

**WARRANT FOR**  
**ANNUAL TOWN MEETING**  
**MAY 7, 2012**  
7:00 P.M.  
Hale Middle School Auditorium

with  
**ANNUAL TOWN ELECTION**  
**MAY 15, 2012**

7:00 A.M. TO 8:00 P.M.  
Hale Middle School Gymnasium



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

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THIS IS YOUR ONLY COPY



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**Finance Committee Report**  
**Annual Town Meeting**  
**May 7, 2012**

The Finance Committee has reviewed the proposed Town of Stow (“Town” or “Stow”) budget for the upcoming fiscal year, which runs from July 1, 2012 through June 30, 2013 (“FY 2013”). The Town can continue to maintain a mostly level services budget without requiring a Proposition 2½ override or draining our reserves.

The Town’s ability to balance the budget has not been without its challenges over the last several years. The deep recession of 2008 and 2009 saw a subsequent steep drop off in both new growth and excise taxes. Further, the state aid was slashed both for the Town and the schools. To combat this loss in revenue over the last several years budgets for both the Town and the schools have reflected largely level service budgets with little to no cost of living increases for employees. For the Town, the steep percentage cut in state aid had a muted effect on overall income, as the Town’s reliance on state aid is very low compared to other communities in the state. Though the schools have a greater reliance on state aid, many of these cuts over the last several years have been off-set by one-time Federal stimulus funds.

Though the last year has seen about a 5% increase in property taxes for residents, this came on the heels of the average property taxpayer seeing a slight decrease in their property tax bill. Both the current fiscal year’s budget and the FY 2013 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. Despite the recent increase in property taxes, Stow’s tax rate remains competitive with neighboring towns.

Nevertheless, there are some significant additional capital expenses on the horizon, whether we are talking about the additional debt service on the Center School Project or the backlog of significant capital projects that are currently either being examined (Pompositticut School re-use, Fire Station renovation or Randall Library renovations) or under consideration by the Town, particularly the Nashoba Regional School District (“NRSD”) track and field improvements. Also, Minuteman Career and Technical High School (“Minuteman”) may have a significant renovation planned for the coming years. It is important to note that, though the Center School Project estimate currently stands at approximately \$33 Million, only about \$17 Million will be paid by the Town, with the remainder paid by the state.

Even though the Town’s and school’s budgets are largely considered level services, the FY 2013 budget does include almost \$700 Thousand in additional expenses from FY 2012. This translates into a 3% increase in expenditures in FY 2013. The composition of this increase will be broken down below, but many of the cost drivers causing this increase were either foreseen (Center School Project) or expected (cost of living increases and rising health and benefit costs).

## **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 \$896,287 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 approximately \$350,000, which is on par with the previous year. This \$350,000 translates into less than 1.5% of the proposed FY 2013 budget.

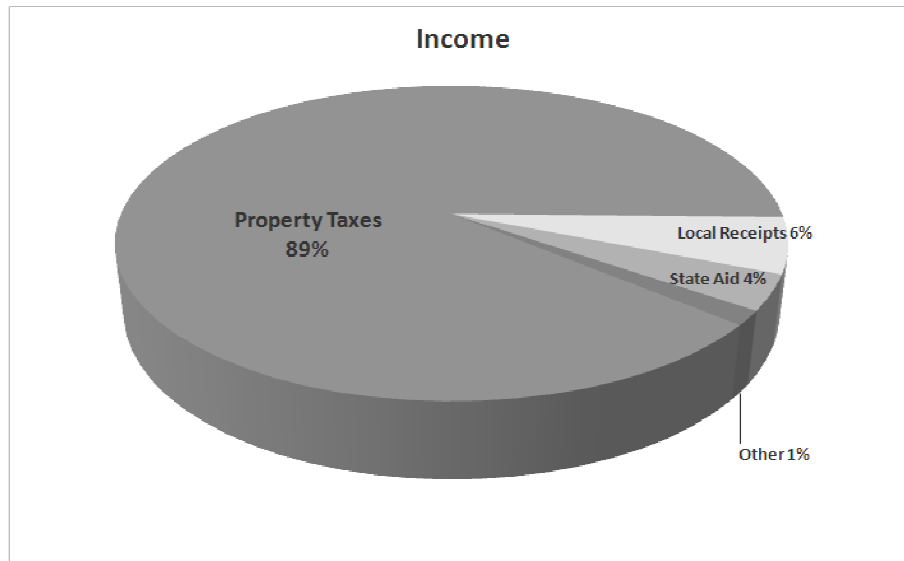
Local receipts, which make up approximately 6% of the budget, have been making a comeback from the recession lows and are expected to continue a significant increase in FY 2013. Automobile excise taxes, which are heavily influenced by new car purchases, make up a majority of the local receipt income. In fact, to date in FY 2012 we are tracking on par with our forecasted FY 2013 receipts.

Though the jump in local receipts have helped reduce the reliance on property taxes by 1%, at 89% of FY 2013 budgeted income, property taxes are still high in comparison to the FY 2009 percentage of 85% of budgeted income.

For FY 2013 the Town is transferring about \$110,000 in one time income from the overlay surplus funds. This represents the bulk of the increase from the "Other" category shown below. These funds largely represent reserves for possible property tax abatements and are periodically drawn down. Though the transfer for FY 2013 is higher than normal, there should remain adequate reserves for possible abatements.

The FY 2013 shows an allowable 3.3% increase in property taxes (approximately \$700 Thousand). 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 2013 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 \$1.3 Million in the FY 2013 budget, there would be no increase in property taxes.

The approximately \$700,000 allowable increase in property taxes can be attributed to the allowable Proposition 2½ increase of about \$500,000 and a small amount of projected new growth of \$200,000.



			Change FY12 - 13	Percent total
<b>Income</b>	<b>FY12</b>	<b>FY13</b>		
<b>Property Tax</b>	21,475,098	22,177,291	3.3%	89.2%
<b>Local Receipts</b>	1,247,245	1,421,500	14.0%	5.7%
<b>State Aid</b>	896,287	896,287	0.0%	3.6%
<b>Other</b>	258,343	365,461	41.5%	1.5%
<b>TOTAL INCOME</b>	23,876,973	24,860,539	4.1%	100.0%

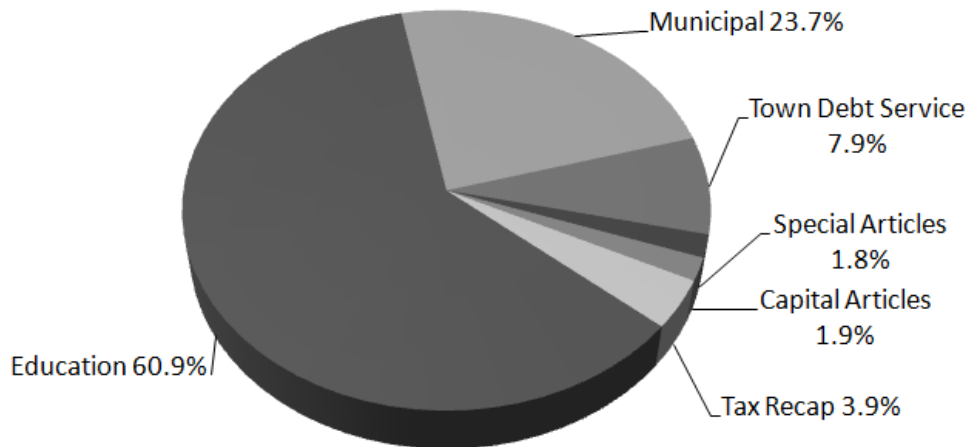
## Expenses

Education accounts for the majority of the Town budget. Together, the NRSD assessment of \$13,726,429 and the Minuteman assessment of \$622,982 make up 61% of Town expenditures.

Municipal, which includes all of the town provided services, makes up 24% or \$5.6 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 2013, debt service increases from about 7% to just under 8% of the total FY 2013 budget.

