

WARRANT FOR
ANNUAL TOWN MEETING
MAY 6, 2013
7:00 P.M.
Hale Middle School Auditorium



Annual Town Report of Officers and Committees are available at Town Building, Police Station, and
Randall Library

PLEASE BRING TO TOWN MEETING
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Finance Committee Report
Annual Town Meeting
May 6, 2013

The Finance Committee has reviewed the proposed Town of Stow (“Town” or “Stow”) budget for the upcoming fiscal year, which runs from July 1, 2013 through June 30, 2014 (“FY 2014”). The Town can continue to maintain a mostly level services budget without requiring a Proposition 2½ override or draining our reserves.

Though the last fiscal year only saw about a 1.4% increase in property taxes for residents, we predict the average tax increase will be significantly more for FY 2014, depending on what gets approved.

FY 2014 includes a number of significant spending increases over FY 2013, some expected and some not expected. Though the Center School Project was largely completed in FY 2013, most of the debt service associated with the second major bonding will not begin to be due until FY 2014. Also, though FY 2013 saw a significant decrease in the Minuteman Career and Technical High School (“Minuteman”) assessment, FY 2014 should see a significant increase. Both of these changes were largely driven by enrollment. The Nashoba Regional School District assessment shows a 4% increase in FY 2014, which is a little higher than it has been recently, despite the fact that FY 2013 was the last year of the deficit bond payments (\$390,000 for the district).

Further, there were a significant number of capital requests for FY 2014. Prior to the warrant being finalized, these requests exceeded \$1 Million. From working with Capital Planning, these requests were paired down below \$1 Million. Nevertheless, of these requests, there are a number of items which the Finance Committee and/or Capital Planning have not recommended for approval. In addition to these capital requests, there is a warrant article for the potential purchase of property for municipal use.

It should also be noted, that, though there is nothing in this warrant for possible building projects, there is ongoing due diligence work associated with the fire station, library and community center.

Nevertheless, both the current fiscal year’s budget and the FY 2014 budget show plenty of levy capacity remaining. Further, the Town’s reserves have been built up significantly over the last several years and are now approaching 9% of our annual budget.

INCOME

Stow’s sources of income largely include property taxes (overwhelmingly residential), local receipts, state aid, and free cash, which are unrestricted funds remaining from the previous year.

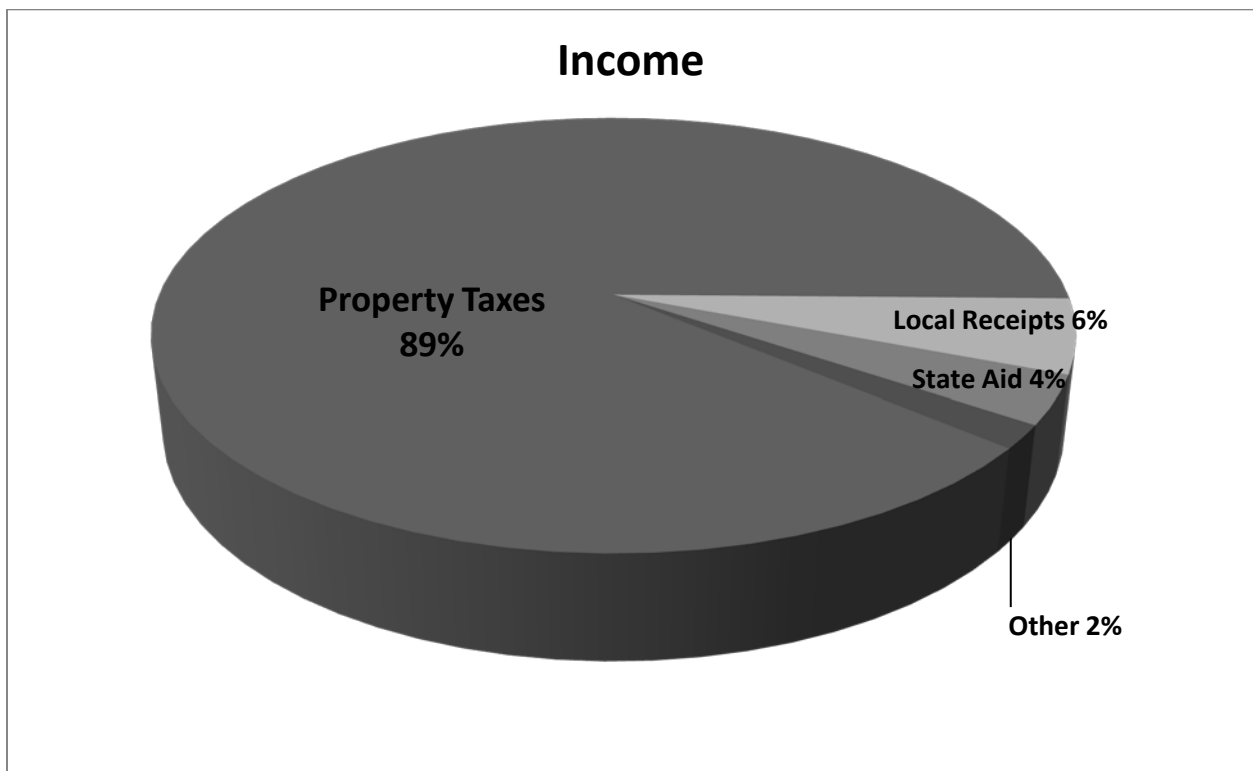
State aid of \$941,621 includes \$542,576 of school building assistance associated with the Hale School, which is directly offset by the debt service associated with the Hale construction many years ago. Excluding this building assistance, state aid is only forecast to be approximately \$400,000, which is about 5% higher than FY 2013. It should be noted that this \$400,000 represents only about 1.5% of the overall budget.

Local receipts, which make up approximately 5.5% of the budget, should continue to see year over year improvement. Automobile excise taxes, which are heavily influenced by new car purchases, make up a majority of the local receipt income.

Though the jump in local receipts have helped reduce the reliance on property taxes by 1%, at 89% of FY 2014 budgeted income, property taxes are still high in comparison to the FY 2009 percentage of 85% of budgeted income.

For FY 2014 the Town is transferring \$120,000 in one time income from the overlay surplus funds. These funds largely represent reserves for possible property tax abatements and are periodically drawn down. The transfer for FY 2014 is slightly higher than what was transferred in FY 2013. Though these transfers are generally not done on an annual basis, there should remain adequate reserves for possible abatements.

FY 2014 shows an allowable 12.6% increase in property taxes (approximately \$2.6 Million). Of this \$2.6 Million, about \$1.5 Million represents unused levy capacity in FY 2013. It is important to note that this is merely reflective of Stow's levy capacity without requiring an override. The actual amount in property taxes to be raised in FY 2014 will be set in the fall when the Town must balance its revenue and expenditures in setting the tax rate. Only the actual amount appropriated for expenditure by Town Meeting will be raised in taxes. Therefore, when factoring in the projected surplus of about \$1 Million in the FY 2014 budget, along with the new growth, there would be about a 5 to 7% increase in property taxes if everything in this warrant were approved (this number depends on a number of revenue assumptions, as well as various funding assumptions).



Income	FY13	FY14	Change FY13 - 14	Percent total
Property Tax	20,861,552	23,482,976	12.6%	89.2%
Local Receipts	1,353,000	1,453,000	7.4%	5.5%
State Aid	922,442	941,621	2.1%	3.6%
Other	360,965	457,951	26.9%	1.7%
TOTAL INCOME	23,497,959	26,335,548	12.1%	100.0%

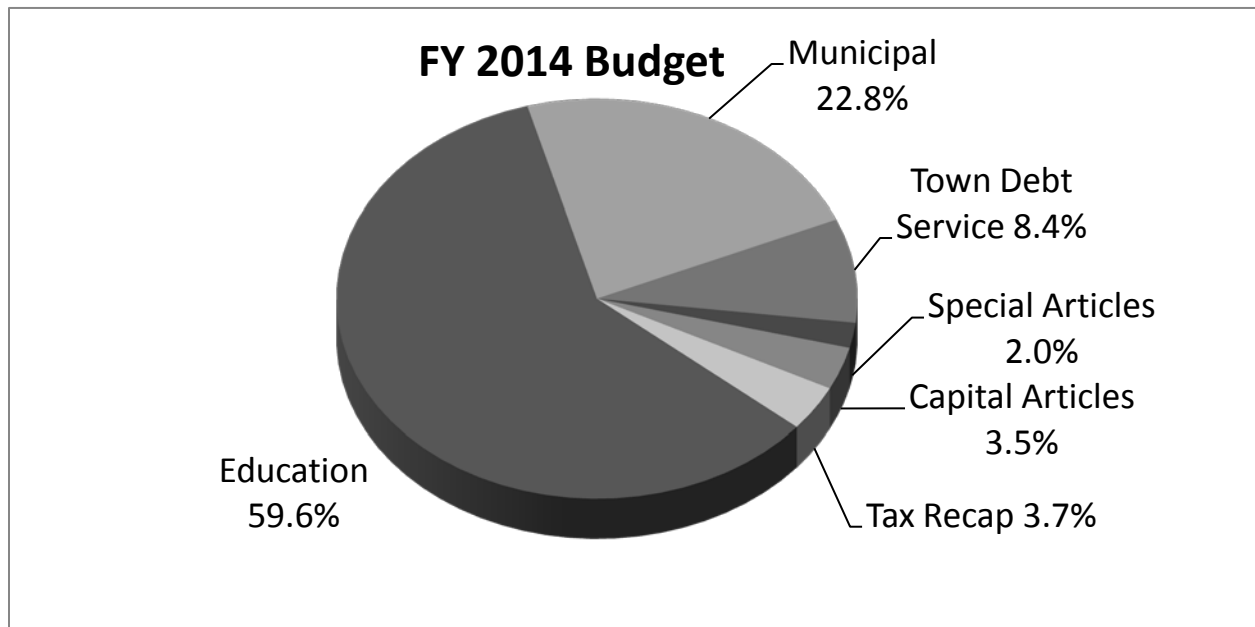
EXPENSES

Education accounts for the majority of the Town budget. Together, the NRSD assessment of \$14,279,719 and the Minuteman assessment of \$766,081 make up about 60% of Town expenditures. It should be noted that this does not include debt service or capital requests for Center and Hale.

Municipal, which includes all of the town provided services, makes up 23% or \$5.8 Million of the budget. The largest departments within municipal are Police, Highway and Fire.

With the additional Center School Project related bond payments in FY 2014, debt service increases 0.5% to 8.4% of the total FY 2014 budget.

As you can see below, the requested capital articles make up about 3.5% of the budget, whereas they have often been around just 2% of the overall budget.



<u>Expenditures</u>	<u>FY 2013</u>	<u>FY 2014</u>	<u>Change FY '13 - FY '14</u>	<u>Percent Total</u>
Education, Total	\$14,349,411	\$15,045,800	4.9%	59.6%
Nashoba Regional	13,726,429	14,279,719	4.0%	56.5%
Minuteman Regional	622,982	766,081	23.0%	3.0%
Municipal, Total	5,576,681	5,763,426	3.3%	22.8%
Police & Dispatch Highway Department	1,301,784	1,343,488	3.2%	5.3%
Fire & EMS	830,509	856,319	3.1%	3.4%
Group Insurance	672,618	691,034	2.7%	2.7%
Randall Library	705,600	728,920	3.3%	2.9%
Other Municipal	213,229	214,082	0.4%	0.8%
Town Debt Service	1,852,941	1,929,583	4.1%	7.6%
Special Articles	1,854,395	2,126,857	14.7%	8.4%
Capital Articles	433,777	514,380	18.6%	2.0%
Tax Recapitulation	414,030	872,879	110.8%	3.5%
County Retirement	869,665	929,299	6.9%	3.7%
Other Tax Recap	584,911	643,169	10.0%	2.5%
	284,754	286,130	0.5%	1.1%
Total Expenditures	\$23,497,959	\$25,252,641	7.5%	100.0%

Increases in the proposed FY 2014 budget amount to \$1,754,682, or 7.5%. The major drivers of this increase include the NRSD assessment (32% of the increase), capital articles (26% of the increase) and debt service (16% of the increase).

Breakdown of the budget increase:

Nashoba Regional	\$ 553,290
Capital Articles	458,849
Town Debt Service	272,462
Minuteman Regional	143,099
Group Insurance	23,320
Other	303,662
FY 2014 Budget Increase	\$ 1,754,682

The increase in debt service shown above can be attributed to the additional debt service from the Center School Project. The Center School Project debt service is actually split between two bonds. The initial long term bond was bonded several years ago, while the second one will not be bonded until this year. Therefore, there was only a small increase in FY 2013 (relatively speaking) to account for the interest only payments on the short-term debt that will eventually be rolled into the second long-term bond for the Center School Project. When the second bond is bonded we anticipate the annual debt service payments associated with the Center School Project to be between \$1.1 Million and \$1.2 Million. This is consistent with what we have been forecasting over the last several years, but below the low end of the range we had originally estimated (between \$1.2 Million and \$1.5 Million). Though some of this difference can be attributed to cost savings, the current favorable interest rate environment was also a big help.

