grade 1 Teacher	77,870.03	
Emrich, William A.	Physical Education Teacher	81,772.08		Howard, Patricia	Election Worker	66.00	
Facteau, Pamela	Bus Driver	5,951.26		Howe, James	Bus Driver	6,113.27	
Ferreira, Brenda	Substitute Teacher/Assistant	12,603.50		Howe, Tammy	Grade 3 Teacher	81,136.37	
Filchak, Kevin	Economic Dev/Tourism Coord.	34,759.70		Hoy, Joshua	Camera Operator	315.00	
Filler, Brian	Custodian	39,334.40		Hoye, Michael	Chemist	1,525.00	
Fiorucci, Stephanie	Substitute Nurse	85.00		Jaeger, Mary F.	Assistant Principal	95,849.10	

2017 Calendar Year Salaries

		Base Pay	*Add'l Pay			Base Pay	*Add'l Pay
Forcier, Jeffrey	Patrolman	68,737.55	36,741.99	Jalbert, Rachel	COA Program Assistant	5,686.29	
Ford, Paul	Interim Fire Chief	18,000.00		Janson, Paul	Part Time Patrolman	44,812.96	31,181.39
Ford, Thomas J. III	Police Chief	100,813.87	33,108.51	Jeffries, Patricia	Election Worker	159.50	
Ford-Pelley, Kathleen	Principal	110,334.39		Jennette, Natalie	Speech Pathology Assistant	12,346.44	
Forgit, Cynthia	Building Department Clerk	36,087.17		Johnson, Bruce	Bus Driver	16,584.97	
Forni, Melissa	Grade 5 Teacher	54,245.08		Johnson, Claire	Preschool Teacher	65,142.79	
Fortier, David	Patrolman	67,771.75	32,761.77	Jones, Michael	Grade 1 Teacher	48,966.73	
Foskett, Susan	Senior Workoff Program	656.50		Jones, Sarah	Grade 4 Teacher	65,142.79	
Foulis, Grace	Substitute Teacher/Assistant	533.50		Joyce, Stephen	Firefighter/Paramedic	3,304.88	478.24
Foulis, Michelle	Integration Assistant	24,425.21		Juozaitis-Rodriguez, Erica	Kindergarten Teacher	66,495.26	
Fowler, Chloe	Camera Operator	460.00		Kay, Daniel R.	Special Education Teacher	86,692.13	
Fox, Margaret	Senior Workoff Program	654.00		Kenneway, Maureen E.	Kindergarten Teacher	81,665.58	
Francolini, Erika	Burgess Extended Day Staff	1,825.35		Keville, Nadine M.	Health Teacher	90,349.22	
Freitas, Alexis	Camera Operator	220.00		Keville, Shaelin	Substitute Teacher/Assistant	5,436.96	
Furey, Tara	Substitute Teacher/Assistant	42,200.17		King, Colleen	BOS Administrative Assistant	656.60	
Gagnon, Clyde	Wire Inspector	25,120.00		Kline, Susan	Library Assistant	5,300.71	
Gagnon, Stephen	Veteran's Agent	2,562.52		Knight, Christina	Election Worker	165.00	
Galati, Modestina	Senior Workoff Program	657.50		Knight, Robert	Election Worker	184.25	
Garon, Robert	Assistant Electrical Inspector	120.00		Knouse, Lore L.	Substitute Teacher/Assistant	9,412.50	
Gatta, Courtney	Camera Operator	600.00		Konkel-Dery, Judith A.	Special Education Teacher	89,983.87	
Gaumont, Leon	Town Administrator	140,369.78		Kosbab, Kelli	Bus Driver	15,542.89	
Gauthier, Debra	Assistant Town Clerk	35,206.19		Krause, Jana	Substitute Teacher/Assistant	178.50	
Gendreau, Rebecca	Conservation Agent	10,480.32		Krilovich, Robert J.	Music Teacher	78,301.71	
Geraghty, Christopher	Town Accountant	67,778.78		Krochmalnyckj, Roman	Park & Rec Playleader	1,314.50	
Ghantous, Nicole	Burgess Extended Day Staff	1,110.78		Kruczek, Tina	Call Firefighter/EMT	20,462.86	
Gibeault, Kelly	Bus Driver	16,189.49		Kvaracein, Kimberly	Sunday Librarian	6,302.70	
Gibson, William	Assistant Electrical Inspector	1,080.00		Laflash, Adam	Firefighter/Paramedic	17,145.90	
Gingras, Cassandra	Substitute Teacher/Assistant	16,967.38		Lafrance, Jessica	Library Page	1,441.00	
Giordano, Thomas	Patrolman	7,873.36	2,356.28	Lalli, Patricia	Assistant Children's Librarian	47,403.10	
Girouard, Lynne A.	Town Clerk	62,041.04		Lamica, Sherry	Custodian	6,496.09	
Girouard, Lynne Therese	Grade 2 Teacher	80,310.58		Landry, Diana	Bus Driver	17,673.06	
Girouard, Therese	Senior Workoff Program	654.00		Langille, Jessica	Bus Driver	17,695.62	
Giroux, Nancy	Senior Workoff Program	742.00		Larson, Brian	Equipment Operator/Mechanic	49,174.60	4,867.41
Gorden, Lillian	Substitute Teacher/Assistant	5,016.00		Lavallee, Jeffrey	Police Sergeant	71,455.99	59,678.91
Gordon, Emily	Remedial Reading Teacher	79,176.64		Lemieux, Tracey	Integration Assistant	34,248.01	
Graham, Stephen	Technologist	46,359.03		Lenti, Sylvia E.	Library Assistant	7,428.43	
Grant, Cynthia	Substitute Teacher/Assistant	127.50		Lombardi, Joseph	Patrolman	76,881.60	89,710.67

2017 Calendar Year Salaries

		Base Pay	*Add'l Pay			Base Pay	*Add'l Pay
Grasso, John	Fire Chief	87,697.32		Lucas, Lydia	Nurse Assistant	31,578.97	
Green, Shelby	Grade 3 Teacher	17,145.72		Lupacchino, Patricia	Part Time Dispatcher	50,000.33	25,982.31
Griswold, Gary	Seasonal DPW Laborer	12,775.89		MacConnell, Marilyn	Senior Workoff Program	408.50	
Groleau, Christopher	COA Custodian	6,973.29		MacGillivray, Carmen	COA Clerk	19,586.92	
Grout, Ashley	Grade 4 Teacher	76,039.07		Maguire, Kimberly	Education Assistant	25,283.82	
Maguire, Sarah	Park & Rec Substitute Staff	1,936.00		Mullin, Jennifer	Grade 3 Teacher	75,578.08	
Malizia, Lynette D.	Education Assist/Student Support	32,384.39		Mullin, Peter	Patrolman	37,181.36	3,169.38
Mallard, Jordan	Lifeguard	2,305.94		Murphy, Ann	Principal Assessor	69,755.70	
Mallard, Marjorie	Integration Assistant	23,708.75		Murphy, Jean Terrill	Physical Education Teacher	83,291.94	
Mallard, Tanya	Substitute Teacher/Assistant	12,085.19		Myotte, Amber	Grade 6 Teacher	72,298.58	
Maloney, Toniah	Dispatcher	7,313.90		Nauman, Christine	Integration Assistant	29,430.54	
Marinelli, John C.	Firefighter/EMT	68,682.27	39,329.01	Naumiec, Jessica	Remedial Math Teacher	16,259.85	
Marino, Gretchen	Substitute Nurse	637.50		Nicholas, Katherine	Preschool Teacher	52,985.64	
Martin, Tammy	Substitute Teacher/Assistant	150.00		Nichols, Lynn	Remedial Math Teacher	94,742.52	
Matte, Daniel	Facilities Coordinator	28,305.83		Nollstadt, Lisa	Integration Assistant	26,548.65	
Mattioli, Barbara	Election Worker	225.00		Normandin, Patrick	Firefighter/Paramedic	61,270.64	15,811.04
Mattioli, Marcia	Election Worker	66.00		O'Brien, Melissa	Education Assist/Student Support	22,248.31	
Maus, Deborah	Integration Assistant	16,523.31		O'Brien, Zackary	Substitute Teacher/Assistant	132.00	
Mazeika, Paul	Assistant Plumbing Inspector	520.00		O'Connell, Sheila	Assistant Town Clerk	17,433.46	
McCarthy, Joann	Bus Driver	23,137.92		O'Donnell, Olive	Senior Workoff Program	657.00	
McClain, Elaine M.	Library Assistant	28,917.19		Obuchowski, Ronald	Patrolman	69,607.36	35,903.87
McCormick, Sheila	Grade 2 Teacher	95,112.58		Olander, Jamie	Substitute Teacher/Assistant	12,988.51	
McDonald, Judith C.	Library Assistant	39,627.69		Ouellette, Amy	Integration Assistant	23,551.92	
McDonough, Ruth	Senior Workoff Program	654.00		Ouimet, Arthur	Senior Workoff Program	654.00	
McGarry, Jessica	Grade 1 Teacher	91,105.08		Oxman, Sarah	Substitute Teacher/Assistant	802.50	
McHugh, Eamon	Camera Operator	690.00		Pachis, Stacy	Grade 3 Teacher	48,005.08	
McKeon, Cheryl A.	Cafeteria Worker	17,519.71		Pacitti, Alexander	Burgess Extended Day Staff	4,676.58	
McKeon, Maureen A.	Grade 5 Teacher	88,067.13		Pacitti, Genevieve V.	Education Assistant	30,037.22	
McKinstry, Carol N.	Substitute Teacher	5,338.25		Pacitti, Heather	Education Assist/Student Support	36,074.65	
McLaughlin, Eric	Part-Time Dispatcher	17,127.72		Page, Edward	Patrolman	68,194.18	50,834.79
McRoy, Brian L.	Senior Equipment Operator	58,605.72	5,937.51	Paine, Sean	Patrolman	70,051.40	33,189.36
McRoy, Wendy	Transprtation Supervisor	37,804.15		Palmer, Melissa	Part-Time Dispatcher	3,063.47	
McSweeney, Teagan	Substitute Teacher/Assistant	302.00		Parent, Emilie	Grade 6 Teacher	79,596.50	
Meehan-McNeil, Dale	Ambulance Collections	21,686.88		Parenteau, Jo-Lyn	Grade 1 Teacher	94,416.66	
Menafo, Alexander	Senior Workoff Program	654.50		Parker, Cecile	Senior Workoff Program	654.00	
Menard, Lynn Ann	Grade 1 Teacher	96,719.86		Parker, Erin M.	Technology Teacher	84,164.78	
Menard, Matthew	Burgess Extended Day Staff	1,694.48		Pearl, Aaron	Substitute Teacher/Assistant	37.50	

2017 Calendar Year Salaries							
		Base Pay	*Add'l Pay			Base Pay	*Add'l Pay
Menzone, Daniel S.	Patrolman	67,401.71	7,809.18	Peck, Alesia M.	Grade 4 Teacher	96,492.58	
Merchant, Michael	Recycling Center Assistant	5,768.47		Peck, Michael	Bus Driver	16,391.78	
Mercier, Kevin	Police Sergeant	20,624.22	4,077.59	Peck Dionne, Samantha	Substitute Teacher/Assistant	231.00	
Mero, Bryan	Custodian	50,273.84		Peters, Liza	Administrative Assistant	28,668.93	
Messina, Anthony	Library Page	10,607.61		Petrillo, Kenneth C.	Head Custodian	475.54	
Meunier, Lisa M.	School Nurse	93,742.58		Phillips, Danielle	Grade 5 Teacher	70,260.35	
Meyer, Mary	Occupational Therapist	73,131.97		Phillips, Matthew	Burgess Extended Day Staff	8,829.63	
Minchoff, Danny	Music Teacher	88,167.13		Piantoni, Gina	Library Page	22,123.18	
Mitchell, David R.	Equipment Operator	7,257.60	763.56	Piscopo, Marie	Admin. Assistant to Principal	49,833.00	
Molloy, Julia	Head Cook	16,806.10		Placella, Laurie	Integration Assistant	20,875.01	
Mongeon, Anne E.	Integration Assistant	23,854.20		Plimpton, Rebecca	Library Director	74,876.92	
Montesinos, Alejandra	Burgess Extended Day Staff	2,044.68		Plumb, Bryan	Substitute Teacher	1,237.50	
Montgomery, James	Bus Driver	295.71		Plumley, Taylor	Part-Time Dispatcher	38,579.44	8,338.52
Montross, Constance	Substitute Teacher/Assistant	703.50		Polizoti, Kathryn	Election Worker	126.50	
Moore, Kimberly	Grade 2 Teacher	89,186.00		Portwood, Nicole	Substitute Teacher/Assistant	6,009.00	
Moriarty, Shannon	Education Assist/Student Support	25,189.44		Pressman, Sarah	Programming Assistant	20,969.94	
Moriarty, Susan J.	Integration Assistant	22,148.91		Provo, Barbara	Pathways Teacher	93,442.58	
Morris, Gavin	Lifeguard	734.86		Provost, Dorothy	Senior Workoff Program	654.00	
Morrison, Joseph	Custodian	40,219.87		Prue, Marilyn	Bus Driver	16,378.33	
Morrissey, Marsha	Substitute Teacher/Assistant	5,466.00		Puckett, Edith	Senior Workoff Program	654.00	
Morse, Deborah J.	Assistant Treasurer/Collector	48,664.19		Pupka, Timothy	Heavy Equipment Operator	51,734.20	3,995.25
Morse, Gregory H.	DPW Director	100,031.91		Quinn, Debra L.	Grade 4 Teacher	73,243.85	
Mortell, James	Custodian	10,722.08		Quinn, Megan	Behavioral Assistant	19,255.00	
Moynagh, Robert	Call Firefighter/EMT	24,992.95	363.91	Rabbitt, Susan	Substitute Teacher/Assistant	1,058.54	
Moynagh, Sean	Firefighter/Paramedic	65,212.68	17,633.54	Rae-Sinianian, Janet	Election Worker	654.00	
Mullen, Ryan	Call Firefighter/EMT	8,476.64		Ramirez, Elizabeth	Grade 2 Teacher	96,617.57	
Randall, Ashley	Burgess Extended Day Staff	11,800.79		Stevens, Lee	Bus Driver	7,152.54	
Randall, Christine	Integration Assistant	25,000.05		Stewart-Owen, Jennifer	Occupational Therapist	10,370.00	
Rask, Judy	BOH Clerk	3,338.39		Stietzel, Barbara	Election Worker	162.25	
Renaud-Jones, Anne	Administrative Assistant	21,989.07		Stietzel, Ronald	Election Worker	225.50	
Resener, Jessica	Grade 1 Teacher	66,905.28		Stoltze, Teresa	Education Assist/Student Support	22,138.31	
Reyes, James	Lifeguard	2,553.01		Strasheim, Kristin	Fire Dept Administrative Assist	8,531.19	
Rice, Jaime	BOH Inspector	28,676.12		Strause, Audra	Substitute Teacher/Assistant	1,567.50	
Rice, Lisa	Library Assistant	1,204.80		Suarez, Sabrina	Part Time Dispatcher	888.80	
Richardson, Robert	Senior Workoff Program	654.00		Swanda, Bryan	Call Firefighter/EMT	17,683.05	960.00
Riendeau, Eric	Firefighter/Paramedic	84,261.04	15,737.38	Swift, Sarah A.	Media/Librarian	93,942.58	
Rizy, Kyle	Park & Rec Substitute Staff	308.00		Szumilas, Andrew	Laborer/Driver	13,377.60	1,045.13

2017 Calendar Year Salaries

		Base Pay	*Add'l Pay			Base Pay	*Add'l Pay
Robidoux, Madeline	Senior Workoff Program	654.00		Szymanski, Adam	Patrolman	56,270.10	19,139.80
Robinson, Sandra	Bus Driver	18,975.36		Terry, Jamie	Interim Health Agent	36,462.50	
Roderick, Matthew A.	Firefighter/EMT-I	79,407.04	29,912.88	Tetreault, Jennifer	Fitness Instructor	9,310.00	
Rodier, Meghan	Occupational Therapist	60,074.51		Thomas, Donna	Grade 6 Teacher	92,236.72	
Rodriguez, Carlos	Custodian	49,932.00		Thompson, Kirstie	Behavioral Specialist	44,280.00	
Rondina, Eric	Reserve Police Officer	979.60		Thompson, Lori	Grade 2 Teacher	76,825.65	
Ropiak, Judith A.	Educational Assistant/Clerk	18,832.36		Thompson, Theresa A.	Integration Assistant	20,831.12	
Roscioli, Annie	Lifeguard	21,906.48		Thurston, Sally	Grade 5 Teacher	84,597.63	
Rowley, Michele	Bus Driver	21,239.63		Tibbetts, Roberta J.	Integration Assistant	24,441.22	
Roy, Patricia	Election Worker	233.75		Tolson, Maureen B	Speech Therapist	92,849.22	
Rozzen, Melissa	Police Secretary	44,645.08		Towns, Brian	Firefighter/Paramedic	3,957.12	
Sablack, Jennifer	Assistant Town Clerk	12,271.77		Trapasso, Diane	Planning Clerk	28,904.14	
Salls, Nora	Bus Driver	14,388.96		Tremblay, Scott	Recycling Center Assistant	16,796.13	
Saloio, Mark G.	Police Lieutenant	85,336.40	24,029.42	Trent, Jessica	Consultant for Integration	16,018.29	
Sandberg, Stephen	Public Access Scheduler/Clerk	5,346.54		Tsongalis, Theresa J.	Grade 6 Teacher	94,855.08	
Schwartz, Susan	Election Worker	71.50		Vinton, Julie	Art Teacher	86,917.13	
Sciullo, Lisa	Education Assist/Student Support	22,794.64		Volpe, Marylou	Firefighter/EMT	69,552.40	26,747.28
Sears, Ryan	Park & Rec Substitute Staff	88.00		Walker, Jeffrey	Head Custodian	63,345.30	
Sears, Sandra	Finance Clerk	42,331.60		Walsh, Elizabeth	Special Education Teacher	96,269.51	
Seguin, Julianna	Burgess Extended Day Staff	9,900.00		Walsh, Pauline	Senior Workoff Program	654.50	
Shanahan, Dara	Library Page	4,298.68		Walters, Alison	Psychologist	17,309.79	
Shaw, Cassidy	Park & Rec Playleader	308.00		Watterson, Carol	Substitute Teacher/Assistant	1,683.00	
Shaw, Tristan	Rec. League Coordinator	251.00		Welton-Pulsifer, Kimberly	DPW Crew Leader	54,441.00	5,452.98
Silliker, William	Heavy Equipment Operator	5,131.84	414.75	White, Christrina	Substitute Teacher/Assistant	907.78	
Sosik, Amy	Grade 5 Teacher	67,876.84		White, Kimberly	Substitute Teacher/Assistant	14,670.52	
Spence, Shelbia	Substitute Teacher/Assistant	1,221.00		White, Sherri	Integration Assistant	31,790.18	
Splaine, Elissa	DPW Secretary	42,581.25		White, William	Firefighter/Paramedic	34,410.41	5,407.06
Spreman, Beverly	Substitute Teacher	159.50		Wilson, Christine A.	Election Worker	287.25	
St. Francis, Alexis	Part Time Dispatcher	3,309.78		Wong, Leslie	Community Resources Coordinator	28,011.22	
St. Onge, Cheryl A.	Physical Therapist	83,390.57		Wong, Sylvia	Camera Operator	35.00	
St. Laurent, Debra	Education Assistant	17,290.05		Wuelfing, Bethany	Grade 5 Teacher	73,490.35	
St. Laurent, Juli	Education Assistant	14,625.58		Yates, Darren	Burgess Extended Day Staff	6,565.65	
Starkus, Peter	Plumbing Inspector	24,280.00		Zaniewski, Nikola	Camera Operator	510.00	
Starr, Krista	Kindergarten Teacher	57,424.78		Zelazo, Cheryl A.	Assistant Adult Librarian	51,308.32	
Stern, Catherine	Remedial Math Teacher	79,460.58		Zikos, Lucine	Instructional Assistant	38,811.58	

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

**REPORT OF THE TOWN ACCOUNTANT
FISCAL YEAR 2017**

I hereby submit my report for the fiscal year beginning July 1, 2016 and ending June 30, 2017.

Account Name	Year-To-Date Revenue	Totals
Taxes:		
Personal Property Taxes	866,731.58	
Real Estate Taxes	21,474,225.65	
Rollback Taxes	2,284.18	
Supplemental Real Estate Taxes	17,412.09	
Tax Liens Redeemed	68,974.27	
Motor Vehicle Excise	1,460,737.46	
Boat Excise	3,034.63	
Trailer Excise	29,784.00	23,923,183.86
Betterment Revenue:		
Mountain Brook Betterment	87,873.69	
Maintain Brook Betterment Interest	353.29	
Caron & Valley Betterment	13,885.72	102,112.70
Penalties & Interest On Taxes:		
Real Estate & Personal Property	54,016.33	
Motor Vehicle Excise Taxes	35,407.37	
Tax Liens	14,465.56	
Boat Liens	263.51	104,152.77
Other Taxes:		
Payments in Lieu of Taxes	21,140.40	
Room Occupancy Tax -- Hotel/Motel	678,521.07	
Forestry Products	2,087.15	
Meals Tax	457,240.35	1,158,988.97
Ambulance Service Fees	517,301.44	517,301.44
Grave Openings & Sales	4,471.71	4,471.71
Fees & Other Charges:		
Library Fax /Copier Fees	1,038.50	
Town Hall Copy Receipts	1,133.90	
Town Clerk Misc	2,766.14	
Business Certifications	5,360.00	
Vital Records	8,039.00	

Account Name	Year-To-Date Revenue	Totals
Fees & Other Charges:		
Flammable Storage	2,175.00	
Extended Polling Hours	3,332.00	
Emergency Cleanup Mass Pike	4,700.00	
Board of Health Charges, Fees & Income	11,720.00	
Police Department - Records Requests	2,539.00	
Police Department - False Alarm Fees	4,300.00	
COA Newsletter Postage	10.00	
Dog License Fees	14,122.00	
Collector's Fees	11,777.13	
Site Plan Review	19,125.00	
Zoning Board Fees	1,050.00	
Annual Cable Franchise	1,564.00	
Registry Markings	9,200.00	
Conservation Commission - Wetland Filing Fees	3,044.90	
Union 61 Reimbursement	97,900.77	
Café Benefits Reimb.	15,000.00	
MassDOT Fire Fees	6,662.50	
Fire Department - Insurance Requests	130.00	
10% Administrative Fee -- Extra Detail	24,939.97	51,629.81
 Licenses & Permits:		
Alcohol Beverages Licenses	56,700.00	
Other Licenses	9,355.00	
Transient Vendor Licenses	3,470.00	
Electrical Permits	51,840.50	
Building Permits	177,726.40	
Plumbing Permits	32,355.00	
Board of Health Permits	41,235.00	
Fire Permits	8,715.00	
Fire Inspections	12,475.00	
Police Permits	5,212.50	
Driveway Permits	500.00	99,584.40
 State Revenue:		
Abatements: Veterans, Blind, Surviving Spouse	23,930.00	
Elderly Abatements	8,032.00	
School Aid Chapter 70	3,769,084.00	
Charter School Reimbursement	-	

Account Name	Year-To-Date Revenue	Totals
State Revenue:		
Unrestricted Government Aid	744,926.00	
State Owned Land	133,954.00	
Veterans Benefits - Ch 115	40,854.71	
Thames River		
Court Fines	191,362.69	
Municipal Medicaid Reimbursement	157,784.50	5,069,927.90
Fines & Forfeitures:		
Library Fines	2,805.28	
Dog Fines	4,380.00	
Parking Fines	450.00	
Non-Criminal Dispositions	2,905.98	
Abandoned Vehicles	2,100.00	12,641.26
Miscellaneous Revenue:		
Sale of Foreclosed Property	461,527.37	
Earnings on Investments	48,921.60	
Miscellaneous Revenue	20,968.03	
Sale of Surplus Equipment		
I O D Reimbursement	30,906.23	
Over/Short	(199.00)	
Reimbursement - Prior Year	9,219.91	
Land Court Fees Returned	70.08	
Local Access Cable Payroll Deductions	16,000.00	587,414.22
Transfers From Other Funds:		
Special Revenue Funds	26,879.00	26,879.00
TOTAL GENERAL FUND REVENUES		<u>32,158,288.04</u>

**SPECIAL REVENUE FUNDS
FISCAL YEAR 2017**

Sewer Special Revenue Fund

Fund Balance as of June 30, 2016: \$4,515,204.08

Expenditures:

Department Head Salary	\$11,952.00
Energy	\$196,045.19
Encumbered Energy	\$0.00
Registry Feeds	\$600.00
Outside Contract	\$818,057.99
Sewer Expansion Feasibility	\$10,500.00
Billing Expense	\$4,899.55
Miscellaneous Equipment	\$60,474.85
Encumbered Misc Equipment	\$44,482.44
Chemical & Testing	
Capital Replacement	\$21,465.37
Encumbered Capital Replacement	\$6,357.38
WWTP Spill Prevention	
Debt Service	\$851,525.91
Debt Service - Phase II	\$206,568.60
Debt Service - Phase III	\$267,350.00
Debt Service - Cedar Lake	\$113,827.67
Debt Service - Big Alum	\$156,337.50
Debt Service - Woodside	\$59,537.50
Liquid Sludge Hauling	\$162,355.60
Southbridge Fees	\$165,000.00
Total Expenditures	\$3,157,337.55

Revenues:

Sewer User Charges	2,257,015.05
Sewer Interest Charges	12,220.00
Interest and Demand On Sewer	5,590.89
Sewer Liens	116,006.20
Interest Income - Surplus	22,662.19
Septic Revenue	181,223.48
Miscellaneous Charges	358.12
Cross Connection Fees	8,400.00
Sewer Rate Relief	622.00

Sewer Privilege Fees	23,624.16
Phase II Betterments	164,218.47
Phase II Interest	12,334.22
Cedar Lake Betterments	102,952.02
Cedar Lake Interest	7,337.34
Phase III Sewer Betterments	139,778.14
Phase III Sewer Interest	34,001.27
Big Alum Betterments	39,461.72
Big Alum Interest	20,482.00
Woodside Betterments	38,696.29
Woodside Interest	18,829.08
Phase II Betterment Liens	-
Phase III Betterment Liens	-
Cedar Lake Betterment Liens	539.85
Woodside Betterment Liens	-

Transfer from CPF

Total Revenues	3,206,352.49
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Fund Balance as of June 30, 2017:	<u><u>\$4,564,219.02</u></u>
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Water Special Revenue Fund

Fund Balance as of June 30, 2016: \$1,463,194.36

Expenditures:

Department Head Salary	\$11,952.00
Energy	\$100,058.92
Outside Contract	\$632,335.58
Billing Expense	\$4,899.03
Chemical & Testing	
Miscellaneous	\$23,234.74
Capital Replacement	\$15,341.00
Encumbered Capital Replacement	\$31,023.00
Article 42 Fiske Booster Station	\$37,361.15
Debt Service	\$539,145.65
Water Meter Maintenance	\$7,767.05
Water Meters	\$11,720.00
Water Management Act Permit	\$4,000.00
Water Supply Study	\$9,780.00
Total Expenditures	\$1,428,618.12

Revenues:

Water User Charges	1,488,256.66
Water Interest Charges	9,285.65
Interest & Demand On Water	5,590.89
Water Liens	75,116.99
Miscellaneous Water	5,665.33
Cross Connection	11,304.45
Transfer from CPF	
Total Revenues	1,595,219.97

Fund Balance as of June 30, 2017: \$1,629,796.21

ANNUAL ACCOUNTING OF REVOLVING FUNDS

July 1, 2016- June 30, 2017

RECREATION REVOLVING FUND

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

PLANNING DEPARTMENT REVOLVING FUND

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

FIRE DEPARTMENT HAZMAT REVOLVING FUND

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

CONSERVATION COMMISSION REVOLVING FUND (PUBLIC LANDS)

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

SENIOR CENTER REVOLVING FUND

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

STURBRIDGE TOURIST ASSOCIATION REVOLVING FUND

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

BOARD OF HEALTH REVOLVING FUND

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

PAY AS YOU THROW PROGRAM

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

**Town of Sturbridge
Fiscal Year 2017**

Department:	Budget	Expended	Unexpended
Board of Selectmen			
Salaries/Wages	\$0.00	\$0.00	\$923.00
Purchased Services	\$1,250.00	\$36.75	\$1,213.25
Other Charges/Expenses	\$2,050.00	\$311.54	\$1,738.46
Total Board of Selectmen	\$3,300.00	\$348.29	\$2,951.71
Town Administrator			
Department Head Salary	\$135,960.00	\$135,960.00	\$0.00
Clerical/Secretarial Salary	\$49,101.00	\$43,794.08	\$5,306.92
Merit Based Pay Incentive	\$21,981.00	\$18,170.39	\$3,810.61
Purchased Services	\$9,527.00	\$9,352.88	\$174.12
Supplies/Expenses	\$2,700.00	\$2,700.00	\$0.00
Other Charges/Expenses	\$6,600.00	\$5,618.42	\$981.58
Matching Grant Funds	\$20,000.00	\$4,000.00	\$16,000.00
Total Town Administrator	\$245,869.00	\$219,595.77	\$26,273.23
Finance Committee			
Salaries/Wages	\$3,300.00	\$357.41	\$2,942.59
Purchased Services	\$3,400.00	\$2,699.00	\$701.00
Other Charges/Expenses	\$200.00	\$176.00	\$24.00
Total Finance Committee	\$6,900.00	\$3,232.41	\$3,667.59
Town Accountant			
Department Head Salary	\$64,925.00	\$64,925.00	\$0.00
Salaries/Wages	\$13,664.00	\$12,236.16	\$1,427.84
Purchased Services	\$1,200.00	\$885.00	\$315.00
Supplies/Expenses	\$900.00	\$62.91	\$837.09
Other Charges/Expenses	\$625.00	\$50.00	\$575.00
Total Town Accountant	\$81,314.00	\$78,159.07	\$3,154.93
Board of Assessors			
Department Head Salary	\$67,257.00	\$67,257.00	\$0.00
Salaries/Wages	\$27,765.00	\$27,764.10	\$0.90
Purchased Services	\$30,995.00	\$23,269.55	\$7,725.45
Vision Upgrade	\$12,600.00	\$0.00	\$12,600.00
Encumbered Revaluation	\$16,468.00	\$16,467.50	\$0.50
Supplies/Expenses	\$1,700.00	\$1,153.02	\$546.98
Other Charges/Expenses	\$1,708.00	\$691.69	\$1,016.31
Total Board of Assessors	\$158,493.00	\$136,602.86	\$21,890.14

**Town of Sturbridge
Fiscal Year 2017**

Department:	Budget	Expended	Unexpended
Finance Director			
Department Head Salary	\$94,823.00	\$94,823.00	\$0.00
Salaries/Wages	\$110,992.00	\$109,863.50	\$1,128.50
Certificate Stipend	\$1,000.00	\$1,000.00	\$0.00
Purchased Services	\$13,475.00	\$8,870.02	\$4,604.98
Supplies/Expenses	\$7,375.00	\$6,211.32	\$1,163.68
Other Charges/Expenses	\$2,425.00	\$1,356.89	\$1,068.11
Total Finance Director	\$230,090.00	\$222,124.73	\$7,965.27
Town Counsel			
Purchased Services	\$102,500.00	\$100,432.12	\$2,067.88
Encumbered Purchased Services	\$10,430.49	\$10,430.49	\$0.00
Total Town Counsel	\$112,930.49	\$110,862.61	\$2,067.88
Information Technology			
Purchased Services	\$102,379.00	\$95,803.18	\$6,575.82
Supplies/Expenses	\$6,500.00	\$3,526.09	\$2,973.91
Capital Outlay	\$35,500.00	\$34,176.14	\$1,323.86
Total Information Technology	\$144,379.00	\$133,505.41	\$10,873.59
Town Clerk			
Department Head Salary	\$69,555.00	\$56,266.92	\$13,288.08
Salaries/Wages	\$37,162.00	\$27,151.18	\$10,010.82
Certification Stipend	\$1,000.00	\$97.23	\$902.77
Purchased Services	\$864.00	\$529.45	\$334.55
Supplies/Expenses	\$1,400.00	\$1,380.37	\$19.63
Other Charges/Expenses	\$1,600.00	\$897.53	\$702.47
Total Town Clerk	\$111,581.00	\$86,322.68	\$25,258.32
Election & Registration			
Board Members Salaries	\$300.00	\$300.00	\$0.00
Salaries/Wages	\$14,000.00	\$11,873.65	\$2,126.35
Purchased Services	\$13,400.00	\$12,112.27	\$1,287.73
Supplies/Expenses	\$2,400.00	\$1,843.79	\$556.21
Total Election & Registration	\$30,100.00	\$26,129.71	\$3,970.29
Conservation Commission			
Department Head Salary	\$50,456.00	\$49,489.42	\$966.58
Salaries/Wages	\$17,901.00	\$16,547.58	\$1,353.42
Purchased Services	\$11,200.00	\$5,500.00	\$5,700.00

**Town of Sturbridge
Fiscal Year 2017**

Department:	Budget	Expended	Unexpended
Conservation Commission			
Supplies/Expenses	\$2,217.00	\$2,028.86	\$188.14
Other Charges/Expenses	\$600.00	\$386.61	\$213.39
Total Conservation Commission	\$82,374.00	\$73,952.47	\$8,421.53
Planning Board			
Department Head Salary	\$81,370.00	\$76,381.71	\$4,988.29
Salaries/Wages	\$33,216.00	\$33,067.44	\$148.56
Purchased Services	\$39,702.00	\$34,914.62	\$4,787.38
Supplies/Expenses	\$3,400.00	\$1,810.03	\$1,589.97
Regional District Assessment	\$2,465.00	\$2,464.60	\$0.40
Other Charges/Expenses	\$938.00	\$796.46	\$141.54
Total Planning Board	\$161,091.00	\$149,434.86	\$11,656.14
Zoning Board of Appeals			
Purchased Services	\$500.00	\$140.00	\$360.00
Supplies/Expenses	\$350.00	\$0.00	\$350.00
Other Charges/Expenses	\$90.00	\$0.00	\$90.00
Total Zoning Board of Appeals	\$940.00	\$140.00	\$800.00
Economic Development			
Supplies/Expenses	\$2,000.00	\$958.62	\$1,041.38
Other Charges/Expenses	\$200.00	\$39.00	\$161.00
Total Economic Development	\$2,200.00	\$997.62	\$1,202.38
Facilities			
Salaries/Wages	\$60,000.00	\$38,560.51	\$21,439.49
Supplies/Expenses	\$2,000.00	\$981.27	
Other Charges/Expenses	\$500.00	\$0.00	
Total Facilities	\$62,500.00	\$39,541.78	\$21,439.49
Town Hall			
Purchased Services	\$45,925.00	\$41,239.51	\$4,685.49
Supplies/Expenses	\$2,000.00	\$1,523.51	\$476.49
Total Town Hall	\$47,925.00	\$42,763.02	\$5,161.98
Center School Office			
Purchased Services	\$36,375.00	\$31,298.29	\$5,076.71
Supplies/Expenses	\$1,000.00	\$835.90	\$164.10
Total Center School Office	\$37,375.00	\$32,134.19	\$5,240.81

**Town of Sturbridge
Fiscal Year 2017**

Department:	Budget	Expended	Unexpended
Senior Center			
Purchased Services	\$33,340.00	\$19,916.06	\$13,423.94
Supplies/Expenses	\$2,700.00	\$1,651.57	\$1,048.43
Encumbered Supplies	\$3,573.00	\$3,343.28	\$229.72
Total Senior Center	\$39,613.00	\$24,910.91	\$14,702.09
Joshua Hyde Library			
Purchased Services	\$37,939.00	\$30,060.00	\$7,879.00
Encumbered Purchased Services	\$1,039.00	\$1,038.59	\$0.41
Supplies/Expenses	\$1,300.00	\$1,296.38	\$3.62
Total Joshua Hyde Library	\$40,278.00	\$32,394.97	\$7,883.03
Safety Complex			
Purchased Services	\$123,539.00	\$119,696.10	\$3,842.90
Supplies/Expenses	\$13,300.00	\$10,436.79	\$2,863.21
Encumbered Supplies/Expenses	\$21.53	\$21.53	\$0.00
Total Safety Complex	\$136,860.53	\$130,154.42	\$6,706.11
Nursery School			
Purchased Services	\$2,000.00	\$1,005.14	\$994.86
Total Nursery School	\$2,000.00	\$1,005.14	\$994.86
8 Brookfield Road			
Purchased Services	\$1,500.00	\$133.36	\$1,366.64
Total 8 Brookfield Road	\$1,500.00	\$133.36	\$1,366.64
Police Department			
Department Head Salary	\$120,868.00	\$120,868.00	\$0.00
Salaries/Wages	\$1,785,640.00	\$1,690,588.92	\$95,051.08
Emergency Management Stipend	\$6,000.00	\$6,000.00	\$0.00
Overtime Wages	\$346,433.00	\$339,700.25	\$6,732.75
Purchased Services	\$80,873.00	\$62,951.98	\$17,921.02
Encumbered Purchased Services	\$460.80	\$460.80	\$0.00
Supplies/Expenses	\$68,607.00	\$52,364.46	\$16,242.54
Other Charges/Expenses	\$6,674.00	\$4,948.85	\$1,725.15
Capital Outlay	\$89,108.00	\$87,299.47	\$1,808.53
Total Police Department	\$2,504,663.80	\$2,365,182.73	\$139,481.07

**Town of Sturbridge
Fiscal Year 2017**

Department:	Budget	Expended	Unexpended
Fire Department			
Department Head Salary	\$100,424.10	\$100,424.10	\$0.00
Salaries/Wages	\$842,472.00	\$807,140.11	\$35,331.89
Overtime	\$202,263.00	\$162,510.28	\$39,752.72
Purchased Services	\$86,527.00	\$70,504.84	\$16,022.16
Encumbered Purchased Services	\$635.00	\$635.00	\$0.00
Supplies/Expenses	\$53,800.00	\$51,052.76	\$2,747.24
Encumbered Supplies/Expenses	\$149.99	\$149.99	\$0.00
Other Charges/Expenses	\$7,100.00	\$5,950.38	\$1,149.62
Encumbered Other Charges	\$148.12	\$148.12	\$0.00
Total Fire Department	\$1,293,519.21	\$1,198,515.58	\$95,003.63
Building Inspector			
Department Head Salary	\$57,150.00	\$57,150.00	\$0.00
Salaries/Wages	\$24,039.00	\$24,038.10	\$0.90
Purchased Services	\$1,620.00	\$395.00	\$1,225.00
Supplies/Expenses	\$2,501.00	\$2,192.33	\$308.67
Other Charges/Expenses	\$700.00	\$232.14	\$467.86
Total Building Inspector	\$86,010.00	\$84,007.57	\$2,002.43
Sealer			
Purchased Services	\$5,350.00	\$5,300.00	\$50.00
Total Sealer	\$5,350.00	\$5,300.00	\$50.00
Inspectors			
Salaries/Wages	\$46,760.00	\$46,760.00	\$0.00
Purchased Services	\$795.00	\$0.00	\$795.00
Supplies/Expenses	\$500.00	\$0.00	\$500.00
Other Charges/Expenses	\$2,460.00	\$2,400.00	\$60.00
Total Inspectors	\$50,515.00	\$49,160.00	\$1,355.00
Tree Warden			
Department Head Salary	\$2,500.00	\$2,500.00	\$0.00
Purchased Services	\$15,200.00	\$15,193.48	\$6.52
Supplies/Expenses	\$675.00	\$495.81	\$179.19
Other Charges/Expenses	\$1,125.00	\$1,090.00	\$35.00
Total Tree Warden	\$19,500.00	\$19,279.29	\$220.71

**Town of Sturbridge
Fiscal Year 2017**

Department:	Budget	Expended	Unexpended
Burgess Elementary	\$10,747,188.00	\$10,111,933.27	\$635,254.73
Encumbered Burgess Elementary	\$4,718.00	\$4,718.00	\$0.00
Summer Payroll	\$467,261.00	\$467,260.98	\$0.02
Tantasqua Town Assessment	\$6,101,598.00	\$6,101,598.00	\$0.00
Tantasqua Transportation Assessment	\$156,168.00	\$156,168.00	\$0.00
Total Education	\$17,476,933.00	\$16,841,678.25	\$635,254.75
 Department of Public Works			
Department Head Salary	\$71,709.00	\$71,709.00	\$0.00
Salaries/Wages	\$776,251.00	\$574,728.15	\$201,522.85
Overtime	\$12,000.00	\$7,271.83	\$4,728.17
Purchased Services	\$84,089.00	\$70,555.83	\$13,533.17
Encumbered Purchased Services	\$710.00	\$0.00	\$710.00
Supplies/Expenses	\$69,040.00	\$68,346.99	\$693.01
Encumbered Supplies/Expenses	\$74.00	\$73.44	\$0.56
Other Charges/Expenses	\$1,430.00	\$1,278.90	\$151.10
Total Department of Public Works	\$1,015,303.00	\$793,964.14	\$221,338.86
 Town Roads			
Encumbered Repairs & Maintenance	\$18,970.00	\$13,970.47	\$4,999.53
Private Road Maintenance	\$6,000.00	\$5,990.08	\$9.92
Encumbered Road Construction	\$128,990.00	\$0.00	\$128,990.00
Total Town Roads	\$153,960.00	\$19,960.55	\$133,999.45
 Snow & Ice Removal			
Overtimes	\$45,000.00	\$40,954.54	\$4,045.46
Purchased Services	\$127,791.00	\$127,791.13	(\$0.13)
Supplies/Expenses	\$147,009.00	\$151,053.68	(\$4,044.68)
Total Snow & Ice Removal	\$319,800.00	\$319,799.35	\$0.65
 Recycling Center			
Salaries/Wages	\$104,507.00	\$97,172.78	\$7,334.22
Overtime	\$1,500.00	\$0.00	\$1,500.00
Purchased Services	\$177,060.00	\$126,893.06	\$50,166.94
Supplies/Expenses	\$15,270.00	\$4,544.36	\$10,725.64
Total Landfill	\$298,337.00	\$228,610.20	\$69,726.80

**Town of Sturbridge
Fiscal Year 2017**

Department:	Budget	Expended	Unexpended
Board of Health			
Department Head Salary	\$70,049.00	\$36,096.00	\$33,953.00
Salaries/Wages	\$23,666.00	\$18,439.87	\$5,226.13
Purchased Services	\$2,511.00	\$1,870.50	\$640.50
Southbridge Landfill	\$95,145.00	\$38,742.50	\$56,402.50
Supplies/Expenses	\$2,311.00	\$989.30	\$1,321.70
Other Charges/Expenses	\$2,070.00	\$342.92	\$1,727.08
Total Board of Health	\$195,752.00	\$96,481.09	\$99,270.91
Health Care			
Community Health Care	\$4,000.00	\$600.00	\$3,400.00
Total Health Care	\$4,000.00	\$600.00	\$3,400.00
Inspections & Testing			
Public Access Inspections	\$21,594.00	\$17,406.33	\$4,187.67
Total Inspections & Testing	\$21,594.00	\$17,406.33	\$4,187.67
Council on Aging			
Department Head Salary	\$54,000.00	\$48,963.90	\$5,036.10
Salaries/Wages	\$70,842.00	\$59,707.12	\$11,134.88
Purchased Services	\$1,870.00	\$1,773.24	\$96.76
Supplies/Expenses	\$1,650.00	\$1,272.31	\$377.69
Other Charges/Expenses	\$2,200.00	\$1,145.34	\$1,054.66
Medical Transportation	\$3,200.00	\$3,033.33	\$166.67
Total Council on Aging	\$133,762.00	\$115,895.24	\$17,866.76
Veterans' Services			
Department Head Salary	\$5,417.00	\$5,416.67	\$0.33
Purchased Services	\$250.00	\$0.00	\$250.00
Supplies/Expenses	\$175.00	\$38.99	\$136.01
American Legion Expenses	\$1,600.00	\$1,077.20	\$522.80
Memorial & Veterans Day	\$2,837.00	\$1,898.45	\$938.55
Other Charges/Expenses	\$500.00	\$259.04	\$240.96
Veterans' Benefits	\$65,000.00	\$32,620.80	\$32,379.20
Total Veterans' Services	\$75,779.00	\$41,311.15	\$34,467.85
Joshua Hyde Library			
Department Head Salary	\$72,103.00	\$72,103.00	\$0.00
Salaries/Wages	\$271,105.00	\$263,117.29	\$7,987.71
Purchased Services	\$16,937.00	\$15,352.62	\$1,584.38
Supplies/Expenses	\$3,500.00	\$3,495.35	\$4.65