### FY 2013 Budget



Expenditures	FY 2012	FY 2013	Change FY '12 - FY '13	Percent Total
<b>Education, Total</b>	<b>13,941,147</b>	<b>14,349,411</b>	<b>2.9%</b>	<b>60.9%</b>
Nashoba Regional	13,194,166	13,726,429	4.0%	58.2%
Minuteman Regional	746,981	622,982	-16.6%	2.6%
<b>Municipal, Total</b>	<b>5,412,545</b>	<b>5,576,681</b>	<b>3.0%</b>	<b>23.7%</b>
Police & Dispatch	1,287,621	1,301,784	1.1%	5.5%
Highway Department	800,918	830,509	3.7%	3.5%
Fire & EMS	647,714	672,618	3.8%	2.9%
Group Insurance	732,855	705,600	-3.7%	3.0%
Randall Library	203,602	213,229	4.7%	0.9%
Other Municipal	1,739,835	1,852,941	6.5%	7.9%
<b>Town Debt Service</b>	<b>1,657,146</b>	<b>1,854,395</b>	<b>11.9%</b>	<b>7.9%</b>
<b>Special Articles</b>	<b>393,560</b>	<b>433,777</b>	<b>10.2%</b>	<b>1.8%</b>
<b>Capital Articles</b>	<b>562,834</b>	<b>437,180</b>	<b>-22.3%</b>	<b>1.9%</b>
<b>Tax Recapitulation</b>	<b>919,792</b>	<b>926,778</b>	<b>0.8%</b>	<b>3.9%</b>
County Retirement	558,433	584,911	4.7%	2.5%
Other Tax Recap	361,359	341,867	-5.4%	1.4%
<b>Total Expenditures</b>	<b>22,887,024</b>	<b>23,578,222</b>	<b>3.0%</b>	<b>100.0%</b>



Increases in the proposed FY 2013 budget amount to \$691,198, or 3.0%. The major drivers of this increase include the NRSD assessment (about \$530,000, or 77% of the increase) and debt service (about \$200,000, or 29% of the increase). These are partially off-set by the decrease in the Minuteman assessment of about \$124,000 and a decrease in capital articles of \$126,000, among others.

**Breakdown of the budget increase:**

Nashoba Regional	\$532,263
Town Debt Service	\$197,249
Capital Articles	\$(125,654)
Minuteman Regional	\$(123,999)
Group Insurance	\$(27,255)
<u>Other</u>	<u>\$238,594</u>
<b>FY 2013 Budget Increase</b>	<b>\$691,198</b>

The increase in debt service of about \$200,000 can be attributed to the additional expenses and associated debt service from the Center School Project. The Center School Project debt service will actually be almost \$860,000 in FY 2013, meaning it will account for about 3.6% of our overall budget.

Though Stow's Treasurer has been aggressively taking advantage of a favorable interest rate environment, there are still additional costs to be bonded and the Town will see an additional increase of about \$300,000 in FY 2014, bringing the annual debt service cost for the Center School Project to around \$1.17 Million per year. This is below the low end of the range we had originally estimated (between \$1.2 Million and \$1.5 Million). Still, as the project is not yet complete, these costs could certainly be higher if some of the initial savings have to be clawed back or rates jump significantly prior to the final bonding of the costs.

The NRSD assessment, by far the largest line item in our budget, increased 4% or about \$530,000 in FY 2013. It should be noted that, though Stow's assessment increases 4% in FY 2013, the overall budget increase for Nashoba was about 3.5% and about 3.1% when including the increase in grant off-sets. That additional percentage point is merely due to enrollment changes within the district.

Most of the increase (about 63%) can be attributable to a 3.4% increase in salaries, by far the biggest line item in the NRSD budget. The increase in the salary line item includes a 1.5% cost

of living increase in FY 2013. About 19% of the increase is due a 4.6% increase in insurance and benefit costs and about 8% of the increase is due to a 14% increase in facilities costs. As with the previous two 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 decrease in FY 2013 (17% or about \$124,000). This decrease is not a result of lower expenses at Minuteman, as Minuteman's overall budget has about a 5% increase in FY 2013.

The significant decrease is really the result of a drop in enrollment at Minuteman from Stow. The 5% increase in the overall Minuteman budget largely reflects a level services budget for Minuteman. It also should be noted that Minuteman had a significant budget decrease in FY 2011, reducing expenses by about 7% and only increased expenses by about 1% in FY 2012.

Minuteman is in the process of doing a feasibility study (voted on in the 2010 Town Meeting) on a possible (and significant) building renovation. In connection with that project, Minuteman is also re-examining the existing Minuteman Regional Agreement amongst the 16 member towns.

Minuteman was also hit with about \$500,000 in unanticipated costs in FY 2012 associated with the need to rebuild their trades hall. The reason was that the Lexington Fire Department did not feel the previous one was up to code, even though it had been in place for decades. Stow's portion of this expense will be a little more than \$30,000 and an updated FY 2012 assessment will be voted on at this Town Meeting.

### **Capital Requests**

As of early April, capital articles total approximately \$437,000, a 22% decrease over FY 2012. \$145,000 of this is for air conditioning for the Hale Middle School. Replacement and new equipment accounts for about \$155,000 of the capital requests, including \$60,000 for a brush chipper for the Highway Department, \$40,000 for a new  $\frac{3}{4}$  ton pick-up truck for the Highway Department and \$40,000 for a new cruiser for the Police Department.

Building repairs and improvements, not including the Hale Middle School air conditioning noted above, account for \$62,000 of the capital articles and include \$50,000 for repairs and improvements to the Stow Town Hall and \$12,000 for hand rails for the Hale Middle School auditorium.

There are information technology related costs of about \$36,000, which includes a computer network upgrade for the Fire Department and a printer/scanner/copier for the planning board. There is also about \$30,000 to replace the main radio tower used by the Fire and Police Departments. The previous tower was damaged beyond repair in a storm in 2011 and most, if not all, of the cost of the new tower will be covered by an insurance claim.

These capital expenditures are proposed to be paid for through a combination of free cash (\$200,000) and tax levy income, in order to avoid borrowing.

### **Community Preservation**

For FY 2013 there is a special article in the amount of \$100,000 for the preservation of historic documents that will be funded by the Community Preservation Fund. These expenditures are directly offset by an allocation of revenue previously raised through the CPC excise tax, plus available state matching funds. Therefore, they generally have no direct effect on the 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 2011 calendar year, Free Cash was certified at approximately \$1.3 Million and the Town's Stabilization Fund balance is approximately \$700,000. The combined \$2 Million is a significant jump from the prior year and stands at about 8.4% of the FY 2013 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**

Though Stow is in good fiscal shape, which is reflected in the FY 2013 budget, there remain a number of concerns outside of the FY 2013 budget, many of which are difficult or impossible to change.

Stow's tax base remains overwhelmingly residential. Though this lack of diversification has actually benefited the Town slightly in these tough economic times, it is during economic "boom" years when this hurts Stow vs. the tax rate of some neighboring towns. NRSD, which accounts for almost 60% of the budget, has seen an increasing reliance over the last few budget cycles on Excess and Deficiency funds. Though the use is expected during recessionary periods, it is not a sustainable revenue source by any measure and would need to be made up by either lowering expenses, through an increase in state aid or through an increase in the assessment (i.e. property taxes).

Health care and pension costs seem to increase at a much more substantial rate than other costs, though there has been some relief here, at least on the municipal side, in the FY 2013 budget. Also, there is a substantial backlog of possible capital projects.

Nevertheless, despite a growing population, the Town departments have for the most part submitted practical budgets and have been able to get by without any additional resources. The past three assessments from NRSD have been held to an average increase of about 2%. Though Minuteman's assessment is decreasing substantially this year, the reason is Stow's enrollment, not Minuteman's budget. Nevertheless, with their substantial cost decrease two years ago, Minuteman's overall expenses seem to be held in check. The costs associated with the Center School Project have thus far been a pleasant surprise, both in the actual project costs and in the interest rate charged to the Town for the bonding of these costs.

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

Though the average tax bill increased by about 5% in FY 2012, it should be noted that this was largely related to the Center School Project and that it follows a decrease in FY 2011. Further, if the reasonable revenue estimates in this budget hold, even with the debt exclusion for the Center School Project, any increase in the FY 2013 tax bill will be substantially less than the FY 2012 increase. The result is that, even with a good portion of the Center School Project bonded, Stow's tax rate remains competitive with neighboring towns and with this budget has a good chance of further improvement compared to neighboring towns. With the possible capital projects on the horizon for the Fire Department, Library, Pompositticut School re-use and Minuteman, this budget and tax relief is very timely.

The Town of Stow has handled the difficult economic times rather well due to a number of factors, including sensible planning and management. Nevertheless, the economy has no doubt taken a toll on the Town's tax base, whose ability to absorb additional increases may have been severely curtailed by the recession. This budget attempts to balance what is the reality of our existing expenses with the reality of what the tax base may be able to absorb. That balance, of course, is ultimately determined at Town Meeting.

#### THE STOW FINANCE COMMITTEE

Ann Deluty, Chair

Peter McManus, Vice Chair

Christopher Sarno and Rick Rollins: Members

Bruce Walbridge and Dean Cavaretta: 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. As the chart shows, there were unusually few reserve fund transfer requests so far this year.