The NRSD assessment, by far the largest line item in our budget, increased 4% or about \$550,000 in FY 2014. It should be noted that, though Stow's assessment increases 4% in FY 2014, the overall budget increase for Nashoba was 3.14%. That difference is due to enrollment changes within the district, along with changes in other revenue sources, such as state aid and school choice funds. The overall district budget increase is also despite the fact that the district no longer has the deficit bond payment. If we take out the decrease of the deficit bond, the budget increase goes from 3.14% to 4%. As salaries and benefits account for the majority of the NRSD budget, it is not surprising that most of the increase can be attributable to about a 3% increase in salaries and benefits. The increase in the salary line item includes a 1.5% cost of living increase in FY 2014, along with various step increases. About 12% of the increase can be attributed to the debt service associated with the athletic facilities improvements approved last year. In addition, there is a 19% increase in facilities costs, which was on top of a 14% increase in the prior year. This increase is a result of a much more aggressive facilities repair and improvement plan. As with the previous three years, NRSD will be relying on more Excess and Deficiency funds than they have relied on in past years (approximately \$1 Million).

The Minuteman assessment will see a significant 23% increase in FY 2014. This increase is largely driven by a significant increase in enrollment at Minuteman from Stow. It should be noted that FY 2013 saw a significant decrease over the prior year (17%), which was largely driven by a significant decrease in enrollment. District wide, Minuteman will see a significant increase in overall enrollment in FY 2014 and has an overall budget increase of 4.7%. As with NRSD, staffing costs are the biggest driver, which, in Minuteman's case, includes a 2% cost of living increase, in addition to step increases. Also like NRSD, Minuteman has a significant increase in facilities and capital costs. For Minuteman the big driver of this increase is their failing roof. Though there has been a sizable building renovation project in the works at Minuteman for the last several years, this would be many years away at this point. Though the renovation project is several years away and should receive a significant reimbursement from the state, this project would result in a significant increase of our assessment when completed.

CAPITAL REQUESTS

As of early April, capital articles total approximately \$872,879, a 111% increase over FY 2013. It is important to note a few things. First of all, some of these articles may be funded using existing balances in certain funds (e.g. Community Preservation). Secondly, the Town will most likely use \$200,000 in free cash to fund a portion of these expenses, which is consistent with prior years. Finally, though many of these capital requests may be needed, not all of them were recommended for approval by the Capital Planning and Finance Committees.

POLICE CRUISER (SUV)	\$ 38,000
HIGHWAY TRUCK	98,000
CEMETERY IMPROVEMENTS	60,000
TOWN BUILDING IMPROVEMENTS	126,659
HALE SCHOOL IMPROVEMENTS	166,000
MODULAR OFFICE BUILDING	35,000
RECREATION EQUIPMENT	11,500
FIRE DEPARTMENT EQUIPMENT	157,720
PLANNING BOARD LV PROJECT DESIGN FUNDS	150,000
CEMETERY SURVEY	20,000
CEMETERY EQUIPMENT	10,000
TOTAL CAPITAL ARTICLES	\$ 872,879

A number of these capital articles were expected, but not necessarily the amount. You will see the Finance Committee recommendations in this warrant. As of the time of the printing of this report, not all capital articles have been voted on by the Finance Committee and for these items we will make our recommendation at Town Meeting. As indicated previously, we recognize the eventual need for a number of the articles not recommended, but the timing of them hitting all at once and in the same year of other significant increases was not ideal.

In terms of funding, there are two items above pertaining to the cemetery in which our recommendation is predicated on how the items are funded. In the case of the cemetery improvements, which are for continued restoration of the stone walls, we hope this is funded using community preservation funds. In the case of the cemetery survey, which is survey work associated with laying new roads, we hope this is funded using the existing balance in the sale of lots account.

In addition to the above capital requests, there are also articles pertaining to the purchase of 323 Great Road. The first article would authorize an outright purchase and the second article would potentially give Stow the future option to purchase. This was not an anticipated expense heading into the year. However, the plot of land may be an ideal solution to a number of municipal needs, including a larger piece of land for a possible new fire station and a potential municipal water source. Should this article be approved at Town Meeting, our hope is that as much of the purchase price as possible be funded using Community Preservation funds, with the remaining balance borrowed. As of the time of the printing of this warrant, the Finance Committee has deferred a vote on our recommendation for both these articles mostly due to the fact that there is ongoing due diligence being conducted on the property. Nevertheless, we will be making a recommendation at Town Meeting.

COMMUNITY PRESERVATION

As indicated above, there are a few capital items that may be funded using some of our Community Preservation funds. These expenditures are directly offset by an allocation of revenue previously raised through the CPA excise tax, plus available state matching funds. Therefore, they generally have no direct effect on the current budget.

STORED ASSETS

As usual, the Finance Committee proposes the Town vote to move \$50,000 from Free Cash to the Stabilization Fund this year. This is part of the Town's attempt to rebuild its financial reserves over time. Free Cash and the Stabilization Fund are considered the Town's stored assets. These reserves are not only important to have on hand for "rainy day" purposes, but are also a significant factor in determining our cost of borrowing, or the interest rate on Town debt. At the end of the 2012 calendar year, Free Cash was certified at approximately \$1.4 Million and the Town's Stabilization Fund balance is approximately \$770,000. The combined \$2.2 Million is about a 10% jump from the prior year and stands at about 8.6% of the FY 2014 budget. The Town's savings are certainly one of the many bright spots for the Town's finances. The increase in savings is also very timely as the Town bonds the costs associated with the Center School expansion.

BOTTOM LINE

Stow remains in good fiscal shape. Though there was a negligible increase in the average tax bill in FY 2013, there will be a more significant increase in FY 2014. Much of this was expected, as the second bond related to the Center School Project becomes due.

Many of the same macro and long term issues remain for the Town. Stow's tax base remains overwhelmingly residential. Health care and pension costs seem to increase at a higher rate than other

costs. Like almost every government entity, Stow has a significant unfunded liability balance in terms of pension and retiree health care obligations. Still, we feel this balance is manageable. More significantly, there remains a substantial backlog of possible capital projects.

On the revenue side, though new growth is well below the highs from the years prior to the recession, local receipts have rebounded substantially from the recession lows experienced a few years ago.

Stow has been able to keep tax increases in check over the last several years, despite the increases in debt service associated with the Center School Project and Stow's tax rate remains competitive with neighboring towns. The Town is also operating well within the levy capacity, continues to increase the stored asset balance, retains a favorable bond rating and is borrowing well below the recommended limit by the rating agencies.

Though the overall budget will increase 7.5% in FY 2014, if everything in the warrant is approved at Town Meeting, it should be noted that this does not necessarily mean the average tax bill will increase 7.5%. In fact about 20-25% of this increase is estimated to be absorbed by increases in other revenue sources, such as new growth, growth in local receipts and a modest increase in state aid. When trying to determine the effect a certain article will have on your average tax bill, provided an item is to be funded via taxes, every \$100,000 would cost the average taxpayer between \$30.00 and \$35.00 (assuming a home value of about \$424,000). Every \$100,000 in debt, assuming a 20 year term and 4% interest rate, would cost the average taxpayer about \$2.25 to \$2.50 annually for the loan term.

There are certainly challenging years ahead, including FY 2014, largely due to the capital needs of both the Town and the schools. Despite the challenges, overall, this budget does a good job balancing what the Town can absorb in terms of taxes and what is needed in terms of resources. That balance of course is ultimately determined at Town Meeting.

The Stow Finance Committee

Peter McManus, Chair

Rick Rollins, Vice Chair

Ann Deluty, Christopher Sarno and Bruce Walbridge: Members

Richard Eckel and Shalini Dumka: Associate Members

Appendix A: Reserve Fund Transfer Details

The Finance Committee is a standing committee of Town Meeting; and the committee's main role in Stow is to review town meeting warrant articles and make recommendations to the voters, with special emphasis on the financial aspects of each article.

The Finance Committee also administers Stow's Reserve Fund, which is used for unexpected or emergency expenses during the fiscal year. For the past several fiscal years, \$70,000 has been put into the Reserve Fund. Unexpended funds each year return to the Town's General Fund as Free Cash, for use in the following fiscal year.

The following table shows all Reserve Fund transfers since the 2009 annual warrant report.

Date	Description	Amount
FY 2009		
25-May-09	Building Inspector – close old permits	\$2,000
25-May-09	Building Inspector clerical wages	\$ 241
25-May-09	Building Department custodial wages	\$1,013
30-June-09	Old West School roof repairs	\$6,000
FY 2010		
15-Sep-09	Fire Department wages – Lake Boon coverage	\$10,000
12-Jan-10	Building Inspector Mileage	\$ 1,250
19-Mar-09	Municipal Water System maintenance	\$ 9,285
FY 2011		
21-Sep-10	Medical expenses for disabled, retired Stow Police Officer	\$ 1,000
11-Jan-11	Fire Department – Overtime Wages	\$10,000
22-Feb-11	Board of Health – Municipal Solid Waste Removal	\$ 286
19-Apr-11	Fire Department – Overtime Wages	\$ 5,000
07-Jun-11	Fire Department – Vehicle Repairs & Maintenance	\$ 5,730
07-Jun-11	Fire Department – Overtime Wages	\$ 5,000
07-Jun-11	Fire Department – Call Firefighter and EMT Wages	\$ 5,000
07-Jun-11	Highway Department – Gasoline and Diesel Fuel	\$ 4,000
07-Jun-11	Information Technology – License and Contract Renewal	\$ 700
28-Jun-11	Lake Boon Commission – Lake Boon Expenses	\$ 300
28-Jun-11	Group Insurance	\$ 6,232
12-Jul-11	Board of Health (Municipal Solid Waste Removal)	\$ 195
FY 2012		
13-Sep-11	Information Technology – Email Services	\$ 2,183
13-Sep-11	Workmen's Compensation Insurance	\$ 3,500
28-Feb-12	Highway Department – Gasoline and Diesel Fuel	\$10,000
13-Mar-12	Highway Department – Gasoline and Diesel Fuel	\$ 5,000
27-Mar-12	Medical expenses for disabled, retired Stow Police Officer	\$ 400
22-May-12	Fire Department – Call Firefighter and EMT Wages	\$ 4,278
22-May-12	Highway Department – Gasoline and Diesel Fuel	\$ 8,000
12-Jun-12	Selectmen's Exp – Furniture & Fixtures	\$ 400

FY 2012 continued		
26-Jun-12	Fire Department – Call Firefighter and EMT Wages	\$ 1,500
26-Jun-12	Fire Department – Overtime Wages	\$ 548
26-Jun-12	Group Insurance	\$19,654
24-Jul-12	Information Technology – Telephone	\$ 500
FY 2013		
24-Jul-12	Liability Insurance	\$ 8,538
13-Nov-12	Veterans Services	\$ 1,423
22-Dec-12	Veterans Services	\$ 1,327
22-Jan-13	Veterans Services	\$ 1,375
12-Feb-13	Veterans Services	\$ 1,390
26-Feb-13	Town Emergency Notification	\$ 2,000
26-Mar-13	Library Salary & Wages	\$ 1,209
26-Mar-13	Veterans Services	\$ 1,556
26-Mar-13	Fire Department – Call Firefighter and EMT Wages	\$12,000
26-Mar-13	Planning – Master Plan	\$ 1,250



WARRANT FOR 2013 ANNUAL TOWN MEETING

To either of the Constables of the Town of Stow, in the County of Middlesex, GREETINGS:

In the name of the Commonwealth of Massachusetts, you are directed to notify and warn the inhabitants of the Town of Stow, qualified to vote in Elections and Town Affairs, to assemble in

HUGH MILL AUDITORIUM AT THE HALE SCHOOL

In said Town on
MONDAY, THE SIXTH DAY OF MAY 2013
AT 7:00 P.M.

Then and there to act on the following Articles, namely:

Article 1. Reports of Selectmen and Other Officers and Committees

To hear the reports of the Selectmen and other Officers and Committees of the Town for Calendar Year 2012; or take any other action relative thereto.

(Board of Selectmen)

The Finance Committee recommends approval of this article.

Article 2. Reports of Special Committees

To hear the reports of special committees for Calendar Year 2012; or take any other action relative thereto.

(Board of Selectmen)

The Finance Committee recommends approval of this article.

Article 3. FY 2013 Building Oversight Committee Expenses

To see if the Town will appropriate and transfer from the Overlay Surplus Account, to the Oversight Committee Administrative Services Account, the sum of fifty thousand dollars (\$50,000.00), or any other sum, for the purpose of continuing to pay for consulting services as needed to perform due diligence work related to the on-going fire station, library and community center building projects; or take any other action relative thereto.

