



TOWN OF PAXTON

SELECT BOARD MEETING Tuesday, May 9, 2023 – 7:00pm Training Room – Public Safety Complex 576 Pleasant Street, Paxton MA 01612

This agenda lists all matters anticipated for discussion, some items may be passed over, and other items not listed may be brought up for discussion to the extent permitted by law. Select Board meetings are recorded by the Local Cable Access Channel. Any member of the public planning to record the meeting must first notify the Chair. The Chair will strive to honor timed items as best as possible, however, the estimated timing may occasionally be different.

*Please note that this meeting is being held on Tuesday, May 9, 2023, at 7pm.

CALL TO ORDER

1.	OPEN MEEETING
2.	REORGANIZATION OF THE BOARD MEMBERS
3.	UPDATE FROM TOWN COMMITEES/BOARDS
7:05PM	1. Cable Committee 2. Historical Commission 3. Cemetery Commission
4.	CONSENT ITEMS
7:20PM	1. Approve the meeting minutes from the regular meeting held on April 26, 2023. 2. Request from Paxton Center School to use the Town Common for a school concert.
5.	NEW BUSINESS
7:25PM	1. Review draft of public comment policy. 2. ARPA Committee formal dissolution. 3. Yearend transfers. 4. Ratify contract for the Town Administrator's contract through May 2026 as discussed during an Executive session on December 12, 2022. 5. Ratify contract for the Fire Chief's contract through June 2027 as discussed during an Executive session on April 26, 2023. 6. Ratify contract for the Director of Public Works contract through June 2026 as discussed during an Executive session on Signing of contract on February 27, 2023.
6.	OLD BUSINESS
7:55PM	1. Sign warrant for the Annual Town Meeting on June 5, 2023. 2. Potential dates for a Special Town Election if needed.
7.	SELECTBOARD CORRESPONDENCE
8.	PUBLIC COMMENT
9.	TOWN ADMINISTRATOR'S REPORT
10.	EXECUTIVE SESSION
8:00PM	1. Approve meeting minutes from the Executive Session held on April 26, 2023. 2. To conduct strategy with respect to collective bargaining with the Police Union. MGL Chapter 30A, Sec. 21 (3)
11.	ADJOURN

- Times may be adjusted during the meeting.
- The documents that support this meeting can be located on the Town's website (townofpaxton.net) on the Select Board page under meeting materials.



REORGANIZATION

The Paxton Select Committee/Board voted at its
meeting held on May 9, 2023 to reorganize the Committee/Board for
FY 2024 in the following manner:

Motion made by: _____

Seconded by: _____

Chairman for Fiscal Year 2024: _____

Vice Chairman for Fiscal Year 2024: _____

Clerk for Fiscal Year 2024: _____

Treasurer for Fiscal Year 2024 (if applicable): _____

Current Members of the Board/Committee:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Submitted by: _____ on _____



Town of Paxton
Board of Selectmen
697 Pleasant Street, Paxton, MA 01612
(508) 754-7638 – phone (508) 797-0966 – fax
dparsons@townofpaxton.net

Regular Meeting Minutes

Wednesday, April 26, 2023

Meeting Location: John Bauer Senior Center 17 West Street, Paxton, MA 01612

Members Present: Julia N. Pingitore, Chair
Kirk R. Huehls, Vice Chair
Carol L. Riches, Clerk

Town Administrator: Heather M. Munroe, Town Administrator

Attendees: see Attendee List

The Chair called the meeting to order at 6:00pm. We will enter into Executive Session and will return to the regular meeting only for the purpose of adjourning

CONSENT ITEMS

- 1. Approve the meeting minutes from the regular meeting held on April 10, 2023.
- 2. Request from the Congregational Church to use the Town Common in conjunction with the Town wide Yard Sale on May 20th from 8am to 2pm.
- 3. Requests from the Congregational Church to put up signs on the roadway for their May 20th event.
- 4. Close the warrant for the Annual Town Meeting to be held on June 5, 2023.
- (JP) Remove items 3 and 4 to be discussed later in the meeting. Any discussion on the remaining items 1 and 2? Hearing no comment. Items 1 and 2 are approved.