<b>Date</b>	<b>Description</b>	<b>Amount</b>
<b>FY 2009</b>		
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
<b>FY 2010</b>		
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
<b>FY 2011</b>		
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	\$ 5,000
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
<b>FY 2012</b>		
12-Jul-11	Board of Health – Municipal Solid Waste Removal	\$ 195
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





## **WARRANT FOR 2012 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 SEVENTH DAY OF MAY 2012**

**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 2011; 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 2011; or take any other action relative thereto.

(Board of Selectmen)

*The Finance Committee recommends approval of this article.*

### **Article 3. Wage and Salary Schedules for Fiscal Year 2013**

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**

<b><u>Position Title</u></b>	<b><u>Minimum</u></b>	<b><u>Step 1</u></b>	<b><u>Step 2</u></b>	<b><u>Step 3</u></b>	<b><u>Maximum</u></b>
Police Chief	76,442	79,223	83,393	90,340	102,188
Supt. of Streets	68,397	72,672	76,949	81,220	85,500
Fire Chief	67,841	70,556	74,628	81,416	88,195
Town Acct.	62,749	66,647	70,574	74,498	78,424
Police Lieut.	69,168	74,387	78,303	82,217	84,828
Treas. Collector	53,967	57,342	60,715	64,086	67,460
Bldg. Inspector	52,831	56,131	59,432	62,735	66,039
Library Director	50,273	53,416	56,556	59,704	62,842
Town Clerk	45,178	47,861	50,678	53,489	56,307

#### **SCHEDULE B HOURLY RATE POSITIONS**

##### **GROUP A**

<b><u>Position Title</u></b>	<b><u>Minimum</u></b>	<b><u>Step 1</u></b>	<b><u>Step 2</u></b>	<b><u>Step 3</u></b>	<b><u>Maximum</u></b>
Parks & Commons Worker	11.49	12.45	13.51	14.51	15.50
Cemetery Worker	11.49	12.45	13.51	14.51	15.50
Custodian	11.49	12.45	13.51	14.51	15.50



**GROUP B**

<b><u>Position Title</u></b>	<b><u>Minimum</u></b>	<b><u>Step 1</u></b>	<b><u>Step 2</u></b>	<b><u>Step 3</u></b>	<b><u>Maximum</u></b>
Assistant Town Clerk	16.92	18.23	19.59	21.22	22.80
Capital Prog. Comm. Secy.	13.05	14.00	15.06	16.34	17.54

**GROUP C**

<b><u>Position Title</u></b>	<b><u>Minimum</u></b>	<b><u>Step 1</u></b>	<b><u>Step 2</u></b>	<b><u>Step 3</u></b>	<b><u>Maximum</u></b>
Bd. of Appeals Secretary	17.81	19.41	20.92	22.54	24.06
Town Secretary	14.00	15.29	16.48	17.75	18.97
Highway/Tree/ Grounds Worker	14.00	15.29	16.48	17.75	18.97

**GROUP D**

<b><u>Position Title</u></b>	<b><u>Minimum</u></b>	<b><u>Step 1</u></b>	<b><u>Step 2</u></b>	<b><u>Step 3</u></b>	<b><u>Maximum</u></b>
Highway/Tree Grounds Driver-Laborer	17.37	18.47	19.55	20.61	21.67

**GROUP E**

<b><u>Position Title</u></b>	<b><u>Minimum</u></b>	<b><u>Step 1</u></b>	<b><u>Step 2</u></b>	<b><u>Step 3</u></b>	<b><u>Maximum</u></b>
Highway Dept. Equipment Operator	18.96	20.14	21.31	22.52	23.67
Tree Worker (Moth)	18.96	20.14	21.31	22.52	23.67
Maintenance Person	18.96	20.14	21.31	22.52	23.67

**GROUP F**

<b><u>Position Title</u></b>	<b><u>Minimum</u></b>	<b><u>Step 1</u></b>	<b><u>Step 2</u></b>	<b><u>Step 3</u></b>	<b><u>Maximum</u></b>
Highway Dept. Mechanic	20.10	21.26	22.63	23.89	25.10
Crew Chief	20.90	22.12	23.54	24.82	26.12

**GROUP G**

<b><u>Position Title</u></b>	<b><u>Minimum</u></b>	<b><u>Step 1</u></b>	<b><u>Step 2</u></b>	<b><u>Step 3</u></b>	<b><u>Maximum</u></b>
Assistant Superintendent of Streets	24.56	26.11	27.63	29.16	30.69
Highway Dept. Foreman	22.31	23.72	25.09	26.50	27.86

**SCHEDULE C**  
**SINGLE RATE POSITIONS PAID ANNUALLY**

<b><u>Position Title</u></b>	<b><u>Salary</u></b>
Registrar of Voters	135
Assistant Registrar of Voters	270
Animal Control Officer	15,944
Director of Summerthing	2,709
Beach Director	5,838
Cemetery Superintendent	42,382
Animal Inspector	3,620
Veterans' Agent	1,424
Health Agent	20,035
Tree Warden	6,383
Council on Aging Secretary	400

**SCHEDULE D**  
**SINGLE RATE POSITIONS PAID HOURLY**

<b><u>Position Title</u></b>	<b><u>Salary</u></b>
Election Warden	10.32
Election Clerk	10.32

Election Teller	9.14
Election Clerical Assistance	9.14
Lifeguard	11.34
Lifeguard (W.S.I.)	13.40
Beach Checker	9.14
Street Lister	9.86
Street Listing Clerk	9.14
Street Numberer	9.14
Per Diem Firefighter (call)	14.33
Apprentice Firefighter (call)	13.88
Firefighter (call)	15.87
Emergency Medical Technician (call)	15.87
Firefighter/EMT (call)	16.59
EMT - w/Defib & Epi Pen (call)	17.33
Firefighter/EMT - w/Defib & Epi Pen (call)	18.05
Officers - Fire or Medical (call)	19.51
Police Officer, part-time	22.19
Police Matron	19.58
Auxiliary Police Officer	14.48
Dispatcher, part-time	18.45
Town Engineer	30.69
Summerthing Assistants	9.14

**SCHEDULE E**  
**FIRE DEPARTMENT ANNUAL SINGLE RATES**

<b><u>Position Title</u></b>	<b><u>Salary</u></b>
Deputy Fire Chief (call)	979
Fire Engineer	849
Fire Captain (call)	651
Fire Lieutenant (call)	522
Fire Medical Officer	391
EMS Quartermaster	262
EMS Schedule Coordinator	197
EMS Assistant Coordinator	327
EMS Records Coordinator	391

#### **Article 4. General Budget for Fiscal Year 2013**

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.*

<b>LINE NO.</b>	<b>DEPARTMENT</b>	<b>FY 2012 ACTUAL BUDGET</b>	<b>FY 2013 BUDGET REQUEST</b>	<b>FY 2013 BUDGET TOWN ADMIN/ SELECTMEN RECOMMEND</b>	<b>FY 2013 BUDGET FINANCE COMMITTEE RECOMMEND</b>
	<b><u>MUNICIPAL BUDGET</u></b>	<b>LINES 1 - 70</b>			
	<b><u>GENERAL GOVERNMENT</u></b>	<b>LINES 1 - 32</b>			
<b>Line No.</b>					
	<b>MODERATOR</b>				
<b>1</b>	MODERATOR SALARY	38.00	39.00	39.00	39.00
<b>2</b>	MODERATOR EXPENSES	45.00	45.00	45.00	45.00
	<b>TOTAL MODERATOR</b>	<b>83.00</b>	<b>84.00</b>	<b>84.00</b>	<b>84.00</b>
	<b>SELECTMEN</b>				
<b>3</b>	ADMINISTRATIVE ASSISTANT SALARY	48,029.00	62,392.00	62,392.00	62,392.00
<b>4</b>	SELECTMEN EXPENSES	9,470.00	9,428.00	8,585.00	8,585.00
<b>5</b>	TOWN ADMINISTRATOR SALARY	110,540.00	113,856.00	113,856.00	113,856.00
<b>6</b>	TOWN ADMINISTRATOR EXPENSES	500.00	500.00	500.00	500.00