(Town Administrator)

The Finance Committee recommends approval of this article. This will allow the newly formed Building Oversight Committee to continue working with the consultants on the Fire Station, Library and Community Center building projects.

Article 4. FY 2013 Snow and Ice Account Deficit Reduction

To see if the Town will vote to appropriate and transfer from the Overlay Surplus Account, to the Snow and ice Account, the sum of fifty thousand five hundred and seven dollars and seventy five cents (\$50,507.75), or any other sum, for the purpose of reducing the FY-2013 deficit in the Snow and Ice Account; or take any other action relative thereto.

(Town Administrator)

The Finance Committee is in favor of this appropriation and transfer. This was a required cost that was occurred over this past winter.

Article 5. Wage and Salary Schedules for Fiscal Year 2014

To see if the Town will vote to amend Article 11 of the General Bylaws of the Town, Personnel Administration, by deleting from Section 20.h. the existing salary Schedules A, B, C, D, and E, and inserting in place thereof the following new Schedules; or take any other action thereto.

(Board of Selectmen)

The Finance Committee recommends approval of this article.

SCHEDULE A
ANNUAL RATE POSITIONS

<u>Position Title</u>	<u>Minimum</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Maximum</u>
Asst Assessor	40,884	43,313	45,860	48,406	50,954
Asst Treasurer-Collector	40,884	43,313	45,860	48,406	50,954
Bldg. Inspector	54,416	57,815	61,215	64,617	68,020
Board of Health Administrative Asst.	40,884	43,313	45,860	48,406	50,954
Conservation Commission Coordinator	51,527	54,618	57,894	60,930	63,841
Council on Aging Executive Director	46,188	48,933	51,814	54,688	57,567
Librarian	40,884	43,313	45,860	48,406	50,954
Library Director	51,781	55,018	58,253	61,495	64,727
Assistant Planner.	40,884	43,313	45,860	48,406	50,954
Town Planner	55,120	58,567	62,011	65,460	68,906
Police Lieut.	71,243	76,619	80,652	84,684	87,373
Principal Assessor	54,179	57,600	60,985	64,380	67,741
Recreation Director	40,884	43,313	45,860	48,406	50,954
Selectmen's/Town Administrator's Asst	40,884	43,313	45,860	48,406	50,954
Supt. of Streets	70,449	74,852	79,257	83,657	88,065
Town Clerk	46,533	49,297	52,198	55,094	57,996
Treasurer-Collector	55,586	59,062	62,536	66,009	69,484

SCHEDULE B
HOURLY RATE POSITIONS

GROUP A

<u>Position Title</u>	<u>Minimum</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Maximum</u>
Cemetery Worker	11.83	12.82	13.92	14.95	15.97
Council on Aging Driver	12.15	12.82	13.92	14.95	15.97
Custodian	11.83	12.82	13.92	14.95	15.97
Library Page	12.15	12.82	13.92	14.95	15.97
Parks & Commons Worker	11.83	12.82	13.92	14.95	15.97

GROUP B

<u>Position Title</u>	<u>Minimum</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Maximum</u>
Assistant Town Clerk	17.43	18.78	20.18	21.86	23.48
Building Department Secretary	14.51	15.61	16.79	18.17	19.54
Council on Aging Driver/Dispatcher	13.43	14.42	15.51	16.83	18.07
Financial Clerk	13.43	14.42	15.51	16.83	18.07
Fire Department Secretary	13.43	14.42	15.51	16.83	18.07
Library Aide	13.43	14.42	15.51	16.83	18.07
Recreation Commission Secretary	13.43	14.42	15.51	16.83	18.07
Town Clerk Clerical Assistant	13.43	14.42	15.51	16.83	18.07

GROUP C

<u>Position Title</u>	<u>Minimum</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Maximum</u>
Accountant's Clerk	14.42	15.75	16.97	18.28	19.54
Assessor's Clerk	14.42	15.75	16.97	18.28	19.54
Assistant Librarian	14.42	15.75	16.97	18.28	19.54
Bd. of Appeals Secretary	18.34	19.99	21.55	23.22	24.78
Board of health secretary	14.42	15.75	16.97	18.28	19.54
Community Preservation Committee Secretary	14.42	15.75	16.97	18.28	19.54
Conservation Commission Secretary	14.42	15.75	16.97	18.28	19.54
Council on Aging Outreach Coordinator	16.10	17.53	18.91	20.37	21.76
Council on Aging Outreach Worker	16.1	17.53	18.91	20.37	21.76
Finance Committee Secretary	14.42	15.75	16.97	18.28	19.54
Financial Clerk II	14.42	15.75	16.97	18.28	19.54
Highway Department Secretary	17.32	18.87	20.37	21.92	23.42
Highway/Tree/ Grounds Worker	14.42	15.75	16.97	18.28	19.54
ITAC Committee Secretary	14.42	15.75	16.97	18.28	19.54
Office Assistant	14.42	15.75	16.97	18.28	19.54
Planning Board Secretary	14.42	15.75	16.97	18.28	19.54
Town Secretary	14.42	15.75	16.97	18.28	19.54

GROUP D

<u>Position Title</u>	<u>Minimum</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Maximum</u>
Building Dept Administrative Assistant	17.89	19.02	20.14	21.23	22.32
Financial Assistant	17.89	19.02	20.14	21.23	22.32
Fire Dept Administrative Assistant	17.89	19.02	20.14	21.23	22.32
Highway/Tree Grounds Driver- Laborer	17.89	19.02	20.14	21.23	22.32
Planning Dept Administrative Assistant	17.89	19.02	20.14	21.23	22.32
Police Chief Secretary	17.89	19.02	20.14	21.23	22.32

GROUP E

<u>Position Title</u>	<u>Minimum</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Maximum</u>
Highway Dept. Equipment Operator	19.53	20.74	21.95	23.20	24.38
Maintenance Person	19.53	20.74	21.95	23.20	24.38
Tree Worker (Moth)	19.53	20.74	21.95	23.20	24.38

GROUP F

<u>Position Title</u>	<u>Minimum</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Maximum</u>
Crew Chief	21.53	22.78	24.25	25.56	26.90
Highway Dept. Mechanic	20.70	21.90	23.31	24.61	25.85

GROUP G

<u>Position Title</u>	<u>Minimum</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Maximum</u>
Assistant Super of Streets	25.30	26.89	28.46	30.03	31.61
Children's Librarian	21.89	23.28	24.63	25.97	27.35
Highway Dept. Foreman	22.98	24.43	25.84	27.30	28.70
IT Director	21.89	23.28	24.63	25.97	27.35

SCHEDULE C
SINGLE RATE POSITIONS PAID ANNUALLY

<u>Position Title</u>	<u>Salary</u>
Animal Control Officer	17,967
Animal Inspector	3,729
Assistant Registrar of Voters	278
Beach Director	6,013
Cemetery Superintendent	43,653
Council on Aging Secretary	400
Director of Summerthing	2,790
Health Agent	20,636
Registrar of Voters	139
Tree Warden	5,931
Veterans' Agent	1,467

SCHEDULE D
SINGLE RATE POSITIONS PAID HOURLY

<u>Position Title</u>	<u>Salary</u>
Apprentice Firefighter (call)	14.30
Auxiliary Police Officer	14.91
Beach Checker	9.41
Dispatcher, part-time	19.00
Election Clerical Assistance	9.41
Election Clerk	10.63
Election Teller	9.41

Election Warden	10.63
Emergency Medical Technician (call)	16.35
EMT - w/Defib & Epi Pen (call)	17.85
Firefighter (call)	16.35
Firefighter/EMT - w/Defib & Epi Pen (call)	18.59
Firefighter/EMT (call)	17.09
Lifeguard	11.68
Lifeguard (W.S.I.)	13.80
Officers - Fire or Medical (call)	20.10
Per Diem Firefighter (call)	14.76
Police Matron	20.17
Police Officer, part-time	22.86
Street Lister	10.16
Street Listing Clerk	9.41
Street Numberer	9.41
Summerthing Assistants	9.41
Town Engineer	31.61

SCHEDULE E
FIRE DEPARTMENT ANNUAL SINGLE RATES

<u>Position Title</u>	<u>Salary</u>
Deputy Fire Chief (call)	1,008
EMS Assistant Coordinator	337
EMS Quartermaster	270
EMS Records Coordinator	403
EMS Schedule Coordinator	203
Fire Captain (call)	671
Fire Engineer	874
Fire Lieutenant (call)	538
Fire Medical Officer	403

Article 6. General Budget for Fiscal Year 2014

To see what sums of money the Town will vote to raise and appropriate, or appropriate and transfer from available funds, to defray the necessary expenses of the several departments of the Town, as set forth in the following line items, or any other sums; or take any other action relative thereto.

(Board of Selectmen)

The Finance Committee recommends approval of this article.

LINE NO.	DEPARTMENT	FY 2013 ACTUAL BUDGET	FY 2014 BUDGET REQUEST	FY 2014 BUDGET TOWN ADMIN/ SELECTMEN RECOMMEND	FY 2014 BUDGET FINANCE COMMITTEE RECOMMEND
	<u>MUNICIPAL BUDGET</u>	LINES 1 - 70			
	<u>GENERAL GOVERNMENT</u>	LINES 1 - 32			
Line No.					
	MODERATOR				
1	MODERATOR SALARY	39.00	40.00	40.00	40.00
2	MODERATOR EXPENSES	45.00	45.00	45.00	45.00
	TOTAL MODERATOR	84.00	85.00	85.00	85.00
	SELECTMEN				
3	SELECTMEN'S OFFICE WAGES	62,392.00	65,014.00	65,014.00	65,014.00
4	SELECTMEN'S OFFICE EXPENSES	8,585.00	8,335.00	8,335.00	8,335.00
5	TOWN ADMINISTRATOR SALARY	113,856.00	120,687.00	120,687.00	120,687.00

LINE NO.	DEPARTMENT	FY 2013 ACTUAL BUDGET	FY 2014 BUDGET REQUEST	FY 2014 BUDGET TOWN ADMIN/ SELECTMEN RECOMMEND	FY 2014 BUDGET FINANCE COMMITTEE RECOMMEND
6	TOWN ADMINISTRATOR EXPENSES	500.00	500.00	500.00	500.00
	TOTAL SELECTMEN	185,333.00	194,536.00	194,536.00	194,536.00
	TOWN BUILDING CLERICAL				
7	TOWN BUILDING CLERICAL WAGES	0.00	0.00	0.00	0.00
	TOTAL TOWN BUILDING CLERICAL	0.00	0.00	0.00	0.00
	FINANCE COMMITTEE				
8	FINANCE COMMITTEE WAGES	3,946.00	4,084.00	4,084.00	4,084.00
9	FINANCE COMMITTEE EXPENSES	700.00	550.00	550.00	550.00
	TOTAL FINANCE COMMITTEE	4,646.00	4,634.00	4,634.00	4,634.00
	TOWN ACCOUNTANT				
10	ACCOUNTANT SALARY	48,632.00	50,091.00	50,091.00	50,091.00
11	ACCOUNTANT CLERK SALARY	0.00	0.00	0.00	0.00
12	ACCOUNTANT EXPENSES	4,025.00	1,625.00	1,625.00	1,625.00

LINE NO.	DEPARTMENT	FY 2013 ACTUAL BUDGET	FY 2014 BUDGET REQUEST	FY 2014 BUDGET TOWN ADMIN/ SELECTMEN RECOMMEND	FY 2014 BUDGET FINANCE COMMITTEE RECOMMEND
	TOTAL TOWN ACCOUNTANT	52,657.00	51,716.00	51,716.00	51,716.00
	ASSESSORS				
13	PRINCIPAL ASSESSOR'S WAGES	65,768.00	67,741.00	67,741.00	67,741.00
14	ASSESSORS CLERICAL WAGES	68,979.00	71,918.00	71,918.00	71,918.00
15	ASSESSORS EXPENSES	7,000.00	7,200.00	7,200.00	7,200.00
	TOTAL ASSESSORS	141,747.00	146,859.00	146,859.00	146,859.00
	TREASURER-COLLECTOR				
16	TREASURER-COLLECTOR SALARY	65,761.00	69,484.00	69,484.00	69,484.00
17	TREASURER-COLLECTOR CLERICAL WAGES	49,970.00	62,702.00	58,952.00	58,952.00
18	TREASURER-COLLECTOR EXPENSES	38,800.00	38,800.00	38,800.00	38,800.00
	TOTAL TREASURER-COLLECTOR	154,531.00	170,986.00	167,236.00	167,236.00
	INFO TECH				
19	IT CLERICAL WAGES	24,866.00	25,739.00	25,739.00	25,739.00
20	IT EXPENSES	68,432.00	69,332.00	69,332.00	69,332.00
	TOTAL INFO	93,298.00	95,071.00	95,071.00	95,071.00