**Town of Sturbridge
Fiscal Year 2017**

Department:	Budget	Expended	Unexpended
Joshua Hyde Library			
Library Supplies/ Books & Media	\$92,260.00	\$92,260.00	\$0.00
Other Charges/Expenses	\$2,165.00	\$2,165.00	\$0.00
Total Joshua Hyde Library	\$458,070.00	\$448,493.26	\$9,576.74
Recreation Department			
Department Head Salary	\$33,916.00	\$18,834.78	\$15,081.22
Salaries/Wages	\$22,536.00	\$20,723.47	\$1,812.53
Purchased Services	\$12,623.00	\$8,790.74	\$3,832.26
Supplies/Expenses	\$3,163.00	\$1,463.71	\$1,699.29
Team Sports	\$7,500.00	\$7,498.50	\$1.50
Other Charges/Expenses	\$210.00	\$135.00	\$75.00
Total Recreation Department	\$79,948.00	\$57,446.20	\$22,501.80
Trails			
Purchased Services	\$200.00	\$0.00	
Other Charges/ Expenses	\$100.00	\$0.00	\$100.00
Total Historical Commission	\$300.00	\$0.00	\$100.00
Historical Commission			
Purchased Services	\$300.00	\$38.00	\$262.00
Encumbered Purchased Services	\$1,000.00	\$1,000.00	\$0.00
Supplies/Expenses	\$200.00	\$49.36	\$150.64
Other Charges/Expenses	\$100.00	\$100.00	\$0.00
Total Historical Commission	\$1,600.00	\$1,187.36	\$412.64
Debt Service - Principal			
Burgess Renovation	\$919,000.00	\$919,000.00	\$0.00
Town Hall/Center Office Building	\$175,000.00	\$175,000.00	\$0.00
Total Debt Service - Principal	\$1,094,000.00	\$1,094,000.00	\$0.00
Debt Service - Interest			
Burgess Renovation	\$456,175.00	456,175.00	0.00
Town Hall/Center Office Building	\$87,368.00	87,368.00	0.00
Short Term Interest	\$10,000.00	0.00	10,000.00
Thall Debt Exclusion	\$4,301.00	4,301.00	0.00
Burgess Debt Exclusion	\$20,194.00	20,194.00	0.00
Total Debt Service - Interest	\$578,038.00	\$568,038.00	\$10,000.00

**Town of Sturbridge
Fiscal Year 2017**

Department:	Budget	Expended	Unexpended
Comm of Mass - Assessment			
MV Non-Renewal Surcharge	\$8,840.00	\$9,700.00	(\$860.00)
Air Pollution	\$2,811.00	\$2,811.00	\$0.00
Regional Transit	\$24,641.00	\$24,641.00	\$0.00
School Choise Assessment	\$63,550.00	\$81,139.00	(\$17,589.00)
Mosquito Control Project	\$93,969.00	\$93,969.00	\$0.00
Total Comm of Mass - Assessment	\$193,811.00	\$212,260.00	(\$18,449.00)
Capital Projects			
PSC Drainage Remediation	\$10,300.00	\$0.00	\$10,300.00
Self Contained Breathing	\$85,000.00	\$82,858.00	\$2,142.00
Re-paving Senior Center	\$52,920.00	\$0.00	\$52,920.00
Multi-purpose Utility Vehicle	\$35,000.00	\$34,710.56	\$289.44
HVAC Study Library	\$25,000.00	\$161.70	\$24,838.30
11ft One-way Snow Plow	\$10,647.00	\$10,398.00	\$249.00
Dispatch Lightning Equipment	\$16,000.00	\$0.00	\$16,000.00
10ft Hydraulic Sander	\$17,400.00	\$17,289.00	\$111.00
Replacement Windows	\$25,000.00	\$17,700.00	\$7,300.00
Inspectional Services	\$30,000.00	\$27,405.26	\$2,594.74
Parking Lot Renovations	\$45,000.00	\$227.25	\$44,772.75
Multi-purpose Utility Vehicle	\$43,000.00	\$40,846.00	\$2,154.00
Security Access System	\$32,000.00	\$31,246.00	\$754.00
Painting Cupola & Trim	\$18,000.00	\$0.00	\$18,000.00
Rifle Sights & Lights	\$13,800.00	\$12,950.60	\$849.40
PSC Feasibility	\$45,000.00	\$0.00	\$45,000.00
Public Works Building Feasibility	\$45,000.00	\$0.00	\$45,000.00
Senior Center Feasibility	\$32,000.00	\$4,107.50	\$27,892.50
Gutter Replacement & Fascia	\$6,489.00	\$0.00	\$6,489.00
Art 33 ADA Access	\$20,000.00	\$0.00	\$20,000.00
Phone System	\$68,500.00	\$68,064.54	\$435.46
Compactor	\$30,500.00	\$24,700.00	\$5,800.00
Pavement Roller & Trailer	\$32,918.00	\$32,918.00	\$0.00
Town Building Roof Renovations	\$226,613.25	\$226,613.25	\$0.00
Total Capital Projects	\$966,087.25	\$632,195.66	\$333,891.59
Unpaid Prior Year Bills			
Unpaid Prior Year Bills	\$12,640.34	\$12,640.34	\$0.00
Unpaid Prior Year Bills	\$12,640.34	\$12,640.34	\$0.00

**Town of Sturbridge
Fiscal Year 2017**

Department:	Budget	Expended	Unexpended
Unclassified			
Group Insurance	\$1,505,000.00	\$1,494,481.00	\$10,519.00
Unemployment Insurance	\$25,000.00	\$16,653.43	\$8,346.57
Worcester Regional Retirement	\$1,061,158.00	1061.157.73	#VALUE!
Medicare Tax	\$210,000.00	\$195,815.81	\$14,184.19
Street Lights	\$60,000.00	\$55,086.60	\$4,913.40
Energy Consultant	\$7,500.00	\$1,511.25	\$5,988.75
Town Audit	\$25,000.00	\$25,000.00	\$0.00
OPEB Study	\$0.00	\$0.00	\$0.00
Legal Fees	\$25,000.00	\$4,899.15	\$20,100.85
Tax Title - Ch. 60 Sec. 50B	\$10,000.00	\$3,881.50	\$6,118.50
Town Report	\$3,000.00	\$1,945.56	\$1,054.44
Insurance Blanket	\$325,000.00	\$322,939.82	\$2,060.18
Reserve Fund	\$139,000.00	\$101,531.00	\$37,469.00
Total Unclassified	\$3,395,658.00	\$2,223,745.12	\$1,171,912.88
Central Purchasing			
Telephone	\$27,000.00	\$26,032.48	\$967.52
Postage	\$21,000.00	\$20,781.95	\$218.05
Water/ Sewer	\$11,000.00	\$7,936.79	\$3,063.21
Slate Roof Maintenance	\$10,000.00	\$0.00	\$10,000.00
Copier Supplies	\$6,100.00	\$5,133.94	\$966.06
Gasoline	\$178,500.00	\$95,887.07	\$82,612.93
Fleet Vehicles	\$1,500.00	\$0.00	\$1,500.00
Total Central Purchasing	\$255,100.00	\$155,772.23	\$99,327.77
Recurring Articles			
Road Construction and Repairs	\$567,500.00	\$188,775.12	\$378,724.88
Revaluation	\$40,000.00	\$7,802.50	\$32,197.50
Total Recurring Articles	\$607,500.00	\$196,577.62	\$410,922.38
Nonrecurring Articles			
Recreation Field Design	\$5,661.00	\$840.44	\$4,820.56
Rt 148 Brookfield Rehab	\$15,000.00	\$15,000.00	\$0.00
Strategic Planting Plan	\$6,000.00	\$0.00	\$6,000.00
HazMat- 8 Brookfield	\$4,000.00	\$2,350.00	\$1,650.00
Server Storage Upgrade	\$56,000.00	\$0.00	\$56,000.00
Senior Center Boiler	\$34,748.00	\$25,971.00	\$8,777.00
Permitting Software	\$46,000.00	\$0.00	\$46,000.00
Art 48 Fire Ladder Truck	\$400,000.00	\$0.00	\$400,000.00
Total Nonrecurring Articles	\$567,409.00	\$44,161.44	\$523,247.56

**Town of Sturbridge
Fiscal Year 2017**

Department:	Budget	Expended	Unexpended
Transfers			
Transfer to Ambulance Stabilization	\$60,000.00	\$60,000.00	\$0.00
Transfer to OPEB Trust	\$100,000.00	\$100,000.00	\$0.00
Transfer to CPF	\$152,000.00	\$152,000.00	\$0.00
Transfer to Special Revenue Fund	\$1,100.00	\$1,100.00	\$0.00
Total Transfers	\$313,100.00	\$313,100.00	\$0.00
Sturbridge Tourist Association			
Salaries/ Wages	\$32,782.00	\$31,863.83	\$918.17
Marketing/ Advertising	\$79,480.00	\$70,036.70	\$9,443.30
Rte 20 Restroom	\$5,000.00	\$3,503.75	\$1,496.25
Community Support	\$31,800.00	\$29,012.13	\$2,787.87
Information Center	\$8,000.00	\$7,069.60	\$930.40
Tourism Improvement	\$28,702.00	\$5,850.00	\$22,852.00
Total Sturbridge Area Tourist Association	\$185,764.00	\$147,336.01	\$38,427.99
Betterment Committee			
Flower Barrels	\$2,200.00	\$1,475.75	\$724.25
Wayfinding Streetscape	\$20,000.00	\$0.00	\$20,000.00
Town Hall & COB Beautification	\$2,500.00	\$1,541.72	\$958.28
Two-way Radio Fire Dept	\$31,000.00	\$30,558.19	\$441.81
Season Jackets	\$10,450.00	\$9,761.00	\$689.00
Night Optical	\$19,975.00	\$19,680.00	\$295.00
Community Policing	\$1,000.00	\$980.62	\$19.38
Volleyball Net	\$665.00	\$291.16	\$373.84
Portable Event Posts	\$214.00	\$214.00	\$0.00
PA System	\$1,394.00	\$1,223.99	\$170.01
Picnic Tables	\$2,600.00	\$2,600.00	\$0.00
Swim Buoy 7 Rope	\$572.00	\$413.80	\$158.20
Mower Trailer	\$3,200.00	\$0.00	\$3,200.00
Community Tourist District	\$22,000.00	\$0.00	\$22,000.00
Main Street Tree & Park Maintenance	\$1,162.00	\$733.78	\$428.22
Trail Construction/ Improvements	\$3,400.00	\$1,366.99	\$2,033.01
Bloom Committee	\$450.00	\$450.00	\$0.00
Gateway Signage	\$9,288.00	\$0.00	\$9,288.00
Concerts on The Common	\$4,000.00	\$2,700.00	\$1,300.00
Tree Planting Arbor Day	\$1,300.00	\$1,288.50	\$11.50
Tree Maint Common	\$4,000.00	\$3,540.00	\$460.00
Library Landscaping	\$2,500.00	\$2,391.50	\$108.50
Senior Center Landscaping	\$1,000.00	\$488.13	\$511.87
Common Decorations	\$3,550.00	\$3,550.00	\$0.00
Trail Permit - Tea Grant	\$5,427.00	\$0.00	\$5,427.00

**Town of Sturbridge
Fiscal Year 2017**

Department:	Budget	Expended	Unexpended
Betterment Committee			
Trail Apron Paving	\$2,996.00	\$0.00	\$2,996.00
Trail Construction & Maintenance	\$456.00	\$453.41	\$2.59
Cedar Lake Water Treatment	\$1,750.00	\$1,750.00	\$0.00
SLAC/ Great Ponds	\$5,000.00	\$5,000.00	\$0.00
Tree Maintenance	\$7,000.00	\$6,999.50	\$0.50
Police Special Event OT	\$10,000.00	\$9,996.76	\$3.24
Rt 20 Restroom	\$2,500.00	\$95.00	\$2,405.00
Sidewalk Maintenance	\$24,649.00	\$24,482.03	\$166.97
Fire Special Event OT	\$5,000.00	\$3,219.30	\$1,780.70
Total Betterment Committee	\$213,198.00	\$137,245.13	\$75,952.87

Respectfully submitted,

Christopher Geraghty, Town Accountant

**REPORT OF THE
BOARD OF ASSESSORS
2017**

The Board of Assessors received approval of the Fiscal 2018 tax rate and the tax bills were mailed on September 29th, 2017. The total assessed value of the Town of Sturbridge is \$1,225,304,593.00. The total amount to be raised is \$40,151,873.27 and the total estimated receipts and other revenue sources are \$16,331,951.98. In accordance with Chapter 40 Section 56, the Board of Selectmen voted for a single tax rate. The tax rate for Residential, Commercial, Industrial and Personal Property is \$19.44

CLASSIFIED TAX LEVIES AND RATES:

Class	Levy Percentage	Levy by Class	Valuation	Tax Rate
Residential	80.9158	19,274,079.87	991,465,399	19.44
Open Space	0.1016	24,201.04	1,245,089	19.44
Commercial	12.0890	2,879,590.28	148,126,605	19.44
Industrial	2.6207	624,248.68	32,111,700	19.44
Personal	4.2729	1,017,801.42	52,355,800	19.44

In Fiscal 2017 there are 4,704 Real Estate parcels, 550 Personal Property parcels, 8 supplemental tax bills, and the new growth is \$363,239. There were 11,596 motor vehicle bills issued in calendar year 2017.

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

Respectfully submitted
Paul Murphy, Chairman (2019)
Sophia Lengyel, Vice Chairman (2020)
Dale Meehan McNeil, Clerk (2018)
Board of Assessors

Report of the Town Clerk 2017

2017 was the year of Proficiency in the Town Clerks Office! Streamlining our office to take care of the needs of our residents!

The office has been busy with Workshops and Conferences helping us gear up for the 2020 Census.

Opening on Monday Evenings till 7:00 PM has kept us very busy with Marriage Intentions and Genealogy Requests! We find that the Residents are pleased to have this option available.

Vital Statistics

Number of births	85
Number of deaths	91
Number of marriages	110
Number of intentions	112
Population.....	10,102
Registered voters	6,874
Dog licenses	1,338
Business Certificates-new	45
Business Certificates-renewals	49
Raffle Permits	6

ANNUAL TOWN ELECTION

MONDAY, APRIL 10, 2017

	<u>PRECINCT 1</u>	<u>PRECINCT 2</u>	<u>PRECINCT 3</u>	<u>TOTALS</u>
<u>ASSESSOR</u>				
For 3 years Vote for One				
Blank	82	110	90	282
MARIA SOPHIA LENGYEL-ROGERS	273	293	271	837
Write In	2	1	2	5

	<u>PRECINCT 1</u>	<u>PRECINCT 2</u>	<u>PRECINCT 3</u>	<u>TOTALS</u>
<u>BOARD OF HEALTH</u>				
For 3 years Vote for One				
Blank	83	105	87	275
LINDA N. COCALIS	274	296	274	844
Write In	0	2	2	4

	<u>PRECINCT 1</u>	<u>PRECINCT 2</u>	<u>PRECINCT 3</u>	<u>TOTALS</u>
<u>BOARD OF SELECTMEN</u>				
For 3 year Vote for Two				
Blank	195	233	211	639
MARY BLANCHARD	274	315	273	862
PRISCILLA C. GIMAS	240	252	234	726
Write In	5	6	0	11

		<u>PRECINCT 1</u>	<u>PRECINCT 2</u>	<u>PRECINCT 3</u>	<u>TOTALS</u>
<u>CONSTABLE</u>					
For 3 year	Vote for One				
	Blank	314	356	321	991
	Tom Creeden	15	38	13	66
	Timothy Grant	16	10	21	47
	Write In	43	47	42	132

		<u>PRECINCT 1</u>	<u>PRECINCT 2</u>	<u>PRECINCT 3</u>	<u>TOTALS</u>
<u>LIBRARY TRUSTEES</u>					
For 3 years	Vote for Three				
	Blank	264	342	303	909
	PATRICIA HOWARD	273	298	266	837
	JACQUELINE E. BELISLE	267	290	262	819
	DOLORES COURTEMANCHE	267	278	258	803
	Write In	0	1	0	1

		<u>PRECINCT 1</u>	<u>PRECINCT 2</u>	<u>PRECINCT 3</u>	<u>TOTALS</u>
<u>RECREATION COMMITTEE</u>					
For 3 years	Vote for Two				
	Blank	182	240	194	616
	KADION R. PHILLIPS	265	287	260	812
	DANIEL B. THOMPSON	263	279	272	814
	Write In	4	0	0	4

		<u>PRECINCT 1</u>	<u>PRECINCT 2</u>	<u>PRECINCT 3</u>	<u>TOTALS</u>
<u>STURBRIDGE SCHOOL COMMITTEE</u>					
For 3 years	Vote for Two				
	Blank	170	187	171	528
	KATHERINE ALEXANDER	205	245	215	665
	CARA M. GILBERT	158	187	176	521
	KRISTEN L. TUOHEY	179	187	164	530
	Write In	2	1	0	3

		<u>PRECINCT 1</u>	<u>PRECINCT 2</u>	<u>PRECINCT 3</u>	<u>TOTALS</u>
<u>TANTASQUA SCHOOL COMMITTEE</u>					
For 3 years	Vote for Two				
	Blank	138	157	165	460
	CHERYL WOOD-CREEDEN	149	209	152	510
	SUSAN DALE KLINE	211	210	207	628
	PATRICIA M. BARNICLE	216	232	200	648
	Write In	0	0	2	2

TOWN CLERK
For 2 years **Vote for One**
Blank
LYNNE GIROUARD
KATHLEEN M. NEAL
Write In

PRECINCT 1	PRECINCT 2	PRECINCT 3	TOTALS
4	3	10	17
264	282	285	831
89	119	68	276
0	0	0	0

ZONING BOARD OF APPEALS
For 3 years **Vote for Three**
Blank
ELIZABETH E. BANKS
Write In

PRECINCT 1	PRECINCT 2	PRECINCT 3	TOTALS
84	110	99	293
271	290	260	821
2	3	4	9

Question:

Shall the Town prohibit the operation of all types of marijuana establishments as defined in G.L. c. 94G, § 1, including marijuana cultivators, marijuana testing facilities, marijuana product manufacturers, marijuana retailers or any other type of licensed marijuana related businesses within the Town of Sturbridge?

	<u>PRECINCT 1</u>	<u>PRECINCT 2</u>	<u>PRECINCT 3</u>	<u>TOTALS</u>
Blank	21	30	24	75
Yes	196	218	193	607
No	140	156	146	442

Shall this town approve the Charter Amendments proposed by the Town Meeting Summarized below?

Summary

The December 12, 2016 Special Town Meeting voted unanimously to approve numerous amendments to the Town’s Home Rule Charter. These amendments are primarily intended to clarify certain Charter terms and to make the necessary changes to resolve grammatical errors, capitalization, gender references and consistent naming of town boards and officials. The amendments also include: adding a definition of “Appropriation”; clarifying the duties and authority of the Moderator, availability of Town Officials at Town Meeting; clarifying the recall election procedures; extending the maximum term of a temporary Town Administrator to nine months; clarifying the suspension or removal of the Town Administrator; and removing Transitional Provisions in Article 9 that no longer serve a purpose.

	<u>PRECINCT 1</u>	<u>PRECINCT 2</u>	<u>PRECINCT 3</u>	<u>TOTALS</u>
Blank	45	49	51	145
Yes	285	315	283	883
No	27	40	29	96

TOTAL VOTES CAST
TOTAL # REG VOTERS
% OF VOTER TURN OUT

357	404	363	1124
2375	2467	2257	7099
15%	16%	16%	16%

Poll Workers included: Tim Bardsley, Chris Castendyk, Nancy Castendyk, Joan Chamberland, Maryellen Comerford, Elaine Cook, Pat Jeffries, Chris Knight, Bob Knight, Barbara Mattioli, Kathryn Polizoti, Pat Roy, Bev Spreeman, Ron Stietzel, Chris Wilson, Lucette Favreau, Barbara Stietzel and Assistant Town Clerk, Jennifer Sablack, swore the poll workers in and lead them in the Pledge of Allegiance. She reviewed procedures for inactive voters, provisional ballots and those needing to show ID.

Order and decorum was efficiently handled by Constable L. David Covino, Robert Cerny & Sturbridge Police Officer Larry Bateman. The polls opened promptly at 6:30 a.m. and closed at 8:00 p.m. 1123 registered voters came out to cast their vote for a 16% turnout.

Reminder that our Polls open at 6:30 AM and our Office is open Mondays till 7:00 PM.

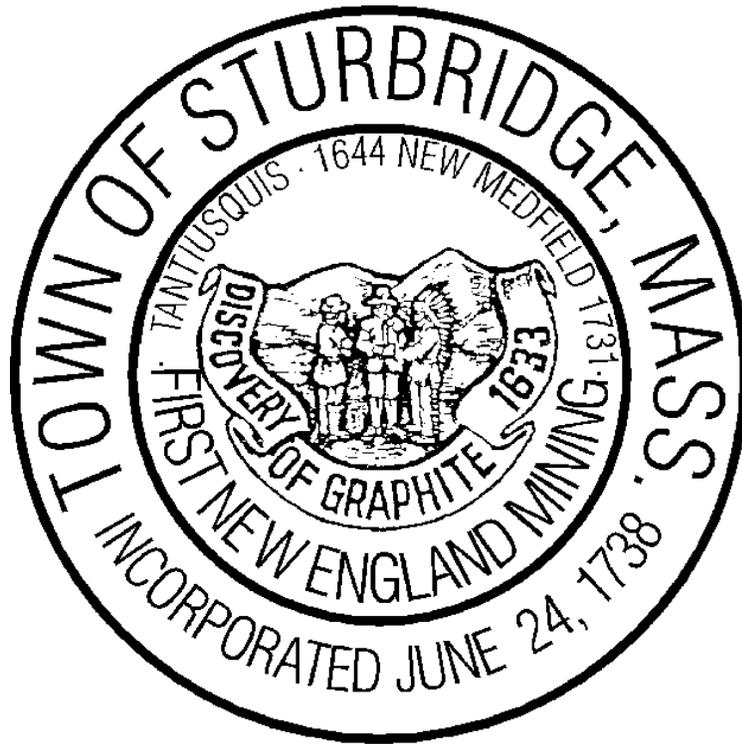
The Town Clerks Office and Elections would not run as proficiently without the following: Poll Workers, Senior Workers Terry and Nancy and DPW. A Special Thank You to my Assistant Sheila O'Connell for all her hard work and dedication.

Board of Registrars: Doreen Burbine, Timothy R Bardsley, Susan G Murphy and Town Clerk Lynne Girouard

Respectfully Submitted,
Lynne Girouard, Town Clerk, Notary
Sheila O'Connell, Assistant Town Clerk

EDUCATION

2017



**REPORT OF THE SCHOOL DEPARTMENT
2017**

SCHOOL COMMITTEE

Katherine Alexander, Chairman	Term expires 2020
Megan Panek, Vice-Chair/Tan. Rep	Term expires 2018
Mary Bellezza, Secretary	Term expires 2019
Scott Parker	Term expires 2019
Kristen Tuohey	Term expires 2020

Administration Office – 320A Brookfield Road – Fiskdale

Telephone – 347-3077

Erin M. Nosek, Ed.D	Superintendent of Schools
Deborah J. Boyd	Associate Superintendent
Jeffrey Zanghi	Assistant Superintendent
Brenda Looney	Special Education/Pupil Services Director
Kathleen Pelley	Principal
John Canavan	Assistant Principal
Mary Jaeger	Assistant Principal
Marie Piscopo	Administrative Assistant

SCHOOL NURSE

Lisa Meunier, R.N.	Sturbridge
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SCHOOL COMMITTEE MEETING

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

SCHOOL ENROLLMENT AS OF OCTOBER 2, 2017

<u>Grade</u>	<u>Pre-S</u>	<u>K</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>Union 61</u>	<u>Total</u>
Elementary	65	109	109	110	110	138	122	128	11	902
<u>Grade</u>			<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>	<u>PG</u>	
Tantasqua Junior			131	144						275
Tantasqua Senior					94	106	83	103		386
Tantasqua Technical					36	23	34	26		<u>119</u>
TOTAL TRSD ENROLLMENT										780

FINANCIAL SHEET FOR JULY 1, 2016– JUNE 30, 2017

GENERAL SCHOOL APPROPRIATIONS

\$10,747,188.00

EXPENDITURES

ADMINISTRATION	<u>2015-2016</u>	<u>2016-2017</u>
School Committee – Sal. & Exp.	\$ 3,794.01	\$ 3,980.43
Superintendent’s Office	331,245.46	334,376.51
INSTRUCTION		
Administrators’ Salaries	289,863.36	295,660.63
Principal’s Office Expenses	181,361.36	180,957.21
Teachers’ Salaries	4,417,601.76	4,514,810.70
Teacher Aides’ Salaries	145,713.97	142,317.06
Teaching Supplies & Materials	66,963.22	77,403.50
Personnel Training & Travel	25,715.88	28,174.28
Special Education Teachers’ Sal.	619,104.00	611,624.00
Special Education Teacher Aides’ Sal.	348,015.41	360,249.70
Moderate Needs Coord., Tutors, Speech Therapist & Special Tutors Sal.	67,780.00	44,425.16
Special Education Supplies & Mat.	220,047.00	223,761.00
Textbooks	6,612.01	6,593.87
Instructional Media Center/Salaries	14,595.73	14,562.05
Library Services/Aide Salary	91,611.00	93,460.00
Library Supplies, Material & Exp.	29,005.02	30,045.32
Audio Visual/Supplies & Mat.	6,440.88	6,914.94
Guidance Services	1,506.69	2,054.00
Psychological Services	91,992.30	90,201.81
Technology Salaries & Internet Supplies	413,457.03	416,662.39
OTHER SCHOOL SERVICES		
Health Services Salaries	122,343.87	125,510.74
Health Services – Expenses	1,234.75	1,299.68
Transportation	331,965.61	307,247.78
Special Education Transportation	553,970.95	630,000.14
Field Trips	0.00	0.00

OPERATION & MAINTENANCE OF PLANT	<u>2015-2016</u>	<u>2016-2017</u>
Custodial Services – Salaries	311,687.90	337,079.35
Custodial Services – Supplies & Mat.	23,228.58	21,953.63
Fuel Oil	45,558.00	46,097.10
Utility Services	204,120.63	174,281.92
Maintenance of Grounds	22,581.10	24,094.99
Maintenance of Buildings	17,469.50	45,604.65
Maintenance of Equip.	26,912.51	24,061.32
ACQUISITION OF FIXED ASSETS		
New Equipment	4,700.00	5,000.00
Replacement of Equip.	7,000.00	11,900.00
PROGRAMS WITH OTHER DISTRICTS, REGIONAL & PRIVATE SCHOOLS		
Special Education – Tuition	772,340.85	1,197,141.41
Vocational Schools – Tuition & Exp.	0.00	0.00
TOTAL GENERAL APPROPRIATION	\$10,087,628.98	\$10,709,915.30
EXPENDITURES		
ESTIMATED STATE REIMBURSEMENTS		
Chapter 70	\$ 3,500,341.00	\$ 3,769,084.00
Chapter 71		
Chapter 76		
SFSF Grants		
Total Estimated Reimbursement	\$ 3,500,341.00	\$ 3,769,084.00
Total Expenditures	\$10,087,628.98	\$10,709,915.30
Less Total Estimated Reimbursements	<u>3,500,341.00</u>	<u>3,769,084.00</u>
	\$ 6,587,287.98	\$ 6,940,831.30

2017-2018 Budget

Administration	378,359.00
Instruction	7,612,122.00
Other School Services	1,050,521.00
Operation & Maintenance of Plant	716,240.00
Acquisition of Fixed Assets	12,600.00
Programs with Other Districts, Regional and Private Schools	1,250,392.00
Total Appropriations	\$11,020,234.00

Burgess Elementary School
Staff Degrees 2017-2018

Page 1

Name	Degree	Department
Kathleen Pelley	M.Ed., Leadership & Administration M.Ed., Elementary Education B.S. Elementary Ed. & Natural Science Worcester State University Associate of Science Quinsigamond Community College	Principal
Mary Jaeger	B.A., College of the Holy Cross M.Ed., Lesley University	Asst. Principal
Jack Canavan	B.A., UMass - Amherst M.Ed., Worcester State University	Asst. Principal
Lisa Meunier	B.S.N., C.S.N., Southeastern MA University (UMass - Dartmouth)	Nurse
Katherine Nicholas	B.S., Early Childhood Ed., Salve Regina University	Preschool
Claire Johnson	B.S., State University of New York-Utica/Rome Certification Worcester State University	Preschool
Denise Campiglio	B.A., M.A., Assumption College	Kindergarten
Lori Czech	B.A., Marymount University M.Ed., Wheelock College	Kindergarten
Brenda Earnest	B.S., Worcester State University M.Ed., American International College	Kindergarten
Maureen Kenneway	B.A., Elementary Ed. & Special Ed. Providence College M.A., Worcester State University	Kindergarten
Erica Rodriguez	B.S., Framingham State University M.A. American International College	Kindergarten
Krista Starr	B.A. of Science in Human Development and Family Studies University of Rhode Island	Kindergarten
Michael Jones	B.A. in History Framingham State College M.Ed. American International College	Grade 1
Kristine Hougaard	B.A., Bay Path College, M.Ed. Springfield College	Grade 1
Jessica McGarry	B.S., Seton Hall University M.Ed., American International College	Grade 1
Jessica Resener	B.S., Becker College	Grade 1
Lynn Menard	B.S., M.Ed. Worcester State University	Grade 1
Jo-Lyn Parenteau	B.S., M.Ed., C.A.G.S. University of Maine	Grade 1
Kimberly Moore	B.A., M.A. UMass - Lowell	Grade 1
Elizabeth Ramirez	B.S., Emmanuel College M.Ed., Worcester State University	Grade 2
Sheila McCormick	B.A., M.A.T. Elms College	Grade 2
Lynne Girouard	B.S., Westfield State College	Grade 2
Lori Thompson	B.A., Endicott College M.A., Anna Maria College	Grade 2

Burgess Elementary School
Staff Degrees 2017-2018

Page 2

Name	Degree	Department
Alicia Dono	B.A., License Anna Maria College	Grade 2
Tammy Edmonds	B.S., Worcester State University	Grade 3
Tammy Howe	B.A., UMass - Amherst	Grade 3
	M.Ed., Framingham State University	
Lauren Arruda	B.A., M.A. Clark University	Grade 3
Jennifer Mullin	B.S., M.Ed. College of Saint Rose	Grade 3
Stacy Pachis	M.Ed. University of New Haven CT	Grade 3
Shelby Green	B.A., M.Ed., Bridgewater State University	Grade 3
Lisa Cave	B.A. Elementary Ed. Johnson State Vermont	Grade 4
Sarah Jones	B.S.E., University of Kansas	Grade 4
	M.Ed., Lesley University	
Alesia Peck	B.A., Mount Holyoke College	Grade 4
	M.Ed., Westfield State College	
Karen Dawber	B.A., Villanova University	Grade 4
	Certification Worcester State University	
Debra Quinn	B.S., Worcester State University	Grade 4
	M.A., Full Sail University	
Ashley Grout	B.A., Westfield State College	Grade 4
	M.Ed., Framingham State University	
Melissa Forni	B.A., Bridgewater State University	Grade 5
	M.Ed. UMass-Amherst	
Sally Thurston	B.S., M.S. Clarkson University	Grade 5
Maureen McKeon	A.B., Colgate University	Grade 5
	M.Ed., Lesley University	
Danielle Phillips	B.S., Worcester State University	Grade 5
	M.Ed., Framingham State University	
Amy Sosik	B.A., Boston College	Grade 5
	M.Ed., American International College	
	M.Ed., American International College	
Bethany Runnals	B.A., M.Ed. Westfield State College	Grade 5
John Baron	B.A., M.Ed. University of Connecticut	Grade 6
	M.A., Eastern Connecticut State University	
Theresa Tsongalis	B.A., Randolph Macon College	Grade 6
	M.A., University of Lowell	
Donna Thomas	B.S., Eastern Connecticut State University	Grade 6
	M.Ed., Worcester State University	
Elizabeth Brosnan	B.S.E., Westfield State College	Grade 6
	M.Ed., Cambridge College	
Emilie Parent	M.Ed., Lesley University	Grade 6

Burgess Elementary School
Staff Degrees 2017-2018

Page 3

Name	Degree	Department
Amber Myotte	B.A., Emanuel College M.Ed., Framingham State University	Grade 6
Lisa Nollstadt	B.S., University of Maine Orono	Perm. Sub.
Julie Vinton	B.F.A., UMass-Dartmouth M.Ed., Anna Maria College	Art
Erin Parker	B.S., Bridgewater State College M.Ed., Framingham State University	Computer
Beth Clark	M.Ed., Indiana University of Pennsylvania	Enrichment
Nadine Keville	B.S., Worcester State University M.Ed., University of Connecticut	Health
Sarah Swift	B.A., Elmira College M.Ed., Cambridge College	Librarian
Robert Krilovich	B.A., Anna Maria College	Choral Music
Danny Minchoff	BMUS, The Hartt School of Music M.Ed., Worcester State University M.Ed., Leadership & Educational Administration Worcester State University	Instrumental Music
William Emrich	B.S., Springfield College	Phys. Ed.
Jean Terrill-Murphy	B.S., Westfield State College	Phys. Ed.
Katie Bernier	B.S., Keene State College M.A., Framingham State University	Rem. Reading
Emily Gordon	B.A., M.Ed. Boston College	Rem. Reading
Dalaine Baril	B.S., Framingham State University M.Ed., American International College	Rem. Reading
Amy Cantwell	B.A., Assumption College M.Ed., American International College Reading Specialist License K-12, Framingham State University	Literacy Supervisor
Lynn Nichols	B.S., Salve Regina University M.Ed., Assumption College	Math Coach
Catherine Stern	B.S., UMass - Amherst M.A., St. Joseph's College	Rem. Math
Jessica Naumiec	B.A. Saint Anselm College M.Ed. Lesley University	Rem. Math
Lynn Cahill	B.S., State University of New York at Oneonta M.Ed., Manhattanville College	Special Ed.
Susan Colleton	B.A., Wheaton College M.Ed., Lesley College	Special Ed.
Patricia Donato	B.A., M.Ed. Boston College	Special Ed.
Judith Konkol-Dery	B.A., Worcester State University M.Ed., Assumption College	Special Ed.

Burgess Elementary School
Staff Degrees 2017-2018

Page 4

Name	Degree	Department
Lisa Connolly	B.A., University of Rhode Island M.A., Assumption College	Special Ed.
Daniel Corthell	B.A., Western New England University	Special Ed.
Linda Prackup-Desautels	M.A., Assumption College M.Ed., Westfield State University	Special Ed.
Barbara Provo	B.A., Assumption College Burgess Elementary School	Special Ed.
Elizabeth Walsh	B.A., University of Connecticut Certification Anna Maria College M.A., University of Connecticut M.Ed., Fitchburg State University	Special Ed.
Daniel Kay	M.Ed., Assumption College B.S., Bridgewater State College B.S., Worcester State University	Special Ed.
Jessica Trent	B.A. Baypath University	Special Ed.
Michelle Capaldi	B.S., M.Ed., C.A.G.S. Worcester State University	Psychologist
Jamie Desjardin	B.A., Lasell College, M.A. Professional Psychology CAGS, School Psychology Massachusetts School Of Professional Psychology	Psychologist
Alison Walters	B.A., College of the Holy Cross M.Ed., Ed.S., Kent University	Psychologist
Grace Curnow	M.S.W., Rhode Island College	Guidance
Barbara Brooks	B.S., M.S., Worcester State University	Speech
Jane Daubney-Goyette	B.S., M.S. Worcester State University	Speech
Maureen Tolson	B.S., University of New Hampshire M.S., Colorado State College M.Ed., Fitchburg State University	Speech
Lesley Bourque	B.S., Dominican College M.Ed., Bay Path College	Occ. Therapy
Mary Meyer	B.S., Tufts University	Occ. Therapy
Meghan Rodier	B.S., Rehabilitation & Disabilities Studies M.Ed., Occupational Therapy Springfield College	Occ. Therapy
Jennifer Stewart-Owen	B.S.R., M.S.C. McGill University/ University of British Columbia	Occ. Therapy
Cheryl St. Onge	B.S., University of Connecticut	Phys. Therapy
Kirstie Thompson	M.S., Kaplan University, BCBA	Behavioral Analyst

Annual Report of the Principal Burgess Elementary School

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

Personnel

This year we bid farewell to and offered our best wishes to Janet Downing and Cheryl Hannon. We welcomed Shelby Green, Jessica Naumiec, Jessica Trent, Alison Walters, Jamie Olander, and Nathaniel Pitnof.

Curriculum, Instruction, and Assessment

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

- Fifty-seven percent of Burgess students in Grades 3-6 met or exceeded expectations on the Next Generation MCAS English Language Arts assessment compared to forty-nine percent of Massachusetts students in the same grade span.
- Sixty-three percent of Burgess students in Grades 3-6 met or exceeded expectations on the Next Generation MCAS Mathematics assessment compared to forty-eight percent of Massachusetts students in the same grade span.
- Sixty percent of fifth grade Burgess students achieved a proficient or higher rating on the Legacy MCAS Science and Technology/Engineering assessment compared to forty-six percent of Massachusetts fifth graders.
- The median student growth percentile (SGP) for all Burgess students on the 2017 English Language Arts MCAS assessment was sixty-two percent compared to thirty-nine percent on the 2016 PARCC assessment - an increase of twenty-three percent. The SGP for students in the Economically Disadvantaged subgroup increased twenty-six percent and the students in the Students with Disabilities subgroup increased thirty-eight percent.
- The median SGP for all Burgess students on the 2017 Mathematics MCAS assessment was seventy-one and a half percent compared to fifty-seven and a half percent on the 2016 PARCC assessment - an increase of fourteen percent. The SGP for students in the Economically Disadvantaged subgroup increased twenty-five percent and the students in the Students with Disabilities subgroup increased twenty-nine percent.
- Burgess Elementary School participation rate was 100% in all assessments with the exception of 99% participation in the Grade Four English Language Arts and Grade Four and Five Mathematics assessments.

Burgess students continue to participate in a number of additional assessments in order to provide more information regarding student progress and growth, as well as in regard to curriculum materials and instructional practices. We continue to work on improving how we communicate student progress to parents/guardians through our standard-based report card and other reports. The Collins writing program, Nancy Boyles and ACT close reading programs have been implemented. The Fountas and Pinnell Leveled Literacy Intervention program

continues to provide positive results. New mathematics intervention strategies have been implemented. Burgess established a PBIS (**P**ositive **B**ehavior **I**ntervention **S**ystem) team to help support social-emotional learning.

Professional Development

To continue to provide our students with high quality instruction, we provide and encourage our staff to engage in various professional development activities. The focus of workshops and trainings for the year was on social emotional learning, data collection and analysis, inclusive practices, and the new science standards.

School Safety

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

Burgess Parent-Teacher Organization

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

Special Events/Community Service

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

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

Respectfully Submitted,
Kathleen Pelley
Principal

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

Now in my sixth year as Superintendent of Tantasqua Regional and Union 61 School Districts, I take great pride in the accomplishments of our students as well as the dedication and collaborative work of our staff.

The curriculum, instruction and assessment work in the district continues to progress and have a very positive impact on students. The teachers are working hard every day and continue to show a commitment to all the students in their classrooms. The MCAS scores highlight gains in many areas and also help our teachers identify individual student needs. The individual schools offer action plans to help students close any learning gaps that may exist. As the State transitions to a new assessment system, Next Generation MCAS, we are confident that our curriculum planning and classroom instruction has prepared our students for success.

Our commitment to enhanced writing, reading, and rigorous Math and Science instruction at our schools has continued to help our children grow in all of the academic areas. We continue to transition to the new Massachusetts Science Standards and are piloting curriculum materials in this area. Our elementary Standards Based Report Cards provide greater detail for parents and serve as a wonderful communication tool between the school and the home. Our teachers have made changes to the report cards so that the maximum benefits may be realized by the children and their families.

Both the Junior and Senior High School teachers are always working to ensure that our curriculum is in full alignment with the State Standards and that our children experience academic rigor throughout their day. After undertaking three literacy pilots last year; two closer reading (Nancy Boyles and Accessing Complex Text) and one writing (Collins), we have implemented these programs and believe they will expand and greatly enhance our already strong literacy curriculum. In addition, we have expanded the use of the Atlas curriculum mapping software into our elementary school. We are piloting a new Science program (National Geographic Explorer) in grades K-5 and a separate Science program (Pearson) in grades 6, 7 and 8.

We continue to support both our faculty members and our paraprofessionals by continually providing professional development opportunities. In addition to our two full-day professional development days, we provide staff with four early release days scheduled during the year. We have provided training in Writing, as well as Common Assessment development, Technology Integration, Applied Non-Violence Interventions, MCAS Data Analysis, Understanding by Design, Atlas Mapping, Social Emotional Learning (SEL) and content based best practices. We continue to provide a great deal of professional development to support the needs of students with learning disabilities. As evidenced by the many high-quality activities undertaken throughout Tantasqua and Union 61, our district's mission is alive and well.

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

In FY 2017, many technology improvements were implemented. We continue to expand options for assistive technology, most notably installing Co-Writer on many of our devices. A working group at Holland Elementary School continues to further define uses of assistive technology that will support student learning. We successfully implemented a MDM (Mobile Device Management) platform district/union wide. This will allow our support team to more easily deploy apps and manage our mobile devices, while giving staff flexibility with the devices. Numerous carts of mobile devices were employed at various buildings. We also deployed mobile devices to many staff in each building to enhance teaching and learning. To help simplify network access, the IT team consolidated our 7 network domains into one single domain. This will allow students and staff to use only one account to gain access to network resources. A working group, which included teachers, technology, and administrators, was also assembled in the spring to review cloud-based collaboration. Options included Microsoft Office 365 and GSuite for Education. Our department was able to secure eRate funding for Category 1 connections. The technology team completed over 2000 helpdesk tickets between the 7 buildings.

The new artificial turf fields, which were ready for use at the start of the FY 2016-2017 school year, had a full season of use by our Warrior athletes and has served as a benefit to Tantasqua Youth Sports as well.