LINE NO.	DEPARTMENT	FY 2012 ACTUAL BUDGET	FY 2013 BUDGET REQUEST	FY 2013 BUDGET TOWN ADMIN/ SELECTMEN RECOMMEND	FY 2013 BUDGET FINANCE COMMITTEE RECOMMEND
	<b>TOTAL SELECTMEN</b>	<b>168,539.00</b>	<b>186,176.00</b>	<b>185,333.00</b>	<b>185,333.00</b>
	<b>TOWN BUILDING CLERICAL</b>				
<b>7</b>	TOWN BUILDING CLERICAL WAGES	13,595.00	0.00	0.00	0.00
	<b>TOTAL TOWN BUILDING CLERICAL</b>	<b>13,595.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>FINANCE COMMITTEE</b>				
<b>8</b>	FINANCE COMMITTEE WAGES	3,850.00	3,946.00	3,946.00	3,946.00
<b>9</b>	FINANCE COMMITTEE EXPENSES	700.00	700.00	700.00	700.00
	<b>TOTAL FINANCE COMMITTEE</b>	<b>4,550.00</b>	<b>4,646.00</b>	<b>4,646.00</b>	<b>4,646.00</b>
	<b>TOWN ACCOUNTANT</b>				
<b>10</b>	ACCOUNTANT SALARY	47,215.00	51,464.00	48,632.00	48,632.00
<b>11</b>	ACCOUNTANT CLERK SALARY	0.00	0.00	0.00	0.00
<b>12</b>	ACCOUNTANT EXPENSES	1,525.00	4,025.00	4,025.00	4,025.00
	<b>TOTAL TOWN ACCOUNTANT</b>	<b>48,740.00</b>	<b>55,489.00</b>	<b>52,657.00</b>	<b>52,657.00</b>

LINE NO.	DEPARTMENT	FY 2012 ACTUAL BUDGET	FY 2013 BUDGET REQUEST	FY 2013 BUDGET TOWN ADMIN/ SELECTMEN RECOMMEND	FY 2013 BUDGET FINANCE COMMITTEE RECOMMEND
	<b>ASSESSORS</b>				
13	PRINCIPAL ASSESSOR'S WAGES	63,852.00	65,768.00	65,768.00	65,768.00
14	ASSESSORS CLERICAL WAGES	62,426.00	68,979.00	68,979.00	68,979.00
15	ASSESSORS EXPENSES	8,100.00	7,000.00	7,000.00	7,000.00
	<b>TOTAL ASSESSORS</b>	<b>134,378.00</b>	<b>141,747.00</b>	<b>141,747.00</b>	<b>141,747.00</b>
	<b>TREASURER-COLLECTOR</b>				
16	TREASURER-COLLECTOR SALARY	62,219.00	65,761.00	65,761.00	65,761.00
17	TREASURER-COLLECTOR CLERICAL WAGES	48,529.00	49,970.00	49,970.00	49,970.00
18	TREASURER-COLLECTOR EXPENSES	38,500.00	38,800.00	38,800.00	38,800.00
	<b>TOTAL TREASURER-COLLECTOR</b>	<b>149,248.00</b>	<b>154,531.00</b>	<b>154,531.00</b>	<b>154,531.00</b>
	<b>INFO TECH</b>				
19	IT CLERICAL WAGES	22,817.00	24,866.00	24,866.00	24,866.00
20	IT EXPENSES	63,060.00	68,432.00	68,432.00	68,432.00
	<b>TOTAL INFO TECH</b>	<b>85,877.00</b>	<b>93,298.00</b>	<b>93,298.00</b>	<b>93,298.00</b>
	<b>TOWN CLERK</b>				
21	TOWN CLERK SALARY	54,667.00	56,308.00	56,308.00	56,308.00

LINE NO.	DEPARTMENT	FY 2012 ACTUAL BUDGET	FY 2013 BUDGET REQUEST	FY 2013 BUDGET TOWN ADMIN/ SELECTMEN RECOMMEND	FY 2013 BUDGET FINANCE COMMITTEE RECOMMEND
22	TOWN CLERK OTHER WAGES	28,546.00	36,781.00	35,781.00	35,781.00
23	TOWN CLERK EXPENSES	16,175.00	16,291.00	16,291.00	16,291.00
	<b>TOTAL TOWN CLERK</b>	<b>99,388.00</b>	<b>109,380.00</b>	<b>108,380.00</b>	<b>108,380.00</b>
	<b>CONSERVATION COMMISSION</b>				
24	CONSERVATION COMMISSION CLERICAL WAGES	71,361.00	73,600.00	73,600.00	73,600.00
25	CONSERVATION COMMISSION EXPENSES	4,280.00	4,280.00	4,280.00	4,280.00
	<b>TOTAL CONSERVATION COMMISSION</b>	<b>75,641.00</b>	<b>77,880.00</b>	<b>77,880.00</b>	<b>77,880.00</b>
	<b>PLANNING BOARD</b>				
26	PLANNING BOARD CLERICAL WAGES	110,966.00	114,495.00	114,495.00	114,495.00
27	PLANNING BOARD EXPENSES	4,510.00	5,210.00	5,210.00	5,210.00
	<b>TOTAL PLANNING BOARD</b>	<b>115,476.00</b>	<b>119,705.00</b>	<b>119,705.00</b>	<b>119,705.00</b>
	<b>BOARD OF APPEALS</b>				
28	BOARD OF APPEALS CLERICAL WAGES	7,041.00	7,237.00	7,237.00	7,237.00
29	BOARD OF APPEALS EXPENSES	2,890.00	2,890.00	2,890.00	2,890.00

LINE NO.	DEPARTMENT	FY 2012 ACTUAL BUDGET	FY 2013 BUDGET REQUEST	FY 2013 BUDGET TOWN ADMIN/ SELECTMEN RECOMMEND	FY 2013 BUDGET FINANCE COMMITTEE RECOMMEND
	<b>TOTAL BOARD OF APPEALS</b>	<b>9,931.00</b>	<b>10,127.00</b>	<b>10,127.00</b>	<b>10,127.00</b>
	<b>MUNICIPAL BUILDING</b>				
<b>30</b>	MUNI BUILDING & PROPERTY WAGES	27,787.00	28,619.00	28,619.00	28,619.00
<b>31</b>	MUNI BUILDING & PROPERTY EXPENSES	58,930.00	62,930.00	62,930.00	62,930.00
	<b>TOTAL MUNICIPAL BUILDING</b>	<b>86,717.00</b>	<b>91,549.00</b>	<b>91,549.00</b>	<b>91,549.00</b>
	<b>OTHER GENERAL GOVERNMENT</b>				
<b>32</b>	TOWN REPORTS EXPENSES	8,200.00	8,000.00	8,000.00	8,000.00
	<b>TOTAL OTHER GENERAL GOVERNMENT</b>	<b>8,200.00</b>	<b>8,000.00</b>	<b>8,000.00</b>	<b>8,000.00</b>
	<b>TOTAL GENERAL GOVERNMENT</b>	<b>1,000,363.00</b>	<b>1,052,612.00</b>	<b>1,047,937.00</b>	<b>1,047,937.00</b>
<b>-</b>	<b><u>PUBLIC SAFETY</u></b>	<b>LINES 33 - 41</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>POLICE DEPT</b>				
<b>33</b>	POLICE CHIEF SALARY	98,230.00	100,538.00	100,538.00	100,538.00
<b>34</b>	POLICE & DISPATCH WAGES	1,094,391.00	1,107,746.00	1,107,746.00	1,107,746.00
<b>35</b>	POLICE & DISPATCH EXPENSES	95,000.00	93,500.00	93,500.00	93,500.00
	<b>TOTAL POLICE DEPT</b>	<b>1,287,621.00</b>	<b>1,301,784.00</b>	<b>1,301,784.00</b>	<b>1,301,784.00</b>



LINE NO.	DEPARTMENT	FY 2012 ACTUAL BUDGET	FY 2013 BUDGET REQUEST	FY 2013 BUDGET TOWN ADMIN/ SELECTMEN RECOMMEND	FY 2013 BUDGET FINANCE COMMITTEE RECOMMEND
	<b>FIRE AND EMS</b>				
36	FIRE CHIEF SALARY	79,045.00	81,416.00	81,416.00	81,416.00
37	FIRE AND EMS WAGES	482,568.00	499,101.00	499,101.00	499,101.00
38	FIRE AND EMS EXPENSES	86,101.00	92,101.00	92,101.00	92,101.00
	<b>TOTAL FIRE AND EMS</b>	<b>647,714.00</b>	<b>672,618.00</b>	<b>672,618.00</b>	<b>672,618.00</b>
	<b>BUILDING INSPECTOR</b>				
39	BUILDING INSPECTOR WAGES	64,116.00	66,039.00	66,039.00	66,039.00
40	BUILDING DEPT CLERICAL WAGES	35,784.00	36,713.00	38,663.00	38,663.00
41	BUILDING DEPT EXPENSES	3,900.00	3,950.00	3,950.00	3,950.00
	<b>TOTAL BUILDING INSPECTOR</b>	<b>103,800.00</b>	<b>106,702.00</b>	<b>108,652.00</b>	<b>108,652.00</b>
	<b>TOTAL PUBLIC SAFETY</b>	<b>2,039,135.00</b>	<b>2,081,104.00</b>	<b>2,083,054.00</b>	<b>2,083,054.00</b>
	<b><u>PUBLIC WORKS AND FACILITIES</u></b>	<b>LINES 42 - 49</b>			
	<b>HIGHWAY AND GROUNDS</b>				
42	SUPT OF STREETS SALARY	83,010.00	85,500.00	85,500.00	85,500.00
43	HIGHWAY & GROUNDS WAGES	455,308.00	476,184.00	476,184.00	476,184.00
44	HIGHWAY & GROUNDS EXPENSES	112,600.00	118,825.00	118,825.00	118,825.00