LINE NO.	DEPARTMENT	FY 2013 ACTUAL BUDGET	FY 2014 BUDGET REQUEST	FY 2014 BUDGET TOWN ADMIN/ SELECTMEN RECOMMEND	FY 2014 BUDGET FINANCE COMMITTEE RECOMMEND
	TECH				
	TOWN CLERK				
21	TOWN CLERK SALARY	56,308.00	57,996.00	57,996.00	57,996.00
22	TOWN CLERK OTHER WAGES	35,781.00	46,078.00	46,078.00	46,078.00
23	TOWN CLERK EXPENSES	16,291.00	16,291.00	16,291.00	16,291.00
	TOTAL TOWN CLERK	108,380.00	120,365.00	120,365.00	120,365.00
	CONSERVATION COMMISSION				
24	CONSERVATION COMMISSION CLERICAL WAGES	73,600.00	78,773.00	78,773.00	78,773.00
25	CONSERVATION COMMISSION EXPENSES	4,280.00	4,280.00	4,280.00	4,280.00
	TOTAL CONSERVATION COMMISSION	77,880.00	83,053.00	83,053.00	83,053.00
	PLANNING BOARD				
26	PLANNING BOARD CLERICAL WAGES	114,495.00	115,366.00	115,366.00	115,366.00
27	PLANNING BOARD EXPENSES	5,210.00	4,560.00	4,560.00	4,560.00
	TOTAL PLANNING BOARD	119,705.00	119,926.00	119,926.00	119,926.00

LINE NO.	DEPARTMENT	FY 2013 ACTUAL BUDGET	FY 2014 BUDGET REQUEST	FY 2014 BUDGET TOWN ADMIN/ SELECTMEN RECOMMEND	FY 2014 BUDGET FINANCE COMMITTEE RECOMMEND
	BOARD OF APPEALS				
28	BOARD OF APPEALS CLERICAL WAGES	7,237.00	7,438.00	7,438.00	7,438.00
29	BOARD OF APPEALS EXPENSES	2,890.00	2,890.00	2,890.00	2,890.00
	TOTAL BOARD OF APPEALS	10,127.00	10,328.00	10,328.00	10,328.00
	MUNICIPAL BUILDING				
30	MUNI BUILDING & PROPERTY WAGES	28,619.00	29,483.00	29,483.00	29,483.00
31	MUNI BUILDING & PROPERTY EXPENSES	62,930.00	63,630.00	63,630.00	63,630.00
	TOTAL MUNICIPAL BUILDING	91,549.00	93,113.00	93,113.00	93,113.00
	OTHER GENERAL GOVERNMENT				
32	TOWN REPORTS EXPENSES	8,000.00	7,000.00	7,000.00	7,000.00
	TOTAL OTHER GENERAL GOVERNMENT	8,000.00	7,000.00	7,000.00	7,000.00
	TOTAL GENERAL GOVERNMENT	1,047,937.00	1,097,672.00	1,093,922.00	1,093,922.00

LINE NO.	DEPARTMENT	FY 2013 ACTUAL BUDGET	FY 2014 BUDGET REQUEST	FY 2014 BUDGET TOWN ADMIN/ SELECTMEN RECOMMEND	FY 2014 BUDGET FINANCE COMMITTEE RECOMMEND
-	<u>PUBLIC SAFETY</u>				
	POLICE DEPT				
33	POLICE CHIEF SALARY	100,538.00	103,554.00	103,554.00	103,554.00
34	POLICE & DISPATCH WAGES	1,107,746.00	1,143,034.00	1,143,034.00	1,143,034.00
35	POLICE & DISPATCH EXPENSES	93,500.00	96,900.00	96,900.00	96,900.00
	TOTAL POLICE DEPT	1,301,784.00	1,343,488.00	1,343,488.00	1,343,488.00
	FIRE AND EMS				
36	FIRE CHIEF SALARY	81,416.00	83,858.00	83,858.00	83,858.00
37	FIRE AND EMS WAGES	499,101.00	514,075.00	514,075.00	514,075.00
38	FIRE AND EMS EXPENSES	92,101.00	93,101.00	93,101.00	93,101.00
	TOTAL FIRE AND EMS	672,618.00	691,034.00	691,034.00	691,034.00
	BUILDING INSPECTOR				
39	BUILDING INSPECTOR WAGES	66,039.00	68,020.00	68,020.00	68,020.00
40	BUILDING DEPT CLERICAL WAGES	38,663.00	40,965.00	40,965.00	40,965.00
41	BUILDING DEPT EXPENSES	3,950.00	3,975.00	3,975.00	3,975.00
	TOTAL BUILDING INSPECTOR	108,652.00	112,960.00	112,960.00	112,960.00

LINE NO.	DEPARTMENT	FY 2013 ACTUAL BUDGET	FY 2014 BUDGET REQUEST	FY 2014 BUDGET TOWN ADMIN/ SELECTMEN RECOMMEND	FY 2014 BUDGET FINANCE COMMITTEE RECOMMEND
	TOTAL PUBLIC SAFETY	2,083,054.00	2,147,482.00	2,147,482.00	2,147,482.00
	<u>PUBLIC WORKS AND FACILITIES</u>				
	HIGHWAY AND GROUNDS				
42	SUPT OF STREETS SALARY	85,500.00	88,065.00	88,065.00	88,065.00
43	HIGHWAY & GROUNDS WAGES	476,184.00	499,404.00	499,404.00	499,404.00
44	HIGHWAY & GROUNDS EXPENSES	118,825.00	118,850.00	118,850.00	118,850.00
45	SNOW AND ICE REMOVAL EXPENSE	150,000.00	150,000.00	150,000.00	150,000.00
	TOTAL HIGHWAY & GROUNDS	830,509.00	856,319.00	856,319.00	856,319.00
	OTHER PUBLIC WORKS				
46	MUNICIPAL LIGHTING	13,000.00	13,000.00	10,000.00	10,000.00
47	GASOLINE & DIESEL FUEL EXPENSE	110,000.00	110,000.00	110,000.00	110,000.00
	TOTAL OTHER PUBLIC WORKS	123,000.00	123,000.00	120,000.00	120,000.00
	CEMETERY DEPT				

LINE NO.	DEPARTMENT	FY 2013 ACTUAL BUDGET	FY 2014 BUDGET REQUEST	FY 2014 BUDGET TOWN ADMIN/ SELECTMEN RECOMMEND	FY 2014 BUDGET FINANCE COMMITTEE RECOMMEND
48	CEMETERY SALARY AND WAGES	57,400.00	59,118.00	59,118.00	59,118.00
49	CEMETERY EXPENSES	6,475.00	6,475.00	6,475.00	6,475.00
	TOTAL CEMETERY DEPT	63,875.00	65,593.00	65,593.00	65,593.00
	TOTAL PUBLIC WORK & FACILITIES	1,017,384.00	1,044,912.00	1,041,912.00	1,041,912.00
	<u>HUMAN SERVICES</u>				
	HEALTH DEPT				
50	HEALTH AGENT WAGES	20,035.00	20,636.00	20,636.00	20,636.00
51	HEALTH DEPARTMENT WAGES	76,183.00	78,843.00	78,843.00	78,843.00
52	HEALTH DEPARTMENT EXPENSES	8,275.00	8,550.00	8,550.00	8,550.00
	TOTAL HEALTH DEPT	104,493.00	108,029.00	108,029.00	108,029.00
	COUNCIL ON AGING				
53	EXECUTIVE DIRECTOR SALARY	55,890.00	57,567.00	57,567.00	57,567.00
54	COUNCIL ON AGING WAGES	89,523.00	92,263.00	92,263.00	92,263.00
55	COUNCIL ON AGING EXPENSES	12,736.00	13,686.00	13,686.00	13,686.00

LINE NO.	DEPARTMENT	FY 2013 ACTUAL BUDGET	FY 2014 BUDGET REQUEST	FY 2014 BUDGET TOWN ADMIN/ SELECTMEN RECOMMEND	FY 2014 BUDGET FINANCE COMMITTEE RECOMMEND
	TOTAL COUNCIL ON AGING	158,149.00	163,516.00	163,516.00	163,516.00
	VETERANS' DEPT				
56	VETERANS' AGENT SALARY	1,873.00	1,929.00	1,929.00	1,929.00
57	VETERANS' AGENT EXPENSES	200.00	200.00	200.00	200.00
	TOTAL VETERANS' DEPT	2,073.00	2,129.00	2,129.00	2,129.00
	TOTAL HUMAN SERVICES	264,715.00	273,674.00	273,674.00	273,674.00
	<u>CULTURE AND RECREATION</u>				
	LIBRARY DEPT				
58	LIBRARY DIRECTOR SALARY	50,273.00	55,018.00	55,018.00	55,018.00
59	LIBRARY WAGES	102,325.00	96,126.00	96,126.00	96,126.00
60	LIBRARY EXPENSES	60,631.00	62,938.00	62,938.00	62,938.00
	TOTAL LIBRARY DEPT	213,229.00	214,082.00	214,082.00	214,082.00
	RECREATION COMMISSION				
61	RECREATION WAGES	49,820.00	51,354.00	51,354.00	51,354.00
62	RECREATION EXPENSES	23,550.00	23,550.00	23,550.00	23,550.00

LINE NO.	DEPARTMENT	FY 2013 ACTUAL BUDGET	FY 2014 BUDGET REQUEST	FY 2014 BUDGET TOWN ADMIN/ SELECTMEN RECOMMEND	FY 2014 BUDGET FINANCE COMMITTEE RECOMMEND
	TOTAL RECREATION COMMISSION	73,370.00	74,904.00	74,904.00	74,904.00
	LAKE BOON COMMISSION				
63	LAKE BOON COMMISSION WAGES	2,775.00	2,775.00	2,775.00	2,775.00
64	LAKE BOON COMMISSION EXPENSES	1,200.00	1,200.00	1,200.00	1,200.00
	TOTAL LAKE BOON COMMISSION	3,975.00	3,975.00	3,975.00	3,975.00
	OTHER CULTURE & RECREATION				
65	HISTORICAL COMMISSION EXPENSES	525.00	525.00	525.00	525.00
66	MEMORIAL DAY EXPENSES	950.00	900.00	900.00	900.00
67	LIGHTING OF CLOCK EXPENSES	100.00	100.00	100.00	100.00
	TOTAL OTHER CULTURE & RECREATION	1,575.00	1,525.00	1,525.00	1,525.00
	TOTAL CULTURE & RECREATION EXPENSES	292,149.00	294,486.00	294,486.00	294,486.00
	<u>TOWN WIDE EXPENSES</u>				

LINE NO.	DEPARTMENT	FY 2013 ACTUAL BUDGET	FY 2014 BUDGET REQUEST	FY 2014 BUDGET TOWN ADMIN/ SELECTMEN RECOMMEND	FY 2014 BUDGET FINANCE COMMITTEE RECOMMEND
68	GROUP INSURANCE	705,600.00	728,920.00	728,920.00	728,920.00
69	INSURANCE AND BONDS	135,000.00	150,000.00	150,000.00	150,000.00
70	TELEPHONE	30,842.00	33,030.00	33,030.00	33,030.00
	TOTAL TOWN WIDE EXPENSES	871,442.00	911,950.00	911,950.00	911,950.00
	MUNICIPAL BUDGET TOTAL	5,576,681.00	5,770,176.00	5,763,426.00	5,763,426.00
	<u>EDUCATION</u>				
	SCHOOL DISTRICTS				
71	NASHOBA REG SCHOOL DIST ASSESSMENT	13,726,429.00	14,279,719.00	14,279,719.00	14,279,719.00
72	MINUTEMAN VOC TECH ASSESSMENT	622,982.00	766,081.00	766,081.00	766,081.00
	TOTAL DISTRICT ASSESSMENTS	14,349,411.00	15,045,800.00	15,045,800.00	15,045,800.00
	<u>DEBT SERVICE</u>				
	PRINCIPAL				
73	MATURING PRIN LONG-TERM DEBT	1,075,000.00	1,340,000.00	1,340,000.00	1,340,000.00
	TOTAL MATURING PRINCIPAL	1,075,000.00	1,340,000.00	1,340,000.00	1,340,000.00
	INTEREST				
74	INT ON LONG-TERM DEBT -	779,395.00	785,857.00	785,857.00	785,857.00

LINE NO.	DEPARTMENT	FY 2013 ACTUAL BUDGET	FY 2014 BUDGET REQUEST	FY 2014 BUDGET TOWN ADMIN/ SELECTMEN RECOMMEND	FY 2014 BUDGET FINANCE COMMITTEE RECOMMEND
	BONDS				
75	INT ON TEMPORARY LOANS - REVENUE	0.00	1,000.00	1,000.00	1,000.00
	TOTAL INTEREST ON MATURING DEBT	779,395.00	786,857.00	786,857.00	786,857.00
	TOTAL DEBT SERVICE	1,854,395.00	2,126,857.00	2,126,857.00	2,126,857.00
	TOTAL	21,780,487.00	22,942,833.00	22,936,083.00	22,936,083.00

Article 7. Reserve Fund

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds, the sum of Seventy Thousand Dollars (\$70,000.00), or any other sum, for a Reserve Fund for the fiscal year beginning July 1, 2013 (FY 2014); or take any other action relative thereto.