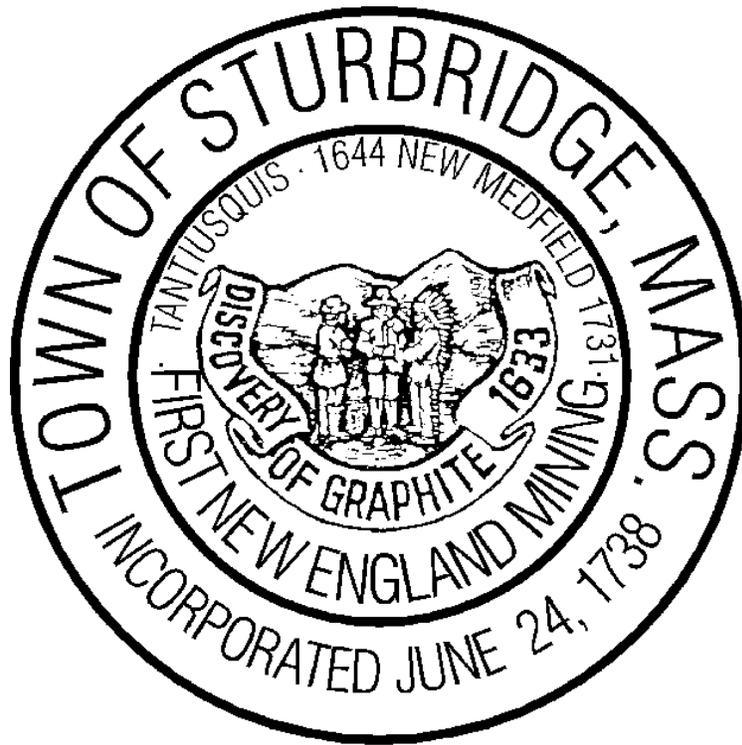
Our administrative leadership continues as a strong, collaborative group of individuals. Each member brings to the table personal strengths, solidifying us as a cohesive team. Our senior administrative team remained whole, allowing for an experienced administration to continue in service to our students.

As always, the Administration of the Tantasqua Regional/School Union 61 Districts is deeply appreciative and values the support of our school committees and community members. We continue to work together collaboratively to achieve the goal of providing our students with every possibility for success.

Respectfully,
Erin M. Nosek, Ed.D
Superintendent of Schools

PUBLIC SAFETY

2017



STURBRIDGE POLICE

Annual Report

2017



Proudly Serving the Citizens of Sturbridge

Report of the Police Department, 2017

Dear Members of Our Community,

I am happy to present the 2017 Sturbridge Police Department Annual Report. This informative report contains a glimpse into the many services and initiatives provided to you by the members of our police department. I would like to thank you, the citizens of Sturbridge, for your continued support and partnership that allows us to provide you with the best and most competent police services available. I would also like to thank the dedicated men and women of the Sturbridge Police Department who work and train tirelessly to be the best in the business.

Two Thousand and Seventeen saw many members move on to alternative endeavors and many new faces joined our ranks. First, we would like to congratulate Sean Paine who achieved the rank of sergeant this year. We would also like to welcome Scott Crevier, Garret Danna, Tom Giordano and Eric Rondina to our patrol ranks and Alexis St. Francis as a new part-time dispatcher. Officers Danna and Giordano and Dispatcher St. Francis, were all past high school interns at the police department and it is rewarding to have them on board as they begin their new careers in policing and public safety. Officer Crevier came to us from the Connecticut State Police after serving a stellar 20 year career. Eric Rondina was hired to fill the part-time police officer position. In November, Officer Rondina graduated from the MPTC Plymouth Police Academy with honors. We also welcomed Kevin Filchak as the new Emergency Management Coordinator for Sturbridge. In this emergency management capacity, Kevin will assist the Emergency Management Director with various administrative and operational assignments. We hope that this position will enhance our public safety team in Sturbridge.

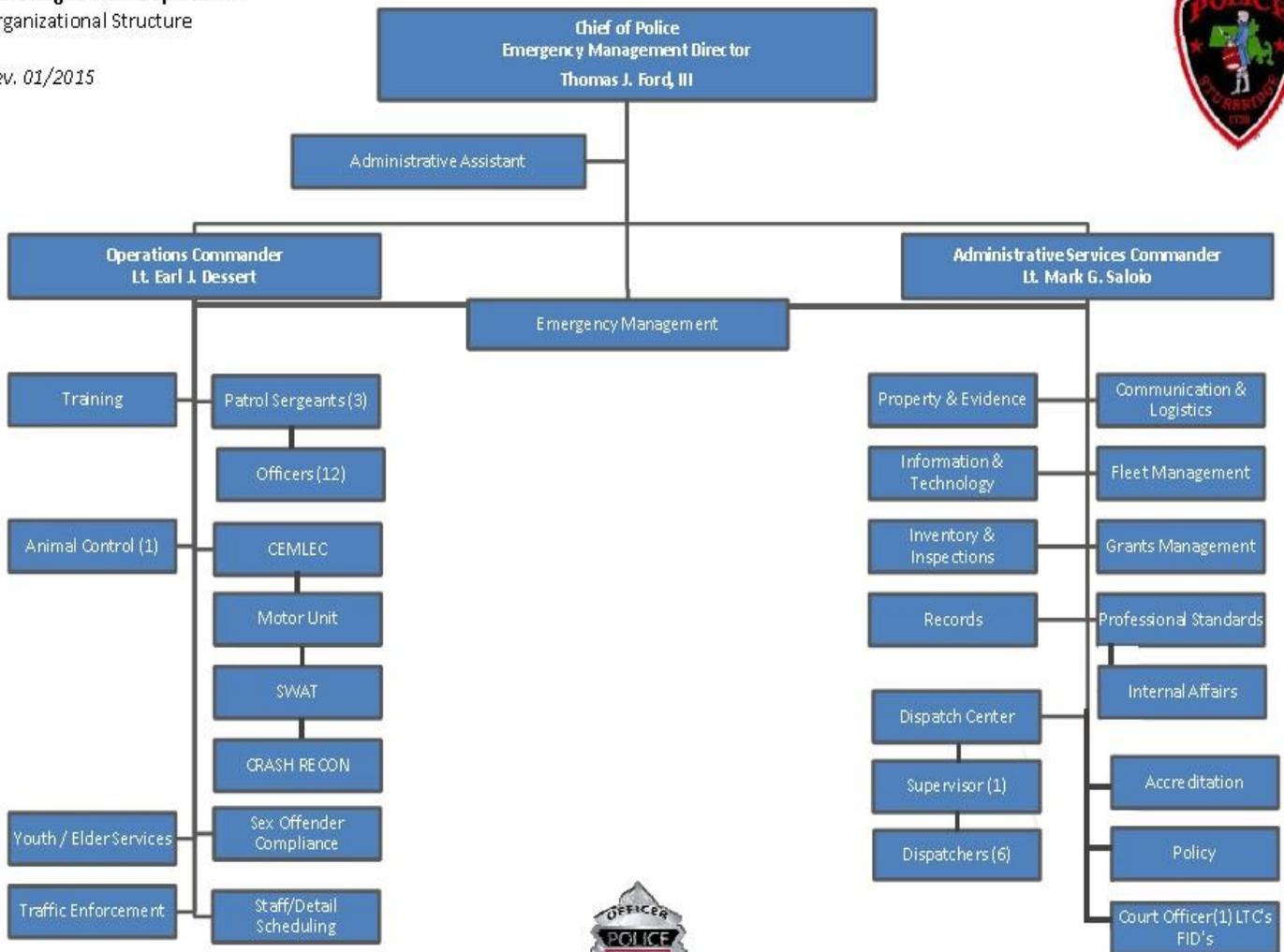
I remain honored to serve as your Police Chief and thank you for your continuing confidence and provision.

Respectfully Yours in Safety and Service,

Thomas J. Ford III
Chief of Police

Sturbridge Police Department
Organizational Structure

Rev. 01/2015



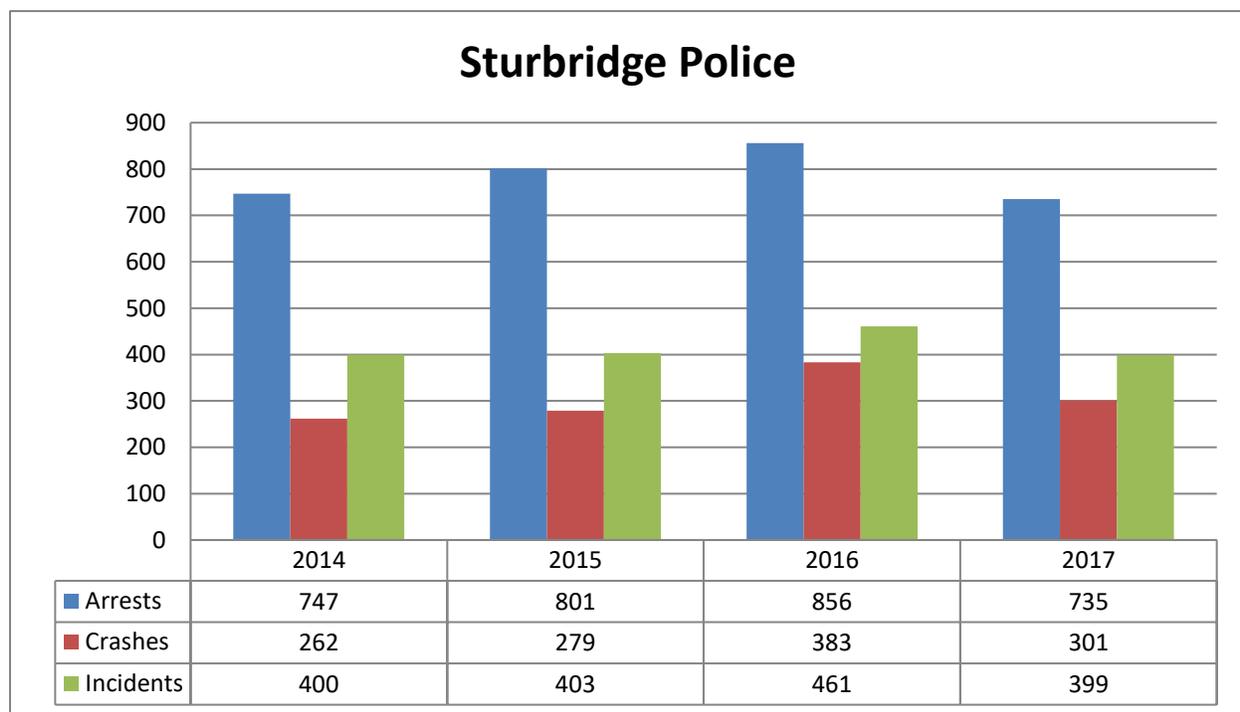
Patrol

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

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

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

If you have an encounter with a Sturbridge Police officer and you think the service was exceptional please tell us about it by visiting our website at Sturbridgepd.org and clicking the link to thank an officer.



Dispatchers

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

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

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

Full Time Dispatchers

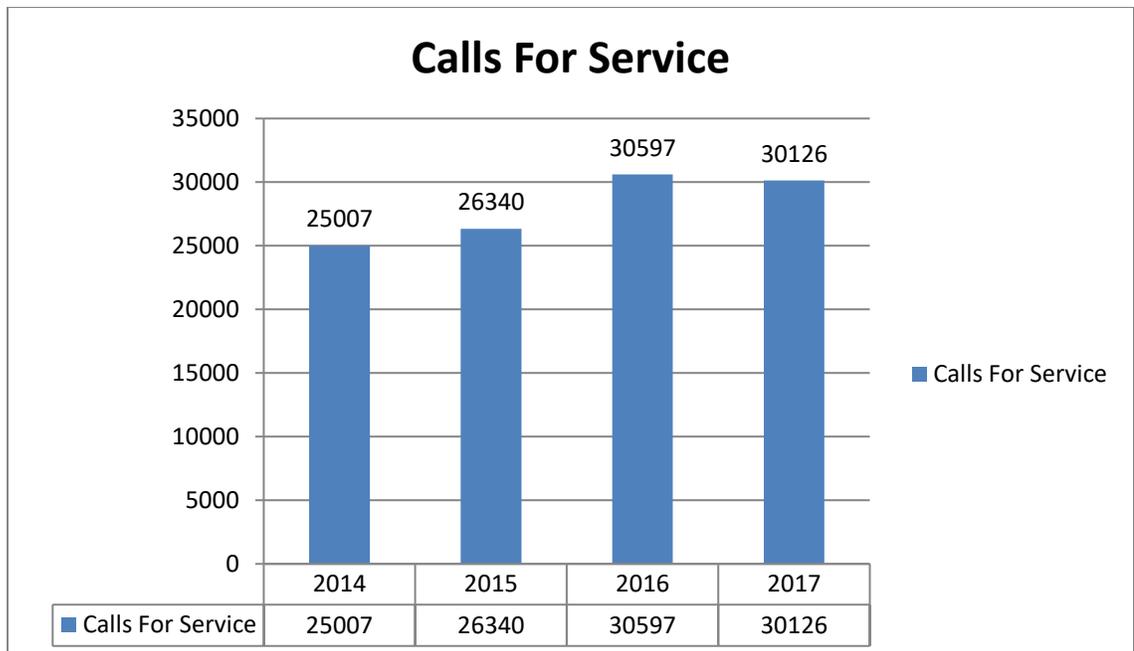
Barbara Boiteau, Lead Dispatcher
Tyler Bresse
Scott Belanger
Taylor Plumley
Patti Lupacchino

Part Time Dispatchers

Toniah Maloney
Melissa Palmer
Eric Mclaughlin
Alexis St. Francis

Calls For Service:

Police calls for service, (CFS) are either a citizen initiated or is a self-initiated call by an Officer that is tracked by the computer aided dispatch (CAD) system, which requires an action to be taken by one or more Police units. A total of 30,126 calls for service were generated in 2017.



Administrative Assistant

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

Community Policing

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

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

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



Student Police Academy

From February through May the Sturbridge Police Department partners with Tantasqua Regional High School and coordinates a Student Police Academy. The Student Police Academy is a course that is taught to juniors and seniors, who are enrolled in the Dynamics in Democracy class. Students meet once a week for a one hour class for ten (10) weeks. The students are taught topics relating to Law and Enforcement. The topics include: Constitutional Law, Massachusetts Law, Criminal Procedure & the Courts System, Prosecution & Defense, Domestic Violence, Motor Vehicle & OUI Law, Defensive Tactics, K9 Units, as well as Specialized Teams. This class has been successful for several years and allows the students to get an inside look at the law enforcement field.

Rad Kids

Officer Hillary DaDalt hosted three RadKIDS® classes in 2017 which took place at Burgess Elementary School. RadKIDS® does not tell your child what we hope they will do, we actually teach, train and empower children with real skills so they can recognize, avoid, resist, and if necessary escape violence or harm in their lives. Education is the only thing that can change fear into power and RadKIDS® can and does give children opportunity and power to live safer in our world today. This program has become very popular and will be hosted again in 2018.



PMC

In August, the Pan Mass Challenge (PMC) 2017 again brought thousands of cyclists and spectators into our community. The PMC is an annual cycling event that raises millions of dollars for cancer research. On August 5, 2017 at 5am, the five thousand plus riders began their 192 mile journey from Sturbridge to Provincetown. The Sturbridge Police Officers and members of MEMA, CEMLEC, Quincy Police, Massachusetts State Police as well as surrounding area Police Departments, worked through the entire event to ensure the safety and security of all riders, volunteers and visitors so that everyone had a great lasting impression of our community.



School Safety

The Sturbridge Police Department participated in “Operation Yellow Blitz”. During this operation period the Sturbridge Police shadowed school buses in marked and unmarked patrol vehicles and cited those motorists who did not stop for the flashing red lights. The fine for this violation is \$255!! Please be sure you stop for all school buses when the red lights are flashing! Our agency also assisted with Bus Evacuation days throughout the school year.



S.A.L.T

(Seniors and Law Enforcement Together)

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

The Sturbridge Police takes great pride in their partnership with the senior citizens of our community. On the third Thursday of every month members of the Sturbridge Police go to the Senior Center and give various presentations to those who attend. Sgt. Sean Paine oversees the S.A.L.T. program and is assisted by Officer Carol Benoit. In addition to our monthly meetings, the Sturbridge Police Department hosts two larger events on an annual basis. These events are the senior cookout and spaghetti dinner. Both of these events are coordinated by Lead Dispatcher Barbara Boiteau.

In August 2017, the Sturbridge Police Department hosted the 11th annual senior cookout. This year, like every year, we had a great turn out and many seniors attended and met with many members of the Sturbridge Police and Fire Departments. All people present were able to enjoy traditional cookout food such as hamburgers, hot dogs and various salads while enjoying good conversations.

On December 3rd, the officers and dispatchers of the Sturbridge Police Department, along with their families, turned their uniforms in and became waiters and waitresses for the annual spaghetti dinner. This dinner is hosted at the Senior Center. During this event, all attendees receive a gift that has been donated by individuals and or local businesses. The attendees also get salad, spaghetti, meatballs, bread, dessert and coffee. The spaghetti and meatballs for this event were donated by Village Pizza.



Toys for Tots

The Sturbridge Police Department hosted a Toys for Tots drive here at the Public Safety Complex on Saturday December 6th from 10a.m.- 2p.m. Toys for Tots is a program run by the United States Marine Corps Reserve which distributes toys to children who may be less fortunate than others. The program was founded in 1947 by reservist Major Bill Hendricks. The Sturbridge Police has been very successful over the past few years helping out with this drive and we had another successful year. Our agency assisted the Toys for Tots drive in 2017, with the help of our citizens, and donated 1,472 individual toys to Toys for Tots. This toy drive was coordinated by Sgt. Larry Bateman.



C.E.R.T

The Community Emergency Response Team (CERT) program educates volunteers about disaster preparedness for the hazards that may impact their area and trains them in basic disaster response skills, such as fire safety, light search and rescue, team organization, and disaster medical operations.

The Town of Sturbridge has a CERT Team comprised of multiple civilian volunteers that attend regular meetings and trainings. The CERT Team is supervised by Lt. Earl Dessert. In 2017 the CERT Team assisted our agency with many town events. The Town of Sturbridge CERT Team members logged over 358 service hours, resulting in a potential savings to the Town of Sturbridge of approximately \$8,260, using the national average of value. Members of the Sturbridge Police Department are very grateful for our very active volunteer C.E.R.T. A big THANK YOU to the following members:

Andi Henge
Don Cummings
Sandra Fallon
Debra Ryzewski
Jackie Brogna
Holly Merchant
Michael Merchant
Marion Reilly
Stephen Dupre
Michelle Scott
Peter Zeh
Gayle Smith
Richard Solari
Richard Swanson
Raki Zwiebel
Dick LaFranchise
Jennifer Kirkland
Edward Kerrissey
Barry Gingras
David DeMings
April Gingras
Michele DeMauro



Boat Patrol

In late August 2016 the police department purchased a 2017 Zodiac Bayrunner Pro155 with a Yamaha F60 four stroke motor. The Bayrunner was placed into service May 2017 and will patrol the five major waterways in town. This boat replaces the 2003 Kawasaki Wave Runner.



Memorial Day

Every year members of the Sturbridge Police Department march in the Memorial Day Parade to show their respect for those who made the ultimate sacrifice. The year 2017 was no different and as you can see below the SPD marched with pride.



Social Media

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

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

https://twitter.com/Sturbridge_PD

STAFF

Chief Thomas Ford III
Lt. Mark Saloio
Lt. Earl Dessert
Sgt. Larry Bateman
Sgt. Joseph Lombardi
Sgt. Sean Paine
Officer Jeffrey Lavallee
Officer Daniel Menzone
Officer Ronald Obuchowski
Officer David Fortier
Officer Carol Benoit
Officer Hillary DaDalt
Officer Daniel Hemingway
Officer Jeffrey Forcier
Officer Edward Page
Officer Paul Janson
Officer Scott Crevier
Officer Garrett Danna
Officer Thomas Giordano
Officer Eric Rondina (Part-Time)
Michelle Connors (Animal Control Officer)

Professional Standards Review

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

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

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

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

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

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

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

2017

Complaint Type	Number
Supervisory Inquiry	4
Internal Affairs Complaint	1

During 2017 one supervisory complaint was not sustained, two were sustained and one was unfounded. One Internal Affairs Complaint was sustained.



Accreditation

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

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

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



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

AAA Traffic Safety Award

The Sturbridge Police takes traffic safety very serious and throughout the year we participate in many traffic safety campaigns, (Click it or Ticket; Distracted Driving; Yellow Blitz; Drive Sober or get Pulled Over) to enhance traffic safety and reduce the amount of crashes in Sturbridge. All campaigns are fully funded by grants obtained through the Executive Office of Public Safety and Security (EOPSS). Because of our efforts in traffic safety, AAA has once again recognized the Sturbridge Police Department with a Gold Award this year. Sgt. Sean Paine was also recognized as a traffic safety hero by AAA for his dedication to traffic enforcement.



Grants

In 2017, the Sturbridge Police Department was awarded numerous grants that enabled the Department to cover and/or defray costs on several operations, initiatives and events. Below are some of the notable awards:

GRANT	FUNDING AGENCY	PURPOSE	AMOUNT FUNDED
Child Passenger Equipment	EOPPS	To purchase items to help ensure child safety, i.e. Car seats, bicycle helmets, etc.	\$2,000.00
911 Training Grant	State 911	To offset the cost of advanced training for Dispatchers.	\$10,000.00
Underage Alcohol Enforcement	EOPPS	To enforce underage alcohol laws.	\$2,483.50

Traffic Enforcement & Ped/Bike Safety	EOPPS	To enhance traffic enforcement efforts; to reduce traffic crash fatalities through proactive enforcement.	\$13,060
Support and Incentive	State 911	To offset the cost for One full-time dispatch Position.	\$29,006.00
Citizen Corp Program	MEMA	Support C.E.R.T Activities/Equipment	\$2,500.00
EMPG	MEMA	Emergency Management Enhancements	\$2,780.00
Total Amount Awarded			\$61,829.5

Training

The Sturbridge Police Department recognizes the importance of keeping our officers well trained and therefore we have continuous training throughout the year. The training consisted of the basic mandated police and dispatcher training such as Firearms Qualification, Taser Training, First Responder and Use of Force. In addition to the mandated training, members of the Sturbridge Police Department attended many advanced technical trainings such as Crash Reconstruction, Car Seat Tech, Alzheimer and Dementia Awareness, Next Gen 911, dynamics of addiction, officer in charge and Emergency Vehicle Operation to name a few.

Specialized Training

Newly promoted Sgt. Sean Paine attended Roger Williams University for the two week First Line Supervisor Course. This course teaches contemporary, relevant concepts of leadership and management appropriate to the role and responsibilities of a first line supervisor in the modern criminal justice agency. Sgt. Paine studies important subjects such as: Leadership Principles, Interpersonal Communication, Discipline, Conflict Management, Performance Appraisals, Problem Solving, Community Engagement, Legal Updates and Fair and Impartial Policing for Supervisors to name a few.

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

2017 Annual Report of the Fire Department

Dear Residents of Sturbridge,

On behalf of the members of the Sturbridge Fire Department, thank you for taking the time to review our annual report. The Sturbridge Fire Department has provided fire protection, rescue, emergency medical services (EMS), and fire prevention/education to the Town for over 83 years. Founded in 1934 as a largely volunteer effort, the department continues to adapt and grow with the ever changing world of fire and emergency medical service delivery. Today, our staff of 10 full-time firefighters, including the Fire Chief, and 15 part-time/on-call firefighters, strives to better themselves through continued and expansive training and education. We work diligently to maintain all of our equipment in order to deliver the highest quality emergency services to our community whenever duty calls. In addition, we attempt to inspect all publically accessible buildings, helping to ensure the safety of all their occupants and visitors. We do these things for you, our customers.

Personnel

The most valuable asset that any organization has is its people. The Sturbridge Fire Department is always seeking to add to its staff of paid “on-call/part-time” personnel. During 2017, the Department sought candidates to fill vacancies within both its full-time and part-time staff. After several months of reviewing resumes and conducting interviews, we welcomed several new people to the Department.

One new member added to the full-time department is Paramedic Stephen Joyce who began in December. Also in December several candidates for positions on the On-Call roster were interviewed. They are expected to be appointed in early 2018.

The Fire Department also saw a change in their leadership in 2017, after a nationwide search, when Chief David Zinther unexpectedly left the Department in July. Chief Zinther came to Sturbridge from Illinois in 2014. After a lengthy process the Fire Chief Search Committee voted unanimously to recommend John A. Grasso, Jr. as the next Sturbridge Fire Chief. Chief Grasso has over 30 years of experience in public safety including law enforcement, fire and EMS. He has been a licensed paramedic for over 21 years. Prior to coming to Sturbridge, he served as the Director of Training & EMS for the Hamden Fire Department in Connecticut.

In addition, Kristin Strasheim was hired as Administrative Assistant in August.

Apparatus

In 2017 the decision was made to replace the aging 1976 Maxim 100 foot aerial ladder truck. The vehicle was 41 years old and did not meet any of the recognized safety standards that are recommended by NFPA today. The vehicle had surpassed its intended lifespan and parts were becoming virtually impossible to locate. A committee was formed to study the feasibility of purchasing a new model or looking for a previously owned model that offered the capabilities we needed at a more affordable cost.

The cost of a new ladder truck, that is a 2017 model year, would be approximately \$1.4 million. The committee decided to investigate alternatives such as purchasing a used model that would serve the town and that meets all of the current safety requirements.

After completing the appropriate steps for the procurement process the committee selected a 2005 E-One, Cyclone II 95' Mid-Mount Platform Aerial. The unit was exceptionally suited for our needs and exceeded our expectations. In addition, the cost was significantly less than purchasing a new unit. The new ladder truck, Tower 1, was placed into service on November 1, 2017 after a rigorous training program.



DIVISION REPORTS

Fire Prevention

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

In 2017 the Fire Inspector attended several classes and training sessions designed to assist the Department in understanding, interpreting and applying the newly implemented State Fire Codes and Building Codes. In addition, the Fire Prevention Division logged over 663 various activities, including residential and commercial fire inspections, processing permit requests for propane and oil tank installations, and received 25 plan reviews of new buildings and proposed major renovations to existing buildings and homes within the Town of Sturbridge.

Along with fire safety inspections, the Fire Prevention Division assists the Building Department with annual inspections for all establishments that serve alcohol, and buildings that fall under the designation of public assembly, such as churches and banquet halls. The Fire Prevention Division also reviews and approves all reports from private vendors who conduct annual test and inspections on the fire alarm systems, sprinkler systems, automatic fire suppression systems and elevators within the various businesses.

The Fire Prevention Division and other inspectors of the town work very closely together. In 2017 the Town started an inspectional division combined with (Fire, Building and Health). The Town will be doing all of the 780 CMR, Chapter 1, §110 inspections for life safety as a group. This will allow for a more streamlined process for the business owner.

Training

In 2017 the Fire Department continued with its structured training program. Under the direction of Lt. Matthew Roderick, department personnel engaged in over 1214 hours of training in all facets of firefighting, rescue and emergency medical techniques. A training program was adjusted to include a daily training segment to be accomplished by the members while on duty. The Department membership completed all required annual refresher training on topics that fall under Federal and State regulations, such as driver safety training and hazardous materials operations. The Department also hosted a class on Aerial Operations which was conducted by instructors from the Massachusetts Firefighting Academy.

I am pleased to announce that Recruit Firefighter Awtumn Courville graduated from the Massachusetts Fire Academy Call/Volunteer Recruit program. The program consists of 240 hours of classroom and practical training involving the fundamentals of fire suppression, rescue and hazardous materials operations. Awtumn is now certified as a Firefighter I/II and Haz-Mat Operational Responder. Awtumn is working hard at completing the in-house Driver/Operator program. We are very proud of Awtumn's accomplishments; she has proven to be an asset to the department.

Lieutenants Marinelli and Roderick continued their Fire Prevention Education through attending several courses sponsored by the Fire Prevention Association of Massachusetts, including the 2 day FPAM Conference held in Southbridge.

Both Lieutenants successfully re-credentialed through the Department of Fire Services as a Certified Fire Prevention Officer – Level 1.

Lt. Riendeau completed and received certification on a three day ICS-300 course offered through Massachusetts Emergency Management Agency.

FF Jonathan Becker became a certified Fire Instructor I.

Several members of the department took advantage of the free training programs offered through the Massachusetts Firefighting Academy, below is a record of such training attended in 2017. It is important to note that none of the classes/certifications from the MFA were included in the totals hours of department sponsored training.

Lt Roderick - Public Fire and Life Safety Educator course - 40 hours
SFOF leadership Challenges for Today's Fire Officers - 4 hours
SFOF 25 to Survive - 4 hours

FF Jon Becker - Fire Instructor Methodology Course. 40 hours.

FF Jen Ashe and FF Awtumn Courville - Pumps and Hydraulics. 12 hours

FF Sean Moynagh - Electric Vehicle Safety. 8 hours

Emergency Medical Services (EMS)

Under the supervision of Lieutenant/Paramedic Eric Riendeau the EMS Division is responsible for all activities related to the delivery of emergency medical services. This includes the required monthly training necessary for our members to maintain their skills and knowledge that is required annually for maintaining certification.

In 2017, the Sturbridge Fire Department continued training Town employees from various departments in the American Heart Association HeartSaver CPR/AED. In addition, 2017 marked the kick off of a number of community blood pressure clinics around town. Many citizens took advantage of the opportunity to receive free blood pressure screening and to talk with fire department personnel about the advantages to living a healthy lifestyle.

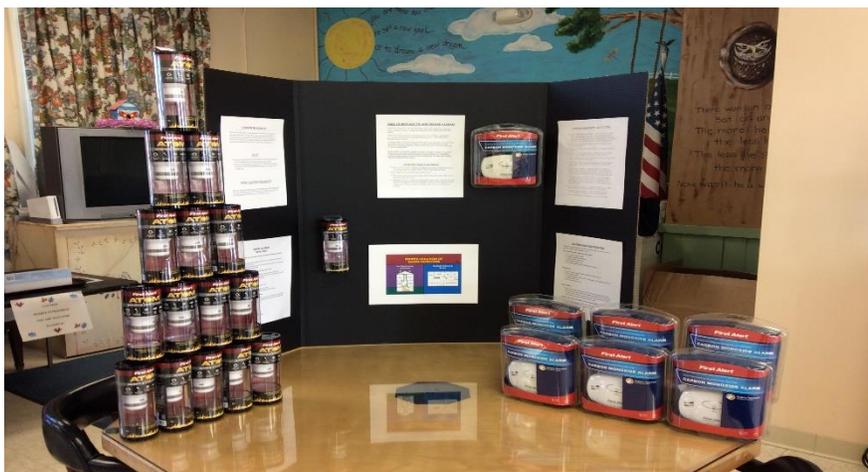
The Department continued its program of EMS training. Lt. Riendeau, along with our Medical Director Affiliate, Dr. Andrew Marino, continued to supervise a monthly training program that consists of three elements. First, members are assigned an online course monthly which consists of a follow-along lecture and a computer based test. Secondly, members have a review of previous incidents to ensure that appropriate levels of care were completed and to highlight those incidents which may have presented unusual challenges for our personnel. The final element consists of members being observed performing specific skills with hands-on scenario situations. The Department and its membership are committed to providing the highest level of care possible to our customers.

The Sturbridge Fire Department responded to a total of 1305 EMS calls in 2017, which represents a 5 percent increase over 2016. This year crews responded to 32 Priority 1 calls (injuries or medical conditions that could lead to eminent death), 2 of these calls required transport by a medical

helicopter and 30 of these calls were from a cardiac event. In 2017 we received a total of 290 requests for an ambulance to respond for a second call (duty crew was dedicated to another call). Part of our mutual aid agreement is that we provide EMS assistance to the surrounding towns. Assistance was provided 120 times to the surrounding towns. The Sturbridge Fire Department requested a mutual aid ambulance 51 times. The remaining 119 ambulance calls were covered by the second ambulance from Sturbridge. The second ambulance was covered by full-time and part-time staff returning back to the station on a recall and by the third member from the original duty crew. In 2017 our calls for mutual aid to the surrounding towns decreased 80 percent and our calls requesting assistance from the surrounding towns decreased 20 percent. Sturbridge and the surrounding towns are seeing positive results to adding staff to keep up with the ever growing demand for EMS services in our area.

Public Education

Public Education plays an important role in ensuring that our message of fire safety reaches everyone. While the approach may be different based upon age, the message is still the same. Thanks to the tireless efforts of Firefighter MaryLou Volpe, this important and often life-saving information is shared with residents, from school-aged children to seniors, through a series of demonstrations and presentations year-round. The importance of our S.A.F.E. (Student Awareness of Fire Education) program cannot be overstated. Through much hard work, the Sturbridge Fire Department has received thousands of dollars in State and Federal Grant Funding over the past several years which helps support our efforts to educate our community with this important information.





RESPONSE STATISTICS for 2017

Fire Calls	52
Overpressure, Rupture, Explosion, Overheating	12
Rescue & Emergency Medical Services	1167
Hazardous Conditions (no fire)	76
Service Calls	208
Good Intent Calls	89
False Alarms/False Calls	201
Severe Weather/Natural Disaster	0
Special Incident Types	4
TOTAL RESPONSES	1,809

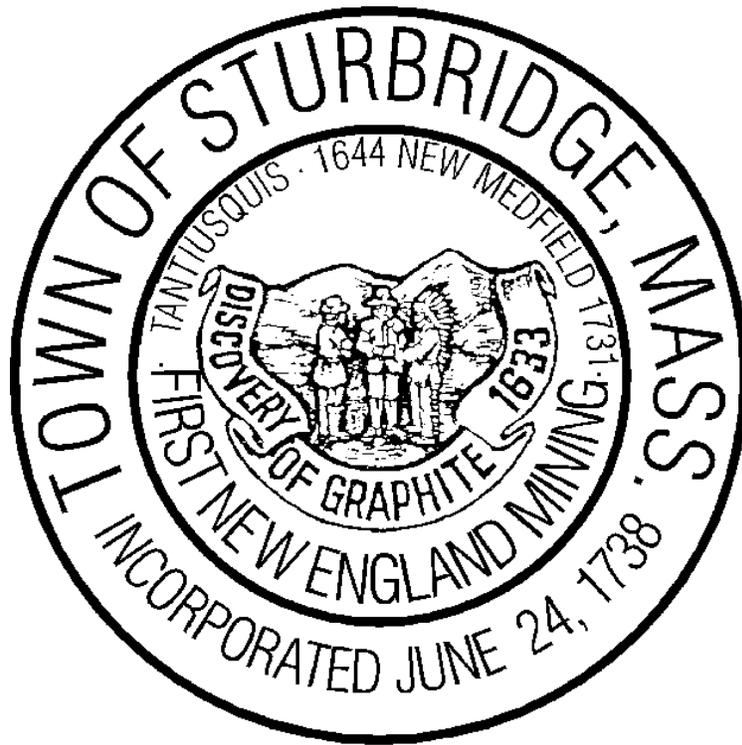
I wish to remind our customers that we are here 24 hours a day, every day, to serve you. Feel free to call us anytime you have a question or a concern, or if you just wish to stop in and see your fire station, please do so. Our doors are always open to you!

John A. Grasso, Jr.

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

PUBLIC WORKS

2017



**ANNUAL REPORT OF THE DEPARTMENT OF PUBLIC WORKS
2017**

The Town Engineer's office has been occupied by Brad Cheney of C.M.E. Associates with offices in Southbridge, Massachusetts and Woodstock, Connecticut. The D.P.W. Director remains the same. Mark Augello is the Operations Manager for the D.P.W. The responsibilities of the Department include the Administration, supervision and operations of the Highway, Landfill, Water and Sewer Departments, Tree Warden and maintenance duties associated with the Cemeteries and Recreational Department. The D.P.W. conducts plan reviews for the Planning and Zoning Boards and interacts with several other committees as needed.

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

1. Miscellaneous Projects:

The Department of Public Works was involved in miscellaneous bids. The Town advertised the bids and accepted the low bidders.

- 1. Remove and Replace Tennis and Basketball Courts** Contractor of Record: J.H. Lynch & Sons, Inc., Millbury, Ma (project on-going).



- 2. Complete Reconstruction/Paving of Senior Center Parking Lot and Partial Reconstruction of the Safety Complex Parking Lot** Contractor of Record: Precise Paving Inc., Brimfield, Ma (work completed).



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

1. DPW Garage Waste Oil Furnace:



The Department of Public Works waste oil furnace after 23-24 years of use needed replacement due to the fire box showing signs of wear. Whitten Enterprises furnished the new furnace and installation was completed by the D.P.W. staff. Wiring was completed by the Tantasqua Regional High School Electrical Department and a special thank you to them for their assistance.

2. Road Construction and Paving Mileage

- a. New Boston Road 2.66 Miles

3. Stallion Hill Water Tank:

Excavated and installed approximately 630 feet of electrical conduit pipe at Stallion Hill water tank for security improvements.

4. Crack sealing of various Town Roads:

Approximately 8,260 gallons of sealant was applied on roads during this construction season.

5. Sidewalk Maintenance and Repair:

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

6. Roadside Litter:

Three truckloads of debris were removed from Town Road Right-of-Ways and various properties. Over 134 bags of litter, 150 tires, 1 couch, 1 tarp, 6 televisions and 2 computers were also collected this year. Please report any illicit dumping activities to the D.P.W. or Police Department to help reduce this increasing ongoing problem. To all residents and volunteers who are providing support, your assistance is greatly appreciated.

7. Drainage Structure Repair and Cleaning:

As part of the D.P.W.'s ongoing catch basin cleaning program over 728 structures were cleaned and 29 structures were repaired or replaced.

8. Miscellaneous Improvements:

- a. Approximately 73 linear feet of drainage pipe was removed and replaced at various locations. Approximately 288 linear feet of new drainage pipe was installed. Sizes ranged from 12"-15" diameter.
- b. Four low pressure sewer force mains were flushed representing a distance over 18,000 L-F of pipe around the lakes. This preventative maintenance helps reduce emergency repair work associated with breaks or blockages.
- c. 190,908 L-F of line stripping was completed during this construction season. The Department also painted 71 stop lines town wide.
- d. 7 hydrants were repaired or replaced in various locations.
- e. Bury trash weekly at the Landfill.
- f. The Department completed 13 burials during this calendar year.
- g. The Department maintains over 70 vehicles for Town Hall, Fire, Police, Water, Sewer and D.P.W. staff.
- h. Excavation for 7 water and 2 sewer field repairs were required during the construction season.
- i. Remove and replace Ice Skating Rink (seasonally).
- j. Clean the Sewer Plant drying beds for the year.

9. General Road Maintenance:

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

The Department of Public Works is pleased to announce Andrew Szumilas has accepted the Labor/Driver position. Thank you for your continued support.

Respectfully submitted,
Gregory Morse. D.P.W. Director

Wastewater Operations – 2017

Veolia is proud to have successfully completed twenty eight years and six months of operation to the Wastewater Department as of December 31, 2017. Our relationship with the Town of Sturbridge grows stronger each year as we continue to work together. This report summarizes the activities that took place during the calendar year.



Veolia staffs the Sturbridge Water Pollution Control Facility (WPCF) 7 days a week, 365 days a year. We have an Operation and Maintenance (O&M) staff of 9, which is responsible for providing daily department operations and 24 hour a day emergency coverage.

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

The table below profiles the O&M staff of the Wastewater Department, showing job titles, project roles and certification levels at the project in 2017:

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

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

In 2017, there were 9 new sewer customers connected to the wastewater collection system. The sewer collection system at the end of 2017 serves roughly 2,065 customers. Approximately 8% of

the facility's flow originates from local industries, 37% from commercial connections and 4% from non-classified connections. The remaining 51% is domestic sewage generated from residential and public sources. In addition, the WPCF accepts and treats septage wastes from private septic systems as well as leachate generated from the Sturbridge landfill.

In 2017 the Wastewater Department performed the following services:

• Wastewater department/system emergency calls	149
• Wastewater collection system main/services repairs	2
• Wastewater collection system inspections	15
• Environment One grinder pumps replaced	99
• Environment One grinder pumps rebuilt	97
• Environment One system inspection/startups (new)	9
• Environment One system startups/shutoffs (seasonal)	36/39
• Preventive Maintenance Work Orders Completed	2333
• Corrective Maintenance Work orders Completed	173

Facility Performance – 2017

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

In 2017, the Sturbridge WPCF effectively treated an average of 451,000 gallons of Wastewater daily. This amounted to a total of over 164 million gallons of wastewater treated and discharged to the Quinebaug River. The treatment process had an annual average of 98.8% removal of solids entering the facility. This facility's high quality effluent continues to protect the river while improving the water quality downstream. This was achieved through strict adherence to Federal and State regulations, expert process control, preventive and corrective maintenance and a high level of personnel training. Over the past 12 months, Veolia continued to improve upon pollutant removal and provided high quality effluent in the face of increasingly stringent regulations.

In an effort to conserve the Town's drinking water the facility recycles a portion of the discharge water. This recycled water is used throughout the treatment process. In 2017 this saved over 55 million gallons of town drinking water. Also in 2017 equipment changes saved an additional 1 million gallons of drinking water, a savings expected to double in 2018.

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

The town continues to make great strides toward preserving and maintaining its Landfill for many years to come by trucking sludge out of town for disposal. Of the 271 tons of sludge processed in

2017, 100% was disposed and incinerated out of state. Veolia will continue to dispose all the sludge produced at the WPCF in this way. The screening system removed 22 tons of screening which was also disposed of out of town.

As a result of Veolia's services, environmental quality is preserved, community and employee health and safety are enhanced and public and private investments are protected. The facility performance is measured by compliance with the NPDES permit. This permit defines compliance limits for effluent quality to ensure that receiving waters are safe from pollution. In recent years, regulations have become increasingly stringent and have required greater process control to maintain compliance. All 2017 permit required procedures, samples, tests and reports for the Sturbridge WPCF were conducted according to U.S. Environmental Protection Agency (EPA) and MA Department of Environmental Protection (MADEP) rules and regulations.

Veolia maintained 99.8% compliance with our current NPDES permit with no preventable violations for the year. The project also had no lost time accidents for the 15th year in a row and only one in 28 years. Veolia continued routine upgrades and additions to our Process Control System (PCS). All equipment is on a scheduled maintenance program. We also continue to maintain and utilize our Tier II program for Emergency Management and Triple I software for Environmental, Health and Safety Management.

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

2018 is shaping up to be another busy year with new limits that recently came into effect on our NPDES permit. We will continue to do our best and look forward to the challenges to come.

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

Respectfully Submitted,

Shane Moody, Project Manager

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WPCF: 508 347-2514

Fax: 508 347-1241

E-mail: shane.moody@veolia.com

Water Operations – 2017

Veolia is proud to have successfully completed twenty eight years and six months of operation of the Water Department as of December 31, 2017. Our relationship with the Town of Sturbridge grows stronger each year as we continue to work together. It has been our pleasure to serve the town during the past twenty eight years. This report summarizes the activities that took place during the calendar year 2017.



Veolia staffs the Sturbridge Water Treatment Plant (WTP) 7 days a week, 365 days a year. We have an Operations and Maintenance (O&M) staff of 9, which is responsible for our daily department operations and 24 hour a day emergency coverage.

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

The table below profiles the O&M staff of the Water Department, showing job titles, project roles and certification levels at the project in 2017:

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

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

At the end of 2017, there were 1,702 active water service connections with over 5006 people served by the town's water supply. Approximately 23% of the facility's flow originated from Well #1, 29% from Well #3, 43% from Well #4 and 5% from Well #5 for a total of 189.72 million gallons of treated water.

In 2017 the Water Department performed the following services:

• Water department/system service calls	213
• Water Department home leak tests	10
• Water department/system emergency calls	81
• Dig-Safe mark-outs	287
• Water hydrants repaired or replaced	7
• Water distribution main repairs	2
• Water services repaired or replaced	5
• Water gate boxes and curb stops repaired or replaced	5
• Preventive Maintenance Work orders closed	533
• Corrective Maintenance Work orders closed	277

Plant Performance – 2017

The Sturbridge WTP has an average daily design flow capacity of 1.23 million gallons. The Well #4 water plant has an average daily design flow capacity of 0.46 million gallons. The town’s water storage capacity is 2.3 million gallons, which equals 3 days of normal water usage.