LINE NO.	DEPARTMENT	FY 2012 ACTUAL BUDGET	FY 2013 BUDGET REQUEST	FY 2013 BUDGET TOWN ADMIN/ SELECTMEN RECOMMEND	FY 2013 BUDGET FINANCE COMMITTEE RECOMMEND
45	SNOW AND ICE REMOVAL EXPENSE	150,000.00	150,000.00	150,000.00	150,000.00
	<b>TOTAL HIGHWAY &amp; GROUNDS</b>	<b>800,918.00</b>	<b>830,509.00</b>	<b>830,509.00</b>	<b>830,509.00</b>
	<b>OTHER PUBLIC WORKS</b>				
46	MUNICIPAL LIGHTING	13,500.00	13,500.00	13,000.00	13,000.00
47	GASOLINE & DIESEL FUEL EXPENSE	85,000.00	85,000.00	110,000.00	110,000.00
	<b>TOTAL OTHER PUBLIC WORKS</b>	<b>98,500.00</b>	<b>98,500.00</b>	<b>123,000.00</b>	<b>123,000.00</b>
	<b>CEMETERY DEPT</b>				
48	CEMETERY SALARY AND WAGES	52,165.00	57,400.00	57,400.00	57,400.00
49	CEMETERY EXPENSES	6,475.00	6,475.00	6,475.00	6,475.00
	<b>TOTAL CEMETERY DEPT</b>	<b>58,640.00</b>	<b>63,875.00</b>	<b>63,875.00</b>	<b>63,875.00</b>
	<b>TOTAL PUBLIC WORK &amp; FACILITIES</b>	<b>958,058.00</b>	<b>992,884.00</b>	<b>1,017,384.00</b>	<b>1,017,384.00</b>
	<b><u>HUMAN SERVICES</u></b>	<b>LINES 50 - 57</b>			
	<b>HEALTH DEPT</b>				
50	HEALTH AGENT WAGES	17,995.00	18,535.00	20,035.00	20,035.00

LINE NO.	DEPARTMENT	FY 2012 ACTUAL BUDGET	FY 2013 BUDGET REQUEST	FY 2013 BUDGET TOWN ADMIN/ SELECTMEN RECOMMEND	FY 2013 BUDGET FINANCE COMMITTEE RECOMMEND
51	HEALTH DEPARTMENT WAGES	78,252.00	77,395.00	76,183.00	76,183.00
52	HEALTH DEPARTMENT EXPENSES	6,885.00	8,275.00	8,275.00	8,275.00
	<b>TOTAL HEALTH DEPT</b>	<b>103,132.00</b>	<b>104,205.00</b>	<b>104,493.00</b>	<b>104,493.00</b>
	<b>COUNCIL ON AGING</b>				
53	EXECUTIVE DIRECTOR SALARY	54,262.00	55,890.00	55,890.00	55,890.00
54	COUNCIL ON AGING WAGES	86,026.00	89,523.00	89,523.00	89,523.00
55	COUNCIL ON AGING EXPENSES	12,270.00	12,736.00	12,736.00	12,736.00
	<b>TOTAL COUNCIL ON AGING</b>	<b>152,558.00</b>	<b>158,149.00</b>	<b>158,149.00</b>	<b>158,149.00</b>
	<b>VETERANS' DEPT</b>				
56	VETERANS' AGENT SALARY	1,818.00	1,873.00	1,873.00	1,873.00
57	VETERANS' AGENT EXPENSES	200.00	200.00	200.00	200.00
	<b>TOTAL VETERANS' DEPT</b>	<b>2,018.00</b>	<b>2,073.00</b>	<b>2,073.00</b>	<b>2,073.00</b>
	<b>TOTAL HUMAN SERVICES</b>	<b>257,708.00</b>	<b>264,427.00</b>	<b>264,715.00</b>	<b>264,715.00</b>
	<b><u>CULTURE AND RECREATION</u></b>	<b>LINES 58 - 67</b>			
	<b>LIBRARY DEPT</b>				

LINE NO.	DEPARTMENT	FY 2012 ACTUAL BUDGET	FY 2013 BUDGET REQUEST	FY 2013 BUDGET TOWN ADMIN/ SELECTMEN RECOMMEND	FY 2013 BUDGET FINANCE COMMITTEE RECOMMEND
58	LIBRARY DIRECTOR SALARY	61,012.00	50,273.00	50,273.00	50,273.00
59	LIBRARY WAGES	86,077.00	102,325.00	102,325.00	102,325.00
60	LIBRARY EXPENSES	56,513.00	60,631.00	60,631.00	60,631.00
	<b>TOTAL LIBRARY DEPT</b>	<b>203,602.00</b>	<b>213,229.00</b>	<b>213,229.00</b>	<b>213,229.00</b>
	<b>RECREATION COMMISSION</b>				
61	RECREATION WAGES	48,329.00	49,820.00	49,820.00	49,820.00
62	RECREATION EXPENSES	23,550.00	23,550.00	23,550.00	23,550.00
	<b>TOTAL RECREATION COMMISSION</b>	<b>71,879.00</b>	<b>73,370.00</b>	<b>73,370.00</b>	<b>73,370.00</b>
	<b>LAKE BOON COMMISSION</b>				
63	LAKE BOON COMMISSION WAGES	2,745.00	2,775.00	2,775.00	2,775.00
64	LAKE BOON COMMISSION EXPENSES	700.00	1,200.00	1,200.00	1,200.00
	<b>TOTAL LAKE BOON COMMISSION</b>	<b>3,445.00</b>	<b>3,975.00</b>	<b>3,975.00</b>	<b>3,975.00</b>
	<b>OTHER CULTURE &amp; RECREATION</b>				
65	HISTORICAL COMMISSION EXPENSES	525.00	525.00	525.00	525.00
66	MEMORIAL DAY EXPENSES	950.00	950.00	950.00	950.00

LINE NO.	DEPARTMENT	FY 2012 ACTUAL BUDGET	FY 2013 BUDGET REQUEST	FY 2013 BUDGET TOWN ADMIN/ SELECTMEN RECOMMEND	FY 2013 BUDGET FINANCE COMMITTEE RECOMMEND
67	LIGHTING OF CLOCK EXPENSES	100.00	100.00	100.00	100.00
	<b>TOTAL OTHER CULTURE &amp; RECREATION</b>	<b>1,575.00</b>	<b>1,575.00</b>	<b>1,575.00</b>	<b>1,575.00</b>
	<b>TOTAL CULTURE &amp; RECREATION EXPENSES</b>	<b>280,501.00</b>	<b>292,149.00</b>	<b>292,149.00</b>	<b>292,149.00</b>
	<b><u>TOWN WIDE EXPENSES</u></b>	<b>LINES 68 - 70</b>			
68	GROUP INSURANCE	732,855.00	705,600.00	705,600.00	705,600.00
69	INSURANCE AND BONDS	115,000.00	135,000.00	135,000.00	135,000.00
70	TELEPHONE	28,925.00	30,842.00	30,842.00	30,842.00
	<b>TOTAL TOWN WIDE EXPENSES</b>	<b>876,780.00</b>	<b>871,442.00</b>	<b>871,442.00</b>	<b>871,442.00</b>
	<b>MUNICIPAL BUDGET TOTAL</b>	<b>5,412,545.00</b>	<b>5,554,618.00</b>	<b>5,576,681.00</b>	<b>5,576,681.00</b>
	<b><u>EDUCATION</u></b>	<b>LINES 71 - 72</b>			
	<b>SCHOOL DISTRICTS</b>				
71	NASHOBA REG SCHOOL DIST ASSESSMENT	13,194,166.00	13,726,429.00	13,726,429.00	13,726,429.00
72	MINUTEMAN VOC TECH ASSESSMENT	746,981.00	622,982.00	622,982.00	622,982.00
	<b>TOTAL DISTRICT ASSESSMENTS</b>	<b>13,941,147.00</b>	<b>14,349,411.00</b>	<b>14,349,411.00</b>	<b>14,349,411.00</b>