(Finance Committee)

The Finance Committee recommends approval of this appropriation to fund unforeseen expenditures that may occur in Fiscal Year 2014. Based on historical use of the reserve fund, we feel that this is an appropriate contingency amount.

Article 8. Audit of Financial Records

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds, the sum of Eleven Thousand Dollars (\$11,000.00), or any other sum, for a Town financial audit; or take any action relative thereto.

(Treasurer-Collector)

The Finance Committee recommends approval of this expenditure as both sound financial control and as a state requirement.

Article 9. Revolving Fund for Inspection Fees

(CONSENT CALENDAR)

To see if the Town will vote to authorize, upon the recommendation of the Selectmen, a revolving fund pursuant to Massachusetts General Laws Chapter 44, Section 53E-1/2 for FY 2014, to which shall be credited all permitting fees received for wire, gas, plumbing, and fire alarm permits and for weights and measures sealing, to a limit of Forty Thousand Dollars (\$40,000.00) for FY 2014, to be expended by the Selectmen without further appropriation or approval, for the purpose of payment of fees to the inspectors administering such permits and reimbursement of expenses incurred on behalf of the Town; or take any other action relative thereto.

(Board of Selectmen)

The Finance Committee recommends support of this revolving fund. This allows the inspectors to be paid from fees collected in the current year. It is revenue neutral.

Article 10. Revolving Fund for Advanced Life Support Services

(CONSENT CALENDAR)

To see if the Town will vote to authorize, upon the recommendation of the Selectmen, the establishment of a revolving fund pursuant to Massachusetts General Laws Chapter 44, Section 53E-1/2 for FY 2014, to which shall be credited all fees received for advanced life support services provided by the Town of Stow, to a limit of Forty Thousand Dollars (\$40,000.00) for FY 2014, to be expended by the Fire Department without further appropriation or approval, for the purpose of payment of all costs associated with providing advanced life support ambulance services; or take any other action relative thereto.

(Board of Selectmen)

The Finance Committee recommends support of this revolving fund. This fund will help in keeping the Advanced Life Support services solvent and available to the Town by providing third party billing services. It is revenue neutral.

Article 11. Transfer to Conservation Fund – Land Maintenance

(CONSENT CALENDAR)

To see if the town will vote to appropriate and transfer from the Conservation Land Maintenance Account to the Conservation Fund the sum of one thousand five hundred ninety-five dollars and 00 cents (\$1,595.00) or any other sum; or take any action relative thereto.

(Conservation Commission)

The Finance Committee recommends support of this article. This is a transfer of a modest amount to the Conservation Fund which is necessary to allow the Conservation Commission to spend their funds. This article transfers existing funds and has no direct impact on the tax rate.

Article 12. Addition to Conservation Fund

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds, the sum of five thousand dollars (\$5,000.00), or any other sum, to be added to the balance remaining in the Conservation Fund; or take any action relative thereto.

(Conservation Commission)

The Finance Committee recommends support of this article.

Article 13. Transfer from Wetlands Protection Fund

(CONSENT CALENDAR)

To see if the Town will vote to appropriate and transfer from the Wetlands Protection Fund the sum eight thousand twenty-two dollars and fifty cents (\$8,022.50) or any other sum, as an additional appropriation to the Conservation Commission, to be expended by the Conservation Commission in performing its duties under the Wetlands Protection Act; or take any action relative thereto.

(Conservation Commission)

The Finance Committee recommends approval of this transfer. This is an annual transfer of money collected from certain fees that allows the Conservation Commission to use the funds for costs associated with the Wetlands Protection Act. This article transfers existing funds and has no direct impact on the tax rate.

Article 14. Update of Property Valuations

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds, the sum of Twenty Thousand Five Hundred Dollars (\$20,500.00), or any other sum, to be added to the balance remaining from the amount previously appropriated for the purpose of updating property valuations in the Town to full and fair cash value, to be expended by the Assessors; or take any other action relative thereto.

(Board of Assessors)

The Finance Committee recommends approval of this expenditure. This is an annual appropriation to fund consultants to assist the assessors in evaluating property at fair market value as required for fair taxation and State DOR compliance.

Article 15. Town Records Binding and Repair

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds, the sum of Two Hundred Dollars (\$200.00), or any other sum, to be added to any balance previously appropriated for the purpose of binding and repairing Town records in accordance with Chapter 66, Section 9, to be expended by the Town Clerk; or take any other action relative thereto.

(Town Clerk)

The Finance Committee recommends approval of this annual appropriation to provide for the routine and ongoing expense of maintaining the integrity of town records.

Article 16. Highway Road Machinery and Private Ways

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds, the sums of money for Highway Department purposes as set forth in the schedule below, or any other sums; or take any other action relative thereto.

(Board of Selectmen)

The Finance Committee recommends approval of these routine annual appropriations to maintain road machinery and repair private ways.

Expense	Amount
1. For the Road Machinery Account	43,072.00
2. For Repairs on Private Ways	15,000.00

Article 17. Highway Road Construction

(CONSENT CALENDAR)

To see if the Town will vote to appropriate and borrow the sum of Four Hundred Twenty-five Thousand Six Hundred Twenty-eight Dollars (\$425,628.00) from the FY 2014 Apportionment or any other sum, for construction, reconstruction and/or improvements to Town roads, as requested by the Board of Selectmen, to be reimbursed by the Commonwealth; or take any other action relative thereto.

(Board of Selectmen)

The Finance Committee recommends approval of this annual appropriation, which is typically reimbursed by state funds, for improvements on town roads.

Article 18. Public Health Nurse

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate or appropriate and transfer from available funds, the sum of Five Thousand Dollars (\$5,000.00), or any other sum, to be added to

any balance remaining from the previous appropriation, to be expended under the direction of the Board of Health for the purpose of providing home care services, public health nursing services, and communicable disease follow-up to Stow residents; or take any action relative thereto.

(Board of Health)

The Finance Committee recommends approval of this article. The relatively new community nurse program is a successful program and provides needed local health services.

Article 19. Municipal Solid Waste Disposal

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds, the sum of One Thousand Three Hundred Dollars (\$1,300.00), or any other sum, to be added to any balance remaining from the previous appropriation, to be expended under the direction of the Board of Health for the purpose of renting a container and disposing of solid waste which has been dumped on Town land and roadsides; or take any action relative thereto.

(Board of Health)

The Finance Committee recommends approval of this article. The town must unfortunately collect and dispose of trash dumped on town land.

Article 20. Medical Reserve Corps Expenses

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds, the sum of Two Thousand Five Hundred Dollars (\$2,500.00), or any other sum, to be expended under the direction of the Board of Health for the purpose of providing for equipment and operating expenses; or take any action relative thereto.

(Board of Health)

The Finance Committee recommends approval of this article.

Article 21. Construction and Maintenance of Water Holes for Firefighting Operations

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds, the sum of Five Thousand Dollars (\$5,000.00), or any other sum, to be expended under the direction of the Fire Chief, for the purpose of constructing and maintaining water holes and hydrants to support firefighting operations; or take any other action relative thereto.

(Fire-Rescue Department)

The Finance Committee recommends approval of this article. This periodic appropriation allows the Fire Department to continue to develop and maintain water holes and dry hydrants throughout the Town.

Article 22. Stow Cultural Council

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds, the sum of Three Thousand Five Hundred Dollars (\$3,500.00), or any other sum,

to be added to any balance remaining from previous appropriations, to produce cultural activities and programming in Stow, including Two Thousand Dollars (\$2,000.00) of these funds to be used to support SpringFest activities; or take any other action relative thereto.

(Board of Selectmen)

The Finance Committee recommends approval of this expenditure. As a percentage of the total budget, this is a small expenditure, yet it will help provide local cultural programs and hopefully continue the popular Springfest community event in May 2014.

Article 23. Employee Educational Incentive Program

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds, the sum of Seventy-eight Thousand Two Hundred and Fifty-seven Dollars (\$78,257.00), or any other sum, to be expended under the direction of the Town Administrator for funding the Town's employee educational incentive program; or take any other action relative thereto.

(Town Administrator)

The Finance Committee recommends approval of this article. This is an annual appropriation. This program permits a pay bonus to municipal employees (except the town administrator and accountant) who have college degrees relevant to their jobs.

Article 24. Legal Services

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate or appropriate and transfer from available funds the sum of Twenty-five Thousand Dollars (\$25,000.00), or any other sum, to be added to any balance remaining from any previous appropriation, for the purpose of funding the Town's general Legal account; or take any other action relative thereto.

(Town Administrator)

The Finance Committee recommends approval of this article. This annual appropriation will be used to fund necessary legal services in FY14.

Article 25. Police Officer and Firefighter Medical Payments

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds, the sum of One Thousand Dollars (\$1,000.00), or any other sum, to be added to any balance remaining and previously appropriated, in anticipation of possible claims presented to the Town under the provisions of Massachusetts General Laws Chapter 41, Section 100, for the payment of medical and other allowable expenses incurred by police officers or firefighters injured in the performance of and within the scope of duty; or take any other action relative thereto.

(Board of Selectmen)

The Finance Committee recommends approval of this article. This small, periodic appropriation is to permit the town to pay for certain medical expenses for police officers and firefighters injured in the line of duty that are not covered by insurance.

Article 26. SwiftReach 911 Notification System

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds, the sum of Four Thousand Five Hundred Dollars (\$4,500.00), or any other sum, to be expended under the direction of the Chief of Police, for the purpose of paying for a town-wide telephonic emergency notification system known as SwiftReach Networks, or take any other action relative thereto.

(Police Department)

The Finance Committee recommends approval of this article. This will fund the “reverse 911” system used for important notifications to the town.

Article 27. Lake Boon Water Quality Remediation

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds, the sum of Fourteen Thousand Dollars (\$14,000.00), or any other sum, to be expended under the direction of the Lake Boon Commission, for the purpose of weed control; or take any other action relative thereto.

(Lake Boon Commission)

The Finance Committee recommends approval of this article. These funds will be used to help keep the lake clear of invasive weeds, and is part of a multi-year program for lake maintenance. As is normal for Lake Boon articles, this article is for 2/3 of the total cost, with Hudson being asked for 1/3.

Article 28. Planning Board Engineering/Consulting and Master Plan Expenses

(CONSENT CALENDAR)

To see if the town will vote to raise and appropriate, or appropriate and transfer from available funds, the sum of Five Thousand Dollars (\$5,000.00), or any other sum, to be added to any balance remaining and previously appropriated for this purpose, to be expended by the Planning Board for Planning Board engineering/consulting services and master plan expenses; or take any other action relative thereto.

(Planning Board)

The Finance Committee recommends approval of this article. This is a periodic appropriation to help pay for the Planning Board’s expenses associated with implementing various aspects of the Master Plan.

Article 29. Veterans' Benefits

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds, the sum of Seven Thousand Dollars (\$7,000.00), or any other sum, to be expended by the Veterans' Services Officer, to provide services to Stow veterans, or take any other action relative thereto.

(Board of Selectmen)

The Finance Committee recommends approval of this article. The town is required to provide certain veteran's benefits, and this appropriation will fund those requirements.

Article 30. Senior Tax Relief

(CONSENT CALENDAR)

To see if the Town will vote to accept the provisions of Section 4 of Chapter 73 of the Acts of 1986 as amended by Chapter 126 of the Acts of 1988, and further to act under the aforesaid statutes to increase by 100 percent the amount of property tax exemption granted to persons who qualify for said exemption under clauses 17, 17C, 17D, 22, 22A, 22B, 22C, 22D, 22E, 37, 37A, 41, 41B, and 41C of Section 5 of Chapter 59 of the Massachusetts General Laws and Acts and amendments thereof or additions thereto, for Fiscal Year 2014; or take any other action relative thereto.

(Council on Aging)

The Finance Committee recommends approval of this article.

Article 31. Community Preservation Expenses

(CONSENT CALENDAR)

To see if the Town will vote to appropriate from Fiscal Year 2014 Community Preservation Fund Annual Revenues the sum of Thirty-two Thousand Dollars (\$32,000.00) to be expended for wages and expenses associated with the creation, implementation and maintenance of Community Preservation programs, in accordance with the provision of Massachusetts General Laws Chapter 44B, the Community Preservation Act, including but not limited to office supplies, clerical assistance, property surveys, appraisals, attorney's fees, and other professional services, recording fees, printing and all other necessary and proper expenses for the Fiscal Year 2014, in accordance with a budget to be prepared for the Town Administrator.