The Sturbridge WTP effectively treated and supplied an average of 519,775 gallons of water daily. This amounted to a total of 189,718,000 gallons of finished water produced and pumped into the town’s distribution system. The entire distribution system was flushed twice last year to ensure water quality.

To ensure the quality of the town’s drinking water, the water plant must meet an array of state and federal drinking water quality requirements. These regulations require testing for everything from the aesthetic quality of the water, including color and clarity, to parameters not detectable to taste or vision, such as coliform, lead and copper. All sampling and testing was performed according to all water quality standards set forth by the Federal Safe Drinking Water Act. The town reported 100% compliance with these regulations.

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

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

- Monitoring of water characteristics, chemical dosing and treatment plant operations through daily influent and effluent water sampling and testing
- Inline pH, Chlorine and Turbidity analysis for constant 24 hour per day monitoring
- SCADA notification and plant shutdown interlocks checked monthly for functionality

- Establishing an efficient filter backwash schedule that includes a bi-weekly high pressure air scrubbing cycle
- Maintaining a comprehensive corrosion control program through the addition of phosphate to sequester iron and manganese and to prevent the leaching of lead and copper from the distribution system
- Sampling and testing weekly at multiple location throughout the town, to monitor water quality in the distribution system
- Sampling and testing monthly for total coliform and chlorine residual in the distribution system
- Pressure logging at key points in the distribution system
- Use of water hydrant bleeders at location in town with dead-ends to keep water fresh and prevent water from becoming stagnant and stale
- Bi-annual water hydrant flushing to keep water distribution system clean

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

In 2018 we will be conducting a system wide leak detection survey. This is a physical evaluation done to identify the locations of leaking pipes or fittings within the town's distribution system. Once located the proper actions can take place to repair the leaks. There are several benefits of locating and repairing leaks, one of them being water conservation.

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

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

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

Respectfully Submitted,

Shane M Moody, Project Manager

WTP: 508-347-2513

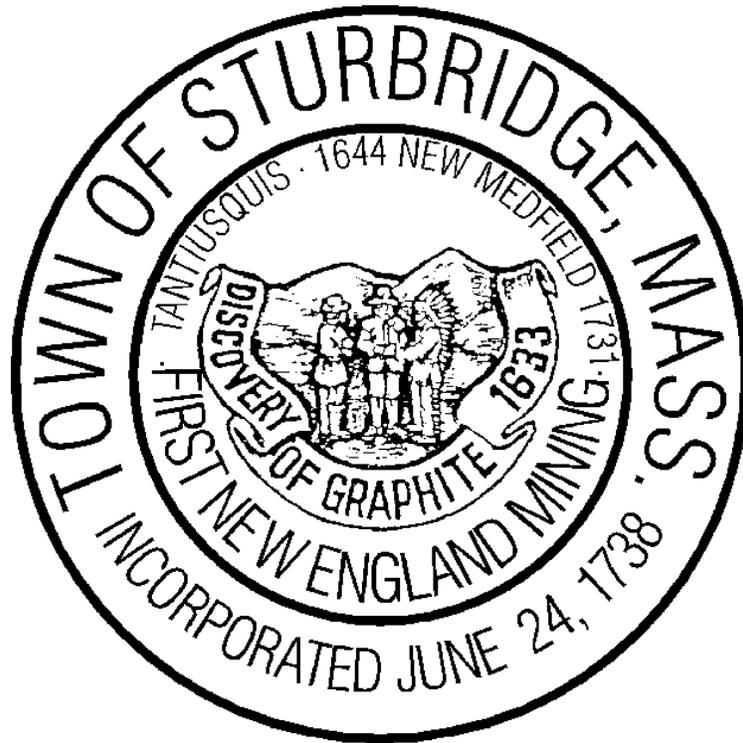
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PLANNING, DEVELOPMENT AND REGULATION

2017



2017 ANNUAL REPORT OF THE PLANNING BOARD

The Sturbridge Planning Board, consisting of seven (7) appointed members, met regularly during 2017. It has always been the Board's policy to meet as often as necessary to conduct business deemed appropriate under Massachusetts General Laws and the Charter of the Town of Sturbridge. The Board normally meets on the second and fourth Tuesdays of the month at 6:30 PM. However, this schedule can change from time to time due to availability of the meeting room, and other conflicts. The meetings and agendas are posted on the Town Calendar and on the Town Clerk's Bulletin Board. All meetings are taped, and are subsequently broadcast via the local public access cable television.

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

The Planning Board members and staff are as follows:

Planning Board

Chairman	Sandra Gibson-Quigley
Clerk	Susan Waters
Members	Charles Blanchard
	Russell Chamberland
	James Cunniff
	Penny Dumas
	Heather Hart

Staff

Town Planner	Jean M. Bubon
Administrative Assistant	Rebekah L. DeCoursey

This year was one of change in the Planning Department as our long time Administrative Assistant, Diane Trapasso retired after twelve years with the department. The Board would like to thank her for her many years of service and for the professionalism she exhibited during her tenure. She will be missed, but the Board wishes her a long, happy, healthy retirement. The Board and Department also welcomed our new Assistant Rebekah DeCoursey. Rebekah is a graduate of the University of Massachusetts with a dual Masters in Regional Planning and Landscape Architecture. She is a welcome addition to the department and we hope that she will also enjoy a long tenure with the Town of Sturbridge.

During the calendar year 2016, the Planning Board held sixteen (16) regular meetings. In addition to our own meetings, we have also had meetings with other Boards and Committees and have attended seminars and workshops to help better prepare our members for the positions for which they have been appointed. Many members serve the community on other Committees as well, these include:

- | | |
|-----------------------|---|
| James Cunniff | Betterment Committee
Community Development Advisory Committee |
| Penny Dumas | Representative to CMRPC
Community Preservation Committee |
| Heather Hart | Master Plan Implementation Committee
Community Preservation Committee Representative |
| Sandra Gibson-Quigley | Master Plan Implementation Committee
Charter Review Committee
Representative to CMRPC |

This past year has been a very busy one for the Board with the Board participating in a variety of projects in addition to the normal permitting reviews. There were many zoning articles on the Annual Town Meeting warrant this year. Below are highlights of the articles.

Zoning Article Summary

Article 28 – Zoning Bylaw Prohibition of Recreational Marijuana

The Planning Board held a Public Hearing on Tuesday, March 28, 2017 to consider a proposed amendment to the Zoning Bylaw that would insert a new Chapter 32 – Marijuana Not Medically Prescribed as petitioned by the Board of Selectmen. This article would amend the Town’s Zoning Bylaw to prohibit all types of commercial, non-medical, marijuana establishments as allowed by the petitioned ballot question approved in November 2016.

This proposal is a companion article to the ballot question posed to the voters on April 10, 2017 and would prohibit all non-medical commercial businesses related to marijuana, including marijuana cultivators, marijuana testing facilities, marijuana product manufacturers, marijuana retailers or any other type of licensed marijuana related businesses. This proposal would not prohibit the personal use of marijuana or growing of marijuana at a residence as permitted by law.

This Article was petitioned by the Board of Selectmen and was not approved at the Annual Town Meeting.

Article 29- Zoning Bylaw Temporary Moratorium of Recreational Marijuana

The Planning Board held a Public Hearing on Tuesday, March 28, 2017 to consider a proposed amendment to the Zoning Bylaw that would insert a new Chapter 31 – Temporary Moratorium on Recreational Marijuana Establishments. The purpose of this temporary moratorium is to allow sufficient time to engage

in a planning process to address the potential impacts of recreational marijuana establishments in the Town and to enact bylaws in a manner consistent with sound land use planning goals and objectives.

This Article was approved by Town Meeting. In the coming year, the Planning Board will be working on a bylaw to regulate Recreational Marijuana Establishments.

Article 30 – Zoning Bylaw – Food Establishment/Fast Casual

The Planning Board held a Public Hearing on Tuesday, March 28, 2017 to consider a proposed amendment to the Zoning Bylaw that would amend the definitions of Fast Food Establishment and Restaurant contained in Chapter Two and would also insert a new definition for Fast Casual Restaurant in its appropriate location within Chapter Two. This proposal would also amend Chapter Seven – Commercial District and Chapter Eleven Commercial II District by inserting Walk Up Establishment and Fast Casual Restaurant as permitted uses.

This proposal would update our categories of and definitions for restaurants contained within the bylaw to be more in line with industry standard definitions. This proposal would also add Fast Casual Restaurants and Walk Up Establishments (already defined in the bylaw) to the Commercial and Commercial II Zoning Districts. For reference a Walk Up Establishment is defined as “An establishment such as an ice cream or sandwich shop that by design of its physical facilities, service, or packaging, allows pedestrians to receive a service or obtain a product without entering the establishment”. No other Zoning Districts would be impacted by this proposal at this time.

The Planning Board reviewed these definitions and categories in conjunction with a request to allow drive thru windows in the Village Gateway District. The current zoning bylaw has two categories of restaurant – fast food and restaurant. The main differentiation is that a fast food restaurant has a drive thru window and a restaurant does not. After spending a great deal of time on this issue, the Board was of the opinion that it made sense to create categories of restaurants that are differentiated by operational mode and size requirements. While the Board did not support the Citizen Petition to allow Fast Casual with Drive Thru Window by Special Permit in the Village Gateway District, the definitions laid the groundwork for the petition rather than the petitioner requesting Fast Food Restaurants be allowed in that District. It also provides the framework for looking at restaurants in terms of functional category, vs just defining a restaurant by whether or not it has a drive thru window. You will note that the drive thru “may” be allowed, by right or special permit which also gives flexibility in where this may be appropriate.

This Article was approved at the Annual Town Meeting. Additionally, the owner of land in the Village Gateway District also petitioned for a zoning amendment that would allow these uses within that Zoning District and that passed as well.

Article 31 – Zoning Bylaw – Definition of Single Family Attached and Detached Dwelling & Multi Family Dwelling

Article 32 – Zoning Bylaw – Amend Permitted Uses in the Rural Residential, Suburban Residential and Special Use Districts

Article 33 – Zoning Bylaw – Open Space Residential Development

The Planning Board held a Public Hearing on Tuesday, March 28, 2017 to consider proposed amendments to the Zoning Bylaw. First, to consider amending Chapter Two – Definitions by updating the definitions for single family dwelling by adding a new definition for Single Family Attached Dwelling and Single Family Detached Dwelling. Second, to consider amending Chapter Seventeen – Open Space Residential Development (OSRD) by updating the permitted and Special Permit uses, adding a new section on building heights, adding a new section on housing types, and updating the section on Reduction of Dimensional Requirements. Lastly, to consider amending Chapter Five, Section 5.01 (a) Permitted Uses to state single family detached dwelling and to update 5.02 Exceptions by Special Permit to include single family attached dwelling within an OSRD, Chapter Six, Section 6.01 (a) Permitted Uses to state single family detached dwelling and to update 6.02 Exceptions by Special Permit to include single family attached dwelling within an OSRD, and Chapter Fourteen, Section 14.01 (a) Permitted Uses to state single family detached dwelling and to update 14.02 Exceptions by Special Permit to include single family attached dwelling, two family dwelling and multi family dwelling within an OSRD.

The Town of Sturbridge prepared a Master Plan in 2011 and has since been working on implementing the goals of the plan. Chapter Three- Housing contains several recommendations aimed at providing high quality affordable housing in attractive neighborhoods through the development of appropriate zoning bylaws, regulations and programs designed to encourage a variety of housing types.

We applied for District Technical Local Assistance from CMRPC and worked with them to review options. After that review, it was determined that it made sense to eliminate the Multiple Dwelling Project Bylaw and to update the OSRD Bylaw to accomplish these goals.

These articles all passed at the Annual Town Meeting.

Article 34 – Zoning Bylaw – Multiple Dwelling Projects

Article 35 – Zoning Bylaw – Amend Permitted Uses in Rural Residential and Suburban Residential Districts

The Planning Board held a Public Hearing on Tuesday, March 28, 2017 to consider proposed amendments to the Zoning Bylaw. First, to consider amending Chapter Two – Definitions by deleting the definition for Multiple Dwelling Project, second, to delete Chapter Twenty One – Multiple Dwelling Projects in its entirety and also to delete the following sections of the bylaw; Chapter Five, Section 5.02 (f) Multiple Dwelling Project by Special Permit, Chapter Six, Section 6.02 (c) Multiple Dwelling Project by Special Permit, and Chapter Fourteen, Section 14.02 (c) Multiple Dwelling Project by Special Permit.

This proposal deletes Chapter 21 as this is redundant with the Open Space Residential Design as amended in Article 34 and this proposal deletes Multiple Dwelling Project as a permitted use as this was deleted in article 35.

These articles all passed at the Annual Town Meeting.

Chapter 36 – Zoning Bylaw Chapter 21 – Off Street Parking, Loading and Drive Thru Standards

The Planning Board held a Public Hearing on Tuesday, March 28, 2017 to consider proposed amendments to the Zoning Bylaw to consider inserting a new Chapter 21- Off Street Parking, Loading and Drive Thru Standards. This new Chapter will update standards by inserting language for alternative vehicle parking spaces, adding a new Table for required parking spaces and inserting procedures for reductions in required parking spaces and will also consolidate parking standards found throughout the bylaw into one Chapter. A new section on Drive Thru Facilities standards will also be inserted into this Chapter. The items that have been consolidated from Chapters Twenty and Twenty-Five will be deleted.

This proposal combines the parking and loading standards found within Chapter Twenty and Chapter Twenty-Five and places that language in one consolidated Chapter for ease of use. This new Chapter will also update standards by inserting language for alternative vehicle parking spaces, adding a new Table for required parking spaces and inserting procedures for reductions in required parking spaces and will also consolidate parking standards found throughout the bylaw into one Chapter. A new section on Drive Thru Facilities standards will also be inserted into this Chapter. The existing language is proposed to be deleted from Chapter Twenty and Twenty Five.

This Article passed at the Annual Town Meeting.

Master Plan Implementation Committee

The MPIC is an advisory body, functioning as a subcommittee of the Planning Board. While the Master Plan Implementation Committee is responsible for overseeing implementation of the Master Plan; the MPIC does not perform the work necessary to achieve the goals of the Plan.

The members of the Committee are:

- Sandra Gibson-Quigley, Chair (Planning Board designee)
- David Barnicle (Master Plan Steering Committee member)
- Heather Hart (Master Plan Steering Committee and Planning Board member)

Each year, the MPIC asks that all groups file a report with the MPIC indicating which goals it is working towards, goals that may have been completed, and goals that may not be implemented for some reason. Several Boards, Committees and Departments have filed a report with the MPIC and most of the goals of the Master Plan have been accomplished. A sampling of the goals accomplished this year follows:

- ✓ The Historical Commission continues to inventory the built environment, identify properties eligible for listing in the National Register of Historic Places, and pursue such listings.
The Historical Commission has applied for and received two grants for this purpose. The first inventory of Sturbridge historical resources was done over 40 years ago. It included the densely populated areas of Fiskdale and the Sturbridge Common. Phase 1 of a current survey funded by the Sturbridge Community Preservation Committee (CPC) is being implemented by the Pioneer Valley Planning Commission (PVPC). This work is modeled on the MHC scope of work, guidelines, and timelines. Phase 1 concentrates on pre-20th century buildings and samplings of buildings outside of the town center that were not included in the old survey and that reflect life and development in Sturbridge. Farms, lake “camps”, and motels, along with potential National Register nominations will also be highlighted.

The 2017 MHC Survey and Planning Matching Grant will allow the Sturbridge Historical Commission to undertake a second phase (Phase 2) of the current survey. Phase 2 will update identification and documentation of the pre-20th century buildings, structures and archaeological sites in Fiskdale and the Sturbridge Common. It will concentrate on additional National Register nominations in Sturbridge and Fiskdale and explore future preservation needs and actions.

- ✓ A goal identified in the Master Plan is to revise the purpose and redevelopment requirements of the Special Use District to provide alternative development options. The Town Planner and Planning Board worked with CMRPC to prepare a baseline report through the DLTA for this District. That report recommending refining the list of permitted uses. As a follow up to this report, the Economic Development Director, Town Administrator and Town Planner have been working with CMRPC as they work to complete a market analysis through the DLTA to help refine the direction the bylaw should take when revised.
- ✓ The Planning Board amended its Stormwater Regulations to include provisions for Low Impact Development (LID) bylaw to minimize post development stormwater runoff and further protect the Town's water resources at its meeting of September 12, 2017.
- ✓ Over the past year, the Economic Development and Tourism Coordinator (EDTC) has worked to develop new ways to interact and work with local businesses. This has included but is not limited to: Business Tours, Permitting Guidebooks, Business Breakfasts, various publications, website design, two Tax Incentive projects, 1:1 meeting, and providing logistical support with the Sturbridge Tourist Association.
- ✓ The EDTC has worked with regional partners such as the Chamber of Commerce, Discover Central MA, Workforce Central Career Center, The Last Green Valley, Central Mass Regional Planning Commission, the Mass Office of Business Development, etc. all to help improve economic development and tourism in Sturbridge. These have included projects such as a DLTA Grant for Route 15, hosting a regional economic development meeting, meeting with regional partners, participating in regional discussions, etc. The EDTC has also provided extensive logistical support to the Sturbridge Tourist Association as they have expanded on their outreach efforts.
- ✓ In 2017 the town offered two new TIFs (Publick House and Arland Tools) which were approved by Town Meeting. The Board of Selectmen also adopted a TIF policy which governs how and when we would be willing to provide a TIF.
- ✓ The Town Planner and Town Administrator continue working to meet the criteria to be designated a Green Community. This was last pursued in 2014 but failed after adoption of the stretch code failed. This effort is being renewed and the Town Planner and Town Administrator will once again work on this designation in 2018. An MOU has been executed with CMRPC for assistance with this work.

- ✓ A goal of the Master Plan is to upgrade and expand the Public Safety Building and the DPW Garage and Maintenance Facility. In 2017 a feasibility study was funded and awarded to CME. We are currently awaiting the results of that study in order to incorporate the needs in the Town's Capital Plan.

The MPIC will continue to meet on a quarterly basis in the coming year. The MPIC continues to recommend that the Master Plan should be reviewed when making decisions and when setting forth work priorities. We have also, once again asked that Boards, Committees and Departments report as to the activities undertaken this past year.

Regular Business

The following is an overview of actions taken by the Board in 2017, along with a summary of some of the Special Meetings and training sessions it participated in or hosted in 2017:

January 10, 2017

ANR – Colonial Motel, Inc. – 215 Charlton Road. Endorsed.

Discussion of OSRD (Open Space Residential Development) Bylaw and Multiple Dwelling Unit Bylaw.

Discussion of Restaurant Definitions – Parking – Drive Thru Standards.

January 24, 2017

ANR – Sturbridge Warren, LLC – 36 & 38 Warren Road. Endorsed

Public Hearing – Special Permit and Site Plan Approval – Heal, Inc. request to build an Off Site Medical Marijuana Dispensary (OMMD) at 660 Main Street. Continued to 3/14/2017.

OSRD Bylaw and Multiple Dwelling Unit Bylaw – Voted to be Petitioner per proposed changes and start the public hearing process.

Discussed and voted to draft a Moratorium on Recreational Marijuana

February 14, 2017

ANR – Diverdi Builders, Inc. – 367 New Boston Road. Endorsed

Discussion of Proposed Bylaw for a Temporary Moratorium on Recreational Marijuana Establishments. Voted to be the petitioner for the Proposed Bylaw: Chapter 31 – Temporary Moratorium on Recreational Marijuana Establishments and to forward to the Board of Selectman to begin Zoning Amendment Process.

Discuss Proposed Bylaw Amendments for Restaurant Definitions, Parking Standards and Drive Thru Standards. Voted to be the petitioner for the Proposed Bylaw for the proposed modifications to the definitions and amending the permitted uses in Chapters 7 & 11 – and to not include the Village Gateway District and to forward to the Board of Selectman to begin Zoning Amendment Process.

February 28, 2017

ANR – Jeffery & Colleen Bonja – 49 Cricket Drive. Endorsed

Waiver of Site Plan Approval – Bedrock Associates, LLC requested a Waiver of Site Plan Approval for an addition on the existing single story structure at 139 Main Street. Approved with conditions.

Public Hearing – Arland Tool & Manufacturing is requesting Site Plan Approval for the construction of a new three-story multi-tenant office building at 198 Charlton Road. Approved with conditions.

Discussed Proposed Zoning Amendments to allow “Fast Casual” with Drive Thru by Special Permit in the Village Gateway District.

March 22, 2017

Continuation of the Public Hearing – Heal, Inc. is requesting a Special Permit and Site Plan Approval to build an Off Site Medical Marijuana Dispensary (OSMMD) located at 660 Main Street. Approved with conditions.

March 28, 2017

ANR – Ken M. Cournoyer Trustee – 34 South Road. Endorsed

Public Hearing – Site Plan Approval – Blackington, LLC – construction of an accessible route and walkway – 572 Main Street. Granted with conditions.

Public Hearing – to consider amending Chapter 2 – Definitions by updating the definitions for single family dwelling by adding a new definition for Single Family Attached Dwelling and Single Family Detached Dwelling. To consider amending Chapter 17 – Open Space Residential Development (OSRD) by updating the permitted and Special Permit uses, adding a new section on building heights, adding a new section on housing types, and updating the section on Reduction of Dimensional Requirements. To consider amending Chapter 5 – Section 5.01 (a) Permitted Uses to state single family detached dwelling and to updated 5.02 Exceptions by Special Permit to include single family attached dwelling within an OSRD, Chapter 6, Section 6.01 (a) Permitted Uses to state single family detached dwelling and to updated 6.02 Exceptions by Special Permit to include single family attached dwelling within an OSRD, and Chapter 14, Section 14.01 (a) Permitted Uses to state single family detached dwelling and to updated 14.02 Exceptions by Special Permit to include single family attached dwelling, two family dwelling and multi-family dwelling within an OSRD. Voted to support the Proposed Zoning Bylaw amendments to Chapters 2, 5, 6, 14, & 17 with edits as recommended by KP Law & forward the proposed amendments to the Board of Selectmen for inclusion on the Annual Town Meeting Warrant. Voted to support the Proposed Zoning Amendments to Chapter 5,6, 14 &17 with edits as recommended by KP Law and forward them to the Board of Selectmen for inclusion in the Annual Town Meeting Warrant.

Public Hearing – to consider amending Chapter 2 – Definition by deleting the definition for Multiple Dwelling Project. To consider deleting Chapter 21 – Multiple Dwelling Projects, Chapter 5, Section 5.02 (f) Multiple Dwelling Project by Special Permit, Chapter 6, Section 6.02 (c) Multiple Dwelling Project by Special Permit, and Chapter 14, Section 14.02 (c) Multiple Dwelling Project by Special Permit. Voted to support the Proposed Zoning Amendments to Chapter 2 & 17 and forward the Proposed Amendments to the Board of Selectmen for inclusion in the Annual Town Meeting Warrant.

Public Hearing – to consider inserting a new Chapter 21 – Off Street Parking, Loading and Drive Thru Standards. This new Chapter will update standards by inserting language for alternative vehicle parking spaces, adding a new Table for required parking spaces and inserting procedures for reductions in required parking spaces and will also consolidate parking standards found throughout the Bylaw into one Chapter. A new section on Drive Thru Facilities standards will also be inserted into this Chapter. To delete the parking language from Chapter 20 & Chapter 25. Voted to support the Proposed Zoning Bylaw Amendments with edits as recommended by KP Law to create a new Chapter 21 and Amendments to Chapter 20 & 25 and forward to the Board of Selectmen for inclusion on the Annual Town Meeting Warrant.

Public Hearing – proposal to amend the definitions of Fast Food Establishment and Restaurant contained in Chapter 2 and insert a new definition for Fast Casual Restaurant in its appropriate location within Chapter 1. Amend Chapter 7 – Commercial District and Chapter 11 – Commercial II District by inserting Walk Up Establishment and Fast Casual Restaurant as permitted uses. Voted to support the Proposed Zoning Bylaw Amendments with edits as recommended by KP Law to Chapter 2, Chapter 7 & Chapter 11 and forward them to the Board of Selectman for inclusion on the Annual Town Meeting Warrant.

Public Hearing – proposal to amend the Zoning Bylaw by inserting a new Chapter 31 – Temporary Moratorium on Recreational Marijuana Establishments and would insert a new definition in Chapter 2 for Recreational Marijuana Establishment. The purpose of this Temporary Moratorium is to allow sufficient time to engage in a planning process to address the potential impacts of Recreational Marijuana Establishments in the Town and to enact Bylaws in a manner consistent with sound land use planning goals and objectives. Voted to support the proposed zoning bylaw amendments to add a new Chapter 31 with edits as recommended by KP Law and forward the Proposed Zoning Bylaw Amendments to the Board of Selectmen for inclusion on the Annual Town meeting Warrant.

Public Hearing –proposal to amend the Zoning Bylaw by inserting a new Chapter 32 – Marijuana Not Medically Prescribed which would prohibit all non-medical marijuana cultivators, marijuana testing facilities, marijuana product manufacturers, marijuana retailers or any other types of licensed marijuana related business within the Town Of Sturbridge. Voted to support the proposed Zoning Bylaw Amendments to add a new Chapter 32 as noted above and forward to the proposed amendments to the Board of Selectmen for inclusion on the Annual Town Meeting Warrant.

April 11, 2017

Public Hearing – Resurrection Real Estate, LLC is requesting Site Plan Approval for the construction of a new 28 room building to be part of the Publick House campus. The applicant will be demolishing the existing storage barn located on the property in the location of the proposed new building, pending

expiration of the demolition delay imposed by the Historic Commission. The property is located at 283 Main Street. Continued to 4/24/17.

April 25, 2017

ANR – Diverdi Builders, Inc. – 367 New Boston Road. Endorsed

Public Hearing – to consider amendments to the Town’s Zoning Map. The property owners of 212, 214, 216 and 226 Charlton Road have petitioned to have their properties changed from Industrial Park District to Commercial District. Voted to support the citizen’s petition 4-3.

Public Hearing to consider amendments to the Town’s Zoning Bylaw as submitted by Citizen’s Petition. The Petitioners are requesting that Chapter 27 – Village Gateway District be amended by inserting a new 27.04 B (Special Permit Uses) (6) to allow Fast Casual Restaurant with Drive Thru. Voted 2-5 not to support the citizen’s petition.

Continuation of Public Hearing –Resurrection Real Estate, LLC is requesting Site Plan Approval for the construction of a new 28 room building to be part of the Publick House campus. The applicant will be relocating the existing storage barn located on the property approximately 900’ to a new location within the National Register District. The property is located at 283 Main Street. Approved with conditions.

May 2, 2017

Public Hearing – Old Sturbridge Inc. is requesting Site Plan Approval for construction of a modular building on the campus of Old Sturbridge Village for the Old Sturbridge Academy Charter School and related site improvements. The property is located at 1 Old Sturbridge Village Road. Approved with conditions.

May 30, 2017

Public Hearing – Center of Hope Foundation, Inc. is requesting Site Plan Approval for expansion of the parking lot to serve the day habilitation facility and to renovate the garage into a farmer’s market. The property is located at 23 Main Street. Approved with conditions.

Scott Howe – to discuss decommissioning bond requirements for the Old Sturbridge Village solar project. Approved annual cash deposit to review every six years.

Design Review Committee met with the Board to discuss outdoor display of merchandise in the Historic Commercial District.

July 18, 2017

ANR – CNEW, LLC – 138 Lake Road. Endorsed.

Waiver of Site Plan Approval – McDonald’s is requesting a Waiver of Site Plan for the proposed renovations of the existing restaurant located at 364 Main Street. Approved with conditions.

Discussion to propose amendments to the Stormwater Regulations adopted in March 2011. The proposed amendments seek to add Low Impact Development criteria into the existing Regulation.

September 12, 2017

Randy Bercume – Laurel Woods – request of Release of Funds from Lender’s Agreement for completed. Voted to release the funds.

Public Hearing – to consider adoption of the revised Chapter 8 – Stormwater Management Regulations contained within the “Rules and Regulations of the Town of Sturbridge Planning Board” adopted March 22, 2011. Voted to adopt revisions.

Discussed the Master Plan goal to renew permitted uses and dimensional control in non-residential Zoning Districts.

September 26, 2017

Public Hearing – Om Shri Ambika, LLC is requesting Site Plan/ Special Permit to allow modification to the approved site plan, which includes replacing the previously proposed freestanding 5,700 sf – 200 seat restaurant with a 6,600 sf two tenant building. One tenant in this building would be a 4,200 sf – 90 seat “fast casual” restaurant with drive thru which will require a special permit. The second tenant is a proposed 2,200 sf – 45 seat restaurant which is an allowed use in the Village Gateway District. Continued to 10/10/17.

October 10, 2017

Continuation of the Public Hearing – Om Shri Ambika, LLC is requesting Site Plan/Special Permit to allow a modification to the approved site plan, which includes replacing the previously proposed freestanding 5,700 sf – 200 seat restaurant with a 6,600 sf two tenant building. One tenant in this building would be a 4,200 sf – 90 seat “fast casual” restaurant with drive thru which will require a special permit. The second tenant is a proposed 2,200 sf – 45 seat restaurant which is an allowed use in the Village Gateway District. Property location is 21 New Boston Road.

December 5, 2017

ANR – Silvertree Realty, Inc. – Route 15/Mashapaug Road. Endorsed.

Mark Meacham – Meacham Heating, Cooling, Energy Systems is requesting extension of time for Site Plan Approval of 51 Technology Park Road. The applicant’s original Site Plan Approval allows for the construction of a 2-story industrial service building at the property with a footprint of 10,000sf, a 30,000 gallon underground propane tank with an equal tank expansion area and related site improvements. Extension approved with conditions.

Review final as-built plans and discuss forwarding to Board of Selectman to begin Street Layout and Acceptance Process. Approved.

Review final as-built plans and discuss forwarding to Board of Selectmen to begin Street Layout and Acceptance Process. Approved.

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

Respectfully Submitted,
Sandra Gibson-Quigley,
Chairman

**REPORT OF THE ZONING BOARD OF APPEALS
2017**

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

The year 2017 was busy for the Zoning Board of Appeals with numerous Requests for Determinations and Special Permits. The Board also saw the retirement of its long-time Assistant Diane Trapasso. Diane provided support for the Board for twelve years and the Board thanks her for her service and extends wishes for a long, healthy retirement. The Board also welcomed its new Assistant, Rebekah DeCoursey. Rebekah has a dual Master's Degree in Regional Planning and Landscape Architecture from the University of Massachusetts, Amherst. She is proving to be an asset to the Planning Department and to the Zoning Board of Appeals.

The following are the cases and results for 2017:

DETERMINATIONS APPROVED:

Robert L. & Michelle A. Audino – 33 Mountain Brook Road – to add a 12' x 25' addition to the north side of the existing house.

Alfred & Patricia Jeznach – 12 Cedar Lake Drive – to construct a permanent roof/awning over part of the existing deck.

Alfred & Ana Dobson – 22 Cedar Lake Drive – to demolish the existing single family house and construct a new single family house.

Charles & Rachel Amaru – 69 Clarke Road – to construct a 24' x 16' addition off the rear of the existing building and a 30' x 16' deck off the existing building.

James & Kellie Deys – 57 Arnold Road – to construct a second floor addition over the existing residence and a second floor addition over the garage.

Ruth Fitzgerald – 26 Long Ave – to demolish the existing house and rebuild a single family house.

Raul & Pamela Curbelo – 110 South Shore Drive – to enlarge the existing deck by 10' x 24'.

Michelle & Michael Sullivan – 27 Wallace Road – to construct a garage.

DETERMINATIONS APPROVED:

Shane Schroth – 55 Brookfield Road – to remove the existing deck and porch and rebuild a 10’ x 28’ replacement.

Nancy Pierangeli – 68 Goodrich Road – to remove part of the existing roof to add a second floor addition with walkway to the existing stairs.

Amy & Scott Gerrish – 55-56 Bennetts Road – are requesting an architectural modification to the approved plan.

Brian & Susan Freeland – 26 Birch Street – to demolish the existing structure and rebuild on the existing foundation and footprint and add a second floor loft.

John Radner – 139-140 Lake Road – to demolish an existing structure and reconstruct the residence on a new footprint.

SPECIAL PERMITS APPROVED:

Otis Land Management, LLC – 8 Birch Street – for the alteration of pre-existing non-conforming structures to allow the replacement of 7 existing mobile homes and the installation of an 8th mobile home on the vacant mobile home site.

Robert Verschure – 104 South Shore Drive – for an addition to the existing house, to enclose the existing deck and an addition to the existing garage.

Christopher Parent – 126 River Road – to reconstruct a building destroyed by fire.

Rapscallion Brewery – 195 Arnold Road – for a 480 s.f. building addition for the storage of brewing process material.

ORGANIZATION OF THE BOARD

Elizabeth Banks– Clerk/Vice Chair
Margaret Cooney
Thomas Earl
Kevin Kelley – Chair
Fidelis Onwubueke
Maryann Thorpe
Michael Young

Building Department & Zoning Enforcement 2017 Annual Report of the Building Commissioner

The Building Department & Zoning Enforcement Office is responsible for the enforcement of all State building, plumbing/gas and electrical codes. Our mission is to help keep the public safe through compliance with these codes in all building projects. We believe that public health and safety is a joint responsibility.

Zoning Enforcement and Zoning Bylaws questions and issues are a part of our department, and some of our time is dedicated to making determinations for project use and building suitability for proposed locations. We investigate complaints and maintain enforcement, if warranted, for a violation of the Town of Sturbridge's Zoning Bylaws.

This department serves the residential, commercial and business communities. We provide various inspectional services to residents during all stages of the construction process, including wood/coal/pellet stoves. Clyde Gagnon, our Electrical Inspector and Peter Starkus, our Plumbing/Gas Inspector are an integral part of our inspectional services team. Their appointments expire in 2019 & 2020. We coordinate their schedules in hopes to provide residents and business owners prompt attention so to keep their projects moving along, while providing answers to questions and concerns that often arise during a project. We often coordinate resources with other town departments, such as Conservation, Planning/Zoning Board of Appeals, Board of Health, Department of Public Works, Fire and Police Departments and the Finance Department.

Annually, we conduct licensing inspections for our business and commercial sectors which comprise of about 100 locations within the town. Recently, we brought forth a combined licensing application that included the Fire Department, Board of Health and Board of Selectmen's offices. This year, we introduced a new process with a goal to streamline one application and one point of contact for each business owner versus the several for each of the above departments. We worked with these departments along with the Economic Development Coordinator to help roll out this new process, which was very well received by the majority of businesses.

Currently, the Town of Sturbridge has approximately 2630 Single Family Homes, 425 Waterfront Homes, 82 Multi-Family Dwellings, 248 Condominiums, 27 Apartment Buildings, 13 Auto Repair/Gas Stations, 20 Restaurants & 40 Retail Shops.

A few of the larger projects we saw through fruition this past year:

- A 77-room hotel, The Holiday Inn Express & Suites
- CVS & Pharmacy
- A 3-story office building, Arland Tool & Die
- The first Charter School in Sturbridge, Old Sturbridge Village Charter School (get the right name)
- Old Sturbridge Village Stage project for Big River Productions
- A 27-room hotel, Tyllier House located within the grounds of the Publick House
- The first Medical Marijuana facility in Sturbridge

We finished out this year with 1430 issued permits, conducted 1767 inspections and collected \$182,557 in permit fees broken down as follows:

- Building Permits: 915
- Electrical Permits: 262
- Gas Permits: 132
- Plumbing Permits: 121

We have an open-door policy and look forward to any questions or concerns you may have.

Respectfully submitted,

Nelson Burlingame, Building Commissioner & Zoning Enforcement Officer

REPORT OF THE BOARD OF HEALTH

2017

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

The Board of Health meets on the first and third Mondays of each month. The Board would like to wish Dr. Bob Audet the best of luck with his retirement and thank him for his many years of dedicated service. The Board of Health is a three-member board comprised of: Linda Cocalis, Chair, Richard Volpe, and Dr. George DeBusk. The Board would like to welcome their newest member Dr. DeBusk.

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

The Board of Health monitors the required State mandated testing of semi-public/public beaches at the Cedar Lake Recreation Area and Host Hotel, Walker Pond, and Big Alum Lake, the Italian Club beach, Yogi Bear Campground and the Sturbridge Campground (Thousand Trails).

The Board of Health permits and inspects an extensive 3-day Tattoo Festival at which over seventy six body art artists participate. This was a significant undertaking for the Board and the promoters reported another successful event.

Sturbridge also participates in the Department of Public Health Worcester County Tobacco Collaborative, which monitors tobacco sales to minors and provides the health effect statistics of smoking.

License and permit fees collected by the Board of Health are sufficient to offset all of the costs to the Town for pool, food and public accommodations inspections. Payment of the license and permit fees are deposited to the Town's General Fund. Special event fees and fines are entered into a revolving fund for public health inspections, special events and emergencies.

The following information is provided as a statistical summary of permits/licenses issued by the Board of Health for the 2017 calendar year:

Food Service Permits	144	Tattoo Permits	76
Temporary Food Permits	97	Camp/campground Permit	2
Septic Installer Permits	15	Tobacco Permit	17
Septic Permits	31	Motel Licenses	14
Septage Haulers	8	Waste Hauling Permits	7
Semi Public Swimming Pool Permits	13	Tanning Salon Permits	1

The Health Department, working with the contracted Public Health Nurse, Cheryl Rawinski, RN, also investigated the following communicable diseases in 2017.

Confirmed, Probable, Suspect, and Investigated Communicable Disease Cases in 2016			
Babebiosis	2	Malaria	1
Campylobacteriosis	2	Pertussis	2
Group A streptococcus	4	Salmonellosis	2
Haemophilus influenzae	1	Shiga toxin producing organism	1
Hepatitis B	3	Steptococcus pnueumoniae	1
Hepatitis C	10	Tickborne (other)	1
Human Granulocytic Anaplasmosis	7	Tuberculosis	4
Influenza	32	Varicella	2
Lyme Disease	36	Zika virus infection	4

Did you know?

- *Private well water should be tested for certain contaminants every 1 to 2 years.*
- *On average septic tanks should be pumped out every 2 - 3 years to extend the life of the septic system.*
- *Household water based paint should not be disposed of into your septic system. Add a drying agent to an open can of paint. Once the can has hardened you can dispose of it with your household rubbish.*

- *Washing your hands often, coughing and sneezing into a tissue or the inside of your elbow, will help to prevent spread of the flu.*
- *Lyme disease accounts for more than 95% of all tick-borne disease cases in the United States.*

SOLID WASTE MANAGEMENT & RECYCLING CENTER

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

The residents of the Town of Sturbridge who utilize the Recycling Center/Landfill should be proud that Sturbridge was recognized for excellent recycling rates. Sturbridge was also named the #1 Recycling Facility in the state.

John Booth is the manager of the Sturbridge Recycling Center and the Board would like to acknowledge the excellent efforts that John and his team, which includes, Scott Tremblay, Michael Merchant and Rick Curbooy, & Travis McRoy put forth.

MEDICAL RESERVE CORPS (MRC)

The Board of Health would like to take a moment to encourage all residents to consider volunteering for the Medical Reserve Corps (MRC). The MRC is a group of medical as well as non-medical volunteers who are willing to help out in the event of a public health emergency. In addition to this, please utilize our resources made available through the Town website or in our office to best prepare yourself and your family in case of an emergency.

MCGILPIN ROAD & SOUTHBRIDGE LANDFILL UPDATE

At the beginning of 2017 the Board of Health was notified of water quality concerns in a drinking water well on McGilpin Road. Citizens in Charlton, working through a grant, had worked with two homeowners in Sturbridge to have their private wells tested. Since this time the BOH has worked very closely with the McGilpin Road neighborhood, Town and State officials, including the Board of Selectmen, the Massachusetts Department of Environmental Protection, State Senator Anne Gobi and State Representative Todd Smola to assure that private drinking water wells on the entirety of McGilpin Road be tested to evaluate if any lead levels of concern were present. The Board continues to press for answers throughout a very active investigation as to the findings of high levels of lead in numerous drinking water wells on McGilpin Road. For more information specific to the findings please view the Massachusetts Department of Environmental web page and search McGilpin Road for the latest results.

As many of you are aware the Board of Health has been working tirelessly to protect the citizens in Sturbridge from any potential water quality issues that could arise from the neighboring Southbridge Landfill. Board members have spent an incredible amount of time and energy on educating themselves and continuously monitoring reports submitted on many areas of the impacts of the landfill. The Board has sought expert advice and responded in person and in writing to their concerns regarding this Landfill. In

2017, the Massachusetts Department of Environmental Protection denied Casellas request for expansion of this Landfill.

The Health Department has had an active year of many exciting retirements and new hires! Jaime Rice joined the Health Department in early April as the part-time Inspector after Wendi Denning relocated to Maine with her family. Jaime comes to us from the City of Worcester. On July 1st the Health Inspector position became a full-time position. Erin Carson was hired as the Administrative Assistant in June after the retirement of Judy Rask. Jamie Terry has continued to hold the role of interim health agent throughout 2017, although a new full time agent has been hired and will begin her new role in early 2018.

Respectfully submitted,

Linda Cocalis, Chairwoman
Richard Volpe, Member
Dr. George DeBusk, Member
Jamie Terry, Interim Health Agent

REPORT OF THE CONSERVATION COMMISSION 2017

A major accomplishment this year was the permitting and initiation of the Hamant Brook Restoration Project at Leadmine Mountain Conservation Area. This 826 acre conservation area was a joint acquisition between the Town of Sturbridge and the Department of Fish and Game. This property is owned by the Town of Sturbridge and is in the care and custody of the Sturbridge Conservation Commission. It is protected in perpetuity by a Conservation Restriction held by the Department of Fish and Game.

When the dams were inspected some years ago and found to be in poor condition, the state mandated that the town repair them or have them removed. Repair costs were estimated at \$1.25 million, which prompted the public vote for removal of the dams.

This project is being undertaken by The American Rivers, the Department of Fish and Game, the Town of Sturbridge and Old Sturbridge Village. The project includes the removal of three dams in poor condition, the replacement of a perched culvert and site enhancements. Breaching and removal of the three dams and restoration of the riparian habitat along Hamant Brook began this year.

Why remove existing dams and restore streams? Many historic dams no longer serve the purpose that they were designed for and therefore have not been maintained over time. Unmaintained dams pose a risk for safety and could have detrimental environmental impacts. Dam removal reduces the need for ongoing maintenance and funding to do so. Dam removal also presents an important opportunity to restore rivers, enhance habitat connectivity and provide important habitat for fish and wildlife.

Hamant Brook is a cold-water stream which is vital in supporting habitat for a variety of vertebrate and invertebrate species. Coldwater streams are of critical concern in Massachusetts as they are threatened by changes in water temperature from increased pressures by development, point source discharges and climate change.

The Conservation Commission is comprised of Sturbridge residents who volunteer to serve their community in protecting our wetland resources and managing our open space. Members are appointed by the Board of Selectmen. The Commission typically meets on the first and third Thursday of the month in the Center Office Building. The commission consists of Ed Goodwin (chair), Steven Chidester (vice chair), David Barnicle, Steven Halterman, and Paul Zapun.

The town employs a Conservation Agent, Rebecca Gendreau, and Conservation Clerk Anne Renaud-Jones, who works with the Conservation Commission. Conservation Agent Glenn Colburn retired in September of this year after 5 years of service. We want to thank Glenn for his hard work and devotion to the Town of Sturbridge and wish him well on his retirement. We know he will still be out in the woods every chance he gets.