LINE NO.	DEPARTMENT	FY 2012 ACTUAL BUDGET	FY 2013 BUDGET REQUEST	FY 2013 BUDGET TOWN ADMIN/ SELECTMEN RECOMMEND	FY 2013 BUDGET FINANCE COMMITTEE RECOMMEND
	<b><u>DEBT SERVICE</u></b>	<b>LINES 73 - 75</b>			
	<b>PRINCIPAL</b>				
73	MATURING PRIN LONG-TERM DEBT	1,017,000.00	1,075,000.00	1,075,000.00	1,075,000.00
	<b>TOTAL MATURING PRINCIPAL</b>	<b>1,017,000.00</b>	<b>1,075,000.00</b>	<b>1,075,000.00</b>	<b>1,075,000.00</b>
	<b>INTEREST</b>				
74	INT ON LONG-TERM DEBT - BONDS	640,196.00	779,395.00	779,395.00	779,395.00
75	INT ON TEMPORARY LOANS - REVENUE	0.00	0.00	0.00	0.00
	<b>TOTAL INTEREST ON MATURING DEBT</b>	<b>640,196.00</b>	<b>779,395.00</b>	<b>779,395.00</b>	<b>779,395.00</b>
	<b>TOTAL DEBT SERVICE</b>	<b>1,657,196.00</b>	<b>1,854,395.00</b>	<b>1,854,395.00</b>	<b>1,854,395.00</b>
	<b>TOTAL</b>	<b>21,010,888.00</b>	<b>21,758,424.00</b>	<b>21,780,487.00</b>	<b>21,780,487.00</b>

#### **Article 5. Minuteman Regional School District Amended Assessment for Fiscal Year 2012**

To see if the Town will appropriate and transfer from Free Cash an additional sum of money in the amount of Thirty-six Thousand Six Hundred Seventy-five Dollars (\$36,675) to defray the necessary expenses of the Minuteman Regional Vocational Technical School District (“the District”) for the District’s 2012 fiscal year, bringing the total appropriation from the Town for the District’s 2012 fiscal year to Seven Hundred Eighty-three Thousand Six Hundred Fifty-six Dollars (\$783.656); or take any other action relative thereto.

(Minuteman Regional School District Committee)

*The Finance Committee recommends approval of this article. This amended assessment is for increasing the Town’s assessment by \$36,675. This increase became necessary due to an unforeseen and emergency capital project for Minuteman brought on by the Lexington Fire Department’s determination that the Minuteman trades hall, where many of the vocations are taught, was deemed unsafe for occupancy. That determination came as a surprise to Minuteman,*

*as the trades hall had been in place for decades and had not previously been considered a problem by the Lexington Fire Department.*

#### **Article 6. 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), or any other sum, for a Reserve Fund for the fiscal year beginning July 1, 2012 (FY 2013); 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 2013. Based on historical use of the reserve fund, we feel that this is an appropriate contingency amount.*

#### **Article 7. 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 Ten Thousand Eight Hundred Dollars (\$10,800), or any other sum, for a Town financial audit; or take any other action relative thereto.

(Treasurer-Collector)

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

#### **Article 8. 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 2013, 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) for FY 2013, 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; 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 9. 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 2013, 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) for FY 2013, 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.

(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 10. 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 Nine Hundred Dollars (\$1,900), or any other sum, to be expended by the Conservation Commission; or take any other 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 11. 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 of Two Thousand Sixty-five Dollars (\$2,065), or any other sum, as 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 other 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 12. 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-seven Thousand One Hundred Ninety Dollars (\$27,190), or any other sum, to be added to the balance 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 13. 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), or any other sum, to be added to any balance previously appropriated for the purpose of binding and repairing Town records in accordance with Massachusetts General Law 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 14. 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)

<b>Expense</b>	<b>Amount</b>
1. For the Road Machinery Account	\$43,072
2. For Repairs on Private Ways	\$15,000

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

**Article 15. Highway Road Construction**

(CONSENT CALENDAR)

To see if the Town will vote to appropriate and borrow the sum of Two Hundred Eighty-four Thousand Three Hundred Fifty-eight Dollars (\$284,358) from FY 2013 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 16. Federal Safe Drinking Water Act**

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds, the sum of Six Thousand Dollars (\$6,000), or any other sum, to be added to any balance previously appropriated for the purpose of satisfying the compliance requirements of the Federal Safe Drinking Water Act, as amended, in accordance with State Regulations, to be expended under the direction of the Board of Health; or take any other action relative thereto.

(Board of Health)

*The Finance Committee recommends this appropriation to continue compliance with federal and state regulations for public water supplies.*

**Article 17. Household Hazardous Waste Collection**

(CONSENT CALENDAR)

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 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 for household hazardous waste collection; or take any action other relative thereto.

(Board of Health)

*The Finance Committee recommends approval of this article. This allows the Board of Health to arrange for a collection of materials that are not accepted by trash collection services and dispose of them properly.*

**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 Eight Thousand Dollars (\$8,000), 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 other 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 Dollars (\$1,000), 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 other 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), 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 for the Stow Medical Reserve Corps; or take any other 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), 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), 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) 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 2013.*

## **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 Ninety-two Thousand Dollars (\$92,000), 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), 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 FY13.*

## **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 Five Hundred Dollars (\$1,500), 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. Weights and Measures Testing**

(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 Two Hundred Fifty Dollars (\$1,250), or any other sum, to be added to any balance remaining from a previous appropriation, for the purpose of funding the Town's Weights and Measures testing; or take any other action relative thereto.

(Board of Selectmen)

*The Finance Committee recommends approval of this article. The town must fund weights and measures testing.*

#### **Article 27. 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 Three Thousand Dollars (\$3,000), 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 28. 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 Ten Thousand Dollars (\$10,000), 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 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 Four Thousand Four Hundred Dollars (\$4,400), 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 veterans' benefits, and this appropriation will fund those requirements.*

**Article 30. Community Preservation Expenses**

(CONSENT CALENDAR)

To see if the Town will vote to appropriate from Fiscal Year 2013 Community Preservation Fund Annual Revenues the sum of Thirty-one Thousand Dollars (\$31,000) 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 2013, in accordance with a budget to be prepared for the Town Administrator; or take any other action relative thereto.

(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 31. 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 2013 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; or take any other action relative thereto.

**Fiscal Year 2013****Reserves:**

### Annual Revenues:

1. Preservation of Historic Resources	\$63,000
2. Preservation of Open Spaces	\$63,000
3. Affordable Housing	\$63,000

(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 32. 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
1.	Building	Handrails for Hale School auditorium	\$12,000
	<i>The Finance Committee recommends approval of this article.</i>		
2.	Building	Town Hall exterior painting and repairs	\$50,000
	<i>The Finance Committee recommends approval of this article.</i>		
3.	Cemetery	Mowing equipment	\$14,200
	<i>The Finance Committee recommends approval of this article.</i>		
4.	Fire-Rescue	Computer network upgrade	\$23,150
	<i>The Finance Committee recommends approval of this article.</i>		

	Department	Item	Amount
5.	Fire-Rescue	Police/Fire radio tower	\$27,830
	<i>The Finance Committee recommends approval of this article.</i>		
6.	Highway	¾-ton pickup truck	\$40,000
	<i>The Finance Committee recommends approval of this article.</i>		
7.	Highway	Brush chipper	\$60,000
	<i>The Finance Committee recommends approval of this article. The original one was purchased in 1997 and has certainly seen a lot of work over the last year. This will also allow them to use the old chipper as a back-up.</i>		
8.	Planning Board	Large-format scanner/plotter/copier	\$13,000
	<i>The Finance Committee recommends approval of this article. The current printer is inadequate as it does not do all the needed functions for the planning board. As the current printer requires the Planning Board to go elsewhere for various needs, the new multi-function device will actually save time and money in the long run.</i>		
9.	Police	Cruiser	\$40,000
	<i>The Finance Committee recommends approval of this article. This is part of the planned rotation of the Police Department fleet. This new cruiser will replace a well used and dated Police SUV.</i>		
10.	Nashoba Regional School District	Hale School classroom air conditioning	\$145,000
	<i>The Finance Committee will make a recommendation at Town Meeting.</i>		
11.	Nashoba Regional School District	Hale School well building roof repairs	\$12,000
	<i>The Finance Committee recommends approval of this article.</i>		



### **Article 33. Nashoba Regional High School Athletic Facilities**

To see if the Town will vote to approve the sum of Two Million Two Hundred and Ten Thousand Dollars (\$2,210,000) indebtedness, authorized by a vote of the Nashoba Regional District School Committee on March 15, 2012, for the purpose of funding the upgrade and renovations to the athletic facilities at the Nashoba Regional High School; or to take any other action relative thereto.