(Community Preservation Committee)

The Finance Committee recommends approval of this article. Funds appropriated for the Community Preservation Committee administrative budget come from the dedicated Community Preservation Fund, and have no direct impact on the tax rate

Article 32. Community Preservation Reserves

(CONSENT CALENDAR)

To see if the Town will vote to reserve for later appropriation monies from the Community Preservation Fund Balance collected from both the Community Preservation Act Surcharge and the State Trust Fund Distribution and collected from Fiscal Year 2014

Community Preservation Fund Annual Revenues, in accordance with the provision of Massachusetts General Laws Chapter 44B, the Community Preservation Act, for the undertaking of Community Preservation projects.

- | | |
|---------------------------------------|-------------|
| 1. Preservation of Historic Resources | \$67,000.00 |
| 2. Preservation of Open Spaces | \$67,000.00 |
| 3. Affordable Housing | \$67,000.00 |

(Community Preservation Committee)

The Finance Committee recommends approval of this article. The Community Preservation Act requires that the town appropriate or reserve at least 10% of Community Preservation Fund revenues each year for preservation of historic resources, preservation of open spaces, and affordable housing. This “housekeeping” article reserves these funds as required, but does not authorize the spending of any of these funds

Article 33. Capital Requests

To see if the Town will vote to raise and appropriate, appropriate and transfer from available funds, or borrow the sums of money as set forth below, or any other sums, for the purposes indicated in the recommended Capital Outlay Program; or take any other action relative thereto.

(Capital Planning Committee)

	Department	Item	Amount
33-1	Building Department	DEP-mandated upgrade to Town Building water treatment system	\$100,000.00
	<i>Capital Planning: Recommends.</i>		
	<i>Finance Committee: Recommends approval of this article. The DEP has mandated an upgrade to the Town Building water system. This is the least expensive option available that will meet DEP regulations.</i>		
33-2	Building Department	Floor and carpeting improvements at Town Hall and Town Building	\$15,000.00
	<i>Capital Planning: Recommends.</i>		
	<i>Finance Committee: Recommends approval of this article.</i>		
33-3	Building Department	Emergency boiler repairs at Hale School	\$11,659.00

	Department	Item	Amount
	<i>Capital Planning: Recommends.</i>		
	<i>Finance Committee: The Finance Committee is in favor of acceptance of Article 33, number 3. The \$11,659 is to pay the invoice for the necessary emergency repairs done this winter.</i>		
33-4	Cemetery	Road survey for Brookside Cemetery expansion	\$20,000.00
	<i>Capital Planning: Recommends, contingent upon using Sale of Lots Account funds for this project.</i>		
	<i>Finance Committee: Recommends approval of this article, provided it is funded by the Sale of Lots Account. If it is funded by the Sale of Lots Account, it will have no effect on property taxes.</i>		
33-5	Cemetery	New truck-mounted leaf vacuum system	\$10,000.00
	<i>Capital Planning: Recommends.</i>		
	<i>Finance Committee: In favor of acceptance of Article 33, number 5. This truck will be operated and maintained by the Cemetery department with the intent to help other departments with their leaf removal needs.</i>		
33-6	Fire-Rescue Department	New self-contained breathing apparatus (SCBA) gear	\$68,720.00
	<i>Capital Planning: Recommends.</i>		
	<i>Finance Committee: Recommends approval of this article. This amount covers expenses for both masks and tanks that have exceeded their useful life. We anticipate additional replacements next year as well.</i>		
33-7	Fire-Rescue Department	New air compressor	\$24,000.00
	<i>Capital Planning: Does not recommend.</i>		
	<i>Finance Committee: Does not recommend approval of this article. Though there may be a need for a new compressor, there are a number of open questions regarding the</i>		

	Department	Item	Amount
	<i>possibility of a new fire station. It would be a more opportune time to replace the compressor in conjunction with building a new fire station. Nevertheless, it should be noted that, depending on timing, this item may eventually need to be replaced ahead of the building of a new station.</i>		
33-8	Fire-Rescue Department	Radio system upgrades	\$50,000.00
	<i>Capital Planning: Does not recommend this amount. Instead, Capital Planning recommends adding \$11,000 to \$39,000 appropriated at May 2010 Town Meeting.</i>		
	<i>Finance Committee: Will make a recommendation at Town Meeting.</i>		
33-9	Fire-Rescue Department	Computer network improvements	\$15,000.00
	<i>Capital Planning: Does not recommend.</i>		
	<i>Finance Committee: Will make a recommendation at Town Meeting.</i>		
33-10	Highway Department	Begin project to re-use Pompo modular classroom for office space	\$35,000.00
	<i>Capital Planning: Recommends. This figure will allow a unit to be brought to the barn and some reconfiguration work to be undertaken.</i>		
	<i>Finance Committee: In favor of acceptance of Article 33, number 10. The highway department is in need of this resource and in makes sense to make use of this currently idle town owned asset.</i>		
33-11.	Highway Department	New multi-purpose truck	\$98,000.00
	<i>Capital Planning: Will make recommendation at Town Meeting.</i>		
	<i>Finance Committee: Will make a recommendation at Town Meeting.</i>		

33-12.	Planning Board	Lower Village traffic design project funds	\$150,000.00
	<i>Capital Planning: Does not recommend.</i>		
	<i>Finance Committee: Will make a recommendation at Town Meeting.</i>		
33-13.	Police Department	New police patrol vehicle	\$38,000.00
	<i>Capital Planning: Recommends.</i>		
	<i>Finance Committee: In favor of acceptance of Article 33, number 13. The police department will use this to purchase a new police patrol vehicle.</i>		
33-14.	Recreation Department	Mowing equipment and trailer	\$11,500.00
	<i>Capital Planning: Recommends.</i>		
	<i>Finance Committee is in favor of acceptance of Article 33, number 14. The Recreation Department needs the Mower and Trailer to maintain recreation fields. This capital expense does not increase nor reduce the operating budget as the Mower and Trailer will be maintained and operated by the Recreation Department staff.</i>		
33-15.	Nashoba Regional School District	Repairs to Hale School elevator	\$15,000.00
	<i>Capital Planning: Recommends.</i>		
	<i>Finance Committee: In favor of acceptance of Article 33, number 15. The current Hale School elevator must remain operational. In the near future a new one may be considered.</i>		
33-16.	Nashoba Regional School District	Repairs to Hale School window frames	\$24,000.00
	<i>Capital Planning: Recommends.</i>		
	<i>Finance Committee: In favor of acceptance of Article 33, number 16. The repairs are necessary in order minimize additional damage to the building.</i>		

33-17.	Nashoba Regional School District	Replace Hale School smoke detectors	\$19,000.00
	<i>Capital Planning: Recommends.</i>		
	<i>Finance Committee: In favor of acceptance of Article 33, number 17. The replacement is necessary to maintain safety standards for all building occupants.</i>		
33-18.	Nashoba Regional School District	Remove Hale School underground oil tank	\$18,000.00
	<i>Capital Planning: Does not recommend.</i>		
	<i>Finance Committee: Recommends that the town not approve this request. We feel that the impact of other options needs to be further explored before this expense is incurred.</i>		
33-19.	Nashoba Regional School District	Repair Hale School access road and parking lot	\$90,000.00
	<i>Capital Planning: Recommends.</i>		
	<i>Finance Committee: Will make a recommendation at Town Meeting.</i>		

Article 34. Purchase of Property at 323 Great Road for Municipal Use

To see if the Town will vote to appropriate and transfer and/or borrow the sum of three hundred thousand dollars (\$300,000), or any other sum, required to purchase, for any lawful municipal purpose, including but not limited to, all or a combination of some of the following uses: the construction of a fire station, construction of affordable housing dwelling units, and development of a public water supply source, the two parcels of land located at 323 Great Road, Stow, described on the Assessors Map Sheet U-10, Parcel 26; Book 42049, Page 389; and Assessors Map Sheet U-10, Parcel 41; Book 14303, Page 125 with the two parcels containing approximately 8.5 acres and 2.78 acres respectively; and to authorize the Board of Selectmen to enter into any necessary purchase, option or other lawful agreements; and to convey or impose any restrictions on said land to fulfill the intended purpose(s); and that the Town may use funds from the Community Preservation Unreserved Fund balance for all or a portion of the purchase subject to compliance with the eligible use requirements of MGL Chapter 44B; and provided that an affirmative vote on this article shall be null and void and of no further force and effect unless the Town approves by affirmative vote a ballot question to exempt the amount required to pay

for the bonds to be issued hereunder from the provisions of Proposition two and one-half; or take any other action relative thereto.

(Board of Selectmen and Planning Board)

The Finance Committee will make a recommendation at Town Meeting.

Article 35. Purchase of Option to Purchase Property at 323 Great Road for Municipal Use

To see if the Town will vote to raise and appropriate or appropriate and transfer from available funds, the sum of five thousand dollars (\$5,000) or any other sum for the purpose of entering into an option or other lawful agreement with the owner(s) of the two parcels of land located at 323 Great Road, Stow, described on the Assessors Map Sheet U-10, Parcel 26; Book 42049, Page 389; and Assessors Map Sheet U-10, Parcel 41; Book 14303, Page 125, the two parcels containing approximately 8.5 acres and 2.78 acres respectively and to authorize the Board of Selectmen to enter into said option or other agreement for the intended purchase of said parcels for any lawful municipal purpose, including but not limited to, all or a combination of some of the following uses: the construction of a fire station, construction of affordable housing dwelling units, and development of a public water supply source, provided however, that said option or other agreement shall contain, among other conditions to protect the Town of Stow, a contingency clause requiring that any purchase of said parcels shall be contingent upon the passage of both Article 34 of Annual Town Meeting 2013 and the passage by affirmative vote of a ballot question to exempt the amount required to pay for the bonds to be issued hereunder from the provisions of Proposition two and one-half to carry out the purpose and intent of Article 34 of Annual Town Meeting 2013; or take any other action relative thereto.

(Board of Selectmen and Planning Board)

The Finance Committee will make a recommendation at Town Meeting.

Article 36. Restoration of Stone Walls at Brookside Cemetery & Hillside Cemetery

To see if the Town will vote to appropriate and transfer the sum of Sixty Thousand Dollars (\$60,000), or any lesser sum, from the Community Preservation Fund Reserve for Historic Preservation purposes, to be expended under the direction of the Cemetery Committee, in consultation with the Historical Commission and Community Preservation Committee for the reconstruction and rehabilitation of stone walls at Brookside cemetery and Hillside Cemetery; or to take any other action relative thereto.

(Community Preservation Committee)

The Finance Committee is in favor of acceptance of this article. Funds appropriated for the Project come from the dedicated Community Preservation Historic Fund, and have no direct impact on the tax rate.

Article 37. Acceptance of Sidewalk Easement from Stow Community Housing Corporation

To see if the Town will vote to authorize the Board of Selectmen to accept without charge or cost from the Stow Community Housing Corporation or its successors or assigns (“SCHC”), a 15 foot wide non-exclusive easement along West Acton Road and Boxborough Road in Stow, Massachusetts, located substantially as shown on the plan prepared by Ducharme & Dillis Civil Design Group, Inc. entitled “Plan of Easements” dated April 3, 2013 for the future installation of a sidewalk by the Town or its assigns, it being understood that the Town or its assigns shall have the sole responsibility to fund, construct and maintain a sidewalk within the easement, should the Board of Selectmen in their exclusive judgment and in the best interests of the Town choose to construct the same; or take any other action relative thereto.

(Board of Selectmen)

The Finance Committee recommends approval of this article. There is no financial impact of this article. It is merely to transfer an easement to the Town in the area surrounding Pilot Grove Apartments for a possible future sidewalk.

Article 38. Transfer of Queen’s Lane Parcels from Selectmen to Affordable Housing Trust

To see if the Town will vote, pursuant to G.L. c.40, s.15A, to authorize the transfer of a portion of the real property currently under the care, custody and control of the Board of Selectmen and located at Queens Lane, Stow, Massachusetts, Assessor’s Parcel Map U-3, Parcels 5-A and 5-B, said real property consisting of 0.37 acres, more or less, to the care, custody and control of the Stow Municipal Affordable Housing Trust, for the purposes of developing, constructing or managing housing affordable to low and moderate income families and individuals AND

without requiring any additional action by Town Meeting, and notwithstanding the foregoing paragraph, authorize the Stow Municipal Affordable Housing Trust to convey in fee or less than fee and/or convey an easement in the whole or a portion of the said real property, subject to compliance with relevant state procurement and related laws, where, in the opinion of the Trustees of the Stow Municipal Affordable Housing Trust, such conveyance will further the development, construction or habitation of low and moderate income housing for families and individuals AND

without requiring any additional action by Town Meeting, to revert said care, custody and control of the above noted parcel to the Board of Selectmen should a building permit pursuant to the State Building Code for the construction of at least one affordable dwelling unit on the above noted property not be issued within ten (10) years of the passage of this Article by Town Meeting; or take any other action in this matter.