Rebecca Gendreau was chosen to replace Mr. Colburn. Ms. Gendreau previously worked for the MA Department of Fish and Game's Natural Heritage and Endangered Species Program in various positions. She comes to the Town of Sturbridge with a background in facilitating project review under federal and state laws, project design, species biology and habitat management and restoration.

The Conservation Commission is near completing its work on updating the Sturbridge Wetlands Bylaw Regulations. The draft revisions were presented to the Board of Selectman for comment in September of 2017. The regulations were last updated in 2004. The goal of the Commission in this effort was to clarify regulations, remove unnecessary information, and restate regulations into laymen's terms where possible. Final review and adoption are expected early in 2018.

Lakes monitoring was conducted July 28nd and 29th. This year's program was again organized and directed by Christopher Mazeika. Lake testing is made possible by the devotion of time by volunteers and the Sturbridge Lakes Advisory Committee (SLAC). Funding is provided by the Sturbridge Conservation Commission. Lake testing and monitoring is important in understanding the current status of our lakes.

SLAC issues an Annual Monitoring Report which summarizes the results of nutrients, water clarity and dissolved oxygen levels. This year's report indicates that our Great Lakes are in good health and that they are able to support active use of these lakes. Sturbridge is lucky to have received similar reports of healthy lakes for many years. More information can be obtained from the Sturbridge Conservation Commission or SLAC.

The Conservation Commission saw a small decrease in Notice of Intents filed in 2017. A total of twenty-seven Notices of Intent were filed compared to thirty-two filed in 2016. These projects were either in a resource area, or in the buffer zone and large enough that without special precautions, they could result in detrimental impacts to the wetlands. Seven of these Notices of Intent were for new single family homes. There were also Notices of Intent for six septic systems or repairs to failed septic systems, three raze and rebuild houses, five additions and six other projects. The Conservation Commission also reviewed an application for the Hamant Brook Restoration Project which resulted in the issuance of Restoration Orders of Conditions.

For some minor projects in the buffer zone the Conservation Commission may ask the applicant to file a Request for Determination of Applicability or a Sturbridge Wetland Letter Permit Application. The Conservation Commission processed 24 Requests for Determination of Applicability and 27 letter permit applications in 2017. The SCC issued Letter Permits for various projects including home landscaping projects, house additions, decks, sheds, swimming pools, tree removal and other small projects.

The SCC also received 41 Request for Certificates of Compliance in 2017. Certificates of Compliance are issued by the Conservation Commission when all of the conditions outlined in an Order of Conditions have been satisfied.

All of these filings involve at least one or more site visits by the agent and/or the commissioners. Many of these projects also involve site visits by the Conservation Agent to monitor conditions throughout the life of the project. Regular monitoring and good communication with landowners and contractors ensures that erosion controls are maintained in good working condition and work is adhering to the approved plan, thus enforcing the Sturbridge Wetlands Regulations and protecting the interests of the Wetlands Protection Act.

Respectfully submitted,
Sturbridge Conservation Commission
Rebecca Gendreau (agent)
Ed Goodwin (chair)
Steven Chidester (vice-chair)
David Barnicle
Steven Halterman
Paul Zapun

**DESIGN REVIEW COMMITTEE
Annual Report 2017**

The year 2017 was a busy one for the Design Review Committee. We are currently looking for volunteers to fill two vacancies on the Committee. If anyone is interested in serving on this Committee, we encourage you to contact the Town Administrator or the Planning Department.

There are several new businesses that opened in Sturbridge this year, as well as many existing businesses updating their brand identity either through signage updates, façade updates, or both. All of these changes required applications with the Design Review Committee. We have worked diligently to provide guidance to applicants and have processed many applications this past year. We granted twenty-five approvals for either sign permits or architectural permits during the ten meetings held during 2017.

DATE	BUSINESS NAME	PROPERTY ADDRESS	TYPE
January 9	Steadfast Fence	6 Fiske Hill Road	Sign
	Altruist Brewing Co, LLC	559 Main Street	Sign
	Heal, INC	660 Main Street	Sign
	Heal, INC	660 Main Street	Architecture
February 13	Bedrock Associates LLC	139 Main Street	Architecture
	CubeSmart	63 Technology Park Road	Sign
March 13	Blackington, LLC	572 Main Street	Architecture
April 3	Holiday Inn Express & Suites	21 New Boston Road	Sign and Architecture
	PK Keating	484 Main Street	Architecture
May 8	Dave's Pest Control, Inc.	541 Main Street	Sign
	Heal, Inc.	660 Main Street	Sign
	Lucky Mart	122 Main Street	Sign
	Sterling Engineering Co./JMJ Properties, Inc.	79 Main Street	Architecture
	Sturbridge Dental	3 Wallace Road	Sign
May 22	Southbridge Savings Bank	200 Charlton Road	Sign
	Yankee Candle Company	434 Main Street	Sign
	Center of Hope	23 & 27 Main Street	Sign and Architecture
July 17	McDonald's	364 Main Street	Sign
	Southbridge Credit Union	214 Main Street & 120 Charlton Road	Sign
September 18	MJA – Martial Arts	559 Main Street	Sign
	Colonial Restorations	511 Main Street	Multi-tenant sign
October 16	Sturbridge Orthodontics	76 Main Street	Sign
	McDonald's	364 Main Street	Architecture
December 4	Hearthstone Market	630 Main Street	Multi-tenant sign
	Panera Bread & multi-tenant building	21 New Boston Road	Sign

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

Respectfully submitted, Design Review Committee: Chris Castendyk (Chair), Elaine Cook, Christine Wilson

Economic Development and Tourism

2017 Annual Report

In 2017 Sturbridge actively worked to support business leaders and strengthen the relationship between businesses and the Town. These efforts have shown returns through a more engaged business community as well as new and expanding programs in Town. Below are some of the ways Sturbridge has supported the business community in 2017. If you would like routine updates from the Town, you can view our monthly business newsletter at the following URL: www.town.sturbridge.ma.us/for-business. These are listed in no particular order.

- Sturbridge Tourist Association – The STA is the primary committee served by the Economic Development and Tourism Coordinator (EDTC). The committee has worked to expand their efforts from funding tourist related events, to the general promotion of the Town as a tourist destination. This has included the promotion in local/regional print publications, publishing of annual Visitor Guide and the new Trail Guide, an increased presence online via social media and the new visitor page on the town website (www.town.sturbridge.ma.us/for-vistiors) and much more. For more information please see the STA section of the Annual Report.
- Tax Increment Financing (TIF)
 - The Town was very active in the first half of 2017 as it supported the acceptance of two TIF Agreements. At the June Town Meeting, voter approved the TIF Agreements for the Publick House’s hotel expansion and Arland Tool’s medical office building at 198 Charlton Road. Combined these projects brought approximately \$10 million worth of investment into the community.
 - Concurrent with these projects, the Board of Selectmen and adopted a formal TIF Policy which expresses Sturbridge goals for all tax incentive projects. This will now be used and followed for all future TIF applicants and projects.
- Business Breakfasts – Beginning in March 2017 and continuing every quarter following, the Sturbridge Business Breakfasts began as an opportunity for the Town to interface and have a constructive dialogue with business owners in the community. It has grown and expanded each quarter since. These breakfasts have helped the Town to better understand local issues and allowed businesses to understand the different projects and efforts the Town is undertaking on their behalf. One breakfast of particular note was the Sturbridge/Southbridge Business Breakfast, which was a combined meeting of our two business communities.

- **Business Classes** – Starting in June the Town began offering business owners/managers lecture classes on a variety of subjects. There were two classes offered in 2017. The first class in June was focused on business preparedness in disasters and was done in coordination with the Sturbridge Fire and Police Departments. The second course was on online marketing, and Sturbridge based Idea Agency was the speaker. Future classes will continue on a quarterly basis and will focus on other subjects such as health code, signage, government basics, etc.
- **Makerspace** – In 2011 the Sturbridge Master Plan encouraged the Town to investigate whether or not it would be beneficial to have a makerspace in the community. A makerspace is a community space where creative tools and equipment are made available to the public to foster invention and design. In an effort to investigate this possibility, the EDTC and the Joshua Hyde Library coordinated on a survey of local residents and businesses in the fall to assess their level of interest in a community makerspace. The results were positive with 150 respondents supporting the idea and 30 business owners also expressing support. More work will be conducted on this project in 2018.
- **Business Surveys** – In June 2017 the Town conducted a survey of local business owners, asking about the current conditions of the community. The survey yielded only a few responses and did not provide a sample size that was statistically significant. However what can be said about the survey is that some of the respondents felt that the Town was a challenging partner to work with. While the sample was not large enough to determine if this was in fact an accurate view, we have taken active steps to ensure that we are meeting the needs of the business community.
- **Special Events Committee** – This year Board of Selectmen voted to create a new committee in Town that would identify potential community events and help to organize groups to manage them. This fall the Special Events Committee (SEC) began meeting and later create a survey for attendees of the Harvest Festival to see what types of events the Town wanted to see. Overwhelmingly the top three responses were: farmers market, fireworks, and bonfire.
- **Farmers Market** – Based on the survey by the SEC (see above), the Farmers Market Planning Committee was formed. The committee will begin meeting in 2018 and is planning to launch a Sturbridge Farmers Market in the coming calendar year.
- **Business Group** – In an effort to better understand the business needs of Sturbridge, a focus group was formed in October 2017. The original goal of creating a focus group quickly evolved as it became clear that the group wanted to take a more proactive role in serving the business community. As such the group reorganized into a business led advocacy group whose goals and objectives are to serve and support their fellow business owners in the community. As of the drafting of this report, the group is still in the early stages but is expected to be very active in 2018.

- Route 15 DLTA Grant – In March 2017 the Town submitted and was subsequently awarded a District Local Technical Assistance (DLTA) grant from the Central Massachusetts Regional Planning Commission to perform a market study for the Route 15 Corridor. This was done to meet one of the goals of the Board of Selectmen for 2017 which was the review of the Route 15 Corridor and to see what could be done to improve it. Town Staff met with and have worked with the Central Massachusetts Regional Planning Commission (CMRPC) to complete the study. The final version is expected within the first two months of 2018.
- General Outreach – While the aforementioned projects have supported our local economic development efforts, the main effort has and still remains outreach and communicating with businesses. Over the past year through the implementation of business classes, tours, breakfasts, newsletters, and general visits the office has increased its recognition and presence with local business leaders. Outreach continues to be one of the major objectives of this office and will remain so for the 2018 year.

These are just some of the efforts that the Economic Development Office has been working on over the past year. For the upcoming year we are hoping to expand upon existing programs and introduce new programs and projects to the community.

Respectfully Submitted,

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



2017 Annual Report

The Sturbridge Tourist Association (STA) has been actively promoting and supporting tourism and our local economy over the past year. It has done this through its efforts at funding local events and marketing the community to new audiences. Below is an overview of what the STA has accomplished in 2017; they are listed in no particular order:

- **Event Funding** – The primary role of the STA is to be the fiduciary for a portion of the revenues collected through the hotel/motel tax. To that end the STA has been supporting local events through community event funds as well as marketing efforts. These events can often bring visitors to our community for a prolonged period.
- **Supporting Businesses** – The STA has actively worked to promote local tourist related businesses in Town. The Association has helped to sponsor and participated in several of the Sturbridge Business Breakfasts held during each quarter in 2017. These events are opportunities for businesses in Sturbridge to hear from Town officials about important projects, events and initiatives in the community. Of particular note was a joint business breakfast with the Southbridge Business Partnership held on 12/5/2017 at Fins & Tails in Southbridge; it was done as a way to increase collaboration and cooperation between our two communities.
- **Publications** – As they have done every year, the STA partnered with a publisher to produce the Sturbridge Visitor Guide, which was printed and distributed throughout south-central Massachusetts and northern Connecticut. A copy of the guide can be viewed here: www.town.sturbridge.ma.us/sites/sturbridgema/files/uploads/sturbridge_guide_2017.pdf Furthermore the STA printed advertisements in Worcester Magazine that highlighted local events in Sturbridge throughout the fall and early winter of 2017.
- **Trail Guides** – The STA printed two additional rounds of Trail Guides, first published in 2016 for distribution to the general public. These guides have proven very popular and have been distributed to many of the local businesses in Sturbridge. A copy of the guide can be viewed online here: www.town.sturbridge.ma.us/sites/sturbridgema/files/uploads/trail_guide_2016_final.pdf

- Web Presence – The Town of Sturbridge launched its new municipal website in June of 2017. The STA contributed to that launch by working on developing the visitor page for the website (www.town.sturbridge.ma.us/for-visitors) and by digitizing and updating their applications for their homepage (www.town.sturbridge.ma.us/sturbridge-tourist-association). The STA also has been active on social media over the past year using their new twitter account @VisitSturbridge to promote local events and to highlight businesses.
- Travel Shows & TV Appearances – In October the STA and the Economic Development and Tourism Coordinator went to the Hartford Courant Travel Show to promote the Town to the residents of Connecticut. At the show the STA’s Visitor Guides and the Town’s Trail Guides were distributed to the public and STA members helped to answer questions at the show. Also in October the STA sent the Economic Development and Tourism Coordinator to Fox 61 in Connecticut to be interviewed on TV and to help promote Sturbridge to an even wider audience.

The STA is looking forward to 2018 and plans to continue promoting the Town of Sturbridge and taking a more proactive role in supporting local tourism efforts.

If you would like to learn more please explore the STA’s website at:
www.town.sturbridge.ma.us/sturbridge-tourist-association.

Respectfully Submitted,

Brian Amedy, Chair

Thomas Chamberland, Vice-Chair/Treasurer

Kristine Galonek, Secretary

Jim Leaming

2017 ANNUAL REPORT OF THE TREE WARDEN

I am pleased to report on the tree management activities of the Tree Warden for 2017.

This year the Town celebrated its 28th anniversary as a “TREE CITY USA”, by the National Arbor Day Foundation. To receive this award, Arbor Day was celebrated with several events including the 6th grade classes at Burgess Elementary School bagging over 1000 seedlings so all students received a tree seedling, and a special tree planting by the town as our annual Arbor Day celebration. The town also planted 12 more street trees; tree planting funds are available; any resident, who would like a tree planted along their street, is encouraged to contact my office.

I continue to provide consultation to the Planning Board, Conservation Commission, Zoning Board of Appeals, Design Review and Town Planner in matters relating to trees, landscaping and development plan reviews. There was one hearing held under MGL chapter 87, this year and one incident of unauthorized public shade tree removal on a scenic road. National Grid continues with tree trimming on their circuits in the town with an emphasis on Ash tree removal to proactively address the Emerald Ash Borer invasion. I continue to stress proper tree trimming, while allowing for safe line clearance for their wires. Risk tree removal and selected appropriate tree trimming is conducted as funds allow. The town wide street tree inventory continued; this hopefully will be completed in 2018.

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

The Town Common trees continue to deteriorate due to soil compaction and heavy use, my previous requests to prohibit, or significantly limit event parking on the common were addressed with the formation of a Town Common Study Committee. This committee has made several recommendations that have not been fully executed. Based on this continued and additional use of the town common as a parking lot, I feel confident in predicting the smaller trees we have now will never reach the large maturity of the remaining ash trees if we do not take action to reduce this level of parking activity on the common.

The Emerald Ash Borer (EAB) has been detected in the city of Worcester, along with several more areas in Massachusetts. The need for appropriate funding to focus on yearly treatments to the three remaining Ash trees on the common to keep them healthy and resistant to the EAB was approved in 2015 and will need to continue. I have also instituted an EAB trapping program throughout town to continue to monitor for the pest.

You can read proper tree care and tips to beautify and maintain your yard on the Town’s Web site under Tree Warden.

As always, if any resident has a question on trees and their care, please give me a call at 508-347-2500 x 1410 or send me an email at: tchamberland@town.sturbridge.ma.us

Respectfully submitted:

Thomas A. Chamberland, Tree Warden

**COMMUNITY PRESERVATION ACT COMMITTEE
2017 ANNUAL REPORT**

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

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

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

- Since 2002, Sturbridge has received **\$3,502,023.00.00** from the State
- In 2017, Sturbridge received **\$130,854.00** from the State (**a 30.3% match**)

The Community Preservation Committee (CPC) presented the following six (6) articles to the voters at the June 5, 2017 Annual Town Meeting:

1. To see if the Town will vote to hear and act on the report of the Community Preservation Committee on the Fiscal Year 2018 CPA budget. **Article passed.**
2. To see if the Town will vote to appropriate from the Community Preservation Fund Historic Preservation Fund Balance the sum of \$9,500.00 to be allocated for the purpose of conservation, rehabilitation and restoration of the historic North Cemetery and related administrative costs; or take any action relative thereto. **Article passed.**
3. To see if the Town will vote to appropriate from the Community Preservation Historic Preservation Fund Balance the sum of \$20,000.00 to be allocated for the purpose of funding the Sturbridge Community Wide Historic Property Survey; or take any action relative thereto. **Article passed.**
4. To see if the Town will vote to appropriate from the Community Preservation Fund Undesignated Fund Balance the sum of \$15,000.00 to be allocated for the purpose of operating and administrative expenses in FY 2018 for the CPC; or take any action relative thereto. **Article passed.**
5. To see if the Town will appropriate \$306,850.00, or any other amount, to pay costs of renovation/restoration of basketball and tennis courts at Cedar Lake, including the payment of costs incidental or related thereto, and to determine whether this amount shall be raised by taxation, borrowing, transfer from available funds, or otherwise provided, or take any other action relative thereto. **Article passed.**
6. To see if the Town will vote to appropriate EIGHT HUNDRED FIFTY THOUSAND AND 00/100 DOLLARS (\$850,000.00) to pay costs of acquiring, by gift, negotiated purchase or eminent domain a parcel of land of approximately 241.53 acres, more or less, owned by Debra E. Gardiner as described on Assessors Map 27 as Parcel 14 and Parcel 50. **Though the majority of the town supported the proposal, we fell short of the required 2/3rds vote and proposal #6 was defeated.**

Summary

CPA projects and proposals can come from interested citizens, land owners, various committees and Town boards. Any project proposed to the CPC is given full recognition and is studied carefully. The CPC encourages all to attend our meetings, which are posted on the Town website.

Respectfully Submitted, Penny Dumas, Chairperson

Historical Commission

2017 Annual Report

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

The Historical Commission voted in November 2016 to place a twelve (12) month demolition delay on a storage barn located on the Town Common at 283 Main St. which is owned by the Publick House and is on the National Register of Historic Places. The barn was to be demolished to make room for new lodging facilities at the Publick House. As a compromise the owners of the Publick House came forward with a plan to move the barn to the back of their property, therefore, saving the barn and keeping it on the National Register of Historic Places at their primary address at 277 Main Street. The Historical Commission considered the offer and voted unanimously in March 2017 to accept the proposal. The barn is now located behind the Publick House parking lot on a slight hill. It has been stabilized on a new foundation with a new roof, doors, and fresh paint.

A survey of historic assets contracted with the Pioneer Valley Planning Commission and funded by the Community Preservation Commission was completed at the end of 2017. Over one hundred (100) historic homes and buildings were surveyed. Several were determined to be potentially eligible for the National Register of Historic Places. The next step in the process toward National Register designation is the review and approval of the Massachusetts Historical Commission (MHC) to move the application forward to the National Park Service where the final decision is made. The Snellville School was submitted to MHC and approved for further research and progression toward a National Register designation.

A second survey to continue the Historical Commission's effort toward documentation of historical assets in Sturbridge is contracted with Professional Archeological Laboratories (PAL) and will be completed in June 2018. This survey was accepted for a matching grant from MHC and is funded locally by the Community Preservation Commission. It will update a survey of properties on the Common completed in the early 1970's and it will document selected historic buildings and areas in Fiskdale.

A digitally carved relief on solid mahogany wood replicating the Daniel Chester French Minuteman statue in Concord, MA was procured by the Historical Commission with funds from the Town Hall renovation account. The relief hangs in the Minuteman Conference Room.

The Historical Commission participated in the Harvest Festival in October at the Sturbridge booth to help promote services and programs provided by various Town departments, boards, and committees.

The Sturbridge Historical Commission continues to strive to highlight historic assets in Sturbridge and to advocate for their preservation. Knowledge, preservation, and recognition of historic assets is a source of pride for members of the community, an economic asset contributing to our tourist dollars, and a benefit to owners of historic homes and businesses in the form of tax credits and grants.

We are a five-member board currently looking for one more “history advocate” to become a member and any number of non-voting associate members. Please contact a current member or the Town Administrator if you are interested in joining our efforts.

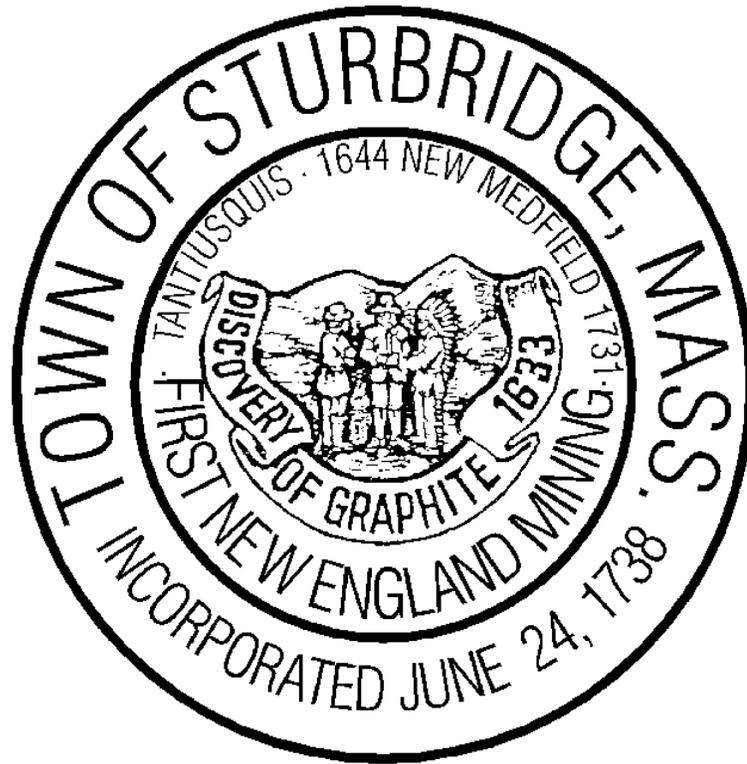
Finally, we wish to thank all the people who help the Historical Commission advocate for preservation and who support our mission.

Respectfully Submitted,

Barbara A. Search, Chair
Richard Volpe, Vice Chair
Cathy Zavistoski, Clerk
Bailey Applegate

COMMUNITY SERVICES

2017



REPORT FROM THE COUNCIL ON AGING – SENIOR CENTER 2017

The mission of the Sturbridge Council on Aging is to promote the physical, emotional, and economic well-being of elder adults and to promote their participation in all aspects of community life. This has been achieved with the help of many dedicated people including the following:

Council on Aging Board

- Susan Grandone – Chair
- William Grandone – Treasurer
- Ann White – Secretary
- Tina Peterson
- Kenneth White
- Gladys Santelli
- Barbara Gionfriddo

The mission of the board is to bring dynamics and new ideas to the forefront and advocate of our senior population.

Friends Officers

- Ed Neal – President
- Frank Dorigi – Vice President
- Kathleen Wade – Past Vice-President
- Carolyn DeLong – Secretary
- Judy Tryba – Past Secretary
- Joan Chamberland - Treasurer
- Sandra Cole – Past Treasurer

The Friends is a private non-profit group that meets on the third Wednesday of every month. They are always welcoming new members. As in previous years, the Friends major fundraiser was the very successful yard sale. This event and others require endless hours of work by the board and all of our very devoted volunteers.

Several renovations to the Senior Center were made to the benefit of the seniors. Probably the most welcome improvement was the paving of our parking lot. As everyone knows, it was hazardous with its many cracks and bumps. Another improvement which was long overdue is all the drafty windows were replaced. Besides making it a lot more comfortable, they should reduce the heating and air conditioning costs here. We are also benefitting from the newest automatic door installed in the front entrance of the dining room. It is especially helpful to the seniors using walkers or canes.

We have many on-going activities at the Senior Center. This year several more were added to the schedule:

- Chat with Gin and Satch – Led by former Celtic’s player Satch Sanders and his lovely wife Gin, it is a fun and entertaining topics are discussed during these Monday chats.
- Mah Jongg – After several people requested this, Christine Haller gave lessons on how the game is played, and it has been added to the weekly schedule.
- Silver Sneakers - We were very fortunate to have Dina Sexton begin to teach Silver Sneakers classes on Tuesdays and Fridays.
- We most recently began Tap Dancing classes on Thursday morning with Jennifer Hooker.
- A Walking Club was started this year and meets every Wednesday at nine o’clock. They alternate between Wells State Park and the area behind the Town Hall.

In addition to these regular activities, we have also hosted many others of note: EZ Pass Sign-Up and Info Session, Fallon Open Enrollment, Medicare Fraud and Abuse Prevention, Older and Wiser Drivers, Specialized Telephones, Update with Kevin Filchak, Concerts on the Lawn, Holiday/Christmas Charades, Melody Makers, Tantasqua Chorus, Trinity Chorus, Bob Knight’s Travel Adventures Through Norway, Dr. Dan Chiropractor, Falls Prevention, Random Acts of Kindness Luncheon, Sound Alchemy Quartz Crystal Singing Bowls and Sound Healing, Funeral Planning, RMV Near Me, Probiotics, Blood Pressure Clinics, Heritage Hearing Clinic, Pet Readings, Spirit Readings, Beat the Heat Film Festival, Holiday Crafts with Cheryl, Homeschool Kids Caroling, Intergenerational Game Day, Musical Jukebox Bingo, Name That Tune, Christmas Open House and Cookie Exchange, Ice Cream Social, Veteran’s Day Luncheon, and New Year Party.

We were fortunate this year to be approached by not one, but two Boy Scouts working toward their Eagle Scout badges. Chris Desmond with the help of family, friends, and other scouts worked to beautify our grounds including the front garden as well as the window boxes and whiskey barrel plantings. Matthew Toon along with the help of his family, friends, and fellow scouts held a Trivia Night to raise funds for the beautiful new sign in front of the Senior Center. We are very grateful to both of these young men for their efforts and wish them every success in their endeavors.

We are also very appreciative to the Sturbridge Girl Scout Junior Troop 64510 built, installed, and is stocking a little Free Pantry outside the Senior Center as a way of serving the community by providing a free, convenient location to distribute donated food and other items. People are also welcome to donate items to the pantry if they wish. This project is in keeping with the principles in the Girl Scout Law to be friendly and helpful and make the world a better place.

We appreciate the efforts of the Senior Center Feasibility Study Committee. Their mission is to work with the Town Administrator and Senior Center Director to establish a plan for a facility to serve the present and future needs of our seniors. The members of the committee are:

- Leon Gaumond
- Mary Blanchard
- Elizabeth Chapdelaine
- Anthony Celuzza

- Susan Grandone
- Gladys Santelli
- Lynn Smith
- Gerald Suprenant
- Ann White
- Ken White

We continue to be partnered with Tri-Valley in that they provide Meals on Wheels to home-bound seniors and congregate meals at our Senior Center. This year we welcomed Warren Tuttle as the new Meal Site Manager.

We were extremely honored to welcome Alice Bonner, the Secretary of Elder Affairs for the Commonwealth of Massachusetts which strives to promote healthy aging. The community was invited to attend this open forum discussion which was very well attended.

We would like to thank our Town Administrator, Leon Gaumond, for his on-going support for our seniors; as well as the following town departments which help us on a daily basis to keep our senior center operating smoothly: Department of Public Works, Accounting, Cable Access, Finance, as well as the Board of Selectmen, the Finance Committee. A special thank you goes to the Fire Department for the times they came for the blood pressure clinics and more importantly for their quick responses when they were needed. We owe a tremendous thanks to the Police Department for their monthly S.A.L.T. (Seniors and Law Enforcement Together) meetings. They are always very well attended and appreciated by our seniors.

Our center owes a great deal of gratitude to our many wonderful volunteers numbering well over fifty members. They serve in many capacities including medical drivers , receptionists, coordinating cribbage and the book club, collating newsletters (sent out to over 1650 households monthly), friendly visitors to home-bound seniors, and so much more.

Last, but definitely not least, our dedicated staff needs to be mentioned:

Melissa Beauchemin - Director
 Leslie Wong – Outreach Coordinator
 Carmen MacGillivray – Administrative Assistant
 Rachel Jalbert – Program Assistant
 Mike Alvarado – Custodian
 Jen Tetreault – Fitness Instructor

In conclusion, we would like to express our gratitude to the members of the community who have supported the Senior Center.

Respectfully Submitted,
 Carmen MacGillivray, Administrative Assistant

2017 ANNUAL TOWN REPORT

STURBRIDGE RECREATION COMMITTEE

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

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

- Coed Adult Volleyball Leagues
- Men's Basketball League
- Women's Basketball League
- Youth Sport Leagues
- 5th Annual Family Ham Toss
- Two trips to NYC, April and December
- Summer Recreation Program
- Mini Program Summer Program
- Summer Concert Series
- Annual Tree Lighting Ceremony
- Town Common Skating Rink

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

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

- Brian Sommer - Little League Baseball
- Amy Dunn – Girls Softball
- Jen Bailey – TRY Soccer
- Kerri Lee – Pop Warner Football
- Tracey Rapose – Youth Recreational Basketball
- Patti Bamberger- TRY Lacrosse

The Sturbridge Parks and Recreation Department hosted the 5th Annual Family Ham Toss on Friday, March 24th at Burgess Elementary School. 48 participants took to the foul lines to take their chance at winning a holiday ham for their family.

Winners in the following divisions:

Age 5/6: Luke Gaudette, Age 7- Mia Cohen, Age 8- Patrick Letendre. Age 9- Max Cohen, Age 10- Avery Michalak, Age 11- Gabrielle Scanlon, Age 12- Colby Scanlon, Age 13- Chase Breuer.

Grand Raffle Winner: Mia and Melanie Cohen.

A very special Thank You to Justin Cournoyer of Micknuck's Fresh Market Place for the donation of the Holiday Ham gift cards! Also, Thank You to Ryan Sears for donating his time and helping to make this event a family fun filled evening!



This summer, the Recreation Committee offered a Summer Recreation Program for our youth at the Cedar Lake Recreation Area. This year the eight week program attracted 135 participants! That's double the participation rate of previous years, and welcomes 33 new families to the program. The youth enjoyed tennis lessons, organized games, arts and crafts, and swim activities. Special themed days such as Tournament Tuesday, Wacky Water Wednesday and Pizza Friday were extremely popular with the kids.

The Recreation Committee also offered a Summer Recreation Mini Program, for Sturbridge residents ages 3-6. This two week morning program was hosted by additional summer staff of the Recreation Program and provides adequate games, tennis lessons, arts and crafts and swimming for participants who aren't quite ready to spend the day yet.

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

- Gennie Pacetti – Director
- Ben Beaudry- Lifeguard
- Jimmie Reyes – Lifeguard
- Kenny Bond – Lifeguard
- Jordan Mallard - Lifeguard
- Adam Eineberg -Tennis Instructor
- Madison Baril - Tennis Instructor
- Tatum Corriveau –Play Leader
- Roman Krochmalnyckyj – Play Leader
- Sarah McGuire- Arts and Crafts Instructor
- Leah Corriveau- Mini Program



Our Summer Concerts on the Common Series continues to be one of our more popular programs. With funding provided by the Betterment Committee, Sturbridge Tourist Association, Lions Club, Rotary Club, Publick House, Sturbridge Orthodontics, and Savers Bank we were able to present the following Thursday Evening Concerts:

- June 15th- Sugar Punch (Dance Rock)
- June 22- Throwback to the 60s (60s Music)
- June 29- Last Fair Deal (Stringband, Bluegrass)
- July 6- 215th Army Band (Military)
- July 13- Squeeze Box Stompers (Mardi Gras, Cajun)
- July 20th Abletones (18 piece Orchestra)
- July 27th- Jumpin' Juba (Blues, Classics)
- August 3- Island Castaways (Summer Music)
- August 10th- Emotion (6 Decades Top Hits)
- August 17th- Steel Accent Drums (Island Music)
- August 24th- 4 2 Go (Classic Rock, Folk)





The Annual Tree Lighting Ceremony was held on Friday, November 24, 2017. It was a very successful event with our largest crowd yet; despite freezing temperatures 124 kids were able to sit on Santa's lap. We continued the tradition of the kid's Coloring Contest as well as the Letters to Santa program, and brought back the resident favorite- fire barrels! We had two amazing performances thanks to Adelaide Fay, and members of the Millennium Magic Chorus.

A special thanks to the following participants

- Sturbridge Police/Fire Department
- Sturbridge Highway Department
- Boys Scout Troop #161 & Erin Perrault
- Santa Clause
- Publick House
- Southbridge Credit Union
- Annie's Country Kitchen
- Lucine Zikos
- Maggie the Elf
- Adelaide Fay
- Millennium Magic Chorus

There is continuing interest in our Adult Recreational Programs. We have had a great Adult Coed Volleyball, Adult Competitive Volleyball, and Men's Basketball program this year with over 90 active participants! A special thanks to the custodial staff at Tantasqua Regional High School and Junior High School.

The Town Common Skating Rink has become very popular and was highly anticipated by many. Although the rink is weather dependent, residents were patient in allowing the rink to slowly freeze over and we were able to open early January this year. We are very fortunate with the many volunteers who kept the ice clear of snow, and we thank you very much!



As always, a special ***Thank You*** to Greg Morse and his team for the outstanding help in keeping our properties in outstanding shape.

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

Committee Members

Name	Title	Term
MaryLou Volpe	Chair	2019
Matt Johnson	Vice Chair	2020
Kaidon Phillips	Treasurer	2020
Kristie Galonek	Secretary	2018
Dan Thompson	Member	2020

Respectfully Submitted,

Sturbridge Recreation Committee
MaryLou Volpe, Chairman
Matt Johnson, Vice Chair
Dan Thompson
Kadion Phillip
Kristie Galonek
Annie Roscioli, Recreation Director

Joshua Hyde Public Library 2017 Annual Report

The library has 47,648 items on its shelves and over 100,000 eBooks, downloadable audio and video available to Sturbridge patrons. In 2017 we circulated \$1.3 Million worth of physical materials at the Joshua Hyde Public Library – 90,333 items. 6,358 Sturbridge residents have library cards.

This year we lost a dear friend, trustee, and supporter of the library, Mary White. A Library Trustee for over a decade, Mary loved the library and worked tirelessly on behalf of the community for the benefit of the JHPL.

The Friends of the Library continue to work hard to support library programs. They have had many successful fundraisers, including Mini-Golf in the Library in March, as well as the ongoing book sales. The library's program budget depends on the Friends and we thank all the members & volunteers that have made contributions.

Our dedicated staff this year: Cheryl Zelazo, Patricia Lalli, Dena Caron, Jude McDonald, Sylvia Lenti, Elaine McClain, Susan Briere, Kim Kvaracein, Susan Kline, Gina Piantoni, Anthony Messina, Alison Beaudette, Jessica LaFrance, Lisa Rice, Grace Ahlstrand, Tammy Dufresne.

Respectfully submitted,
Becky Plimpton, Director

Databases and online resources available with your JHPL library card!



**REPORT OF THE DIRECTOR OF VETERAN SERVICES
2017**

Services provided by this office for 2017 were:

1. Requests received for M.G.L. Chapter 115 benefits: 2
2. Total activated Chapter 115 Cases: 4
3. Total Veteran Burial assistance: 1
4. Total # residents aided under Chapter 115: 5
5. Requests for Federal V.A. assistance: 8
6. Requests for other assistance: 7
7. Total # residents assisted: 23

In June 2017, Mr. Timothy Hickey resigned as the director of Veterans Services in Sturbridge. Army veteran and Sturbridge resident, Stephen Gagnon, has sworn into the position in July 2017. The cases listed above reflect the services provided since July 2017 for Sturbridge veterans.

The veterans actively receiving CH 115 benefits have been inherited from Mr. Hickey's tenure as Veterans Director. There has been no additional veteran's added to the CH 115 benefit cases at this time. Many veteran inquiries since June 2017, involve questions and assistance regarding their Veteran Affairs benefits, to include; burial reimbursements, handicap home alterations grants, service connected disability claims, aid and attendance, and healthcare enrollment.

Office hours for Stephen Gagnon were held on the 2nd and last Wednesdays of the month, from 6-8pm, or by appointment. These hours are set to change in March 2018. The new office hours for Veteran Services, beginning in March 2018, are the 2nd and last Mondays from 9am-12pm. The new office hours will allow for a daytime presence of veterans' services in the town Center Office Building, while extending reach to the Senior Center at 480 Main St.

Respectfully submitted,

Stephen F. Gagnon
Director, Veteran Services

STURBRIDGE OPEN SPACE COMMITTEE

2017 Annual Report

The Open Space Committee (OSC) continues to focus on the following goals:

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

The OSC refers to both the Master Plan and the Open Space Plan (OSP) in order to guide its agendas. In view of the fact that the OSP needs to be fully updated by 2018, the Committee spent most of its time this past year meeting with the Town Planner to review maps and sections of the Plan that require newer and more accurate information. In January 2017, the OSC voted unanimously to support an article for Town Meeting requesting funding for the Town Planner's work in updating the OSP, and we are grateful this request was approved.

Our meetings with the Town Planner clarified which portions of the OSP narrative need updating; which items in the Appendix (specifically, short- and long-term goals) should be revised; how the various maps can more clearly show parcel lines, Town-acquired properties, the various parcel categories, and the different water bodies; which photos should be replaced; and, what kinds of public outreach we need to engage in. We also decided it would be useful to meet at some point with the Central Massachusetts Regional Planning Commission (CMRPC), whose suggestions are informing our revision of the OSP. Lastly, we would like to express our appreciation to the Planning Department's Administrative Assistant for the work she has already done to prepare new open space maps.

Our other principal focus early in the year was advocating that the Town purchase the Barrett Farm property, to be preserved as open space. We were disappointed that this initiative did not succeed. Although some open space is promised by the developer, it remains to be seen how much open space will be dedicated to the Town.

The OSC meets regularly in publicly announced sessions, typically on a monthly basis. Current members of the Committee are: Carol Goodwin, Chair; Elissa Gelfand; and, Lynne Sarty.

Respectfully submitted,
The Open Space Committee



REPORT OF THE TRAILS COMMITTEE 2017

In 2017, the Sturbridge Trails Committee (STC) continued the primary focus of building a sustainable town wide trail system and making existing trails more available to the public. Aside from the normal trail building and maintenance that occurs annually, the three key areas of focus were again to accelerate the building of planned trails, complete the mapping and marking of existing usable trails and continue public outreach.

On the trail improvements and construction front, we continued to accomplish a significant amount of work at minimal cost via our dedicated volunteers and trail building equipment. As in previous years, a majority of the improvements were on the Leadmine Mountain Conservation Land (Leadmine). It's still a priority of the committee to make this property accessible and easy to navigate for the public. The committee also worked on mapping and marking on the Plimpton property.

The committee received outstanding public support in 2017. We hold approximately 8 volunteer workdays a year on the 3rd Saturday of every month (April-Nov). These are the days where anyone was welcome to come help us work on trail projects. The committee also increased the number of workdays that occur during the week due to a strong and continued interest from the volunteer base.

Continued progress was made by the committee to reach out into the community in 2017. We continued to communicate on trail work days via email, website and Facebook. This meant spending more time posting content to the Facebook page and working to improve our network of interested volunteers. Similar to previous years, the effort put forth to hold the *Friends of Sturbridge Trails* (FrOST) meetings, run the public events, upkeep of the website, improve the use of social media, manage the work days and volunteer days all demonstrate the dedication of the committee to make the trails available to the residents of Sturbridge.

In our efforts to do more than just build trails, we also held a number of events to get people on the trails. Richard Paradise and Denise Lachapelle hosted several walks on the Leadmine Mountain Conservation area and held the Fifth Annual First Day Hike for a large group of New Year enthusiasts. Dave Peterkin and Gary Staab conducted multiple night hikes for star gazing and Darcy Foley lead and organized a number of runs and rides to get different age groups out onto the trail.

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

Voting members:

Brandon Goodwin, Chairman
Gary Staab, Vice Chairman
Fritz Reeve, Secretary
Bill Cunningham
Dave Peterkin

Associate members:

Richard Paradise, Trail Day Project Lead
Tom Chamberland, Treasurer
David Vadenais
Darcy Foley
Patrick McGarrah

Darcy Foley joined the committee in 2017, filling our only vacant spot. In addition to the above named committee members, we would like to recognize the following individuals for their continued involvement and support:

Leon Gaumont, Town Administrator
Dave Barnicle, Conservation Commission (trails liason)
Greg Morse, DPW
Rebecca Gendreau, Conservation Agent
Jean Bubon, Planning Dept.
Anne Renaud-Jones, Conservation Commission Clerk
Craig Moran, Sturbridge Service Center
Keith Mero, THS Carpentry Instructor

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

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

Volunteers

Volunteers working on construction related activities (not including normal meetings, administrative duties, or Frost events) generated 720hrs of labor valued at \$16,608.20. In addition, the committee received materials and equipment use donations valued at approximately \$31,000.

Phil Cambo and Northern Tree were huge advocates and generous supporters of the Sturbridge Trail system in 2017. Phil's willingness to donate the unique pieces of equipment when needed has been instrumental in supporting the volunteer efforts and completing projects that require heavy equipment beyond the means of the committee.

Old Sturbridge Village continues to be a great partner and neighbor at Leadmine Mountain. There are a number of minor access issues, where their patience and guidance were greatly appreciated.

Regional Trails

The local towns brought new life to this committee in 2017. The Trails Committee represents Sturbridge at the inter-town Regional Trails Committee meetings. The Regional Trails Committee is a coalition of members representing Sturbridge, Southbridge, Brimfield, Holland, US Army Corps of Engineers, Palmer and the Friends of the Titanic Rail Trail (formerly the Grand Trunk Trail Blazers).

Funding

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

This year the Trails Committee requested and received Betterment Funds for tools and an additional shed on the river lands property. We also requested and received funds from the CPC for a trail and parking lot traffic counter system. A small UTV was approved at the town meeting that will improve our ability to access and maintain sections of trail that are deeper in the woods. A line item request for a small tractor was submitted, but not approved to go to town meeting. FrOST also provided financial help to support our direct volunteer costs not supportable by town funding.

Accomplishments / Activities

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

Burgess Discovery Trail: The committee checked on this new trail, but minimum maintenance was required.

Heins Farm: Completed trails that require minimal maintenance.

Leadmine Mountain Conservation Land: This property had the most activity in 2017. The High School held their first cross country race on the property, starting and ending at Shattuck Road. The dam removal project was started and completed during the last four months of the year. This completely changed the terrain inside of the Arbutus Loop. We hired a team from the Student Conservation Association for two weeks to build trails, bridges and install signs. This team worked hard and completed a half mile of complex trail for the town. The committee also replaced one bridge and spent three workdays hauling material to level out some of the rougher trails.

Plimpton: Based on the approved trail plan, the committee started building and marking the main trails on this property. There will be a heavy focus on this property in 2018 with the end goal of holding our first true mountain biking event in late August. We also had a volunteer from the Boy Scouts build a section of trail on this property. Thank you Kaspar Mazeika.

Grand Trunk Trail: The town is still waiting for the appropriate state agencies to access the existing funds that would connect Faquhar Road to Westville Recreation Area trail system along the Quinebaug River. Fingers crossed that this is started in 2018.

Riverlands: The trail plan is complete and we are waiting on final review of the parking lot by a certified engineer. Once approved by the appropriate town boards, we plan to begin working on the property again. There are also a few minor easements that need to be in place to finalize the trail location.