(Nashoba Regional School Committee)

*The Finance Committee recommends approval of this article. The large improvements associated with this debt exclusion include a new track field, as the current one is very dated, requires extensive repairs and is not of proper dimension. It will also include converting the main athletic field to artificial turf, as this will greatly lower the strain on the existing fields, which are currently over used. The turf field will further allow the school to properly rotate and maintain the natural turf fields. The improvements also include an upgrade to the facilities, by, among other things, adding bathrooms, which will prevent students and spectators from having to go through the school. This debt exclusion is for the total cost of the upgrades, but Stow's portion of the debt service will be based on the assessment formula at the time of the debt service expense, which is currently about one third.*

### **Article 34. Historic Document Preservation Project, Part One**

To see if the Town will vote to appropriate and transfer the sum of One Hundred Thousand Dollars (\$100,000), or any lesser sum, from the Community Preservation Fund Reserve for Historic Preservation purposes, to be expended under the direction of the Town Clerk, in consultation with the Community Preservation Committee, for the preservation of historic documents that are required to be kept in perpetuity; or take any other action relative thereto.

(Community Preservation Committee)

*The Finance Committee recommends approval of this article. These funds will allow the preservation of important town documents which are required to be kept in perpetuity. Without this project, many of these documents would be lost to deterioration. This is a legitimate use of CPA funds and will result in many historic town documents being available online.*

### **Article 35. Consultant for Stow Municipal Affordable Housing Trust**

To see if the Town will vote to appropriate and transfer the sum of Seven Thousand Two Hundred Dollars (\$7,200), or any lesser sum, from the Community Preservation Fund Reserve for Affordable Housing purposes, to be expended under the direction of the Stow Municipal Affordable Housing Trust, in consultation with the Community Preservation Committee, to engage the services of an affordable housing consultant to provide technical and administrative support relating to affordable housing issues. Principal tasks will be to facilitate implementation of Stow's Housing Production Plan, research and apply for affordable housing funding resources

(e.g. grants and loans), and act as the liaison to various local and regional housing-related groups; or take any other action relative thereto.

(Community Preservation Committee)

*The Finance Committee recommends approval of this article. These funds will allow SMAHT to hire a consultant to assist with administration and fundraising.*

### **Article 36. Planning Board Engineering/Consulting and Master Plan Expenses**

To see if the town will vote to raise and appropriate, or appropriate and transfer from available funds, the sum of Six Thousand Dollars (\$6,000), 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 37. Purchase of Assisted Listening Devices**

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds, the sum of Three Thousand Dollars (\$3,000), or any other sum, to be expended by the Town Clerk, to purchase assisted listening devices for Town Building meeting rooms; or take any other action relative thereto.

(Town Clerk)

*The Finance Committee recommends approval of this article. This is a small amount of funds used for listening devices to help ensure everyone who desires to can participate in various Town meetings.*

### **Article 38. Purchase of Thermal Imaging Camera**

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds, the sum of Nine Thousand Five Hundred Dollars (\$9,500), or any other sum, to be expended by the Fire-Rescue Department, to purchase a thermal imaging camera, used to locate people and objects in fire-related calls, to improve emergency fire and rescue operations; or take any other action relative thereto.

(Fire-Rescue Department)

*The Finance Committee recommends approval of this article. This is for a second thermal imaging camera for the Fire Department. These thermal imaging cameras both help save lives*

*and limit property damage by locating individuals in smoky conditions and finding hot spots within walls.*

#### **Article 39. Purchase of Automated Electronic Defibrillators**

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds, the sum of Eight Thousand Seven Hundred Dollars (\$8,700), or any other sum, to be expended by the Fire-Rescue Department, to replace the outdated automated electronic defibrillators, used for serious cardiac-related medical calls, to improve emergency fire and rescue operations: or take any other action relative thereto.

(Fire-Rescue Department)

*The Finance Committee recommends approval of this article to replace aging defibrillators.*

#### **Article 40. Holiday Decorations and Lighting**

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds, the sum of Two Thousand Dollars (\$2,000), 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.*

#### **Article 41. Internet Access of Assessment Records**

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds, the sum of Two Thousand Two Hundred Dollars (\$2,200), to be expended by the Assessors, for the purpose of setting up on-line Internet access to Stow's assessment data; or take any other action relative thereto.

(Board of Assessors)

*The Finance Committee recommends approval of this article. These funds will be used toward setting up online access to the Town's assessment data, which currently can only be accessed at the Town Building.*

#### **Article 42. Zoning Board of Appeals Legal Fund**

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), or any other sum, to be expended

by the Zoning Board of Appeals, for the purpose of funding the Board's legal expenses; or take any other action relative thereto.

(Zoning Board of Appeals)

*The Finance Committee recommends approval of this article. This is a necessary expense for the Zoning Board of Appeals, which sometimes requires legal advice or has to defend its decisions in court.*

#### **Article 43. Tax Title Foreclosure**

To see if the Town will vote to raise and appropriate or appropriate and transfer from available funds the sum of Two Thousand Dollars, (\$2,000), or any other sum, to be added to any balance remaining and previously appropriated for this purpose, to be expended by the Treasurer-Collector, for the purpose of funding tax title foreclosures and related Land Court expenses; or take any other action relative thereto.

(Treasurer-Collector)

*The Finance Committee recommends approval of this article. These funds are for the necessary administrative tasks associated with a tax title foreclosure.*

#### **Article 44. Transfer from Harvard Acres Well Loan 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), or any other sum, as additional appropriation to the Debt Service line item, to be expended by the Treasurer-Collector, for the purpose of repayment of the MWPAT loan; or take any other action relative thereto.

(Treasurer-Collector)

*The Finance Committee recommends support of this article. This is a payment toward the loan from the State to fund loans to Harvard Acres residents for use in installing wells.*

#### **Article 45. Senior Tax Relief**

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 FY 2013, or take any other action relative thereto.

(Council on Aging)

*The Finance Committee recommends approval of this article.*

#### **Article 46. Syncarpha Solar, LLC Tax Agreement**

To see if the Town will vote to ratify, and authorize the Selectmen to execute, a tax agreement with Syncarpha Solar, LLC (or a special purpose entity with Syncarpha Solar, LLC as its manager) pursuant to Massachusetts General Laws Chapter 59, Section 38H. The tax agreement establishes terms and conditions allowing for annual payments by Syncarpha Solar, LLC in lieu of personal property taxes on, or alternately, establishes a specific method of taxation of, the proposed solar energy system to be installed on a 20+/- acre parcel of land, parcel number 000R-4-28-1 located at Delaney Street, Stow; or take any other action relative thereto."

(Board of Assessors)

*The Finance Committee will make a recommendation at Town Meeting.*

#### **Article 47. Kearsarge Solar, LLC Tax Agreement**

To see if the Town will vote to ratify, and authorize the Selectmen to execute, a tax agreement with Kearsarge Solar, LLC (or a special purpose entity with Kearsarge Solar, LLC as its manager) pursuant to Massachusetts General Laws Chapter 59, Section 38H. The tax agreement establishes terms and conditions allowing for annual payments by Kearsarge Solar, LLC in lieu of personal property taxes on, or alternately, establishes a specific method of taxation of, the proposed solar energy system to be installed on 12+/- acres of land located on three parcels in Stow (R-7-35 on Boxboro Road, R-7-34 and R-7-30-7 both off Taylor Road); or take any other action relative thereto.

(Board of Assessors)

*The Finance Committee will make a recommendation at Town Meeting.*

#### **Article 48. Crescent Farm Conservation Restriction Extinguishment**

To see if the Town will vote to approve and once approved, authorize and direct the Board of Selectmen and Conservation Commission to petition the General Court to approve, the extinguishment of the Conservation Restriction imposed on "Parcel C", said "Parcel C" being a portion of a 26.1 acre subdivision shown on the plans entitled "Crescent Farms, Definitive Subdivision Plan in Stow, Massachusetts" and dated April, 1995, revised November 2, 1995 (consisting of three sheets), said Conservation Restriction recorded at the Middlesex Registry of Deeds at Book 26767, Page 184 (entitled "Conservation Restriction and Pedestrian Easement");

AND, once approved by the General Court, to authorize, without any further action by the Town of Stow or its employees, officers, boards, departments or commissions, the immediate transfer of said "Parcel C" to the Stow Conservation Commission, said land to be held and managed thereafter pursuant to G.L. c.40, s.8C and as directed by Town Meeting as stated herein;

AND, thereafter, to grant to the Conservation Commission, in coordination with the Board of Selectmen and its designees, full authority and permission, subject only to relevant state and federal law and Town Meeting appropriation, to develop a public water supply together with appurtenant structures, transmission lines, systems and facilities to support said public water supply;

AND, thereafter, to grant to the Conservation Commission, in coordination with the Board of Selectmen and its designees, full authority and permission to negotiate a lease, license or other arrangement, including contracts with a third party or parties, to develop, distribute and manage, a public water supply, in the best interests of the Town of Stow, on said "Parcel C",