NEW BUSINESS

Requests from the Congregational Church to put up signs on the roadway for their May 20th event

- (JP) We do not need to approve the request from the Congregational Church to put up signs on the roadways, this is not in our purview if not on Town property. However, we can vote on the signs for the Town Common.
- Motion (KH) seconded (CR) to approve the signs on the common. Unanimous, all in favor. (KH) yes, (CR) yes, (JP) yes.**

Discuss uses for the remaining ARPA funds

- (JP) We have about \$40,000.00 remaining. We cannot offset the budget with ARPA funds. However, we could purchase something that would have money fall off the budget for next year.
- (CR) I would suggest that we look at a current project.
- (JP) The stormwater and MS4 compliance are already in the budget. We could move some portion of the \$40,000 over to the MS4.
- (KH) I am concerned about completely depleting the ARPA funds.

- (CR) The more we can take from APRA the less that comes out of stabilization to balance the budget.
- **Mark Love**, I would like to ask that you hit the pause button until the Finance Committee and Capital Improvement can come forward with their reports.
- (JP) Yes, we can come back to that.

Award RFP for three-year trash collection to Pellegrino Trucking

- **Motion (KH) seconded (CR) to approve the bid for trash collection from Pellegrino Trucking. Unanimous, all in favor. (KH) yes, (CR) yes, (JP) yes.**
- (JP) Does our current trash collection fee cover the cost?
- (HM) No, I will sit down with Sheryl to discuss further.

SELECT BOARD CORRESPONDENCE

- None

PUBLIC COMMENT

- **Neil Bagdis**, Request meeting schedule on electronic sign.
- **Jeff Kent**, Came forward and asked to be recognized by the Board and was. At this point he read a prepared statement which can be obtained in the Select Board Office.

TOWN ADMINISTORS REPORT

- None

JOINT MEETING WITH FIANNCE COMMITTEE AND CAPITAL IMPROVEMENT

Budget discussion

- **Mark Love**, Proceeded with a presentation from the Finance Committee. The complete presentation can be obtained in the Select Board office. Currently we have a deficit of \$140,728. There is nothing left to cut at this time. ARPA and stabilization are the only things left to use to balance the budget. The school may have some relief but that is a moving target. I think it would be an enormous symbolic gesture if something were to come forward from the ARPA funds.
- (HM) Presented a budget overview. The complete presentation can be obtained in the Select Board office. The following items were reviewed.

Revenue Highlights

revenue factors
tax levy
state aid
local receipts
additional funds

Expenses Highlights

expense highlights – consolidations
expense factors
general government
public safety
education
public works
health and human services
culture and recreation
debt service
employee benefits

other

- **Mark Love**, Proceeded with a presentation from the Capital Improvement Committee. The complete presentation can be obtained in the Select Board office. The Capital Depreciation Fund's current balance is \$75,000. The following items were highlighted:
 1. Ditcher head attachment.
 2. Replace the existing mower with a John Deer zero turn mower.
 3. Replace kitchen hood at Paxton Center School.
 4. Replace 1989 Mack Dump Truck with 2025 Freightliner.
 5. Install a water well. This will be fully funded with the use of Recreations revolving funds.
- **(JP)** Are those projects listed in the order that you have prioritized them?
- **Mark love**, The priority is a such: Mack Truck, kitchen hood, ditch head, zero turn mower, Ford 350, chipper. We have some debt coming off the books, but rates could be worse at this time.
- **Motion (KH) seconded (CR) to approve the following items to be placed on the warrant. Mack truck, ditch head, zero turn mower. Unanimous, all in favor. (KH) yes, (CR) yes, (JP) yes.**
- **Mark Love**, Expressed that the Capital Improvement Committee wants to vote on what their recommendation are for the warrant articles.

ARPA

- **(JP)** We could shift the financial burden over to ARPA with the MS4 project.
- **(CR)** I agree this is the way to manage both ends of it.
- **Mark Love**, There is a police cruiser that we could look at.
- **(CR)** That is a lease not sure if we can use ARPA on a lease.
- **(CR)** I recommend \$30,000 from ARPA towards MS4
- **(JP)** \$30,000 I am okay with that as well.
- **Motion (KH) seconded (CR) to take \$10,000 from the electronic signs and \$20,000 from household assistance and put it back into the ARPA fund and in turn designate those funds for the MS4 project. Unanimous, all in favor. (KH) yes, (CR) yes, (JP) yes.**
- **(JP)** So that puts us at \$110,00 out of stabilization to balance the budget.