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

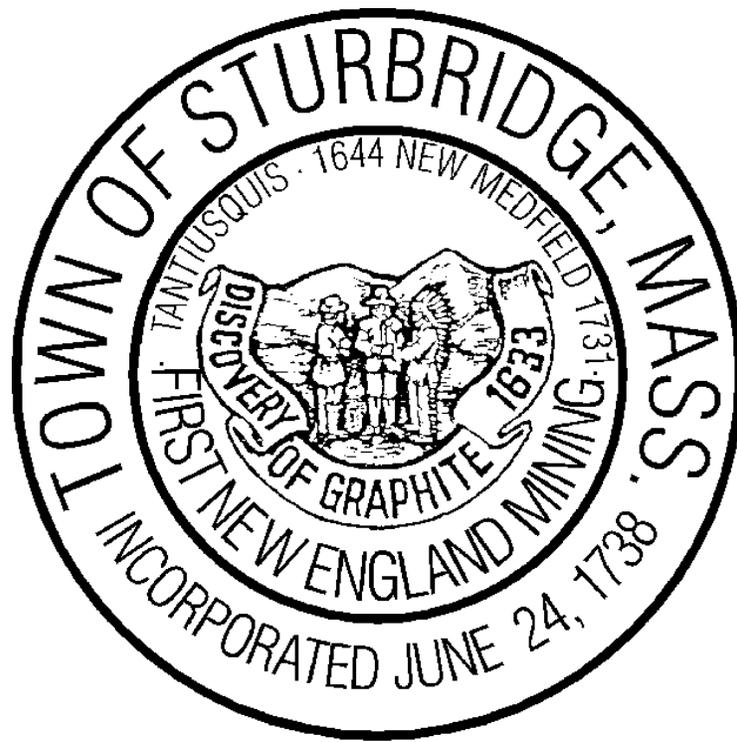
Sturbridge Trails Website: The committee continues to maintain the Sturbridge trails web site: <http://www.sturbridgetrails.org/index.html> and Facebook page: www.facebook.com/pages/Friends-of-Sturbridge-Trails The website averages 250-300 unique visitors per week and the facebook page has over 860 likes. The Web site is maintained by volunteers, and is now updated on a regular basis to include a current activity list and the latest trail maps where available. Our Facebook page also lists upcoming events as well as information on hiking safely, and area events related to the outdoors.

Respectfully submitted,

Brandon Goodwin
Chairman

ANNUAL & SPECIAL TOWN MEETING WARRANTS

2017



**TOWN OF STURBRIDGE
SPECIAL TOWN MEETING WARRANT**



**TANTASQUA REGIONAL HIGH SCHOOL
MONDAY, JUNE 5, 2017 @ 7:00 P.M.**

**ARTICLE 54
UNPAID BILLS OF A PREVIOUS FISCAL YEAR
(9/10th vote required)**

To see if the Town will vote to transfer the sum of FIVE THOUSAND TWO HUNDRED NINETY THREE AND 00/100 DOLLARS (\$5,293.00) from Free Cash for the purpose of paying unpaid bills of a prior fiscal year; or take any action relative thereto.

**ARTICLE 55
TRANSFER OF FREE CASH ROADS FUND**

To see if the Town will vote to transfer the sum of ONE HUNDRED NINE THOUSAND FIVE HUNDRED AND 00/100 DOLLARS (\$109,500.00) from Free Cash to the Road Construction, Repairs and Maintenance Account; or take any action relative thereto.

**ARTICLE 56
RESCIND PRIOR BORROWING AUTHORIZATIONS**

To see if the Town will vote to rescind the following excess borrowing authorizations:

<u>Amount</u>	<u>Project</u>	<u>Authorization</u>
\$270,000.00	Street Sweeper	Article 19 – June 1, 2015
\$139,000.00	SCBA equipment	Article 18 – June 1, 2015

or take any action relative thereto.

**ARTICLE 57
CREATE CAPITAL STABILIZATION FUND
*Two-thirds vote required***

To see if the Town will vote to establish a Capital Stabilization Fund in accordance with MGL Chapter 40, Section 5B; or take any action relative thereto.

ARTICLE 58

CAPITAL STABILIZATION FUND TRANSFER

To see if the Town will vote to transfer the sum of TWO HUNDRED NINETY EIGHT THOUSAND SIX HUNDRED AND 00/100 DOLLARS (\$298,600.00) from the Capital Projects Fund to the Capital Stabilization Fund, or take any action relative thereto.

ARTICLE 59

FREE CASH TRANSFER - SNOW AND ICE DEFICIT

To see if the Town will vote to transfer the sum of ONE HUNDRED TWENTY FOUR THOUSAND EIGHT HUNDRED AND 00/100 DOLLARS (\$124,800.00) from Free Cash to the Snow & Ice Account (#11432) or take any action relative thereto.

ARTICLE 60

FREE CASH TRANSFER – SERVER/STORAGE UPGRADE/REPLACEMENT

To see if the Town will vote to transfer the sum of FIFTY SIX THOUSAND AND 00/100 DOLLARS (\$56,000.00) from Free Cash for all costs related to the upgrade/replacement of the server at Town Hall, or take any action relative thereto.

ARTICLE 61

**TAX INCREMENT FINANCING AGREEMENT
AND PROJECT CERTIFICATION: PUBLICK HOUSE SERVICE CORP 1**

To see if the Town will vote to approve and certify the Local Incentive Application submitted for a hotel facility located at the project site situated at 283 Main Street, as shown on the Project Certification Application, and to authorize the Board of Selectmen to enter into a Tax Increment Financing Agreement, pursuant to the provisions of M.G.L. Chapter 40, section 59, with Publick House Service Corp 1, or its acceptable designee, all in substantially the form submitted to this Town Meeting, such approval serving to confirm the information contained in the Project Certification Application that (1) the project as proposed is consistent with the Town’s economic development objectives and can reasonably be expected to benefit significantly from the Tax Increment Financing Agreement; (2) the project will not overburden the Town’s infrastructure and utilities servicing the Economic Opportunity Area; and (3) the project, as described in the Project Certification Application, will have a reasonable chance of increasing employment opportunities; and to authorize designation of the project as a certified project for a term of ten (10) years and a tax increment financing plan of not more than ten (10) years at the following exemption rate on the added value resulting from the project:

1 st Year	90%
2 nd Year	90%
3 rd Year	90%
4 th Year	60%
5 th Year	60%
6 th Year	40%
7 th Year	40%
8 th Year	20%
9 th Year	20%
10 th Year	10%

Or take any action in relation thereto.

ARTICLE 62
TAX INCREMENT FINANCING AGREEMENT
AND PROJECT CERTIFICATION: ARLAND TOOL & MFG INC

To see if the Town will vote to approve the Project Certification Application submitted for an office building located at the project site situated at 198 Charlton Road, as shown on the Project Certification Application, and to authorize the Board of Selectmen to enter into a Tax Increment Financing Agreement, pursuant to the provisions of M.G.L. Chapter 40, Section 59, with Arland Tool & Mfg., Inc., or its acceptable designee, all in substantially the form submitted to this Town Meeting, such approval serving to confirm the information contained in the Project Certification Application that (1) the project as proposed is consistent with the Town's economic development objectives and can reasonably be expected to benefit significantly from the Tax Increment Financing Agreement; (2) the project will not overburden the Town's infrastructure and utilities servicing the Economic Opportunity Area; and (3) the project, as described in the Project Certification Application, will have a reasonable chance of increasing employment opportunities; and to authorize designation of the project as a certified project for a term of five (5) years and a tax increment financing plan of not more than five (5) years at the following exemption rate on the added value resulting from the project:

1st Year	90%
2nd Year	70%
3rd Year	50%
4th Year	30%
5th Year	10%

Or take any action in relation thereto.

Given under our hands this 27th day of April in the year of our Lord, Two Thousand and Seventeen.

**TOWN OF STURBRIDGE
ANNUAL TOWN MEETING WARRANT**



**TANTASQUA REGIONAL HIGH SCHOOL
MONDAY, JUNE 5, 2017 @ 7:00 P.M.**

**ARTICLE 1
TOWN REPORTS**

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

**ARTICLE 2
COMMUNITY PRESERVATION COMMITTEE REPORT**

To see if the Town will vote to hear and act on the report of the Community Preservation Committee on the Fiscal Year 2018 Community Preservation budget and to appropriate from the Community Preservation Fund a sum of money to meet the administrative expenses and all other necessary and proper expenses of the Community Preservation Committee for Fiscal Year 2018; and further to reserve for future appropriation amounts as recommended by the Community Preservation Committee: a sum of money for the acquisition, creation and preservation of open space, a sum of money for acquisition and preservation of historic resources, and a sum of a money for the creation, preservation and support of community housing, or take any action relative thereto.

**ARTICLE 3
COMMUNITY PRESERVATION – NORTH CEMETERY**

To see if the Town will vote to appropriate from the Community Preservation Fund Historic Preservation Fund Balance the sum of NINE THOUSAND FIVE HUNDRED AND 00/100 DOLLARS (\$9,500.00) to be allocated for the purpose of conservation, rehabilitation and restoration of the historic North Cemetery and related administrative costs; or take any action relative thereto.

**ARTICLE 4
COMMUNITY PRESERVATION – HISTORIC RESOURCE SURVEY**

To see if the Town will vote to appropriate from the Community Preservation Fund Historic Preservation Fund Balance the sum of TWENTY THOUSAND AND 00/100 DOLLARS (\$20,000.00) to be allocated for the purpose of funding the Sturbridge Community Wide Historic Property Survey; or take any action relative thereto.

ARTICLE 5
COMMUNITY PRESERVATION-ADMINISTRATION

To see if the Town will vote to appropriate from the Community Preservation Fund Undesignated Fund Balance the sum of FIFTEEN THOUSAND AND 00/100 DOLLARS (\$15,000.00) to be allocated for the purpose of operating and administrative expenses in FY 2018 for the Community Preservation Committee (CPC); or take any action relative thereto.

ARTICLE 6
COMMUNITY PRESERVATION-RECREATION COURT BORROWING

Two-thirds vote required

To see if the Town will appropriate THREE HUNDRED SIX THOUSAND EIGHT HUNDRED FIFTY AND 00/100 DOLLARS (\$306,850.00), or any other amount, to pay costs of renovation/restoration of basketball and tennis courts at Cedar Lake, including the payment of costs incidental or related thereto, and to determine whether this amount shall be raised by taxation, borrowing, transfer from available funds, or otherwise provided, or take any other action relative thereto.

ARTICLE 7
COMMUNITY PRESERVATION-OPEN SPACE ACQUISITION BORROWING

Two-thirds vote required

To see if the Town will vote to appropriate EIGHT HUNDRED FIFTY THOUSAND AND 00/100 DOLLARS (\$850,000) to pay costs of acquiring, by gift, negotiated purchase or eminent domain a parcel of land of approximately 241.53 acres, more or less, owned by Debra E. Gardiner as described on Assessors Map 27 as Parcel 14 and Parcel 50, to be managed and controlled by the Conservation Commission of the Town of Sturbridge in accordance with Chapter 40, Section 8C, for conservation and passive recreation purposes, and to determine whether this amount shall be raised by taxation, transfer from available funds, borrowing, including the borrowing of funds in accordance with M.G.L. c. 44B, §11 (the Community Preservation Act), or otherwise; that the Board of Selectmen, or any other appropriate official or body of the Town, is authorized to file on behalf of the Town of Sturbridge any and all applications deemed necessary under the Self-Help Act (M.G.L. Chapter I 32A, Section 11) or any other applications for funds in any way connected with the scope of this acquisition, and the Town Administrator and the Board of Selectmen and the Conservation Commission be authorized, as they deem appropriate, to enter into all agreements and execute any and all instruments including the conveyance of a perpetual conservation restriction in accordance with M.G.L. Chapter 184 as required by Section 12(a) of Chapter 448 or Chapter 293 Section 10 of the Acts of 1998 as amended, as may be necessary on behalf of the Town of Sturbridge to affect said purchase. Any conservation restriction may be granted to any organization qualified and willing to hold such a restriction, or take any other action relative thereto.

ARTICLE 8
ROAD CONSTRUCTION, REPAIRS AND MAINTENANCE

To see if the Town will vote to raise and appropriate FOUR HUNDRED FIFTY-EIGHT THOUSAND AND 00/100 DOLLARS (\$458,000.00) to the Road Construction, Repairs and Maintenance Account in order to fund the road construction, repairs and maintenance of town roads as determined by the DPW Director; or take any action relative thereto.

ARTICLE 9
REVALUATION/INTERIM ADJUSTMENTS

To see if the Town will vote to raise and appropriate THIRTY-FIVE THOUSAND AND 00/100 DOLLARS (\$35,000.00) to the Revaluation/Interim Adjustments Account; or take any action relative thereto.

ARTICLE 10
TOWN BUDGET

To see if the Town will vote to raise and appropriate a sum of money as may be necessary to pay the Town charges for the fiscal year beginning July 1, 2017 and vote to fix salary and compensation of all elected officials of the Town in accordance with the provisions of Massachusetts General Laws, Chapter 41, Section 108, effective July 1, 2017; or take any action relative thereto.

ARTICLE 11
WATER DEPARTMENT

To see if the Town will vote to raise and appropriate, through the fixing and collection of just and equitable prices and rates set by the Board of Selectmen (acting as Water Commissioners), the sum of ONE MILLION FOUR HUNDRED NINETY THREE THOUSAND SEVEN HUNDRED NINETY TWO AND 00/100 DOLLARS (\$1,493,792.00), for the expenses of the Water Department or take any action relative thereto.

Estimated budget for FY18 is:

Contract Operations	\$ 676,927.00
Electricity	\$ 140,000.00
Chemicals, Testing & Propane	\$ 32,446.00
DPW Director	\$ 12,523.00
Meter Maintenance	\$ 10,000.00
Billing Expense	\$ 4,900.00
Legal/Administrative Expense	\$ 25,000.00
Debt Service	\$ 524,346.00
Miscellaneous	\$ 25,150.00
Capital Replacement	\$ 42,500.00
Total:	<hr/> <u>\$ 1,493,792.00</u>

ARTICLE 12
SEWER DEPARTMENT

To see if the Town will vote to raise and appropriate, through the fixing and collection of just and equitable prices and rates set by the Board of Selectmen (acting as Sewer Commissioners), the sum of TWO MILLION SEVEN HUNDRED NINETY-SIX THOUSAND EIGHT HUNDRED FIFTY-SIX AND 00/100 DOLLARS (\$2,796,856.00), for the expenses of the Sewer Department or take any action relative thereto.

Estimated budget for FY18 is:

Contract Operations	\$	890,126.00
Electricity	\$	235,000.00
Chemicals, Testing & Diesel	\$	243,142.00
DPW Director	\$	12,523.00
Billing Expense	\$	4,900.00
Legal/Administrative Expense	\$	5,000.00
Debt Service	\$	859,265.00
Southbridge Fees	\$	180,000.00
Liquid Sludge Handling	\$	267,500.00
Miscellaneous Expenses	\$	47,800.00
Capital Replacement	\$	51,600.00

Total:	\$	2,796,856.00
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ARTICLE 13
SEWER PROJECT DEBT

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

- TWO HUNDRED THREE THOUSAND FIVE HUNDRED SEVENTY-SEVEN AND 00/100 DOLLARS (\$203,577.00) from the F/B Reserved for Sewer Betterments to the Phase II Sewer Debt Account #28440-59100;
- TWO HUNDRED FIFTY-THREE THOUSAND FOUR HUNDRED FIFTY AND 00/100 DOLLARS (\$253,450.00) from the F/B Reserved for Sewer Betterments to the Phase III Sewer Debt Account #28440-59300;
- ONE HUNDRED FOURTEEN THOUSAND FOUR HUNDRED FIFTEEN AND 00/100 DOLLARS (\$114,415.00) from the F/B Reserved for Sewer Betterments to the Cedar Lake Sewer Debt Account #28440-59200;
- ONE HUNDRED FIFTY-THREE THOUSAND TWO HUNDRED THIRTEEN AND 00/100 DOLLARS (\$153,213.00) from the F/B Reserved for Sewer Betterments to the Big Alum Sewer Debt Account #28440-59220; and

- FIFTY-EIGHT THOUSAND FOUR HUNDRED THIRTEEN AND 00/100 DOLLARS (\$58,413.00) from the F/B Reserved for Sewer Betterments to the Woodside/Westwood Sewer Debt Account #28440-59230;

for the purpose of paying the debt service due on these sewer projects for FY18, or take any action relative thereto.

ARTICLE 14
PUBLIC ACCESS DEPARTMENT

To see if the Town will vote to appropriate from the PEG Access and Cable Related Fund, the sum of ONE HUNDRED ONE THOUSAND NINE HUNDRED SIXTY SEVEN and 00/100 DOLLARS (\$101,967.00) for the expenses of Public Access as follows:

Salaries/Wages	\$ 68,892.00
Employee Benefits	\$ 17,700.00
Operating Expenses	\$ 10,375.00
Capital	\$ 5,000.00
Total	<u>\$ 101,967.00</u>

or take any action relative thereto.

ARTICLE 15
COMMUNITY PRESERVATION DEBT SERVICE

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

- NINETY-TWO THOUSAND TWO HUNDRED FIFTY AND 00/100 DOLLARS (\$92,250.00) for the purpose of paying the debt service for the OSV Land Acquisition;
- FIFTY-THREE THOUSAND FIVE HUNDRED FIFTY AND 00/100 DOLLARS (\$53,550.00) for the purpose of paying the debt service for the Heins Farm Acquisition;
- ONE HUNDRED TWELVE THOUSAND FOUR HUNDRED EIGHTY-TWO AND 00/100 DOLLARS (\$112,482.00) for the purpose of paying the debt service for the Town Hall/Center Office renovation project;

or take any action relative thereto.

ARTICLE 16
REVOLVING FUNDS

To see if the Town will vote to establish and re-establish the following Revolving Funds as provided for in Massachusetts General Laws, Chapter 44, Section 53E½; or to take any action relative thereto.

<u>Revolving Fund</u>	<u>Purpose</u>	<u>Funds to be Deposited From</u>	<u>Authorized to Expend</u>	<u>Maximum Expenditure</u>
Recreation	Costs associated with recreational programs, activities and facilities improvements.	Program fees, donations, gifts, private sponsorship, facilities fees	Recreation Committee	\$30,000.00
HazMat Cleanup	To address hazardous materials spills and provide the Fire Department the means to bill insurance companies and refurbish supplies used in HazMat spills.	Insurance proceeds and other proceeds received by the HazMat Team for services.	Fire Chief	\$20,000.00
Board of Health	Payment for clerical support and staff required to service large events such as festivals and fairs, initial restaurant consultations and restaurant inspections beyond two per year, public health inspections, engineering, public health nursing and emergencies.	Temporary permits and licenses, fines levied by the BOH and fees for initial restaurant consultations, excess food service inspections, beach testing, and fees from complex Title 5 engineering services.	Board of Health	\$20,000.00
BOH: Pay-As-You-Throw Program	Any and all costs associated with the planning, promoting or implementing the PAYT Program, or the operational expenses, equipment	Program fees including, but not limited to, receipts for Program bags, stickers or other fees that may be established from	Board of Health	\$20,000.00

	or supplies of the PAYT Program.	time to time by the Board of Health and donations.		
Senior Center	Payment to instructors, presenters, service providers, supplies for special programs and repairs.	Program fees, private sponsorship, donations and participation fees	Council on Aging	\$10,000.00
Planning Department	Payment for any and all costs associated with the Town's Geographic Information System including the acquisition of software, hardware and maintenance of same and supplies, data and the development and/or conversion of data including the costs of consultant services to develop GIS related products for the town, or other related expenses.	GIS support services including fees collected for the development and printing of maps and other GIS data requests	Town Planner	\$10,000.00

Public Lands	Development and implementation of forestry management plans, trail development & maintenance, signage, trail maps, construction of foot bridges, purchase of supplies and development of access for public use, educational purposes and general maintenance of open space parcels owned by the Town.	Forestry management and donations.	Conservation Commission	\$20,000.00
Sturbridge Tourist Association	All and any costs associated with planning, promoting or implementing Sturbridge tourist related events.	Grants for tourism, revenue generated through tourist events and promotions; program fees and donations.	Sturbridge Tourist Association	\$20,000.00
CPR	All costs for the support of the CPR classes offered by the Sturbridge Fire Department including replacement of training materials	Program fees and donations	Fire Chief	<u>\$5,000.00</u>
House Numbering	All costs for the support of the House Numbering program offered by the Sturbridge Fire Department	Program fees and donations	Fire Chief	<u>\$5,000.00</u>

or take any action relative thereto.

ARTICLE 17
STURBRIDGE TOURIST ASSOCIATION

To see if the Town will transfer and appropriate from the Hotel/Motel Special Account to the Sturbridge Tourist Association Account the sum of ONE HUNDRED SIXTY-ONE THOUSAND NINE HUNDRED FIFTY-SEVEN AND 00/100 DOLLARS (\$161,957.00) or to take any action relative thereto.

Estimated budget for FY18:

Community Support	\$ 34,093.50
Marketing & Advertising	\$ 93,268.50
Economic Development/Tourism Coordinator	<u>\$ 34,595.00</u>
Total	<u>\$ 161,957.00</u>

ARTICLE 18
BETTERMENT COMMITTEE

To see if the Town will vote to transfer and appropriate from the Hotel/Motel Special Account to the Betterment Account the sum of ONE HUNDRED SIXTY-ONE THOUSAND NINE HUNDRED FORTY-SEVEN AND 00/100 DOLLARS (\$161,947.00) for the following items:

Flower Barrels	\$ 2,200.00
Plantings (Bloom Committee)	\$ 450.00
Beautification of Senior Center and/or Grounds	\$ 1,000.00
Beautification Joshua Hyde Library	\$ 2,500.00
Wayfinding Streetscape Improvements	\$20,000.00
Beautification at Town Hall/Center Office Bldgs.	\$ 2,500.00
Tree Maintenance (town-wide)	\$ 9,250.00
Town Common Tree Maintenance	\$ 6,025.00
Tree Planting - Arbor Day Program	\$ 1,500.00
Town Offices Decorations	\$ 5,000.00
Main Street Tree and Park Maintenance	\$ 2,000.00
DPW Sidewalk Maintenance	\$20,000.00
DPW Leaf Vacuum	\$ 3,240.00
DPW Zero Turn Mower	\$ 3,702.00
DPW Lawn Tractor Mower	\$ 3,404.00
Fire Dept. Special Event Overtime	\$ 5,200.00
Fire Dept. Voice Pagers	\$ 6,600.00
Police Dept. Special Event Overtime	\$10,000.00
Police Dept. Solar LED Pedestrian Crossing Signs	\$ 8,500.00
Police Dept. Protective Plate Carrier Vests	\$19,980.00
Council on Aging Automatic Door Operator	\$ 2,960.00
Safety Improvements to Town Buildings	\$ 3,615.00
Cedar Lake (Town Beach) Water Treatment	\$ 1,750.00
Town Common Summer Concert Series	\$ 4,000.00
SLAC / Great Ponds Weed & Safety Program	\$ 5,000.00
Decorations for Town Common	\$ 3,500.00

Recreation Accessible Park Table	\$ 1,093.00
Recreation Ping Pong Table	\$ 888.00
Recreation Electrical Panel Town Common	\$ 1,825.00
Trail Committee Trafx Counter System	\$ 2,375.00
Trail Committee Driveway Surface Grader	\$ 1,900.00

TOTAL	\$161,957.00

or to take any action relative thereto.

ARTICLE 19
CAPITAL IMPROVEMENT PLAN

To see if the Town will vote to transfer from Free Cash and appropriate the sum of FOUR HUNDRED SEVENTY THOUSAND THREE HUNDRED AND 00/100 DOLLARS (\$470,300.00) to the Capital Improvement Account for the purpose of funding the following items, including the payment of all costs incidental and related thereto, from the Capital Improvement Plan to be undertaken for the Fiscal Year beginning July 1, 2017:

<u>Department</u>	<u>Item Approved</u>	<u>Amount</u>
Senior Center	Replacement Windows	\$ 28,000.00
DPW	Roof Repair – Office and Front Garage	\$ 42,000.00
DPW	Garage Waste Oil Furnace	\$ 8,200.00
DPW	Dump Truck	\$188,000.00
Facilities	HVAC Study Town Hall/Center	
	Office Building	\$ 35,000.00
Fire	Rescue Boat	\$ 28,000.00
Fire	Portable Two-Way Radios	\$ 27,000.00
Library	Painting – Main Floor of Library	\$ 25,000.00
Police	Defibrillators	\$ 12,600.00
Police	CrossMatch Livescan Full Palm Scanner	
	With IMC compatibility interface	\$ 25,500.00
Public Safety Complex	Security Access System	\$ 33,000.00
Trails	4WD Utility Vehicle	\$ 10,500.00
Public Safety Complex	Office Chairs	\$ 7,500.00

TOTAL:		\$470,300.00

or take any action relative thereto.

ARTICLE 20

TREE PLANTING TRANSFER OF FUNDS

To see if the Town will vote to transfer the sum of FIVE THOUSAND AND 00/100 DOLLARS (\$5,000.00) from the Watering Fund Account to the Public Highway Shade Tree Account for the purpose of setting out and caring for shade trees along the public highways of the town; or take any action relative thereto.

ARTICLE 21

AMBULANCE STABILIZATION FUND

To see if the Town will vote to raise and appropriate SIXTY THOUSAND AND 00/100 DOLLARS (\$60,000.00) to the Ambulance Stabilization Fund for the purpose of reserving funds for the future purchase of an ambulance; or take any action relative thereto.

ARTICLE 22

FIRE VEHICLE STABILIZATION FUND

To see if the Town will vote to raise and appropriate ONE HUNDRED THOUSAND AND 00/100 DOLLARS (\$100,000.00) to the Fire Vehicle Stabilization Fund for the purpose of reserving funds for the future purchase of major fire apparatus; or take any action relative thereto.

ARTICLE 23

OPEB TRUST FUND

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

ARTICLE 24

OPEN SPACE PLAN

To see if the Town will vote to transfer the sum of FIVE THOUSAND AND 00/100 DOLLARS (\$5,000.00) from Free Cash for the costs of updating the Open Space Plan; or take any action relative thereto.

ARTICLE 25

TAX RATE RELIEF

To see if the Town will vote to authorize the Board of Assessors to use the amount of TWO HUNDRED FIFTY THOUSAND AND 00/100 DOLLARS (\$250,000.00) from Free Cash to lower the tax rate for the fiscal year beginning on July 1, 2017; or take any action relative thereto.

ARTICLE 26

CAPITAL STABILIZATION FUND

To see if the Town will vote to raise and appropriate ONE HUNDRED FIFTY-NINE THOUSAND AND 00/100 DOLLARS (\$159,000.00) to the Capital Stabilization Fund; or take any action relative thereto.

ARTICLE 27

BETTERMENT PAYOFFS – DISSOLVING OF BETTERMENTS

To see if the Town will vote to transfer the sum of SEVENTY-FIVE AND 00/100 DOLLARS (\$75.00) from the F/B Reserved for Sewer Betterments for the purpose of paying recording fees to the Registry of Deeds; or take any action relative thereto.

ARTICLE 28

ZONING BYLAW – PROHIBITION OF RECREATIONAL MARIJUANA

Two-thirds vote required

To see if the Town will vote to amend the Zoning Bylaw by inserting a new Chapter 32 – Marijuana Not Medically Prescribed by inserting the language below or take any action relative thereto:

CHAPTER 32 –MARIJUANA NOT MEDICALLY PRESCRIBED

Chapter 32 - Marijuana Not Medically Prescribed

Consistent with MGL Ch. 94G, Section 3(a)(2), all types of marijuana establishments as defined in MGL Ch. 94G, Section 1(j), to include all marijuana cultivators, marijuana testing facilities, marijuana product manufacturers, marijuana retailers or any other types of licensed marijuana-related businesses, shall be prohibited within the Town of Sturbridge.

ARTICLE 29

**ZONING BYLAW – TEMPORARY MORATORIUM
OF RECREATIONAL MARIJUANA**

Two-thirds vote required

To see if the Town will vote to amend the Zoning Bylaw by inserting a new Chapter 31 – Temporary Moratorium on Recreational Marijuana Establishments by inserting the language below or take any action relative thereto:

**CHAPTER 31 – TEMPORARY MORATORIUM ON RECREATIONAL MARIJUANA
ESTABLISHMENTS**

Purpose:

On November 8, 2016, the voters of the Commonwealth approved a law regulating the cultivation, processing, distribution, possession and use of marijuana for recreational purposes (new G.L. c. 94G, Regulation of the Use and Distribution of Marijuana Not Medically Prescribed). The law, which allows certain personal use and possession of marijuana, took effect on December 15, 2016 and (as amended on December 30, 2016; Chapter 351 of the Acts of 2016) requires a Cannabis Control Commission to issue regulations regarding the licensing of commercial activities by March 15, 2018 and to begin accepting applications for licenses on April 1, 2018. Currently under the Zoning Bylaw, a non-medical Marijuana Establishment (hereinafter, a “Recreational Marijuana Establishment”), as defined in G.L. c. 94G, §1, is not specifically addressed in the Zoning Bylaw. Regulations to be promulgated by the Cannabis

Control Commission may provide guidance on certain aspects of location regulation of Recreational Marijuana Establishments. The regulation of recreational marijuana raises novel legal, planning, and public safety issues, and the Town needs time to study and consider the regulation of Recreational Marijuana Establishments and address such issues, as well as to address the potential impact of the State regulations on local zoning and to undertake a planning process to consider amending the Zoning Bylaw regarding regulation of Recreational Marijuana Establishments to as to allow sufficient time to address the effects of such structures and uses in the Town and to enact bylaws in a consistent manner.

Temporary Moratorium:

For the reasons set forth above and notwithstanding any other provision of the Zoning Bylaw to the contrary, the Town hereby adopts a temporary moratorium on the use of land or structures for a Recreational Marijuana Establishment and other uses related to recreational marijuana. The moratorium shall be in effect until December 30, 2018, or until such time as the Town adopts Zoning Bylaw amendments that regulate Recreational Marijuana Establishments, whichever occurs earlier. During the moratorium period, the Town will undertake a planning process to address the potential impacts of recreational marijuana in the Town, and to consider the Cannabis Control Commission regulations regarding Recreational Marijuana Establishments, and shall consider adopting new Zoning Bylaws in response to these new issues.

Definition –

Recreational Marijuana Establishment shall mean a marijuana cultivator, marijuana testing facility, marijuana product manufacturer, marijuana retailer or any other type of licensed marijuana related business.

ARTICLE 30

ZONING BYLAW – FOOD ESTABLISHMENT/FAST CASUAL

Two-thirds vote required

To see if the Town will vote to amend the Zoning Bylaw by deleting the current definition of “Restaurant” and inserting the following definitions of “Restaurant” and “Fast Casual Restaurant” in the appropriate locations within Chapter Two; and to modify the existing definition of Fast Food Establishment by inserting the underlined text or take any action relative thereto:

Fast Food Establishment: An establishment where the principal method of operating includes:

(1) sale of prepared, ready-to-consume food and beverages in paper, plastic or other disposable containers, or (2) service of food and beverages directly to a customer in a motor vehicle.

Bakeries, delicatessens, confectioneries, and other similar, retail establishments, which incidentally sell retail food and beverages in disposable containers for off-site consumption are not fast food establishments. A fast food establishment may have a drive thru window subject to the standards outlined in this bylaw.

Fast Casual Restaurant: An establishment that is at least 4,000 square feet in area, which serves food or beverages for immediate consumption either on the premises, or to be taken out for consumption elsewhere. A Fast Casual Restaurant is usually characterized as an establishment in which food is cooked on a customer-demand basis, payment is required prior to consumption, and seating or other physical accommodations for on-premises customer dining, with limited or no table service (no waiters or waitresses), is provided. (**or** – that does not offer full table service, but promises a higher quality of food with fewer frozen or processed ingredients than other fast food restaurants). Examples of this type of facility may include, but are not limited to, establishments selling sandwiches, salads, soups, fresh baked breads and other freshly prepared dishes. May include a drive thru window either by Special Permit or by right as noted elsewhere in this bylaw.

Restaurant: An establishment which serves food or beverages for immediate consumption primarily on the premises, with only a minor portion, if any, of the food being taken out of the establishment. A Full Service Restaurant is characterized as an establishment in which food is cooked or prepared on the premises on a customer-demand basis, which requires payment after consumption, and provides seating and tables for on-premises customer dining with table service (waiters or waitresses). A full service restaurant does not contain a Drive Thru Window.

Furthermore, to see if the Town will vote to amend the Zoning Bylaw by inserting Fast Casual and Walk Up Establishments in Chapter Seven – Commercial District and Chapter Eleven Commercial II District by inserting a new 7.01 (m) and 7.01 (n) and inserting the following underlined text.

7.01 PERMITTED USES

(m) Walk Up Establishment

(n) Fast Casual Restaurant

Furthermore, to see if the Town will vote to amend the Zoning Bylaws by amending Chapter Eleven – Commercial II District by inserting a new 11.01 (m) and 11.01 (n) and inserting the underlined text.

11.01 PERMITTED USES

(m) Walk Up Establishment

(n) Fast Casual Restaurant

ARTICLE 31

**ZONING BYLAW – DEFINITION OF SINGLE FAMILY ATTACHED AND
DETACHED DWELLING, & MULTI FAMILY DWELLING**

Two-thirds vote required

To see if the Town will vote to amend the Zoning Bylaw – Chapter Two Definitions by modifying the existing definition of “Single Family Dwelling” by inserting the underlined language text below and by inserting the following new definitions for “Single Family Attached Dwelling” and “Multi Family Dwelling” or take any action relative thereto:

Single Family Detached Dwelling - A detached building designed for or occupied exclusively by one family. {**Amended 4-29-74; Article 37**}

Single Family Attached Dwelling - A building where three or more individual dwelling units are physically connected to like dwellings for at least a portion of one or more of their exterior walls and therefore have no side yard. Single family attached dwellings may include townhouses in traditional row or other configuration or shape; or individual single family units meeting at a common lot line. A single family detached dwelling shall not include any building where any dwelling unit is located above or below any other dwelling unit.

Multi Family Dwelling – A building containing three or more dwelling units, including units that are located over one another.

ARTICLE 32

**ZONING BYLAW – AMEND PERMITTED USES IN THE RURAL RESIDENTIAL,
SUBURBAN RESIDENTIAL AND SPECIAL USE DISTRICTS**

Two-thirds vote required

To see if the Town will vote to amend the Zoning Bylaw – Chapter Five – Rural Residential, Chapter Six – Suburban Residential and Chapter Fourteen – Special Use District by inserting the underlined text below or take any action relative thereto:

Chapter Five Proposed Amendments

5.01 PERMITTED USES

(a) Single family detached dwelling.

5.02 Exceptions which may be allowed by Special Permit from the Special Permit Granting Authority (SPGA) in accordance with the regulations appearing in Section 24.09 of this Bylaw: {**Amended 4-11-83; Article 37**}

(n) Single family attached dwelling, provided that:

(1) It is located within an Open Space Residential Development and meets the requirements outlined in Chapter 17 –Open Space Residential Development.

(2) There is not less than 20,000 square feet of lot area per dwelling unit

Chapter Six Proposed Amendments

6.01 PERMITTED USES

(a) Single family detached dwelling.

6.02 Exceptions which may be allowed by Special Permit from the Special Permit Granting Authority (SPGA) in accordance with the regulations appearing in Section 24.09 of this Bylaw. **{Amended 4-11-83; Article 37}**

(i) Single family attached dwelling, provided that:

(1) It is located within an Open Space Residential Development and meets the requirements outlined in Chapter 17 –Open Space Residential Development.

(2) There is not less than 20,000 square feet of lot area per dwelling unit

Chapter Fourteen Proposed Amendments

14.01 PERMITTED USES

(a) Single family detached dwelling

14.02 Exceptions which may be allowed by Special Permit from the Special Permit Granting Authority (SPGA) in accordance with the regulations appearing in Section 24.09 of this bylaw:

(h) Single family attached dwelling, provided that:

(1) It is located within an Open Space Residential Development and meets the requirements outlined in Chapter 17 –Open Space Residential Development.

(2) There is not less than 20,000 square feet of lot area per dwelling unit

(i) Two family dwelling provided that:

(1) It is located within an Open Space Residential Development and meets the requirements outlined in Chapter 17 –Open Space Residential Development.

(2) There is not less than twenty thousand (20,000) square feet of lot area per dwelling unit.

(j) Multi family dwelling provided that:

- (1) It is located within an Open Space Residential Development and meets the requirements outlined in Chapter 17 –Open Space Residential Development.
- (2) There is not less than twenty thousand (20,000) sq. ft. of lot area per dwelling unit.

ARTICLE 33
ZONING BYLAW – OPEN SPACE RESIDENTIAL DEVELOPMENT

Two-thirds vote required

To see if the Town will vote to amend the Zoning Bylaw- Chapter Seventeen – Open Space Residential Development by inserting the underlined text below and by deleting strikethrough text where noted below and renumbering the subsections as appropriate or take any action relative thereto:

CHAPTER SEVENTEEN
OPEN SPACE RESIDENTIAL DEVELOPMENT

17.01 PURPOSE AND INTENT:

- A. Open Space Residential Development (OSRD) is a creative land use technique that accommodates residential growth while preserving at least 50% of the parcel as meaningful open space in perpetuity. OSRD is the preferred form of residential development in the Town of Sturbridge and is permitted within the Rural Residential, Suburban Residential and Special Use Zoning Districts.
- B. The primary purposes for this bylaw are to encourage flexibility and creativity in the design of residential developments and to encourage a less sprawling and more efficient form of development that consumes less open land and conforms to existing topography and natural features better than traditional subdivisions. Appropriate OSRD will facilitate the permanent preservation of meaningful open space and help to maintain the Town's traditional New England character and land use development pattern.

17.02 DEFINITIONS:

Active Recreation - Activities of a formal nature and often performed with others, requiring equipment and/or the use of motorized vehicles and taking place at prescribed places and sites.

Amenities - Natural or created features that enhance the aesthetic quality or visual appeal or makes more attractive or satisfying a particular property, place or area. Amenities may include gardens, parks, playgrounds, tennis courts, ball fields, club houses, trails, swimming pools and other similar items.

Basic Maximum Number – The number of dwelling units that would be allowed on a site using the standard Zoning Bylaw Provisions and/or Subdivision Rules and Regulations as determined by a Conventional Yield Plan.

Common Area – Any land area, other than Open Space, set aside for common ownership as a result of an OSRD, including areas for Common Facilities.

Hard Stormwater Management Techniques – Structural stormwater management techniques including, but not limited to, catch basins, subsurface piping, stormwater inlets, and subsurface leaching facilities. These techniques generally require heavy infrastructure and often result in significant alteration of the site hydrology.

Homeowner’s Association – A private non-profit organization (corporation, association, or other legal entity) established by the developer to manage, maintain, support, and finance the common facilities and common open space of an OSRD, and to enforce certain covenants and restrictions.

Low Income Household – These households shall be defined as those in the ‘Very Low Income’ affordability range as published annually by the Department of Housing and Urban Development. Although this figure is generally considered to be 50% of the Area Median Income (AMI), the Planning Board recognizes that this calculation may vary depending upon the subsidy program applied to the unit.

Moderate Income Household – These households shall be defined as those in the ‘Low Income’ affordability range as published annually by the Department of Housing and Urban Development. Although this figure is generally considered to be 80% of the Area Median Income (AMI), the Planning Board recognizes that this calculation may vary depending upon the subsidy program applied to the unit.

Passive Recreation - Activities that involve inactive or less energetic activities, such as walking, sitting and picnicking, etc. These activities have less potential impact on surrounding land uses.

Soft Stormwater Management Techniques – Non-structural stormwater management techniques that use passive surface pre-treatment of stormwater in conjunction with decentralized recharge to achieve a low impact design that attempts to mimic predevelopment hydrologic conditions to the greatest practicable extent.

17.03 APPLICABILITY:

- A. The Planning Board may grant a Special Permit for an Open Space Residential Development for any parcel or contiguous parcels in the same ownership within the Rural Residential, Suburban Residential or Special Use Districts ~~provided that the total land area is at least ten (10) acres for housing types other than single family detached dwelling units.~~ The Planning Board may determine that two or more parcels separated by a road or other man-made feature are “contiguous” for the purpose of this section, if they will serve as a singular resource and effectively satisfy the Purpose and Intent of this bylaw. An applicant for an OSRD Special Permit will be required to file plans showing both a conventional residential subdivision and an open space residential development in accordance with the provisions of this Bylaw.
- B. Eligible Districts. An OSRD shall be permitted within the Rural Residential, Suburban Residential or Special Use Districts, pursuant to the requirements of this Section.

- C. Uses Allowed As of Right. The following uses are allowed as of right in an OSRD with reduced or modified dimensional requirements as set forth in this Chapter:
1. Single-family detached dwellings. Subject only to the requirements of the subdivision regulations or site plan review as applicable and any other generally applicable nonzoning land use regulations. All proposed single family detached housing developments choosing Open Space Residential Development as the development method shall comply with the provisions of this Chapter, unless the Planning Board allows a development that deviates from the requirements of this Chapter by Special Permit as noted in Sections 17.10 and 17.11.
- D. Special Permit Uses. The following uses are allowed by Special Permit from the Planning Board in an OSRD with reduced or modified dimensional requirements as set forth in this Chapter.
1. Single-family Attached Dwelling
 2. Two family dwelling
 3. Multi-family dwelling
 4. Accessory dwelling units
 5. Bonus Dwelling Units (see section 17.11)

17.04 PRE-APPLICATION PROCEDURES:

- A. Pre- Application Conference:
- (1) A pre-application meeting between Planning and other staff and the applicant is strongly encouraged. At the pre-application meeting, the applicant may outline the proposed development including both conventional and OSRD models to receive preliminary feedback prior to a complete design of the project. This pre-application meeting will help to promote better communications and will help to avoid misunderstandings about the bylaw, the procedures used, or any other applicable bylaw or regulation.
 - (2) The applicant is also encouraged to request a pre-application review at a regular business meeting of the Planning Board. If the applicant chooses to request a pre-application meeting, the Planning Board may, at its discretion, invite other Town boards to attend the pre-application review. The purpose of a pre-application review is to minimize the applicant's costs of engineering and other technical experts, and to commence discussions with the Planning Board at the earliest possible stage in the development. At the pre-application review, the applicant may outline the proposed development including both conventional and OSRD models, seek preliminary feedback from the Planning Board and/or its technical experts, and set a timetable for submittal of a formal application.
 - (3) The applicant is encouraged to request a site visit by the Planning Board and/or its agents in order to facilitate pre-application review of the Special Permit. If a site visit is requested, the Planning Board may, at its discretion invite other Town Boards to attend the site visit.

B. PRE-APPLICATION SUBMITTALS. In order to facilitate review of the Special Permit at the pre-application stage, applicants should submit the following information:

(1) **Site Context Map.** This map shall illustrate the parcel in connection to its surrounding neighborhood. Based upon existing data sources and field inspections, it shall show various kinds of major natural resource areas or features that cross parcel lines or that are located on adjoining lands. This map enables the Planning Board to understand the site in relation to what is occurring on adjacent properties.

(2) **Existing Conditions/Site Analysis Map.** This map familiarizes officials with existing conditions on the property. Based upon existing data sources and field inspections, this base map shall show current zoning district boundaries including Flood Plain and Water Protection Districts and shall locate and describe noteworthy resources that should be protected through sensitive subdivision layouts. These resources shall include wetlands, riverfront areas, floodplains and steep slopes, but may also include mature, non-degraded woodlands, hedgerows, farmland, unique or special wildlife habitats, historic or cultural features (such as old structures or stone walls), unusual geologic formations and scenic views into and out from the property. Where appropriate, photographs of these resources should accompany the map. By overlaying this plan onto a development plan, the parties involved can clearly see where conservation priorities and desired development overlap/conflict.