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 observe and comply with each of the conservation purposes imposed by the aforementioned Conservation Restriction found at pages 185 and 186 of Book 26767 as recorded at the Middlesex Registry of Deeds, that is, to prohibit:

1. Constructing or placing of any building, tennis court, landing strip, mobile home, swimming pool, fencing, asphalt or concrete pavement, billboard or other advertising display, antenna, utility pole, tower, conduit, line or other temporary or permanent structure or facility on, above or under "Parcel C";
2. Mining, excavating, dredging or removing from Parcel C of soil, loam, peat, gravel, sand, rock or other mineral resource or natural deposit ;
3. Placing, filling, storing or dumping on "Parcel C" of soil, refuse, trash, vehicle bodies or parts, rubbish, debris, junk, waste or other substance or material whatsoever or the installation of underground storage tanks;
4. The subdivision of "Parcel C";
5. Activities detrimental to drainage, flood control, water conservation, erosion control, soil conservation;
6. The use of motorized vehicles, to include motorcycles, off-road vehicles, motorbikes and snowmobiles;
7. The use of chemical fertilizers, herbicides or pesticides unless such chemicals are determined by the Stow Conservation Commission to be necessary and non-injurious to the proper management of "Parcel C";
8. Trail use after dark; the creation of noise; or any other activity which could be a detriment to homeowners;
9. Any other use of "Parcel C" or activity which would materially impair significant conservation interests.

or take any other action relative thereto.

(Board of Selectmen)

*The Finance Committee recommends approval of this article. This is largely a housekeeping article related to one that was approved at the November 8, 2010 Special Town Meeting. The*

*purpose of that previous article and this one was to transfer 13.45 acres of conservation land off of Deerfield Lane from the Conservation Commission to the Board of Selectmen and to eliminate the conservation restriction on the property. The reason is that the area could serve as a future public water source for Lower Village or Plantation Apartments, should the need arise. The specific reason for this follow on article was to ensure it contained wording amenable to the Massachusetts Legislature's attorneys.*

#### **Article 49. Transfer from Free Cash to the Stabilization Fund**

To see if the Town will vote to appropriate and transfer from Free Cash the sum of Fifty Thousand Dollars (\$50,000), or any other sum, to be added to the Stabilization Fund; or take any other action relative thereto.

(Treasurer-Collector)

*The Finance Committee recommends approval of this article.*

#### **Article 50. Balance the Fiscal Year 2013 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, 2012 and ending June 30, 2013 (FY 13); or take any other action relative thereto.

(Finance Committee)

*The Finance Committee recommends approval of this article.*

#### **Article 51. Town Election**

To vote by ballot on May 15, 2012 at the Hale Middle School Gymnasium in said Town of Stow the following officers and ballot question. The polls are open from 7:00 a.m. to 8:00 p.m.

Board of Assessors	One 3-year term
Board of Health	One 3-year term
Nashoba Regional School Committee	One 3-year term
Stow Housing Authority	One 5-year term
Stow Housing Authority	One unexpired 5-year term, expires 2015
Planning Board	One 5-year term
Planning Board	One unexpired 5-year term, expires 2015

Randall Library Trustees	One unexpired 3-year term, expires 2013
Randall Library Trustees	Two 3-year terms
Board of Selectmen	Two 3-year terms

### Question 1

Shall the Town be allowed to exempt from the provisions of Proposition Two and One-Half, so called, the amounts required to pay the Town's apportioned share of the principal and interest on the indebtedness to be issued by the Nashoba Regional School District in order to finance the construction to upgrade and renovate athletic facilities at the Nashoba Regional High School?

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 10<sup>th</sup> day of April in the year 2012.

BOARD OF SELECTMEN

Gary M. Bernklow  
Charles Kern, Clerk  
Thomas E. Ryan III  
James H. Salvie, Chair  
Laura Y. Spear



## **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 31 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 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, and 31, 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 6. Reserve Fund**

Move to raise and appropriate, or appropriate and transfer from available funds, the sum of Seventy Thousand Dollars (\$70,000) for a Reserve Fund for the fiscal year beginning July 1, 2012 (FY 2013).

### **Article 7. Audit of Financial Records**

Move to raise and appropriate, or appropriate and transfer from available funds, the sum of Ten Thousand Eight Hundred Dollars (\$10,800), for a Town financial audit.

### **Article 8. 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 2013, 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) for FY 2013, 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 9. Revolving Fund for Advanced Life Support Services**

Move 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 2013, 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) for FY 2013, 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.

#### **Article 10. 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 Nine Hundred Dollars (\$1,900), to be expended by the Conservation Commission.

#### **Article 11. Transfer from Wetlands Protection Fund**

Move to appropriate and transfer from the Wetlands Protection Fund the sum of Two Thousand Sixty-five Dollars (\$2,065), or any other sum, as additional appropriation to the Conservation Commission, to be expended by the Conservation Commission in performing its duties under the Wetlands Protection Act.

#### **Article 12. Update of Property Valuations**

Move to raise and appropriate, or appropriate and transfer from available funds, the sum of Twenty-seven Thousand One Hundred Ninety Dollars (\$27,190), to be added to the balance 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 13. Town Records Binding and Repair**

Move to raise and appropriate, or appropriate and transfer from available funds, the sum of Two Hundred Dollars (\$200), to be added to any balance previously appropriated for the purpose of binding and repairing Town records in accordance with Massachusetts General Law Chapter 66, Section 9, to be expended by the Town Clerk.

#### **Article 14. 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, or any other sums.

<b>Expense</b>	<b>Amount</b>
1. For the Road Machinery Account	\$43,072
2. For Repairs on Private Ways	\$15,000

#### **Article 15. Highway Road Construction**

Move to appropriate and borrow the sum of Two Hundred Eighty-four Thousand Three Hundred Fifty-eight Dollars (\$284,358) from FY 2013 Apportionment for construction, reconstruction and/or improvements to Town roads, as requested by the Board of Selectmen, to be reimbursed by the Commonwealth.

#### **Article 16. Federal Safe Drinking Water Act**

Move to raise and appropriate, or appropriate and transfer from available funds, the sum of Six Thousand Dollars (\$6,000), to be added to any balance previously appropriated for the purpose of satisfying the compliance requirements of the Federal Safe Drinking Water Act, as amended, in accordance with State Regulations, to be expended under the direction of the Board of Health.

#### **Article 17. Household Hazardous Waste Collection**

Move to raise and appropriate, or appropriate and transfer from available funds, the sum of Ten Thousand Dollars (\$10,000), 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 for household hazardous waste collection; or take any action other relative thereto.

#### **Article 18. Public Health Nurse**

Move to raise and appropriate or appropriate and transfer from available funds, the sum of Eight Thousand Dollars (\$8,000), 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 Dollars (\$1,000), 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), 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 Reserve 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), 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), to be added to any balance remaining from previous appropriations, to produce cultural activities and programming in Stow, including Two Thousand Dollars (\$2,000) 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 Ninety-two Thousand Dollars (\$92,000), 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), 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 Five Hundred Dollars (\$1,500), 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. Weights and Measures Testing**

Move to raise and appropriate, or appropriate and transfer from available funds, the sum of One Thousand Two Hundred Fifty Dollars (\$1,250), or any other sum, to be added to any balance remaining from a previous appropriation, for the purpose of funding the Town's Weights and Measures testing.

## **Article 27. SwiftReach 911 Notification System**

Move to raise and appropriate, or appropriate and transfer from available funds, the sum of Three Thousand Dollars (\$3,000), 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.

## **Article 28. Lake Boon Water Quality Remediation**

Move to raise and appropriate, or appropriate and transfer from available funds, the sum of Ten Thousand Dollars (\$10,000), to be expended under the direction of the Lake Boon Commission, for the purpose of weed control.

## **Article 29. Veterans' Benefits**

Move to raise and appropriate, or appropriate and transfer from available funds, the sum of Four Thousand Four Hundred Dollars (\$4,400), to be expended by the Veterans' Services Officer, to provide services to Stow veterans, or take any other action relative thereto.

## **Article 30. Community Preservation Expenses**

Move to appropriate from Fiscal Year 2013 Community Preservation Fund Annual Revenues the sum of Thirty-one Thousand Dollars (\$31,000) 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 2013, in accordance with a budget to be prepared for the Town Administrator.

## **Article 31. 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 2013 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.

### **Reserves:**

### **Fiscal Year 2013 Annual Revenues:**

1. Preservation of Historic Resources	\$63,000
2. Preservation of Open Spaces	\$63,000
3. Affordable Housing	\$63,000



## **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).

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

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