(Stow Municipal Affordable Housing Trust)

The Finance Committee is in favor of acceptance of Article 37. This Town owned parcel will be evaluated by SMAHT for suitability and feasibility for affordable housing.

Article 39. Transfer of Pine Point Parcel from Selectmen to Affordable Housing Trust

To see if the Town will vote, pursuant to G.L. c.40, s.15A, to authorize the transfer of a portion of the real property currently under the care, custody and control of the Board of Selectmen and located at Pine Point, Stow, Massachusetts, Assessor's Parcel Map U-1, Parcel 41, said real property consisting of 1.25 acres, more or less, to the care, custody and control of the Stow Municipal Affordable Housing Trust, for the purposes of developing, constructing or managing housing affordable to low and moderate income families and individuals AND

without requiring any additional action by Town Meeting, and notwithstanding the foregoing paragraph, authorize the Stow Municipal Affordable Housing Trust to convey in fee or less than fee and/or convey an easement in the whole or a portion of the said real property, subject to compliance with relevant state procurement and related laws, where, in the opinion of the Trustees of the Stow Municipal Affordable Housing Trust, such conveyance will further the development, construction or habitation of low and moderate income housing for families and individuals AND

without requiring any additional action by Town Meeting, to revert said care, custody and control of the above noted parcel to the Board of Selectmen should a building permit pursuant to the State Building Code for the construction of at least one affordable dwelling unit on the above noted property not be issued within ten (10) years of the passage of this Article by Town Meeting; or take any other action in this matter.

(Stow Municipal Affordable Housing Trust)

The Finance Committee is in favor of acceptance of Article 38. This Town owned parcel will be evaluated by SMAHT for suitability and feasibility for affordable housing.

Article 40. Affordable Housing-related Services

To see if the Town will vote to raise and appropriate or appropriate and transfer from available funds, the sum of Ten Thousand Dollars (\$10,000), or any other sum, to be expended by the Board of Selectmen or the Stow Municipal Affordable Housing Trust for the purposes of contracting with a consultant to obtain affordable housing-related services, including but not limited to monitoring services, and or the creation and preservation of affordable housing for the benefit of Stow residents; and further that the town, acting through its Board of Selectmen, be authorized to enter into an Inter Municipal Agreement with nearby communities for the purposes of procuring such services regionally; or do or take any other action relative thereto.

(Stow Municipal Affordable Housing Trust)

The Finance Committee recommends approval of this article. These funds will allow SMAHT to hire a consultant to address local issues and to begin to regionalize some services.

Article 41. Change to Heritage Lane Conservation Restriction

To see if the Town will vote to authorize the Board of Selectmen to petition the General Court, for an act to remove from protection pursuant to Article 97 of the Amendments to the

Massachusetts Constitution for the sole purpose of permitting the Town and/or its authorized agents to construct and operate a public water supply, together with appurtenant structures, transmission lines, systems and facilities to support said public water supply, a portion of a certain 17.69 acre parcel necessary for construction of said public water supply, identified in a deed to the Town of Stow Conservation Commission and recorded on May 8, 2008 at the Middlesex South Registry of Deeds at Book 28554, Page 427, as Parcel A1 as shown on a plan of land entitled "Elizabeth Brook Farm, Stow Massachusetts, Definitive Subdivision Plan, Planned Conservation Development (PCD)", prepared for Commons Development, Westford, Massachusetts dated December 1996, revised February 20, 1997, Scale 1"=60', said plan recorded with the Middlesex South District Registry of Deeds as Plan No. 420 of 1997, AND

with the exception of the permission granted to develop a public water supply together with appurtenant structures, transmission lines, systems and facilities to support said public water supply, and consistent with G.L. c.40, s.8C, require that the Conservation Commission and the Town of Stow observe and comply with the conservation purposes imposed and intended by, the above noted deed recorded at Book 28554, Page 427 on May 8, 2008, AND

once approved by the General Court, to authorize the Board of Selectmen, without any further action by the Town of Stow or its employees, officers, boards, departments or commissions, to grant of a license, easement or both to a third party for the construction and operation of the above noted public water supply, if deemed by the Board of Selectmen, in their sole judgment, to be appropriate and necessary and in the best interests of the Town of Stow; or take any action relative thereto.

(Conservation Commission)

The Finance Committee recommends approval of this article. This article is necessary should the Town decide to use the land as a public water source, which is currently under a conservation restriction. It should be noted that, should the state legislature remove the restriction, this article further authorizes the Board of Selectmen to grant a license or easement to a third party to develop and operate a public water supply.

Article 42. Re-zone Portion of Land from Recreation-Conservation District to a Residential District

To see if the Town will vote to re-zone a portion of land shown on the Assessors Map R-4, Parcel 39A, totaling 65,340 s.f.+ from a Recreation Conservation District to a Residential District, the portion to be rezoned shall be approximately 65, 340 s.f., as shown in "Plot Plan, 215 Harvard Road, Stow Massachusetts" by Level Design Group, LLC, dated 7/2009, for a single family house to be constructed on the above referenced parcel in accordance with the Town of Stow, Massachusetts Zoning Bylaw, the portion re-zoned shall support one and only one single family house; or take any other action relative thereto.

(Citizen petition: Phil Pittorino, Wedgewood Pines Country Club property owner)

The Finance Committee recommends approval of this article.

Article 43. General Bylaw Amendment to Cover Former Local 1156 Members

To see if the Town will vote to change Stow's General Bylaws by amending section 19 of Article 11, the Personnel Administration Bylaws, by creating a new paragraph "c" that shall read, "The members of what was employee Clerical Union Local 1156, having now been decertified by the State Department of Labor Relations, shall retain all of the individual wage and other compensatory benefits that the Town had provided to them by and through expressed provisions of the labor contract in force and effect at the time of decertification effective February 21, 2013," or take any other action relative thereto.

(Town Administrator)

The Finance Committee recommends approval of this article. The Town employees choose to disband their union. This is largely a housekeeping item to ensure those employees continue to work under the previously negotiated labor contract.

Article 44. Establish an OPEB (Other Post Employment Benefits) Liability Trust Fund

To see if the Town will vote to accept the provisions of Massachusetts General Law Chapter 32B, Section 20, which will allow for the establishment of an Other Post Employment Benefits Liability Trust Fund (OPEB), or take any other action relative thereto.

(Town Accountant)

The Finance Committee recommends approval of this article. This is an important step in the process of funding our obligations to retired municipal employees.

Article 45. Transfer from MWPAT (Harvard Acres Wells) Receipts

To see if the Town will vote to appropriate and transfer from MWPAT (Harvard Acre Wells) Receipts, the sum of Fifty-Five Thousand Eight Hundred Thirty-Four Dollars (\$55,834.00), or any other sum, as additional appropriation to the Debt Service line item, to be expended by the Treasurer-Collector for repayment of the MWPAT loan; or take any other action relative thereto.

(Treasurer-Collector)

The Finance Committee is in favor of acceptance of this article. This article transfers the Well Loan receipts collected on behalf of the State from the Town administrated account to the State.

Article 46. Pompo Building Maintenance

To see if the Town will appropriate and transfer from the Overlay Surplus Account, to the Pompositticut Building Maintenance Account, the sum of seventy thousand dollars (\$70,000.00), or any other sum, for the purpose of continuing the basic utility systems operations of the Pompositticut School building; or take any other action relative thereto.

(Town Administrator)

The Finance Committee will make a recommendation at Town Meeting.

Article 47. Town Social Worker

To see if the Town will vote to appropriate and transfer from the Emerson Home Care Account to the Council On Aging Expense Account the sum of three thousand nine hundred eighty six dollars (\$3,986.00), or any other sum, for the purpose of contracting for services of a social worker, or take any other action related thereto.

(Council on Aging)

The Finance Committee recommends approval of this article.

Article 48. Holiday Decorations and Lighting Fund

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds, the sum of Four Thousand Dollars (\$4,000.00), or any other sum, to be expended by the Highway Department, for the purpose of purchasing and installing holiday decorations and lights on municipal properties; or take any other action relative thereto.

(Highway Department)

The Finance Committee recommends approval of this article to appropriate and transfer from available funds, the sum of \$4,000.00 to be expended by the Highway Department, for the purpose of purchasing and installing holiday decorations and lights on municipal properties.

Article 49. Banner for Annual Stow Clean-up Day

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds, the sum of six hundred dollars (\$600.00) or any other sum, to be expended under the direction of the Superintendent of Streets, to purchase a reusable over road banner to be used every year to announce the annual Stow Cleanup in order to ensure a greater level of participation and more attractive community to live and work.

(Highway Department and Sandy Taft/Stow Clean-up Day Volunteers)

The Finance Committee is in favor of acceptance of Article 48. We believe this is a good investment in order to promote and encourage resident community involvement.

Article 50. Transfer from Free Cash to the Stabilization Fund

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds, the sum of Fifty Thousand Dollars (\$50,000.00), or any other sum, to be added to the Stabilization Fund; or take any action relative thereto.

(Treasurer-Collector)

The Finance Committee recommends approval of this article.

Article 51. Balance the Fiscal Year 2014 Budget

To see if the Town will vote to authorize the Board of Assessors to use a sum of money from available funds in the hands of the Treasurer-Collector in reducing the tax rate (balancing the budget) for the fiscal year beginning July 1, 2013 and ending June 30, 2014 (FY 14); or take any other action relative thereto.

(Finance Committee)

Article 52. Town Election

To vote by ballot on June 25, 2013 at the Center School, in said Town of Stow the following ballot question. The polls are open from 7:00 a.m. to 8:00 p.m.

Question 1

Shall the Town of Stow be allowed to exempt from the provisions of Proposition two and one-half, so-called, the amounts required to pay for the bond issued for the purpose of funding the purchase of two parcels of land located at 323 Great Road, Stow including any incidental costs related thereto?

And you are directed to serve this warrant by posting copies attested by you calling same at the Town Building and at each of at least seven (7) other public places at least seven (7) days before the time of holding said meeting.

Hereof, fail not and make due return of the warrant with your doings thereon to the Town Clerk or Selectmen on or before the time of said meeting.

Given under our hands this 9th day of April in the year 2013.

BOARD OF SELECTMEN

Gary M. Bernklow
Donald P. Hawkes
Charles Kern, Chairman
Thomas E. Ryan III, Clerk
James H. Salvie

Consent Calendar Procedures

As part of an effort to make our Town Meeting time more productive and save time for discussion of key issues, the Board of Selectmen and Moderator have implemented a procedure called the “Consent Calendar.”

Each year there is a number of warrant articles for which past experience suggests that the **action will be routine, non-controversial and predictable**. Again at this annual meeting, these articles have been selected for inclusion in the Consent Calendar. The use of the Consent Calendar speeds the passage of warrant articles which the Selectmen and Moderator, in consultation with Town Counsel and the Finance Committee, believe should generate no controversy and can be properly voted without debate.

The consent calendar will be taken up as one of the first orders of business at the Annual Town Meeting.

There will be a motion to take all of the Consent Calendar articles identified in the warrant and **act upon these as a group by a single brief affirmative main motion**, referred to as the Consent Calendar, which will also contain separate and specific motions for each such article included in the Consent Calendar. The language and the amount of money specified in the Consent Calendar articles as printed in the warrant are subject to change. The motion made at Town Meeting will include any changes.

At the motion of the Consent Calendar, the Moderator will call out the number of each of the articles, one by one. If any voter has doubt about passing any motion or wishes an explanation of any article included in the Consent Calendar, the voter should say the word “**Hold**” in a loud voice when the article number is called by the Moderator.

The Moderator will then inquire as to whether the request to hold is for a question or for debate. If the purpose of the request is merely to ask a question, an attempt to obtain a satisfactory answer will be made, and if this occurs the article will remain on the Consent Calendar. If the purpose of the request is to hold the article for debate, the article will be dropped from the Consent Calendar and restored to its original place in the warrant, to be brought up, debated, and voted on in the usual way. It is hoped that voters will remove articles from the Consent Calendar only in cases of genuine concern.

After calling the individual articles on the Consent Calendar, the Moderator will ask that all articles remaining be **passed as a unit** by a unanimous vote after a brief affirmative main motion is made inclusive of all articles remaining on the Consent Calendar.

Before Town Meeting, please review the Consent Calendar articles and proposed motions:

- The articles begin on Page 34 and are marked “(CONSENT CALENDAR)” in the upper right-hand corner of the article.
- The proposed motions for the Consent Calendar articles begin below.

Please do your homework before coming to Town Meeting. If you have any questions about the articles included in the Consent Calendar, motions or procedures, please feel free to call the Town Administrator (978-897-2927) **before Town Meeting.**

Consent Calendar Motions

Move that the Annual Town Meeting take action on Articles 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31 and 32, as said motions are printed in the warrant, a copy of which has been provided to the voters at this meeting, without debate on any such articles, and provided that upon the request of any voter at this meeting made before the vote is taken on this motion, an article shall be dropped from the Consent Calendar and shall be acted upon in the ordinary course and order of business at this Town Meeting.