(3) **Other Information.** In addition, applicants may submit any additional information or documentation that may be helpful to the Planning Board.

C. DESIGN CRITERIA- The design process and criteria outlined in Sections 17.06 and 17.07 shall be discussed by the parties at the pre-application conference and site visit.

17.05 APPLICATION FOR SPECIAL PERMIT OSRD:

The Planning Board, acting as the Special Permit Granting Authority (SPGA), may authorize an OSRD Special Permit pursuant to the procedures developed below.

- A. **Application.** An applicant for an OSRD Special Permit will be required to file plans showing both a conventional residential subdivision and an open space residential development in accordance with the provisions of this Bylaw. An application for a Special Permit shall be submitted on the appropriate forms to the Planning Department. Applicants for OSRD shall also file with the Department fifteen copies of the Concept Plan. The Concept Plan shall include a Conventional Yield Plan and an OSRD Plan (See Subsections A (1) and (20) of this Section prepared by an interdisciplinary team including a Registered Civil Engineer, Registered Land Surveyor, and a Registered Landscape Architect. The applicant shall also submit both the Site Context Map and Existing Conditions/Site Analysis Map prepared according to Section 17.04. B. above. Additional information reasonably necessary to make the determinations and assessments cited herein shall be provided, including existing site contour maps and existing current soils maps.

B. Conventional Yield Plan. The Basic Maximum Number of allowable dwelling units shall be derived from a Conventional Yield Plan. The Conventional Yield Plan shall show a conventional development conforming to the applicable Zoning Bylaw provisions and Subdivision Rules and Regulations to show the maximum number of lots (or dwelling units) that could be placed upon the site under a conventional approach. The proponent shall have the burden of proof with regard to the Basic Maximum Number of units resulting from the design and engineering specifications shown on the Conventional Yield Plan. The Conventional Yield Plan shall contain, at a minimum, the following information:

- (1) Parcel boundaries, north point, date, legend, title “Conventional Yield Plan,” and scale.
- (2) The name and address of the record owner or owners, the applicant, and the design engineer and/or land surveyor that prepared the plan.
- (3) The names of all abutters as determined from the most recent Assessors’ records.
- (4) The names, approximate location, and widths of adjacent streets.
- (5) The locus of the land shown on the plan at a scale of one thousand feet to the inch (1” = 1,000’).
- (6) Existing topography at 2-foot contour intervals.
- (7) Map of soils using NRCS soils mapping.
- (8) All on-site local, state, and federal regulatory resource boundaries and buffer zones shall be clearly identified, and all wetland flag locations shall be numbered and placed upon the Yield Plan.
- (9) Lot lines with approximate areas and frontage dimensions, or unit placements and proposed common areas.
- (10) Location and extent of parking, landscaping, stormwater management, water supply and wastewater management service areas that would be required to accommodate the use.
- (11) If available, the location and results of any test pit investigations for soil profiles, percolation rates and determination of seasonal high ground water levels.

C. OSRD PLAN. The OSRD Plan shall address the general features of the land, and give approximate configurations of the proposed lots, of open space, and roadways. The OSRD Plan shall incorporate the Four-Step Design Process, according to Section 6 below, and the Design Standards, according to Section 7 below, when determining a proposed design for the development. In addition to those requirements for a

Conventional Yield Plan listed in Section 4.A (1), an OSRD Plan shall contain the following information:

- (1) Topography at two-foot intervals and approximate location of any wetlands (as defined by MGL Chapter 131, Section 40 and by Sturbridge Conservation Commission Regulations) to include any abutting parcels within two hundred (200') feet.
- (2) The location of existing landscape features, including forests, farm fields, meadows, wetlands, riverfront areas, water bodies, archaeological and historic structures or points of interest, rock outcrops, boulder fields, stone walls, cliffs, high points, major land views, forest glades, major tree groupings, noteworthy tree specimens, and habitats of endangered or threatened wildlife, as identified as primary and secondary resources according to Section 6.A. Proposals for all site features to be preserved, demolished, or altered shall be noted on the OSRD Plan.
- (3) The location, names, widths and condition of adjacent streets, approaching or near the proposed development and the proposed lines of streets, ways, driveways, easements and any parcel of land intended to be dedicated for public use or to be reserved by deed covenant for use of all property owners in the development, or parcels of land or lots to be used for any purpose other than private residential shall be so designated within the development in a general manner.
- (4) Proposed roadway grades.
- (5) Official soil percolation tests for the purpose of siting wastewater treatment options shall be required as determined by the Planning Board. However, a narrative explanation shall be prepared by a Massachusetts Certified Professional Engineer detailing the proposed wastewater systems that will be utilized by the development and its likely impacts on-site and to any abutting parcels of land. For example, the narrative will specify whether individual on-site or off-site systems, shared systems, alternative to Title V systems, or any combination of these or other methods will be utilized. Additionally, the narrative shall describe potential flows and shall explain how the proposal will meet Massachusetts Department of Environmental Protection (MADEP) and local standards for wastewater systems whether individual or shared.
- (6) A narrative explanation prepared by a Massachusetts Certified Professional Engineer proposing systems for stormwater drainage and likely impacts onsite and to any abutting parcels of land. For example, the narrative will specify whether Soft or Hard Stormwater Management Techniques will be used and the number of any detention/retention basins or infiltrating catch basins. It is not intended to include specific

pipe sizes. Any information needed to justify this proposal should be included in the narrative. The proposed system of drainage, including existing natural waterways in a general manner shall be shown on the plan and accompanied by a conceptual landscaping plan.

- (7) A narrative explanation prepared by a Massachusetts Certified Professional Engineer, detailing the proposed drinking water supply system.
- (8) A narrative explanation of the proposed quality, quantity, use and ownership of the open space. Proposed Open Space Parcels shall be clearly shown on the plan. Additionally, the proposed Open Space Parcels shall be shown on a plan in relation to other existing protected lands within the Town. Applicants shall contact the Planning Department for electronic and/or paper copies of the most recent Protected Lands mapping for this purpose.
- (9) All proposed landscaped and buffer areas shall be noted on the plan and generally explained in a narrative.
- (10) A list of all legal documents necessary for implementation of the proposed development, including any Conservation Restrictions land transfers and Master Deeds with an accompanying narrative explaining their general purpose.
- (11) A narrative indicating all requested waivers, reductions, and/or modifications as permitted within the requirements of this bylaw.
- (12) A narrative providing preliminary findings, in a general way, of the environmental impact analysis if expected to be required*.1

F. **PROCEDURES:** Whenever an application for an OSRD Special Permit is filed with the Planning Department, the Department shall forward, within five (5) working days of the filing of the completed application, copies of the application, accompanying development plan, and other documentation, to the Board of Health, Conservation Commission, Building Inspector, DPW Director, Police Chief, and Fire Chief, for their consideration, review, and report. The applicant shall furnish the copies necessary to fulfill this requirement. Reports from other boards and officials shall be submitted to the Planning Board within thirty-five (35) days of receipt of the reviewing party of all of the required materials; failure of these reviewing parties to make recommendations after having received copies of all such required materials shall be deemed a lack of opposition thereto. In the event that the Planning Board opens the public hearing on the application prior to the expiration of the thirty-five-day period, the Planning Board shall continue the

¹ An Environmental Impact Analysis is required for any subdivision proposing five or more dwelling units. See the Town of Sturbridge Subdivision Regulations for detailed information.

public hearing to permit the formal submission of reports and recommendations within that thirty-five-day period.

- E. **SITE VISIT.** Whether or not conducted during the pre-application stage, the Planning Board may conduct a site visit during the public hearing. At the site visit, the Planning Board and/or its agents shall be accompanied by the applicant and/or its agents.
- F. **OTHER INFORMATION.** The submittals and permits of this section shall be in addition to any other requirements of the Subdivision Control Law or any other provisions of this Zoning Bylaw. To the extent permitted by law, the Planning Board shall coordinate the public hearing required for any application for an OSRD Special Permit with the public hearing required for approval of a Definitive subdivision plan.

17.06 DESIGN PROCESS:

A. **Design process.** As part of submitting an application for approval of an OSRD Special Permit, applicants are required to demonstrate to the Planning Board that the following Design Process was performed by a multi-disciplinary team of which one member must be a certified Landscape Architect and considered in determining the layout of proposed streets, house lots, and open space as shown on the OSRD plan.

- (1) **Step One: Identifying Conservation Areas.** Identify preservation land by two steps. First, Primary Conservation Areas (such as wetlands, riverfront areas, and floodplains regulated by state or federal law) and Secondary Conservation Areas (including unprotected elements of the natural landscape such as steep slopes, mature woodlands, prime farmland, lands adjacent to other protected lands as depicted on the current Protected Lands Map for the Town of Sturbridge, meadows, wildlife habitats and cultural features such as historic and archeological sites and scenic views) shall be identified and delineated. Second, the Potentially Developable Area will be identified and delineated. To the maximum extent feasible, the Potentially Developable Area shall consist of land outside identified Primary and Secondary Conservation Areas.
- (2) **Step Two: Locating House Sites.** Locate the approximate sites of individual houses within the Potentially Developable Area and include the delineation of private yards and shared amenities, so as to reflect an integrated community, with emphasis on consistency with the Town's historical development patterns. The number of homes enjoying the amenities of the development should be maximized.
- (3) **Step Three: Aligning the Streets and Trails.** Align streets in order to access the house lots. Additionally, new trails should be laid out to

create internal and external connections to existing and/or potential future streets, sidewalks, and trails.

(4) Step Four: Lot Lines. Draw in the lot lines.

17.07 DESIGN STANDARDS:

The following General and Site Specific Design Standards shall apply to all OSRD Plans, and shall govern the development and design process:

A. General Design Standards.

- (1) The landscape shall be preserved in its natural state, insofar as practicable, by minimizing tree and soil removal. Any grade changes shall be in keeping with the general appearance of the neighboring developed areas. The orientation of individual building sites shall be such as to maintain maximum natural topography and cover. Topography, tree cover, surface water buffers, and natural drainage ways shall be treated as fixed determinants of road and lot configuration rather than as malleable elements that can be changed to follow a preferred development scheme.
- (2) Streets shall be designed and located in such a manner as to maintain and preserve natural topography, significant landmarks, and trees; to minimize cut and fill; and to preserve and enhance views and vistas on and off the subject parcel.
- (3) All open space (landscaped and usable) shall be designed to add to the visual amenities of the area by maximizing its visibility for persons passing the site or overlooking it from nearby properties.
- (4) The removal or disruption of historic, traditional or significant uses, structures, or architectural elements shall be minimized insofar as practicable, whether these exist on the site or on adjacent properties.

B. Site Specific Design Standards

- ~~(1) **Housing Types.** An OSRD Project shall consist of single or two family residential housing only as may be allowed in the underlying zoning district.~~
- (1) **Building Heights** – All structures within an OSRD project shall comply with the height and story limitations as stated in Chapter Nineteen Table of Dimensional Requirements. However, building heights of greater than 35’ but not to exceed three stories may be allowed by the Special Permit Granting Authority when it is determined that the location, scale and characteristics of the proposed land uses on the site, and the design, siting and scale of the structures included within the OSRD, is in harmony with the surrounding properties and land uses.

- (2) **Parking.** Each dwelling unit for single and two family homes shall be served by two (2) off street parking spaces per unit. Parking spaces in front of garages may count in this computation. For dwelling units with fewer than two bedrooms, the applicant shall provide one and one half (1.5) parking spaces per unit. Calculations for parking spaces in these developments shall be rounded up to the nearest integer where necessary. The Planning Board may choose to modify these requirements during the review process in response to conditions specific to an individual proposal.
- (3) **Drainage.** The Planning Board shall encourage the use of Soft Stormwater Management Techniques and other Low Impact Development techniques that reduce impervious surface and enable ground infiltration where possible.
- (4) **Screening and Landscaping.** All structural surface stormwater management facilities shall be accompanied by a conceptual landscape plan.
- ~~(5) **Buffers.** A buffer of 100' shall be provided along public ways and along the perimeter of the property where it abuts residentially zoned and occupied properties. The Planning Board may waive, reduce or increase this requirement where it determines that a different requirement is required to accomplish the objectives of this section. Applicants are encouraged to review potential buffer areas during the pre-application conference referenced in Section 4 (A.) 1 of this bylaw.~~
- (5) **On-site Pedestrian and Bicycle Circulation.** Walkways, trails, and bicycle paths shall be provided to link residences with recreation facilities (including parkland and open space) and adjacent land uses where appropriate.
- (6) **Disturbed Areas.** Every effort shall be made to minimize the area of disturbed areas of the tract. A disturbed area is land not left in its natural vegetated state.
- (7) **Common Driveways.** The Planning Board may authorize the use of common driveways to provide access to no more than 3 individual lots of land within an OSRD provided that the following conditions are met:
 - (a) A common driveway shall have a minimum roadway width of sixteen (16) feet to a maximum of twenty (20) feet, in addition to an easement of sufficient width to assure proper drainage and maintenance.
 - (b) A common driveway shall not exceed 75 feet in length.
 - (c) The slope or grade of a common drive shall in no place exceed 8% grade or be less than 0.5% grade, except with the written approval of the DPW Director.
 - (d) The common drive shall intersect a public way at an angle of not less than 80 degrees.

- (e) Alignment and sight distances should be sufficient to support a design speed of 15 mph.
- (f) The common driveway shall lie entirely within the lots being served.
- (g) The common driveway, at its intersection with the street, must provide a leveling-off area with a slope no greater than 1% for the first 20 feet and a slope no greater than 5% for the next 30 feet.
- (h) There shall be a minimum of 50 feet between the entrances of any two common driveways onto any road.
- (i) The common driveway shall be constructed of a minimum 15" gravel base, with an oil and stone top layer of 1½" consisting of three successive layers of ¾" crushed traprock stone, ½" crushed traprock stone and ¼" crushed traprock stone, with a crown sufficient for drainage; *or* of a top layer of bituminous concrete with a 3" minimum thickness; *or* of any other paving materials (stone pavers, porous pavers, etc.) with the approval of the DPW Director. Drainage shall be by sheet runoff to drainage swales adequate to dispose of surface runoff. Culverts will be installed if deemed necessary by the Planning Board.
- (j) A common driveway shall have adequate sight distance at its intersection with a public or private road, and shall not create traffic safety hazards to its users or the public.
- (k) The common driveway shall access the property over the frontage of at least one of the lots being served by the driveway.
- (l) The common driveway shall provide the only vehicular egress/access to the lots being serviced.
- (m) Permanent signs, sufficiently readable from the road to serve the purpose of emergency identification, indicating the street number address assigned to each lot served by the common driveway shall be installed within ten (10) feet of the intersection of the common driveway with the street, as well as within ten (10) feet of the intersection of an individual lot driveway with the common driveway. This requirement is in addition to those for individual homes.
- (n) Common driveway design shall to the greatest extent possible minimize adverse impact to wetlands, farmland, or other natural resources; allow reasonable, safe, and less environmentally damaging access to lots characterized by slopes or ledges; and result in the preservation of rural character through reduction of number of access ways; and retention of existing vegetation and topography.
- (o) Frontage along the length of a common driveway shall in no way be used to satisfy frontage requirements as specified in the Zoning Bylaw.

These standards may be waived when, in the opinion of the Planning Board, such action is in the public interest and not inconsistent with the purpose and intent of the Zoning Bylaw.

17.08 OPEN SPACE REQUIREMENTS:

A. Required Open Space

- (1) A. A minimum of fifty percent (50%) of the area of the parcel shall be provided as open space. Roadway rights-of-way and drainage areas shall not

count toward the area to be provided as open space. The percentage of the minimum required open space that can be wetland shall not exceed the percentage of wetland for the entire site under existing conditions as shown on the OSRD Plan. A sample calculation follows:

Sample Calculation:

Existing Conditions –

12 acre site (3 acres of wetland) = 25% wetland coverage

Open Space Requirements –

50% Open Space = 6 acres (25% wetland coverage = 1.5 acres)

The Open Space would include 4.5 acres of upland and 1.5 acres of wetland.

B. Open Space Design Requirements

- (1) The location of open space provided through this bylaw shall be consistent with the policies contained in the Master Plan and the Open Space and Recreation Plan of the Town. The open space should be of a quality that both protects the environment and promotes community. The following design requirements shall apply to open space and lots provided through this bylaw:

(a.) Open space shall be planned as large, contiguous areas whenever possible. Long thin strips or narrow areas of open space (less than one hundred (100) feet wide) shall occur only when necessary for access, as vegetated buffers along wetlands or the perimeter of the site, or as connections between open space areas. The Planning Board may allow non-contiguous open space within the boundaries of the site when it is determined that the proposed open space areas promote the goals of this bylaw and/or will protect identified primary and/or secondary conservation areas and/or when the Planning Board determines that the size, shape and location of such parcels (within the proposed development) are suitable for the designated uses. Where feasible, these parcels shall be linked by trails.

(b.) Open space shall be arranged to protect valuable natural and cultural environments such as stream valleys, wetland buffers, un-fragmented forestland and significant trees, wildlife habitat, open fields, scenic views, trails, and archeological sites, and to avoid development in hazardous areas such as flood plains and steep slopes. The development plan shall take advantage of the natural topography of the parcel, and cuts and fills shall be minimized.

(c.) Where the proposed development abuts or includes a body of water, reasonable access shall be provided to shorelines where appropriate.

(d.) The maximum number of dwelling units compatible with standard practices in design shall about the open space and all homeowners within the Open Space Residential development shall have reasonable physical and visual access to the open space through internal roads, sidewalks or

paths. Such access may be limited where the Planning Board finds that resource areas are vulnerable to trampling or other disturbance.

(e.) Open space shall be provided with adequate access, by a strip of land at least twenty (20) feet wide, suitable for a footpath, from one or more streets in the development.

(f.) Where a proposed development abuts land held for conservation purposes, the development shall be configured to minimize adverse impacts to abutting conservation land. Trail connections shall be provided where appropriate.

C. ALLOWABLE USE OF OPEN SPACE:

1. Purpose - Open space shall be used solely for recreation, conservation, agriculture or forestry purposes by residents and/or the public. Where appropriate, multiple use of open space is encouraged. At least one-half (1/2) of the required open space may be required by the Planning Board to be left in a natural state. The proposed use of the open space shall be specified in the application. If several uses are proposed, the plans shall specify what uses will occur in what areas. The Planning Board shall have the authority to approve or disapprove particular uses proposed for the open space.

(a.) Protected Lands – The Planning Board may require that up to one half of the minimum required open space remain in its natural state.

(b.) Recreation Lands - Where appropriate to the topography and natural features of the site, the Planning Board shall require that at least ten percent (10%) of the open space or two (2) acres (whichever is less) shall be of a shape, slope, location and condition to provide an informal field for group recreation or community gardens for the residents of the subdivision.

(c.) Leaching Facilities and or wells and well fields - If not connected to public sewerage and/or public water, and subject to the approval of the Board of Health, the Massachusetts Department of Environmental Protection, or as otherwise required by law, the Planning Board may permit a portion of the open space to be used for components of sewage disposal system and/or wells or well fields serving the subdivision, where the Planning Board finds that such use will not be detrimental to the character, quality, or use of the open space, wetlands or water bodies, and enhances the site plan. The Planning Board shall require adequate legal safeguards and covenants, to be included in the deeds to the lots in the Open Space Residential Development, that such facilities shall be adequately maintained by the lot owners within the development.

(d.) Accessory Structures - Up to five percent (5%) of the open space may be set aside and designated to allow for the construction of structures and facilities accessory to the proposed use of the open space including parking.

(e.) Agriculture and Forestry - Agriculture, horticulture, floriculture, viticulture, or forestry are allowed as accessory uses to the OSRD, provided, if the land is not conveyed to the Town, the owner shall submit a long-term management plan for the use of the land, including, as appropriate, sustainable forestry or agricultural processes, pesticide, insecticide, fertilizer, and

animal waste management plans, and other issues pertaining to the stewardship of the land. The Planning Board shall review and approve the plan in making its decision.

D. OWNERSHIP OF OPEN SPACE:

1. Ownership Options

At the developer's option and subject to approval by the Planning Board, all areas to be protected as open space shall be either:

- (a) Conveyed to the Town to be placed under the care, custody and control of the Town of Sturbridge or the Town of Sturbridge Conservation Commission, and be accepted by it for open space use. Land conveyed to the Town may be opened to public use.
- (b) Conveyed to a non-profit organization, the principal purpose of which is the conservation or preservation of open space, with a conservation restriction as specified in Section V.K.7.b below. Such organization shall be approved by the Planning Board as a non-profit conservation organization.
- (c) Conveyed to a corporation or trust owned or to be owned by the owners of lots or residential units within the development (i.e. "homeowners association") and placed under a conservation restriction. If such a corporation or trust is utilized, ownership thereof shall pass with conveyance of the lots or residential units. The developer is responsible for the maintenance of the open space and other facilities to be held in common until such time as the homeowners association is legally and practically capable of assuming such responsibility. Thereafter, the members of the association shall share the cost of maintaining the open space. The Planning Board shall require the applicant to provide documentation that the Homeowners Association is an automatic (mandatory) association that has been established prior to the conveyance of any lots within the subdivision.

2. Permanent Restriction

- (a) In any case where open space is not conveyed to the Town, a permanent conservation or agricultural preservation restriction in accordance with M.G.L. Chapter 184, §§31-33, approved by the Planning Board and Board of Selectmen and enforceable by the Town, conforming to the standards of the Massachusetts Executive Office of Environmental Affairs, Division of Conservation Services, shall be recorded to ensure that such land shall be kept in an open or natural state and not be built for residential use or developed for accessory uses such as parking or roadways except as permitted by this bylaw and approved by the Planning Board. It is the applicant's duty to timely secure approvals of such restriction as required by G.L. c.184, §32. Restrictions shall

provide for periodic inspection of the open space by the Town. Such restriction shall be submitted to the Planning Board for review prior to approval of the project, and shall be recorded at the Registry of Deeds/Land Court simultaneously with the recording of the OSRD special permit. A management plan may be required by the Planning Board which describes how existing woods, fields, meadows or other natural areas shall be maintained in accordance with good conservation practices.

3. Encumbrances

- (a) All areas to be set aside as open space shall be conveyed free of any mortgage interest, security interest, liens or other encumbrances inconsistent with using and maintaining the open space as such in perpetuity.

4. Maintenance of Open Space

- (a) In any case where open space is not conveyed to the Town, the Town shall be granted an easement over such land sufficient to ensure its perpetual maintenance as conservation or recreation land and to allow the Town to enter the property for the purposes of inspecting the maintenance of the property. Such easement shall provide that in the event the trust or other owner fails to maintain the open space in reasonable condition, the Town may, after notice to the lot owners and public hearing, enter upon such land to maintain it in order to prevent or abate a nuisance. The cost of such maintenance by the Town shall be assessed against the properties within the development and/or to the owner of the open space. The Town may file a lien against the lot or lots to ensure payment of such maintenance expenses.

5. Monumentation

- (a) Where the boundaries of the open space are not readily observable in the field, the Planning Board may require placement of surveyed bounds sufficient to identify the location of the open space.

17.09 USE AND DIMENSIONAL STANDARDS:

A. Housing Types

Single family detached dwelling, single family attached dwelling, two-family dwelling, multi family dwelling, and accessory dwelling units may be constructed in an Open Space Residential Development (OSRD) as outlined in Section 17.10 and except as specified, although such lots have less area, frontage and/or rear and side yard dimensions than normally required.

B. Basic Maximum Number of Dwellings

The maximum number of dwellings for an OSRD shall be determined by a Conventional Yield Plan even for OSRDs consisting of all single family detached dwellings. In no case shall the number of dwelling units permitted exceed that which would be permitted under a conventional ("grid") subdivision that complies with the Town Zoning Bylaw and the

Subdivision Rules and Regulations of the Planning Board and any other applicable laws and regulations of the Town or the state with the following exceptions:

- a. Multi family dwellings may exceed four (4) dwelling units however no more than eight (8) dwelling units shall be allowed in one building.
- b. Increases in permissible density may be allowed according to Section 17.11 Bonus Dwelling Units.

17.10 REDUCTION OF DIMENSIONAL REQUIREMENTS:

A. Applicants may propose to modify lot size, unit placement, shape, and other dimensional requirements otherwise applicable to the OSRD, subject to the following:

(1) Frontage

- (a) Existing roadways: Lots on existing roadways shall conform to the frontage requirement of the underlying district. However, the Planning Board may reduce the minimum frontage requirement through the special permit process where it is determined that such reduced lot (s) will further the goals of this bylaw.
- (b) Internal roadways: No lot within an OSRD shall have less than fifty (50) feet of frontage. This frontage requirement shall apply only to lots fronting on proposed internal roadways. However, the Planning Board may ~~waive~~ reduce ~~this~~ the minimum frontage requirement through the special permit process where it is determined that such reduced lot (s) will further the goals of this bylaw.

(2) Setbacks

- (a) Existing Roadways: Lots on existing roadways shall conform to the setback requirements of the underlying district. However, the Planning Board may waive reduce the minimum setback requirements through the special permit process where it is determined that such reduced setbacks will further the goals of this bylaw.
- (b) Internal roadways: Every dwelling unit fronting on an internal ~~the proposed~~ roadways shall be set back a minimum of twenty (20) feet from the front property line, and ten (10) feet from any rear or side lot line. ~~In no event shall individual dwelling units be closer than thirty (30) feet to each other.~~
- (c) The side yard setback requirement shall apply to Single-family Detached Dwellings and end units of structures containing Single-family Attached Dwellings, Two family dwellings, and multi family dwellings. A side yard need not be provided on that side of a dwelling that shares a party wall or double wall with an adjacent dwelling.
- (d) The Planning Board may reduce the side yard requirement through the special permit process if dwelling unit dimensions or other conditions justify doing so, provided the reduction is consistent with the intent of this Section.

(3) Lot Size – The minimum lot size shall be no less than 1/3 the square footage otherwise required in the Zoning District in which the subdivision is located or 10,000 square feet whichever is greater.

17.11 ~~INCREASES IN PERMISSIBLE DENSITY~~ BONUS DWELLING UNITS:

The Planning Board may award a density bonus to increase the number of dwelling units beyond the Basic Maximum Number for an OSRD Plan. The density bonus for the OSRD shall not, in the aggregate, exceed twenty percent (20%) of the Basic Maximum Number. Computations shall be rounded down to the nearest integer when determining this bonus. The applicant must demonstrate that the land is suitable to support the additional bonus units (i.e. the parcel has suitable soils to support on-site systems, ample public sewer service is available, soil types and topography can support additional units, adequate water supply is available, etc.).

A. Open Space, Recreation, Prime Lands Density Bonus

- (1) For each additional ten percent (10%) of the site (over and above the required 50%) set aside as open space, a bonus of five percent (5%) of the Basic Maximum Number may be awarded. A bonus may only be awarded when the additional open space has no higher a percentage of wetlands than what is allowed for the mandatory 50% open space under 17.08 (A.).
- (2) For the construction of passive and/or active recreation facilities that are available for public use, one (1) dwelling unit may be added per two (2) acres of recreation land or per two thousand five hundred (2,500 feet of trail: however, this density bonus shall not exceed five percent (5%) of the Basic Maximum Number. For the purpose of this Section the term “trail” shall be defined as a linear corridor suitable for use for recreation and/or transportation designed to accommodate the expected users of the trail system. The Planning Board shall have final approval of the location, alignment, width and surface type of the proposed trail. An applicant wishing to receive a density bonus for trail construction is strongly encouraged to submit preliminary trail design plans as early in the process as possible.
- (3) For every five (5) acres of prime agricultural soils or active farmland preserved at the site, one dwelling unit may be added as a density bonus; provided that this density bonus shall not exceed five percent (5%) of the Basic Maximum Number.

B. Historic Preservation

- (1) For every historic structure preserved and subject to a historic preservation restriction, one (1) dwelling unit may be added to the Basic Maximum Number.

C. Alternative Energy

- (1) For every four dwelling units in which alternative renewable energy (i.e. solar power, wind power, hydroelectric power, and other sources deemed acceptable by the Planning Board) supplies at least fifty percent (50%) of the total annual energy requirements for heating and hot water for that dwelling unit, one dwelling unit may be added as a density bonus; provided that this density bonus shall not exceed five percent (5%) of the Basic Maximum Number.

D. Affordable Housing

- (1) A density bonus may be permitted when the proposed subdivision provides permanently affordable housing opportunities, whether within the Open Space Residential Subdivision or elsewhere in Sturbridge. When located within the Open Space Residential Subdivision, affordable units shall be developed concurrently with the market rate units.
- (2) For every two dwelling units restricted in perpetuity to occupancy by Moderate Income Households, or for every one dwelling unit restricted in perpetuity to occupancy by Low Income Households provided under this section, one additional market rate dwelling unit may be permitted, up to a maximum five percent (5%) of the Basic Maximum Number. Affordable housing units may be used toward density bonuses only if they can be counted towards the Town's affordable housing inventory as determined by the Massachusetts Department of Housing and Community Development. The applicant shall provide documentation demonstrating that the unit(s) shall count towards the community's affordable housing inventory to the satisfaction of the Planning Board.

17.12 DECISION OF THE PLANNING BOARD:

A. Review and Decision

With respect to materials submitted, time limits for action and other such procedural matters, the Planning Board shall act in accordance with the procedures specified in the Town of Sturbridge Rules and Regulations governing Special Permits – Planning Board adopted December 2, 2002 and as may from time to time be amended, and in accordance with MGL Chapter 40A, Sections 9 and 11 regarding submittal, review and decision. Where this bylaw requires additional submittals, those items shall also be submitted.

B. Approval Criteria

1. Findings: The Planning Board may approve the development upon finding that it complies with the purposes and standards of the Open Space Residential Development bylaw and those standards for the issuance of special permits set forth in Section 24.09 of the Zoning Bylaws and G.L. c.40A, §9, and is superior in design to a conventional subdivision with regard to protection of natural features and scenic resources of the site. The Planning Board shall consider the following criteria in making its decision:

- (a) Upland open space as required by this Bylaw has been provided and generally conforms to the Design Requirements in Section IV.K.5 of this Bylaw.
- (b) Approximate building sites have been identified and are not located closer than fifty (50) feet to wetlands and water bodies.

- (c) Proposed streets have been aligned to provide vehicular access to each house in a reasonable and economical manner. Lots and streets have been located to avoid or minimize adverse impacts on open space areas and to provide views of and access to the open space for the lots.
- (d) All lots and structures meet the applicable dimensional requirements of Section IV.K.4 of this Bylaw.

2. The Planning Board's findings, including the basis of such findings, shall be stated in the written decision of approval, conditional approval or denial of the application for special permit.

C. Conditions

The Planning Board shall impose conditions in its decision as necessary to ensure compliance with the purposes of this Bylaw. Approval of an Open Space Residential Development shall be conditioned upon Definitive Subdivision approval as applicable. Lands made subject to an OSRD special permit may not be further divided so as to increase the number of lots, or alter the ways, common areas, or open space provided for by such special permit, without a modification of the special permit.

D. Time Limit

- 1. A Special Permit under this Section shall lapse if substantial use or construction has not commenced within two (2) years from the date the special permit decision is filed with the Town Clerk, not including appeals periods, except for good cause shown. An extension of time may be granted by the Planning Board upon application by the owner/applicant prior to the expiration and upon review of the circumstances and a finding of good cause.

E. Relationship to Subdivision Control Law

Nothing contained herein shall exempt a proposed subdivision from compliance with other applicable provisions of this Bylaw or the Subdivision Rules and Regulations of the Planning Board, nor shall it affect the right of the Board of Health and of the Planning Board to approve, condition or disapprove a subdivision plan in accordance with the provision of such Rules and Regulations and of the Subdivision Control Law. To the extent possible, the application for approval of an Open Space Residential Development and a definitive subdivision application shall be processed and administered contemporaneously. An application for an OSRD shall be followed by an application for a Definitive Subdivision Plan, as necessary.

17.13 Severability:

If any provision of this Bylaw is held invalid by a court of competent jurisdiction, the remainder of the Bylaw shall not be affected thereby. The invalidity of any section or sections or parts of

any section or sections of this Bylaw shall not affect the validity of the remainder of the Sturbridge Zoning Bylaw.

ARTICLE 34

ZONING BYLAW – MULTIPLE DWELLING PROJECTS

Two-thirds vote required

To see if the Town will vote to amend the Zoning Bylaws by deleting Chapter Twenty-One (Multiple Dwelling Projects) section 21.01 through 21.36 inclusive and furthermore to see if the Town will vote to amend the Zoning Bylaws by deleting the definition of Multiple Dwelling Project found in Chapter Two - Definitions, or take any action relative thereto:

ARTICLE 35

ZONING BYLAW – RURAL & SUBURBAN RESIDENTIAL DISTRICTS

Two-thirds vote required

To see if the Town will vote to amend the Zoning Bylaw – Chapter Five – Rural Residential District, Chapter Six – Suburban Residential District, and Chapter Fourteen Special Use District by deleting the strikethrough language as shown below or take any action relative thereto.

Propose to Amend Chapter Five as follows:

CHAPTER FIVE

USE REGULATIONS - RURAL RESIDENTIAL DISTRICT (RR)

{Adopted 3-1-65; Article 46}

~~5.02 (f) — Multiple dwelling project, provided that the Zoning Board of Appeals prior to reviewing the request, obtains a report on the proposal from the Planning Board and the Special Permit is granted subject to the additional conditions set forth under regulations for Multiple Dwelling Projects—Chapter Twenty-One of this Bylaw. {Amended 10-30-72; Article 21}~~

Propose to Amend Chapter Six in the Following Manner:

CHAPTER SIX

USE REGULATIONS - SUBURBAN RESIDENTIAL DISTRICT (SR)

~~6.02 (e) — Multiple Dwelling Project, provided that the Zoning Board of Appeals prior to reviewing the request obtains a report on the proposal from the Planning Board and the Special Permit is granted subject to the additional conditions set forth under Regulations for Multiple Dwelling Projects—Chapter Twenty-One of this Bylaw. {Amended 10-30-72; Article 21}~~

Propose to Amend Chapter Fourteen in the following manner:

CHAPTER FOURTEEN

SPECIAL USE DISTRICT (SU)

~~14.02(e) — Multiple dwelling project/ Mobile retirement community~~

ARTICLE 36
ZONING BYLAW – CHAPTER 21 –
OFF STREET PARKING, LOADING & DRIVE THRU STANDARDS

Two-thirds vote required

To see if the Town will vote to amend the Zoning Bylaw by inserting a new Chapter 21 – Off Street Parking, Loading and Drive Thru Standards or take any action relative thereto:

Chapter 21

Off Street Parking, Loading and Drive Thru Standards

21.01 Purpose:

A. The purpose of this section is to provide standards that will lead to the provision of adequate parking to support various land uses within the town without the creation of excessive paved areas. These standards when applied shall accommodate automobile, pedestrian and bicycle access in a safe and aesthetically appealing manner by mitigating the effects of large commercial parking lots.

B. No building permit or certificate of occupancy shall be issued for the erection of a new building, the enlargement or increase in the net floor area of an existing building, the development of a use not located in a building, or the change from one type of use to another, unless off-street parking spaces, loading bays and bicycle parking are provided in accordance with this bylaw.

21.02 Motor Vehicle Parking:

General:

A. This Chapter establishes the standards for the amount, location and development of parking areas within the Town of Sturbridge and shall apply to all parking lots developed within the Town.

B. Parking lots shall be provided on the same lot or on another lot located in a zone in which the parking area is permitted within a radius of not more than three hundred feet from the lot to which it is appurtenant and in accordance with the Shared Parking Requirements in Section 21.10. Properties within the Commercial Tourist District shall not be required to comply with the 300 foot limitation, but may share parking anywhere within the District.

C. Parking shall not be located within the applicable set back requirements in any District except for single residential use. Additionally, pedestrian lanes five feet wide must be located adjacent to the front and sides of such buildings to allow for handicapped passage without parking interference except for buildings for single residential use.

D. Any two (2) driveways leading to or from a street from a single lot shall not be within thirty (30) feet of each other at their intersection with the front lot line. (Street Line).

E. There shall not be any storage of material or equipment or display of merchandise within the required parking spaces.

21.03 Space Dimensions:

A. The following dimensions shall apply:

Standard Spaces shall have an area of not less than 10' X 20' per vehicle

Parallel parking Spaces shall have an area of not less than 9' X 20'

Compact/Small Car Parking Spaces shall have an area of not less than 8' X 16'

Universal Access Spaces shall have an area of not less than 12' X 18'

Truck Parking Spaces shall have an area of not less than 12' X 72'

B. When required, Loading Spaces shall have an area of not less than 10' X 30' and 14' height clearance.

21.04 Drive Aisles

A. Two –way driving lanes shall be a minimum of 25 feet wide for angle parking. One-way driving lanes shall be a minimum of 18 feet wide for angle parking. A 24-foot wide driving lane is required for perpendicular parking. Dead-end parking lanes shall be avoided; however, if they are necessary, turnarounds shall be provided at their ends.

B. Sufficient maneuvering space shall be provided such that vehicles shall not have to back into a public way or across a public sidewalk in to enter or exit any parking area. Space for snow removal activities shall be provided in addition to the required parking and maneuvering space.

21.05 Surface Materials and Space Delineation:

A. The parking lot and access driveways thereto shall be surfaced with crushed stone or bituminous or cement concrete material or other material acceptable to the Board and shall be graded and drained so as to dispose of all surface water accumulation in accordance with acceptable engineering practices. To ensure safety, berms must be placed as required by the Planning Board except for parking lots for single residential use.

B. A substantial bumper of masonry, steel, heavy timber, concrete curb, or berm curb which is backed shall be placed at the edge of surfaced areas except driveways in order to protect abutting structures, properties, and sidewalks.

C. All paved parking lots shall be striped to delineate parking spaces. In cases where the lot is not paved, parking spaces shall be delineated by the use of appropriate berms or landscape timbers or other method acceptable to the Board.

21.06 Lighting:

A. All parking lots and main pedestrian routes shall be suitably lighted. Lights shall be appropriately styled, shall be partial or full cut-offs and shall be energy efficient. Illumination levels shall conform with Illumination Engineering Society (IES) standards.

B. Where practical, exterior lighting installations shall include timers, dimmers, sensors, or photocell controllers that turn lights off during daylight hours or during hours when lighting is not needed, to reduce overall energy consumption and eliminate unneeded lighting. For typical business parking lots, after active hours, illuminance should be no greater than required for security purposes. In the case of one (or more) tenants staying open beyond the hours of the majority of the property, appropriate levels of lighting shall be maintained for security and safety of those working at and visiting the establishment.

21.07 Electric Vehicle Parking:

A. An electric vehicle charging station (EVCS) shall be allowed within any legal single-family or multiple-family residential driveway, garage or carport. EVCS may be installed within any existing legal commercial parking space subject to the following.

- 1) The EVCS shall be protected as necessary to prevent damage by automobiles
- 2) The EVCS shall have complete instructions and appropriate warnings posted in an unobstructed location next to each EVCS
- 3) The EVCSs shall be located in a manner that will be easily seen by the public for informational and security purposes and shall be illuminated during evening business hours
- 4) Be located in desirable and convenient parking locations that will serve as an incentive for the use of electric vehicles
- 5) Complete instructions and appropriate warnings concerning the use of the EVCS shall be posted on a sign in a prominent location on each station for use by the operator
- 6) One standard nonilluminated sign, not to exceed 4 square feet in area and 10 feet in height, may be posted for the purpose of identifying the location of each cluster of EVCSs
- 7) The EVCS may be on a timer that limits the use of the station to the normal business hours of the use(s) that it serves to preclude unauthorized use after business hours

21.08 Pedestrian Circulation:

A. It is important to remember that drivers become pedestrians once they park their cars and that they must walk to the facility for which the parking is provided. Parking lots shall include a clearly delineated, properly constructed pedestrian system to bring people from their cars to the facility.

B. Pedestrian walkways, streets, driveways, terraces, and parking areas shall be carefully designed to provide an inviting and stable appearance, with respect to topography, proper relation to surrounding streets and pedestrian ways, number of access points to public streets, provision of a clear and efficient street system on the site, adequate widths of drives and street, separation and attractive parking lots, and proper relationship of circulation elements to structures and other site features. Universal accessibility shall be provided in conformance with State regulations and Federal guidelines (AAB and ADA). The use of architectural treatments such as stamped concrete, pavers or bricks are highly encouraged for walkways and crosswalks within the site.

C. Sidewalks should not only be provided within the site but should also be provided along the frontage of the property abutting any roadway.

21.09 Parking Lot Landscaping:

A. Buffering:

Parking spaces, driveways, buildings, structures, and storage materials shall not be allowed within the front setback, and the area of the front setback shall be a buffer, and landscaped as such. Landscaping of the frontage buffer shall consider the need for proposed or future sidewalk installations. The buffer shall allow for necessary access to the site, but driveways shall otherwise not be allowed in the buffer.

B. Interior Parking Lot Landscaping:

- 1) Interior areas of parking lots (exclusive of buffer areas) shall be landscaped according to the following percentage of total parking lot areas:

Lots under 20 parking spaces	0.0%
Lots equal to or over 20 spaces	5.0%
Lots equal to or over 100 spaces	7.5%
Lots equal to or over 200 spaces	10.0%

- 2) The landscaping shall be located in bermed/protected areas, such as along walkways, in center islands, at the ends of bays, or between parking stalls. A mixture of hardy ornamental or deciduous shade trees must be planted. A minimum of one (1) shade tree is required for every ten (10) parking spaces.
- 3) No landscaping island shall be less than ten (10) feet wide. No landscaping strip separating parking bays shall be less than eight (8) feet wide. Only hardy ground cover or mulch shall be placed within a two (2) foot area under any potential car over-hang, to avoid the burning of landscape plantings. In no case shall a tree be set back less than four (4) feet from paved areas.
- 4) The Planning Board encourages the use of large planting islands (over 600 square feet) to be located throughout the lot and planted with shade trees, low shrubs and/or ground cover. Uninterrupted parking rows should generally not exceed 10 spaces, but in no case should they exceed 15 spaces.
- 5) The location of landscaping islands shall not interfere with the need to conduct firefighting operations. All landscape plans shall require the approval of the Fire Department for this purpose. Interior and bermed landscape areas cannot be designated as snow storage areas; sufficient open lawn area shall be provided for this purpose.
- 6) Where quality woodland exists, the Planning Board requires that it be preserved in the prescribed buffer areas along the perimeter of the lot, and additional evergreen shrubs shall be required if needed.

C. Additional Requirements for Lots Over 200 Spaces

- 1) Parking lots over 200 spaces shall consider the creation of multiple, separated parking areas. These areas shall be separated by landscaping elements and/or differences in grade, and shall be naturally screened from one another.
- 2) Separate pedestrian walkways shall be provided to allow safe movement within the lots. These walkways should generally be oriented perpendicular to and between parking bays. Adjacent to the walks, trees should be planted. These plantings will aid in the identification of the walkway locations within the lot and also aid in providing shade for the pedestrian. The following guidelines apply to the development of walkways within large parking lots:
 - a. One walkway can serve as a collector for up to four (4) bays of parked cars.
 - b. The walkway should be a minimum of four (4) feet wide.

- c. All walkways should be raised to a standard sidewalk height and should be constructed of different paving material than the parking lot, and should be handicap accessible.
 - d. All walkways shall be maintained at all times and remain accessible to pedestrians at all time unless otherwise approved by the Board.
- 3) A 5 year landscape maintenance plan detailing the maintenance and replacement of defective plantings, commencing the year the site has received its final occupancy permit, shall be submitted as part of the application.