Article 7. Reserve Fund

Move to raise and appropriate, or appropriate and transfer from available funds, the sum of Seventy Thousand Dollars (\$70,000.00), for a Reserve Fund for the fiscal year beginning July 1, 2013 (FY 2014).

Article 8. Audit of Financial Records

Move to raise and appropriate, or appropriate and transfer from available funds, the sum of Eleven Thousand Dollars (\$11,000.00), for a Town financial audit.

Article 9. Revolving Fund for Inspection Fees

Move to authorize, upon the recommendation of the Selectmen, a revolving fund pursuant to Massachusetts General Laws Chapter 44, Section 53E-1/2 for FY 2014, to which shall be credited all permitting fees received for wire, gas, plumbing, and fire alarm permits and for weights and measures sealing, to a limit of Forty Thousand Dollars (\$40,000.00) for FY 2014, to be expended by the Selectmen without further appropriation, for the purpose of payment of fees to the inspectors administering such permits and reimbursement of expenses incurred on behalf of the Town.

Article 10. Revolving Fund for Advanced Life Support Services

To see if the Town will vote to authorize, upon the recommendation of the Selectmen, the establishment of a revolving fund pursuant to Massachusetts General Laws Chapter 44, Section 53E-1/2 for FY 2014, to which shall be credited all fees received for advanced life support services provided by the Town of Stow, to a limit of Forty Thousand Dollars (\$40,000.00) for FY 2014, to be expended by the Fire Department without further appropriation, for the purpose

of payment of all costs associated with providing advanced life support ambulance services; or take any other action relative thereto.

Article 11. Transfer to Conservation Fund – Land Maintenance

Move to appropriate and transfer from the Conservation Land Maintenance Account to the Conservation Fund the sum of one thousand five hundred ninety-five dollars and 00 cents (\$1,595.00).

Article 12. Addition to Conservation Fund

Move to raise and appropriate, or appropriate and transfer from available funds, the sum of five thousand dollars (\$5,000.00), to be added to the balance remaining in the Conservation Fund.

Article 13. Transfer from Wetlands Protection Fund

Move to appropriate and transfer from the Wetlands Protection Fund the sum eight thousand twenty-two dollars and fifty cents (\$8,022.50), as an additional appropriation to the Conservation Commission, to be expended by the Conservation Commission in performing its duties under the Wetlands Protection Act.

Article 14. Update of Property Valuations

Move to raise and appropriate, or appropriate and transfer from available funds, the sum of Twenty Thousand Five Hundred Dollars (\$20,500.00), to be added to the balance remaining from the amount previously appropriated for the purpose of updating property valuations in the Town to full and fair cash value, to be expended by the Assessors.

Article 15. Town Records Binding and Repair

Move to raise and appropriate, or appropriate and transfer from available funds, the sum of Two Hundred Dollars (\$200.00), to be added to any balance previously appropriated for the purpose of binding and repairing Town records in accordance with Chapter 66, Section 9, to be expended by the Town Clerk.

Article 16. Highway Road Machinery and Private Ways

Move to raise and appropriate, or appropriate and transfer from available funds, the sums of money for Highway Department purposes as set forth in the schedule below.

Expense	Amount
1. For the Road Machinery Account	43,072.00
2. For Repairs on Private Ways	15,000.00

Article 17. Highway Road Construction

Move to appropriate and borrow the sum of Four Hundred Twenty-five Thousand Six Hundred Twenty-eight Dollars from the FY 2014 Apportionment for construction, reconstruction and/or improvements to Town roads, as requested by the Board of Selectmen, to be reimbursed by the Commonwealth.

Article 18. Public Health Nurse

Move to raise and appropriate or appropriate and transfer from available funds, the sum of Five Thousand Dollars (\$5,000.00), to be added to any balance remaining from the previous appropriation, to be expended under the direction of the Board of Health for the purpose of providing home care services, public health nursing services, and communicable disease follow-up to Stow residents.

Article 19. Municipal Solid Waste Disposal

Move to raise and appropriate, or appropriate and transfer from available funds, the sum of One Thousand Three Hundred Dollars (\$1,300.00), to be added to any balance remaining from the previous appropriation, to be expended under the direction of the Board of Health for the purpose of renting a container and disposing of solid waste which has been dumped on Town land and roadsides.

Article 20. Medical Reserve Corps Expenses

Move to raise and appropriate, or appropriate and transfer from available funds, the sum of Two Thousand Five Hundred Dollars (\$2,500.00), to be expended under the direction of the Board of Health for the purpose of providing for equipment and operating expenses for the Stow Medical Reserves Corps.

Article 21. Construction and Maintenance of Water Holes for Firefighting Operations

Move to raise and appropriate, or appropriate and transfer from available funds, the sum of Five Thousand Dollars (\$5,000.00), to be expended under the direction of the Fire Chief, for the purpose of constructing and maintaining water holes and hydrants to support firefighting operations.

Article 22. Stow Cultural Council

Move to raise and appropriate, or appropriate and transfer from available funds, the sum of Three Thousand Five Hundred Dollars (\$3,500.00), to be added to any balance remaining from previous appropriations, to produce cultural activities and programming in Stow, including Two Thousand Dollars (\$2,000.00) of these funds to be used to support SpringFest activities.

Article 23. Employee Educational Incentive Program

Move to raise and appropriate, or appropriate and transfer from available funds, the sum of Seventy-eight Thousand Two Hundred and Fifty-seven Dollars (\$78,257.00), to be expended under the direction of the Town Administrator for funding the Town's employee educational incentive program.

Article 24. Legal Services

Move to raise and appropriate or appropriate and transfer from available funds the sum of Twenty-five Thousand Dollars (\$25,000.00), to be added to any balance remaining from any previous appropriation, for the purpose of funding the Town's general Legal account.

Article 25. Police Officer and Firefighter Medical Payments

Move to raise and appropriate, or appropriate and transfer from available funds, the sum of One Thousand Dollars (\$1,000.00), to be added to any balance remaining and previously appropriated, in anticipation of possible claims presented to the Town under the provisions of Massachusetts General Laws Chapter 41, Section 100, for the payment of medical and other allowable expenses incurred by police officers or firefighters injured in the performance of and within the scope of duty.

Article 26. SwiftReach 911 Notification System

Move to raise and appropriate, or appropriate and transfer from available funds, the sum of Four Thousand Five Hundred Dollars (\$4,500.00), to be expended under the direction of the

Chief of Police, for the purpose of paying for a town-wide telephonic emergency notification system known as SwiftReach Networks.

Article 27. Lake Boon Water Quality Remediation

Move to raise and appropriate, or appropriate and transfer from available funds, the sum of Fourteen Thousand Dollars (\$14,000.000), to be expended under the direction of the Lake Boon Commission, for the purpose of weed control.

Article 28. Planning Board Engineering/Consulting and Master Plan Expenses

Move to raise and appropriate, or appropriate and transfer from available funds, the sum of Five Thousand Dollars (\$5,000.00), to be added to any balance remaining and previously appropriated for this purpose, to be expended by the Planning Board for Planning Board engineering/consulting services and master plan expenses.

Article 29. Veterans' Benefits

Move to raise and appropriate, or appropriate and transfer from available funds, the sum of Seven Thousand Dollars (\$7,000.00), to be expended by the Veterans' Services Officer, to provide services to Stow veterans.

Article 30. Senior Tax Relief

Move to accept the provisions of Section 4 of Chapter 73 of the Acts of 1986 as amended by Chapter 126 of the Acts of 1988, and further to act under the aforesaid statutes to increase by 100 percent the amount of property tax exemption granted to persons who qualify for said exemption under clauses 17, 17C, 17D, 22, 22A, 22B, 22C, 22D, 22E, 37, 37A, 41, 41B, and 41C of Section 5 of Chapter 59 of the Massachusetts General Laws and Acts and amendments thereof or additions thereto, for Fiscal Year 2014.

Article 31. Community Preservation Expenses

Move to appropriate from Fiscal Year 2014 Community Preservation Fund Annual Revenues the sum of Thirty-two Thousand Dollars (\$32,000.00) to be expended for wages and expenses associated with the creation, implementation and maintenance of Community Preservation programs, in accordance with the provision of Massachusetts General Laws Chapter 44B, the Community Preservation Act, including but not limited to office supplies, clerical assistance, property surveys, appraisals, attorney's fees, and other professional services, recording fees, printing and all other necessary and proper expenses for the Fiscal Year 2014, in accordance with a budget to be prepared for the Town Administrator.

Article 32. Community Preservation Reserves

Move to reserve for later appropriation monies from the Community Preservation Fund Balance collected from both the Community Preservation Act Surcharge and the State Trust Fund Distribution and collected from Fiscal Year 2014 Community Preservation Fund Annual Revenues, for 10% allocation to reserve accounts in accordance with the provision of Massachusetts General Laws Chapter 44B, the Community Preservation Act, for the undertaking of Community Preservation projects.

1. Preservation of Historic Resources	\$67,000.00
2. Preservation of Open Spaces	\$67,000.00
3. Affordable Housing	\$67,000.00

STOW EMERGENCY ASSISTANCE FORM

This is a survey being used town wide in order to keep a record of Stow residents who may need special assistance in the event of an emergency. Being prepared, before an emergency strikes, is the best way to protect yourself and assist emergency responders.

Fill out for each family member. Use other side or additional paper to list all household members that may need help.

Name	D.O.B.
Street	Telephone
Emergency Contact	EC Phone #
Primary Doctor	Dr. Phone#
Pharmacy	RX Phone#

This information is to be used only for Stow's emergency and disaster planning. It may be shared with local emergency planning, police and fire departments.

Check all that apply to you.

- ☐ I do not have a completed File of Life on my refrigerator.
- ☐ My house is hard to find or I do not have # on my house or mailbox.
- ☐ I would need help if power went out for more than a day.
- ☐ I do not have an emergency kit prepared (flashlight, radio, 3 days of food, water & medicine).
- ☐ I do not have an emergency plan for my pet.
- ☐ I do not know how to shelter in place (in my home).
- ☐ I could not drive to a shelter.
- ☐ I would need help leaving my home.
- ☐ I would not be willing to leave my home.
- ☐ I would stay with family or friends if needed.
- ☐ I can't order RX unless I'm nearly out of my current supply.
- ☐ I give my permission to be contacted for further information.

List special needs. Be specific and explain how you will need help (blindness, hearing loss, physical limitations, confusion, etc).

List any medical equipment required. (oxygen, wheelchair, walker, insulin, wound care, IV therapy, dialysis, nebulizer, etc).

Please return this form to Stow Fire Dept., 16 Crescent Street, Stow, MA 01775

Join your neighbors for a fun-filled weekend at



May 17, 18, and 19

FRI <p>7:00 pm Silent Movie Stow Town Hall</p>	<p>6:30 - 8:30 pm Ice Cream Social Location to be Determined</p>
SAT <p>8:00 am - 11:00 am Pancake Breakfast! On your way to the Stow Community Park for a day of fun for all ages, stop by St. Isidore Church for the all-time favorite Friends of Council on Aging pancake breakfast. Entertainment by the Assabet Valley Chamber Singers (\$5.00 adults; \$3.00 for seniors)</p> <p>9 am - 2 pm History of Stow Display Randall Library Stow Historical Museum</p>	<p>10:00 am - 3:00 pm Lots of FREE entertainment for all ages at Stow Community Park: Inflatables, Animal Adventures, Balloon Art, Arts and Crafts, Duck Drop, Field Games, Airbrush Tattoos, Toddler Run, Music, Trigger Point Massages, Lego Contest and Antique Cars, Fire, Police and Medical Reserve Corps vehicles, Cotton Candy, Snow Cones and Popcorn</p> <p>Other GREAT Activities: Happy Wagon Train Rides, Arts/Crafts Display and Sales, Hamburgers, Hotdogs, Chicken, Sausage, Fries, Wood Fired Pizza, Ice Cream and Frozen Yogurt.</p>
SUN <p>8:00 am Stow Conservation Trust 15th Annual Run for the Woods</p> <p>Various times during the day: Stow Parent Teacher Organization Annual Lip Sync</p>	<p>4:00 pm First Parish Church Sounds of Stow Community Concert and Sing-along led by American Choral Icon, Alice Parker. Join the over 95 voices to celebrate American folk songs, spirituals, traditional hymns, and original compositions. (\$10.00)</p>

- **Volunteers needed for Saturday SpringFest Activities** – Please consider volunteering to help set up, break down or monitoring the inflatables – Contact SpringFest@stow-ma.gov
- **Volunteers are needed for the Lego Contest** - Please consider volunteering an hour or two of your time to this popular event. If you have any questions, please contact Kathy O'Keefe, kgokeefe@gmail.com
- Is your organization interested in space to share information or sell your special craft? Contact SpringFest@stow-ma.gov