21.10 Shared Parking:

A. Parking spaces required for one use shall not be considered as providing the required facilities for any other use, except as hereinafter provided. Any existing parking above 120% of parking otherwise required for all uses on a property may be shared or leased by right. Where existing parking spaces are more than 100% but less than 120% of parking otherwise required for all on-site uses, applicants for a Site Plan Review approval or Special Permit may request to share and/or lease the parking spaces, based on the following conditions:

- 1) Parking spaces to be shared represent the difference between peak parking needs generated by on-site uses occurring at different times. This may include reductions in parking use resulting from employees, tenants, patrons or other parking users of the site being common to and shared by more than one different use on the site, and/or:
- 2) Parking spaces to be shared represent the difference between current levels of peak parking utilization and anticipated lower future levels of peak parking utilization, said difference to be generated in whole or in part by a parking management plan approved by the permit granting authority. Said plans shall include and implement measures such as car and van pooling, bicycling and public transit. The permit granting authority may require periodic documentation of reductions in parking utilization realized as a result of the parking management plans.
- 3) The shared or leased parking is suitably located in the neighborhood in which it is proposed, as deemed appropriate by the permit granting authority.
- 4) The shared parking spaces may only be located in a zone in which the parking area is permitted.
- 5) An agreement, lease, deed, contract or easement establishing shared use of a parking facility shall be submitted to and approved by the Planning Board. The approved agreement shall be recorded in the Registry of Deeds, as applicable, prior to the issuance of an occupancy permit for the project.
- 6) In the event that a shared parking agreement is terminated, those uses with less than the required number of spaces shall notify the Planning Board within fourteen (14) days and do one of the following:

- a. Provide at least fifty (50) percent of the required parking within sixty days and provide the remaining required parking within six (6) months following termination of the shared use agreement; or Demonstrate to the Planning Board, using a study deemed reliable by the Board, that the available parking is sufficient to accommodate the use’s peak parking demand.

21.11 Parking Spaces Required:

A. Commercial Tourist District:

Properties within the Commercial Tourist District shall not be required to comply with the current parking requirements for the continued use for a same or similar use that exists at the time of adoption of this section. A proposed change shall require review by the Planning Board and a determination of practical parking requirements for the proposed use given the constraints of the District. Factors such as shared parking, peak parking demands of uses at different times of the day or week, and actual projected parking needs shall be considered when determining practical parking requirements. The Town Planner, Zoning Enforcement Officer and DPW Director shall review such parking proposals and make recommendations to the Planning Board on the parking proposals. The intent of this section of the bylaw is to encourage the continued use and reuse of buildings within the Commercial Tourist District.

B. Parking Calculations:

With the exception of properties located within the Commercial Tourist District as noted above, the following schedule of parking requirements shall apply. Please note that the number of parking spaces is computed based on the primary uses on the site.

Use Categories	Specific Uses	Minimum Required
Residential Categories		
	Dwelling Unit	2
	Accessory Dwelling Unit	1 per unit
	Senior Housing	1 per unit
	Bed & Breakfast	1 per guest room in addition to the 2 for the residence
Retail and Service		
	Hotel, Inn, Motel	1 per room and 1 per employee
	Retail	1 per 200 sq. ft. of gross floor area
	Personal Service	1 per 200 square feet of gross floor area – in the case of a hair salon or barber shop the ratio shall be 1 per 200 square feet or two per chair, whichever is greater
	Health clubs, gyms and fitness centers	1 per 4 occupants based upon the maximum allowable occupancy
	Theaters	1 per 10 seats
	Bank or other Financial Institution	1 per 400 square feet of floor area
	Veterinarian	1 space for every 2 employees, plus 1 space per doctor, plus 1 space per examination room

Office		
	General office	1 per 500 sq. ft. and 1 per employee working on the largest shift
	Corporate office	1.1 per employee
	Medical/Dental office	1 per 300 square feet of floor area/or/ 2 per exam room and 1 per employee
Other Commercial		
	Restaurant, Café, Tavern, Microbrewery	1 per 3 seats and 1 per employee working on the largest shift
	Miniature Golf	1 per hole and 1 per employee
	Commercial Outdoor Recreation	1 space for every 3 persons that the outdoor facilities are designed to accommodate when used to maximum capacity
	Indoor Family Amusement Centers	3 spaces per 1,000 square feet of gross floor area, plus one space for each 2 licensed game machines
	Vehicle Repair	2 spaces per service bay plus one space per employee working on the largest shift
	Vehicle Sales & Service	2 spaces per service bay plus one space per employee working on the largest shift, plus one space for each vehicle allowed for sale by the license
	Art Studio/Class Space	1 per studio and 1 per 3 students if classes are provided
Industrial		
	Manufacturing and Production	1 per 2 employees
	Warehouse and Wholesale	1 per 2 employees
Institutional		
	Long Term Care Facility	1 space for 4 beds and 1 per employee working on the largest shift

C. Reasonable and appropriate off street parking requirements for structures and land uses which do not fall within the categories listed under this section shall be determined, in each case, by the Planning Board as part of the Special Permit or Site Plan Approval process, which shall consider all factors entering into the parking needs of such use.

21.12 Reductions in Required Parking:

A. A decrease in the number of off-street parking spaces required by this Chapter may be granted as part of the Special Permit or Site Plan Approval process provided that the following criteria have been met:

- 1) The purpose and intent of the bylaw is met.
- 2) The amount of off street-parking to be provided will be sufficient to serve the use(s) for which it is intended.

- 3) The decrease in required off-street parking is based on a parking study prepared by a registered professional engineer. The parking study will include, at a minimum, the following:
 - a. Size and type of existing uses or activities on site
 - b. Size and type of proposed uses or activities on site
 - c. Rate of parking turnover
 - d. Peak traffic and parking loads to be encountered
 - e. Any other pertinent factors such as experience with the same use in another location
- 4) If the Planning Board allows a decrease in the amount of required off street parking, it may require that a portion of the site be reserved to meet the off-street parking spaces required by this bylaw. The reserved area shall not be developed and shall either be landscaped or maintained in its natural state.

21.13 BICYCLE RACKS

For all parking lots of 10 or more parking spaces, it is encouraged that the installation of bicycle racks be provided. The bike racks shall be designed to provide for the locking of bikes to the racks. The design, location and number of bike racks shall be approved by the permit granting authority as part of an approval of the permit request.

21.14 Drive Thru Facilities:

A. Purpose:

The purpose of this Chapter/Section is to regulate drive thru facilities by imposing certain performance standards to ensure that the design and operation of such uses effectively mitigate problems commonly associated with drive thru facilities such as traffic congestion, excessive pavement, noise from idling cars and amplification equipment, lighting, and queued traffic interfering with on-site and off-site traffic and pedestrian flow.

B. Applicability:

These standards apply to the construction of any drive thru within the Town of Sturbridge whether allowed by right or by Special Permit. The size of the site or the size and location of existing structures and abutting structures may make it impossible to meet the requirements of this section.

C. General Development Standards:

The development standards in this section are intended to supplement the standards in the underlying zoning district where the drive thru is proposed. In the event of conflict between these standards and the underlying zoning district standards, the provisions of this section shall apply.

- 1) Drive thru aisles shall have a minimum ten foot interior radius at curves and a minimum twelve foot width.
- 2) Each drive-thru entrance/exit shall be at least fifty (50' 0") feet from an intersection of public rights-of-way, measured at the closest intersecting curbs, and at least twenty-five (25' 0") feet from the curb-cut on an adjacent property.
- 3) Each entrance to a drive thru aisle and the direction of traffic flow shall be clearly designated by signs and pavement markings.
- 4) Each drive-thru aisle shall be separated from the circulation routes necessary for ingress or egress from the property, or access to a parking space.

D. Stacking Lane Standards:

These regulations ensure that there is adequate on-site maneuvering and circulation areas, ensure that stacking vehicles do not impede traffic on abutting streets, and that stacking lanes will not have nuisance impacts on abutting residential lands.

- 1) In general views of the stacking lanes from the street should be minimized.
- 2) Drive-thru windows shall provide at least one hundred eighty (180' 0") feet of stacking space for each facility, as measured from the service window or unit to the entry point into the drive-up lane. Nonfood and/or non-beverage businesses may reduce the stacking space to a minimum of sixty (60' 0") feet.
- 3) Stacking lanes and their circulation may include escape lanes at logical and functional locations for drive thru uses.
- 4) Stacking lanes must be designed so that they do not interfere with parking and vehicle circulation and shall be separated from circulation routes necessary for ingress and egress from the property or to access a parking space.
- 5) The entrance to the stacking lanes and the direction of traffic flow shall be clearly identified, thru the use of means such as striping, landscaping, and signs.
- 6) Double Drive Thru Lanes may be acceptable if they do not interfere with smooth and safe pedestrian and vehicular traffic circulation.

E. Landscaping of the Drive Thru Aisles:

Landscaping shall be provided as described below and this shall be in addition to the parking lot landscaping requirements noted above:

- 1) A five (5' 0") foot-wide planter or other suitable landscape area between the drive-thru aisle and the parking area that includes shade trees consistent with those used in the parking area
- 2) A minimum three (3' 0") foot-tall, maximum four (4' 0") foot-tall planter or other suitable landscape area with low shrubs that screens the drive-thru aisles from the abutting public right-of-way shall be used to minimize the visual impact of reader board signs and directional signs. At no time shall this landscape barrier be pruned in a manner that allows the vehicle headlights from the drive-thru lane to be visible from abutting street rights-of-way. Plantings should also be designed to discourage potential safety issues (e.g., persons lying in wait)
- 3) Pedestrian Access and Crossings. Pedestrian access shall be provided from each abutting street to the primary entrance with a continuous four (4' 0") foot-wide sidewalk or delineated walkway. Pedestrian walkways should not intersect the drive-thru drive aisles, but where they do the walkways shall have clear visibility and shall be delineated by textured and colored paving.

F. Hours of Operation:

With the exception of drive up ATM windows, when located on a site within one hundred (100' 0") feet of any residential property (measured from the nearest property lines), hours of operation for the drive-up/drive-thru service shall be limited from 7:00 a.m. to 10:00 p.m. daily. If the use is located greater than one hundred (100' 0") feet from a residential use, then there are no restrictions on the hours of operation. The Special Permit Granting Authority may grant exceptions in the Special Permit after preparation of a qualified noise study.

G. Signs:

Signs shall be permitted in accordance with the provisions of Chapter 22. Double drive-thru aisles shall be restricted to two (2) menu/order board signs. All menu boards shall be located close to the order station and be properly integrated with the design of the building and appropriate landscaping.

H. Parking:

The provision of drive-thru service facilities shall not justify a reduction in the number of required off-street parking spaces for the accompanying use.

I. Noise:

Any drive-up or drive-thru speaker system shall emit no more than fifty (50) decibels and at no time shall any speaker system be audible above daytime ambient noise levels beyond the property lines of the site. The system shall be designed to compensate for ambient noise levels in the immediate area.

ARTICLE 37
ZONING BYLAW – CHAPTER TWENTY –
GENERAL REGULATIONS
Two-thirds vote required

To see if the Town will vote to amend the Zoning Bylaw – Chapter Twenty – General Regulations by deleting subsection 20.21, entitled “Off Street Parking and Loading Spaces”, in its entirety and by renumbering subsection 20 accordingly or take any action relative thereto.

ARTICLE 38
ZONING BYLAW – CHAPTER TWENTY-FIVE – SITE PLAN REVIEW
Two-thirds vote required

To see if the Town will vote to amend the Zoning Bylaw – Chapter Twenty Five Site Plan Review –by deleting subsection 2.07(p.), entitled “Parking Lot Landscaping Requirements”, in its entirety and by renumbering subsection 2.07 accordingly or take any action relative thereto.

ARTICLE 39
PETITIONED ARTICLE – STREET ACCEPTANCE – OLD TOWNE WAY
To see if the Town will vote to recognize the road, Old Towne Way, as a Public Road.

ARTICLE 40

PETITIONED ARTICLE - CHANGE TO ZONING MAP – 212-226 CHARLTON RD

Two-thirds vote required

To see if the Town will vote to amend the zoning of parcels #208-02528-212, #208-02528-214, #208-02528-216 and #208-02528-226 from ‘Industrial’ to ‘Commercial.’

ARTICLE 41

**PETITIONED ARTICLE – AMEND CHAPTER 27 –
VILLAGE GATEWAY DISTRICT**

Two-thirds vote required

To see if the Town will vote to amend Chapter 27 – Village Gateway District by inserting a new 27.04B 6 to allow Fast Casual Restaurants with Drive Thru.

Given under our hands this 27th day of April in the year of our Lord, Two Thousand and Seventeen.

Town of Sturbridge Charter



Town Hall
308 Main Street
Sturbridge, MA 01566
As Amended July 2012

**CHARTER
TOWN OF STURBRIDGE**

ARTICLE 1 DEFINITIONS

Unless another meaning is clearly apparent from the manner in which the word is used, the following words as used in the charter will have the following meanings:

- (A) Charter - The word "charter" shall mean this charter and amendments to it through any of the methods provided under the amendments to the state constitution.
- (B) Town - The word "town" shall mean the Town of Sturbridge.
- (C) Majority Vote - The words "majority vote" shall mean a majority of those present and voting.
- (D) Voters - The word "voters" shall mean registered voters of the Town of Sturbridge.
- (E) Gender - The reference to the generic pronoun "he" throughout the charter refers to both the male and female gender.
- (F) Days - When the period of time prescribed or allowed is less than seven days, Saturdays, Sundays and legal holidays shall be excluded in the computation. "Legal Holiday" includes those days specified in Massachusetts General Laws (M.G.L.) Chapter 4, Section 7 and any other day designated a holiday by the President and the Congress of the United States. If more than seven days, every day shall be counted. **{Amended 4-9-12 by referendum & STM 11-7-11}**
- (G) Warrant – The "Warrant" is a document issued by the Board of Selectmen to call a Town Meeting. The Warrant states the time and place at which the Town Meeting is to convene, and, by separate articles, the subject matter to be acted upon, and further defined by Massachusetts General Laws, Chapter 39, Section 10. **{Amended 4-9-12 by referendum & STM 11-7-11}**
- (H) Officer - All officers listed in Section 4-1(A) and any other person holding a position under Massachusetts General Laws (M.G.L.).

ARTICLE 2 INCORPORATION, POWERS

Section 2-1 Incorporation.

The inhabitants of the Town of Sturbridge, within the territorial limits as now or hereafter may be established in the manner provided by law, shall continue to be a body corporate and politic with perpetual succession under the name "Town of Sturbridge."

Section 2-2 Short Title.

This instrument shall be known and may be cited as the Sturbridge Home Rule Charter.

Section 2-3 Powers.

The form of government provided by this charter shall be known as the Sturbridge Selectmen-Open Town Meeting plan. Pursuant to the provisions of this charter and subject only to such limitations as may be imposed by the Constitution and the General Laws of the Commonwealth, the Town shall have all powers possible for a town to have under the Constitution and General Laws as fully and completely as though they were specifically enumerated in this charter.

Section 2-4 Construction.

The powers of the Town of Sturbridge under this charter shall be construed liberally in favor of the Town and the specific mention of particular powers in the charter shall not be construed as limiting in any way the general power stated in this article.

Section 2-5 Intergovernmental Relations.

Subject to the applicable requirements of any provision of the Constitution or General Laws of the Commonwealth, the Town of Sturbridge may exercise any of its powers or perform any of its functions and may participate in the financing thereof, jointly or in cooperation, by contract or otherwise, with any one or more states or civil divisions or agencies thereof, or the United States or any agency thereof.

ARTICLE 3 LEGISLATIVE BRANCH

Section 3-1 Town Meeting.

The legislative powers of the Town shall continue to be exercised by a town meeting open to all voters.

Section 3-2 Presiding Officer.

The moderator, as provided in Section 4-3 shall function as the presiding officer at all sessions of the town meeting. At the first town meeting session at which he presides following his election the moderator shall appoint a deputy moderator to serve as acting moderator in the event of his temporary absence or disability. The appointment of a deputy moderator shall be subject to confirmation by the town meeting.

Subject to the provisions of the charter and such bylaws regarding committees as may be approved by the town meeting, he shall appoint the members of such committees of the town meeting, special or standing, as may from time to time be approved by the Town Meeting.

The Presiding Officer shall perform such other duties as may from time to time be assigned to the office of moderator by bylaw or other vote of the town meeting. **{Amended 4-9-12 by referendum & STM 11-7-11}**

Section 3-3 Time of Meeting.

The regular annual town meeting of the Town of Sturbridge for the transaction of business relating to the prudential affairs of the town shall be held on the first Monday of June or on such date as may from time to time be fixed in the bylaws of the town.

Section 3-4 Preparation of Warrant for Annual and Special Town Meetings.

The Selectmen shall prepare the warrant for the annual town meeting and for special town meetings.

Section 3-5 Town Meeting Warrant - Posting.

The Town Clerk shall cause to be posted the warrant for the annual town meeting and all special town meetings in the town hall, the post offices, and the town library on the dates required. The warrant shall also be posted on any web site established as the official web site for the Town of Sturbridge. **{Amended 4-9-12 by referendum & STM 11-7-11}**

Section 3-6 Insertion of Warrant Article by Petition.

Insertion of articles in the warrant for town meetings by petition of the voters shall follow the procedures and stipulations of Chapter 39, Section 10 of the General Laws; namely, articles shall be inserted in the warrant for an annual town meeting by the Selectmen upon receipt in writing of a petition signed by ten (10)

or more registered voters of the town. Petitions for insertion of articles in the warrant for special town meeting shall be signed by one hundred (100) or more registered voters.

Section 3-7 Call of Special Town Meeting by Petition.

A special town meeting shall be called by the Board of Selectmen within forty-five (45) days after receipt by them of a petition for that purpose signed by two hundred (200) or more registered voters of the town. Signatures on said petition shall be certified by the registrars of voters.

Section 3-8 Availability of Town Officials at Town Meetings.

Every town officer, the head of each department and the head of each division within the said department shall attend all sessions of the town meeting for the purpose of providing the town meeting with pertinent information. In the event any town officer, department head or division head is to be absent due to illness or other reasonable cause, he shall designate a deputy to attend in his place.

ARTICLE 4 ELECTED OFFICIALS

Section 4-1 General Provisions.

(A) Elective Offices - The offices to be filled by ballot of the whole town shall be:

A Board of Selectmen, a moderator, a school committee, a board of assessors, a board of health, and such members of regional authorities or districts as may be established by statute, inter-local agreement or otherwise. **{Amended 4-9-12 by referendum & STM 11-7-11}**

(B) Eligibility - Any registered voter shall be eligible to hold any elective town office except that no full time employee of the town reporting to the Board of Selectmen, either directly or through the Town Administrator, may simultaneously hold the position of Selectman.

(C) Election - The regular elections for town office shall be held annually on the second Monday of April or such a date as may from time to time be fixed in the bylaws of the town.

ELECTED OFFICES

<u>Board</u>	<u>No. of Members</u>	<u>Term</u>
Board of Selectmen	5	3
Moderator	1	3
Town Clerk	1	3
Assessors	3	3
Constables	3	3
Library Trustees	9	3
School Committee (Elementary)	5	3
Board of Health	3	3
Zoning Board of Appeals	5 ²	3
Tantasqua Regional School Committee	Variable	3
{Amended 4-9-12 & STM 11-7-11}		
Recreation Committee	5	3

Section 4-2 Selectmen: Composition, Term of Office, Compensation, Powers and Duties, Etc.

² Two additional members appointed by the Town Administrator

- (A) Composition, Term of Office - There shall be a Board of Selectmen consisting of five (5) members elected by the voters for three year terms, so arranged that the term of office of at least one member, but not more than two members shall expire each year.
- (B) Compensation - The Selectmen shall receive for their services such compensation as may annually be provided for that purpose by appropriation.
- (C) Powers and Duties in General - The executive powers of the town shall be vested in the Board of Selectmen, and may be exercised by them jointly or through the town agencies and offices under their general supervision and control. The Board of Selectmen shall cause the laws and orders for the government of the town to be enforced, and shall cause a record of all their official acts to be kept, and for that purpose and to aid them in their official duties, they shall appoint a Town Administrator. The Board of Selectmen shall act as the Water and Sewer Commissioners and have the power and authority of Water and Sewer Commissioners as provided by Massachusetts General Laws.
- (D) Appointment - The Selectmen shall appoint a Town Administrator and members of the Board of Registrars.
- (E) Restrictions on members of the board - Selectmen shall not hold any other elected Town of Sturbridge office, or any office appointed by the Town Administrator under Section 6-1 of the charter which is subject to confirmation by the Board of Selectmen.

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

- (A) Term of Office - At each town election at which the term of office expires or when a vacancy exists a moderator shall be chosen by the voters for a term of three years. He shall not hold any other Town office, elected or appointed.
- (B) Compensation - The moderator shall receive for his services such compensation as may annually be provided for that purpose by appropriation.
- (C) Powers and Duties - The moderator shall have the powers and duties provided for that office by statute, by this charter, by bylaws and by other vote of the town meeting.
- (D) Appointments - The moderator shall appoint a nine member finance committee. The term shall be for three years so arranged that the term of office of three members shall expire each year. The finance committee shall review all town meeting warrants and advise the town meeting of their recommended action. The finance committee shall have all the powers available in the general laws, granted by town meeting or specified by this charter.

The moderator shall make appointments to other committees where so authorized by town meeting.

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

- (A) Composition, Term of Office - There shall be a school committee consisting of five (5) members elected by voters for three year terms such that the term of office of at least one member, but not more than two members, shall expire each year.
- (B) Compensation - School committee members shall be compensated as may annually be provided for that purpose by appropriation.
- (C) Powers and Duties - The school committee shall have all of the powers and duties school committees may have under the Constitution and General Laws of the Commonwealth, and it shall

have such additional powers and duties as may be authorized by this charter or by bylaw, including the use of land and buildings.

Section 4-5 Tantasqua Regional School Committee: Composition; Term of Office; Compensation; Powers and Duties.

- (A) Composition, Term of Office - There shall be elected representatives to the regional school committee variable in number as provided in the Tantasqua and Union 61 Regional School Agreement for a term of three years so arranged that the term of office of at least one member shall expire each year. One member shall be elected annually by the elementary school committee from the elementary school committee.
- (B) Compensation - Regional school committee members shall receive for their services such compensation as may annually be provided for that purpose by appropriation.
- (C) Powers and Duties - The regional school committee shall have all the powers and duties school committees may have under the Constitution, the General Laws of the Commonwealth, the regional school agreement, and it shall have such additional powers and duties as may be authorized by this charter or by bylaw.

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

- (A) Composition, Term of Office - There shall be a board of assessors consisting of three (3) members elected by the voters for three-year terms, such that the term of office of one member shall expire each year.
- (B) Compensation - The assessors shall receive for their services such compensation as may annually be provided for that purpose by appropriation.
- (C) Powers and Duties - The assessors shall annually make a fair cash valuation of all property, real and personal, subject to taxation within the town. They shall have such other powers and duties as are provided by law for assessors.

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

- (A) Term of Office - There shall be a town clerk elected by the voters at large for the term of three years.
- (B) Powers and Duties - The town clerk shall have all of the powers and duties town clerks may have under the Constitution and General Laws of the Commonwealth. The town clerk may also exercise such additional powers and duties as may from time to time be assigned to that office by the charter, by bylaw or by other vote of the town meeting.

Section 4-8 Board of Health: Composition; Term of Office; Compensation; Powers and Duties.

- (A) Composition, Term of Office - there shall be a board of health consisting of three (3) members elected by the voters for terms of three years so arranged that the term of office of one member shall expire each year.
- (B) Compensation - The members of the board of health shall receive for their services such compensation as may annually be provided for that purpose by appropriation.
- (C) Powers and Duties - the board of health may make reasonable health regulations and shall enforce the laws relating to public health, the provisions of the state sanitary code and all local health regulations.

Section 4-9 Zoning Board of Appeals: Composition; Term of Office; Powers and Duties.

- (A) Composition, Term of Office - there shall be a Zoning Board of Appeals consisting of seven (7) members. Five (5) members shall be elected by the voters for three year terms such that the term of office of at least one member, but not more than two members, shall expire each year. Two (2) members shall be appointed by the town administrator for three year terms so arranged that the terms of office will not expire in the same year.
- (B) Powers and Duties - The Zoning Board of Appeals shall have all powers which are conferred on Zoning Boards of Appeal by the general laws, and such additional powers and duties as may be provided in the zoning bylaws.

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

- (A) Composition, Term of Office - There shall be a recreation committee consisting of five members elected by the voters for three years, such that the term of office of at least one member, but not more than two members, shall expire each year.
- (B) Powers and Duties - The recreation committee shall plan, organize and implement programs in response to the recreational needs of the town.

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

All other elected officers shall have all the powers and duties conferred upon their office by the general laws, Sturbridge Town Charter and the town bylaws.

Section 4-12 Recall Petition.

- (A) Any holder of an elective office, as defined in Section 4-1(A), may be recalled by the voters as herein provided.
- (B) Recall Petition – Any voter may file with the Town Clerk a signed and dated affidavit containing the name of the officer sought to be recalled and a statement of the grounds for the recall. The Town Clerk shall deliver to said voter making the affidavit copies of petition blanks demanding such recall, and keep printed copies of the petition blanks available. The printed petition blanks shall be issued by the Town Clerk with his signature and official seal affixed. They shall be dated, shall be addressed to the Selectmen and shall contain the name or names of all persons to whom they are issued, the name of the person whose recall is sought, the grounds of recall as stated in the affidavit and shall demand a recall election. A copy of the petition shall be entered in a record book to be kept in the office of the Town Clerk. The recall petition shall be entered in a record book to be kept in the office of the Town Clerk. The recall petition shall be returned and filed with the Town Clerk within thirty (30) days after the filing of the affidavit and shall have been signed by at least twenty (20) percent of the voters who shall add to their signatures the street and number of their residences. **{Amended 4-9-12 by referendum & STM 11-7-11}**

The town clerk shall within twenty-four (24) hours of receipt submit the petition to the Board of Registrars of voters in the town, and the registrars shall forthwith certify the number of signatures which are names of voters.

- (C) Selectmen's Action on Receiving Petition - If the petition shall be found and certified by the board of registrars to be sufficient they shall submit the same with their certificate to the Selectmen without delay, and the Selectmen shall forthwith give written notice of the receipt of the certificate to the officer sought to be recalled and shall, if the officer does not resign within five (5) days thereafter, order an election to be held on a date fixed by

them not less than twenty-five (25) days nor more than thirty-five (35) days after the date of the board of registrars' certificate, provided however, that if any other town election is to occur within sixty (60) days after the date of the certificate, the Selectmen shall postpone the holding of the recall election to the date of such other election. If a vacancy occurs in said office after a recall election has been ordered, the election shall nevertheless proceed as provided in this section.

- (D) Incumbent Holds Office Until Recall Election - The incumbent shall continue to perform the duties of his office until the recall election. If not recalled he shall continue in office for the remainder of his unexpired term, subject to recall as before, except as provided in this section. If recalled he shall be deemed removed from office, and the vacant office filled by appointment by the Board of Selectmen until the next election.
- (E) Proposition on Ballot - Ballots used in a recall election shall submit the following proposition in the order indicated:

For the recall of (name of officer):
Against the recall of (name of officer):
Title of office:
- (F) Repeat of Recall Petition - No recall petition shall be filed against an officer within three (3) months after he takes office, nor, in the case of an officer subject to a recall election and not recalled thereby, until at least three (3) months after the election at which his recall was submitted to the voters.
- (G) Appointment of Person Recalled - No person who has been recalled from an office, or who has resigned from office while recall proceedings were pending against him, shall be appointed to any town office within two (2) years after such recall or such resignation.

ARTICLE 5 TOWN ADMINISTRATOR

Section 5-1 Appointment; Qualifications; Term.

The Board of Selectmen shall appoint a Town Administrator for an indefinite term and fix his compensation within the amount appropriated by the town. The Town Administrator shall be appointed solely on the basis of his executive and administrative qualifications. He shall be a person especially fitted by education, training and/or previous experience in management or administration to perform the duties of the office. The town may from time to time establish by bylaw such additional qualifications as seem necessary and appropriate.

Any vacancy in the office of the town administrator shall be filled in accordance with Section 4-2 by the Board of Selectmen. Meanwhile they shall appoint a suitable person as temporary Town Administrator to perform the duties of the office. Such temporary appointment may not exceed three (3) months but one additional renewal may be voted by the Board of Selectmen not to exceed a second three (3) months. Compensation for such person shall be set by the Board of Selectmen.

Section 5-2 Town Administrator - Appointive Procedure.

The Board of Selectmen shall appoint a five member Town Administrator search committee consisting of the following:

- One member of the Board of Selectmen,
- One town department head,
- Three registered voters of the town at large not employed by the town.

The search committee shall advertise the available position, screen all applicants and present three candidates to the Board of Selectmen. The search committee shall follow the affirmative action guidelines as established by Federal Law. The Board of Selectmen shall interview the candidates presented by the search committee at a regular meeting of the board, and elect by majority vote, the Town Administrator.

In the event of any vacancy in the office of the Town Administrator, the Board of Selectmen will initiate the appointment procedure within a period of ten (10) working days.

Section 5-3 Powers and Duties.

The Town Administrator shall be the chief administrative officer of the town and be directly responsible to the Board of Selectmen for the administration of all town affairs placed in his charge by or under this charter. He shall have the following powers and duties:

(A) He shall supervise and direct the administration of all departments, agencies and offices for whose function he is responsible.

(B) The Town Administrator shall appoint, subject to confirmation by the Board of Selectmen, all appointive town officers as described in section 6-1 utilizing procedures described in section 6-5.

The Town Administrator shall make notification of all unfilled positions within the town by posting a notice on the bulletin boards at the Town Hall and on cable television for a period of not less than five (5) days, and by notification in writing to the local new media.

(C) He shall fix the compensation of all town officers and employees appointed by him within the limits established by existing appropriations and town bylaws.

(D) He shall attend all regular meetings of the Board of Selectmen unless excused at his own request, except meetings at which his removal is being considered, and shall have a voice but no vote in all of its deliberations.

(E) He shall keep full and complete records of his office and shall render as often as may be required by the Board of Selectmen, but not less once in each year, a full report of all operations during the period reported on, which report shall be made available to the public.

(F) He shall keep the Board of Selectmen fully advised as to the needs of the town and shall recommend to the Board of Selectmen for adoption such measures requiring action by them or by the town meeting as he may deem necessary or expedient.

(G) He shall have full jurisdiction over the rental and use of all town property except school property and property under the control of the conservation commission. He shall be responsible for the maintenance and repair of all town buildings and facilities placed under his control by this charter, by bylaw, by vote of the town or otherwise.

(H) He shall present to the Board of Selectmen the annual budget of the town and shall also be responsible for the development and annual updating of the capital improvement program.

(I) He shall keep a full and complete inventory of all property of the town, both real and personal.

(J) He shall negotiate contracts involving any subject within his jurisdiction. These proposed contracts shall be subject to final approval and execution by the Board of Selectmen.

Copies of all proposed contracts, including personnel, shall be provided to the Finance Committee by the Board of Selectmen within 10 days of approval for record purposes.

{Amended 4-9-12 by referendum & STM 11-7-11}

- (K) He shall be responsible as Chief Procurement Officer of the town for purchasing all supplies, material and equipment for all departments under his jurisdiction. **{Amended 4-9-12 by referendum & STM 11-7-11}**
- (L) He shall see that all of the provisions of the general laws, of the charter, of votes of the town meeting and votes of the Board of Selectmen which require enforcement by him or officers subject to his direction and supervision are faithfully carried out.
- (M) He shall prepare and revise, as necessary, a plan establishing personnel requirements. It shall include job descriptions, together with wage and salary schedules, for all departments established by this charter, administrative code or town bylaw, except school department employees, and it shall become effective within 30 days of submission to the Board of Selectmen, unless rejected by them. **{Amended 4-9-12 by referendum & STM 11-7-11}**
- (N) He may at any time inquire into the conduct of office of any officer or employee or department, board or commission under his jurisdiction.
- (O) He shall attend all sessions of the town meetings and answer all questions directed to him by the voters of the town which relate to his office.
- (P) He shall perform any other duties required by the bylaws, administrative code, the voters of the town meeting, or the votes of the Board of Selectmen.

Section 5-4 Acting Town Administrator.

By letter filed with the town clerk, the Town Administrator shall designate a qualified town administrative employee or officer to exercise the powers and perform the duties of Town Administrator during his temporary absence. During his absence the Board of Selectmen may not revoke such designation until at least ten (10) working days have elapsed whereupon it may appoint another qualified town administrative employee or officer to serve until the Town Administrator shall return.

In the event the Board of Selectmen deem the Town Administrator as unable to perform his assigned duties, the Board of Selectmen shall appoint a department head to serve as acting Town Administrator. **{Amended 4-9-12 by referendum & STM 11-7-11}**

Section 5-5 Removal and Suspension.

The Board of Selectmen may, by majority vote of the full board, terminate and remove or suspend the Town Administrator from his office in accordance with the following procedure.

Before the Town Administrator may be removed, if he so demands, he shall be given a written statement of the reasons alleged for his removal and shall have a right to be heard publicly thereon at a meeting of the Board of Selectmen prior to a final vote on his removal, but pending and during such hearing the Board of Selectmen may suspend him from his office. The action of the Board of Selectmen in suspending or removing the Town Administrator from office shall be final, it being the intention of this provision to vest all authority and to fix all responsibility for such suspension or removal solely in the Board of Selectmen. The Town Administrator shall continue to receive his salary until the effective date of a final vote of removal. The town may, by bylaw, establish a procedure for removal or suspension of a Town Administrator in such detail as it may deem necessary or desirable.

ARTICLE 6 APPOINTED OFFICIALS, BOARDS, COMMISSIONS & EMPLOYEES

Section 6-1

(A) Appointments to all boards, commissions and committees consisting of more than one member and where terms are greater than one year shall be made in a manner that all terms of all incumbents do not expire in the same year. Wherever possible, an equal number of members of each board, commission and committee shall come to the end of their terms of office in each year. **{Amended 4-9-12 by referendum & STM 11-7-11}**

(B) The Town Clerk shall maintain, electronically, a list of all of the offices, boards and committees of the Town of Sturbridge, including the name of the office, board or committee, purpose or objective, number of membership, term of appointment, and the appointing authority. The Town Clerk shall update the list of offices, boards and committees as they are formed or dissolved, post a copy on the official website of the Town of Sturbridge, and cause it to be included in the annual town report. **{Amended 4-9-12 by referendum & STM 11-7-11}**

(C) Annual appointments to all boards, commissions and committees shall be made by July 1 of each year. Whenever a board, commission, or committee member resigns or otherwise is no longer on the board, commission or committee, the responsible appointing authority shall appoint a new member within 45 days. **{Amended 4-9-12 by referendum & STM 11-7-11}**

(E) The Town Administrator shall have the power to appoint such other individual town officers and members of boards and committees as are authorized by the Massachusetts General Laws, this Charter, or Town Bylaws, for which the method of appointment is not otherwise provided. **{Amended 4-9-12 by referendum & STUM 11-7-11}**

Section 6-2 Appointments **{Amended 4-9-12 by referendum & STM 11-7-11}**

The Town Administrator shall make appointments to the following offices, boards, and commissions for the specified term, subject to the confirmation by a majority vote of the Board of Selectmen at a regularly scheduled meeting and administration of the oath of office by the Town Clerk.

<u>Office(s)</u>	<u>Term(s) of Office</u>
Town Counsel	1 Year
Finance Director	3 Years
Town Accountant	3 Years
Principal Assessor	3 Years
Director, Department of Public Works	3 Years
Members of the Department of Public Works	3 Years
Tree Warden	3 Years
Chief of Police	3 Years
Members of the Police Department	3 Years
Fire Chief	3 Years
Members of Fire Department	3 Years
Hazardous Waste Coordinator	3 Years
Building Inspector/Zoning Enforcement Officer	3 Years
Other Inspectors (excluding Board of Health appointees)	3 Years
Emergency Management Coordinator	3 Years
Director of Veteran's Affairs & Soldiers Burial	3 Years
Animal Control Officer	3 Years
Town Planner	3 Years
Council on Aging Director	3 Years

<u>Boards and Commissions</u>	<u>Number of Members</u>	<u>Term(s) of Office</u>
Planning Board	7	5 Years
Design Review	5	3 Years
Zoning Board of Appeals	2	3 Years
Conservation Commission	5	3 Years
Safety Committee	5	3 Years
Historical Commission	5	3 Years
Cultural Council	7*	3 Years
Council on Aging	9	3 Years
Street Light Committee	3	3 Years
Housing Partnership Committee	5	3 Years
Cable Advisory Committee	5	3 Years

***{Amended 4-9-12 & STM 11-7-11}**

Partial Appointments

Sturbridge Tourist Association	6 of 7	3 years
Personnel Classification Committee	4 of 5	3 years
Community Preservation Committee	3 of 9	3 years
Zoning Board of Appeals	2 of 7	3 years

{Amended 4-9-12 by referendum & STM 11-7-11}

Section 6-3 Power to Rescind Appointments.

The Town Administrator shall, subject to confirmation by vote of the Board of Selectmen, have the power to rescind for cause, including excessive and unexcused absenteeism, any appointment made by him to any board, commission, committee, or individual officer under authority of this charter, provided that the appointee shall first have been served with a written notice of the Town Administrator's intention, specifying the reasons for the proposed removal, and informing the appointee of his right to be heard, if requested in writing, at a public meeting of the Board of Selectmen.

Section 6-4 Merit Principle.

All appointments and promotions of town officers and employees shall be made solely on the basis of merit and fitness demonstrated by examination or other evidence of competence and suitability.

Section 6-5 Appointments by the Town Administrator - Procedure.

1. Procedure for Appointment of Department Heads

Fire Chief
 Director of Department of Public Works
 Police Chief

Upon vacancy, the town administrator shall appoint a five (5) member search committee, consisting of the following: (1) Town Administrator, (2) Two voters not currently employed by the town appointed by the Town Administrator, (3) Two members qualified to assist in the search process and appointed by the Town Administrator. The search committee shall screen all applicants, interview the top applicants at a legally advertised public meeting, and the Town Administrator shall select the best applicant for appointment, subject to confirmation by the Board of Selectmen.

2. Procedure for the Appointment of Town Employees.

The Town Administrator shall advertise all available positions, screen all applicants, and select the best qualified applicant for appointment subject to confirmation by the Board of Selectmen.

ARTICLE 7 ADMINISTRATIVE ORGANIZATION.

Section 7-1 Department of Public Works.

There shall be a department of public works appointed by the Town Administrator in accordance with Section 6-1. The director of the department of public works so appointed shall be a person especially fitted by education, training, and/or previous experience to perform the duties of the office.

The director of the department of public works shall be responsible for the supervision and coordination of all public works operations of the town which are placed under his control by this charter, by bylaw, by vote of the town, or otherwise.

The department of public works shall be responsible for the following town functions: engineering, highways, water system, sewerage system, maintenance of town properties including cemeteries and recreation areas and other related functions assigned by the Town Administrator or director of public works.

Section 7-2 Principal Assessor

There shall be a full-time Principal Assessor appointed by the Town Administrator subject to confirmation by a majority of the Board of Selectmen. The Principal Assessor shall be appointed for a term of three years and shall be a person especially fitted by education, training, and/or previous experience to perform the duties of the office. The responsibility of the Principal Assessor will include the daily operation of the assessors' department. **{Amended 4-9-12 by referendum & STM 11-7-11}**

ARTICLE 8 GENERAL PROVISIONS.

Section 8-1 Relation of Charter to Town Bylaws, Rules, Regulations, Orders and Special Laws.

Where provisions of this charter conflict with provision of town bylaws, rules, regulations, orders and special laws, the charter provisions shall govern. All provisions of town bylaws, rules, regulations, orders and special laws not superseded by this charter shall remain in force.

Section 8-2 Severability.

If any provisions of this charter are held invalid, the other provisions of the charter shall not be affected thereby. If the application of the charter or any of its provisions to any person or circumstance is held invalid, the application of this charter and its provisions to other persons and circumstances shall not be affected thereby.

Section 8-3 Specific Provisions Shall Prevail.

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

Section 8-4 Publication of Charter and Bylaws.

The Board of Selectmen shall, within one year of the adoption of this charter and subsequent revisions thereafter, cause to be prepared copies of said Charter and Town Bylaws to be available to the public in a suitable format in the office of the Town Clerk and posted on the web site established as the official web site for the Town of Sturbridge. **{Amended 4-9-12 by referendum & STM 11-7-11}**

Section 8-5 Charter Revision.

Amendments to this charter relating in any way to the composition of the town meeting or the composition or mode of election or terms of office of the Board of Selectmen may be proposed only by a charter commission elected under the General Laws of the Commonwealth.

Amendments to this charter relating to other matters may be proposed at a duly called town meeting. Proposed amendments approved by a two-thirds majority town meeting vote shall be acted upon by ballot of the whole town at a regular election of town officers held in accordance with the General Laws. The effective date of revisions will be the date the town clerk certifies that the proposed amendment was approved by a majority of valid ballots cast.

The Board of Selectmen shall every five years, form a committee to study the working of town government. The committee shall recommend procedures to revise the charter, if that is deemed advisable.

Section 8-6 Resignations.

Any person holding an appointive or elective office may resign the office by filing a letter of resignation with the town clerk. The effective date of resignation shall be upon receipt by the town clerk unless a time certain is specified therein when it shall take effect. The town clerk shall notify the Town Administrator, and/or Board of Selectmen within 24 hours of receipt of a letter of resignation by forwarding a copy of the letter with date received. The town clerk shall resign the office by submitting a letter so stating to the Board of Selectmen.

Section 8-7 Numbering of Charter Provisions

The numbering of sections, subsections, paragraphs and subparagraphs in this Charter is deemed non-substantive and ministerial in nature, and the Town Clerk, after consultation with Town Counsel, may make appropriate revisions to the same solely for the purpose of ensuring consistent and appropriate sequencing of such numbering; provided, however, that the Town Clerk shall keep a record of all such revisions which record shall include the date and substance of all such revisions. **{Amended 4-9-12 by referendum & ATM 6-6-11}**

ARTICLE 9 TRANSITIONAL PROVISIONS.

Section 9-1 Continuation of Existing Laws.

All general laws, special laws, town bylaws, votes, rules and regulations of or pertaining to the town which are in force when the charter takes effect and which are not repealed directly or indirectly hereby, shall continue in full force and effect until amended or rescinded by due course of law or expire by their own limitation.

Section 9-2 Continuation of Government.

- (A) All town officers and all members of all boards, commissions, and committees who have heretofore been elected and who will henceforth be appointed under the provisions of this charter, shall serve for the balance of the term for which they were elected but their successors shall be appointed.
- (B) All committee, commissions, boards, departments, offices and other agencies of the town shall continue to perform their duties until reappointed, or until successors to their respective positions are duly appointed or elected or their duties have been transferred in accordance with the provisions of the charter.

Section 9-3 Continuation of Administrative Personnel.

Any person holding an office or position in the administrative service of the town, or any person serving in the employment of the town shall retain such office or position and shall continue to perform the duties until provisions shall have been made in accordance with the charter for the performance of the said duties by another person or agency. Nothing contained in the charter shall be construed as to grant to the incumbent of any office at the time the charter is adopted any right or privilege to be retained in the employment of the town.

Section 9-4 Transfer of Records and Property.

All records, property and equipment whatsoever of any office, department or agency or part thereof, the powers and duties of which are assigned in whole or in part to another office or agency shall be transferred forthwith to the office, department or agency to which such powers and duties are assigned.

Section 9-5 Effective Date.

This charter shall take effect upon its adoption by the voters of Sturbridge.