Review Warrant Articles

Article #1 DPW Mack Truck

(KH) motion (CR) second to place on the warrant with a friendly amendment to change it from a capital exclusion be a debt exclusion.

(KH) motion (CR) second to place as article #1 on the warrant. All in favor.

(CR) motion (KH) recommend approval of the article. All in favor.

Article# 2 Ditcher head

(KH) motion (CR) second to be placed on the warrant. All in favor.

(KH) motion (CR) second to place as article #2 on the warrant. All in favor.

(KH) motion (CR) second to recommend approval of the article. All in favor.

Article# 3 Mower

(KH) motion (CR) second to be placed on the warrant. All in favor.

(KH) motion (CR) second to place as article #3 on the warrant. All in favor.

(KH) motion (CR) second to recommend approval of the article. All in favor.

Article #4 Water Enterprise – water department receipts

(KH) motion (CR) second to be placed on the warrant. All in favor.

(KH) motion (CR) second to place as article #4 on the warrant. All in favor.

(KH) motion (CR) second to recommend approval of the article. All in favor.

Art #5 – Water Enterprise – water tank maintenance

(KH) motion (CR) second to be placed on the warrant. All in favor.

(KH) motion (CR) second to place as article #5 on the warrant. All in favor.

(KH) motion (CR) second to recommend approval of the article. All in favor.

Article #6 – Appropriate funds to road improvement

(KH) motion (CR) second to be placed on the warrant. All in favor.

(KH) motion (CR) second to place as article #6 on the warrant. All in favor.

(KH) motion (CR) second to recommend approval of the article. All in favor.

Article #7 – Use funds from road improvement

(KH) motion (CR) second to be placed on the warrant. All in favor.

(KH) motion (CR) second to place as article #7 on the warrant. All in favor.

(KH) motion (CR) second to recommend approval of the article. All in favor.

Article #8 – Chapter 90

(KH) motion (CR) second to be placed on the warrant. All in favor.

(KH) motion (CR) second to place as article #8 on the warrant. All in favor.

(KH) motion (CR) second to recommend approval of the article. All in favor.

Article #9 – Revolving funds bylaw

(KH) motion (CR) second to be placed on the warrant. All in favor.

(KH) motion (CR) second to place as article #9 on the warrant. All in favor.

(KH) motion (CR) second to recommend approval of the article. All in favor.

Article #10 – Revolving accounts

(KH) motion (CR) second to be placed on the warrant. All in favor.

(KH) motion (CR) second to place as article #10 on the warrant. All in favor.

(KH) motion (CR) second to recommend approval of the article. All in favor.

Article #11 – Wachusett greenways

(KH) motion (CR) second to be placed on the warrant. All in favor.

(KH) motion (CR) second to place as article #11 on the warrant. All in favor.

(KH) motion (CR) second to recommend approval of the article. All in favor.

Article #12 – Replacement alcohol bylaw

(KH) motion (CR) second to be placed on the warrant. All in favor.

(KH) motion (CR) second to place as article #12 on the warrant. All in favor.

(KH) motion (CR) second to recommend approval of the article. All in favor.

(CR) We could reference the old bylaw.

(JP) We could put the old bylaw in and then put in the replacement.

Article #13 – Parking ban bylaw

(KH) motion (CR) second to be placed on the warrant. All in favor.

(KH) motion (CR) second to place as article #13 on the warrant. All in favor.

(KH) motion (CR) second to recommend approval of the article. All in favor.

Article #14 – Finance Committee Bylaw

(KH) motion (CR) second to be placed on the warrant. All in favor.

(KH) motion (CR) second to place as article #14 on the warrant. All in favor.

(KH) motion (CR) second to recommend approval of the article. All in favor.

Article #15 – Town budget

(KH) motion (CR) second to be placed on the warrant. All in favor.

(KH) motion (CR) second to place as article #15 on the warrant. All in favor.

(KH) motion (CR) second to recommend approval of the article. All in favor.

Article #16 – WRSD budget

(KH) motion (CR) second to be placed on the warrant. All in favor.

(KH) motion (CR) second to place as article #16 on the warrant. All in favor.

(KH) motion (CR) second to recommend approval of the article. All in favor.

Article #17 – Bay Path budget

(KH) motion (CR) second to be placed on the warrant. All in favor.

(KH) motion (CR) second to place as article #17 on the warrant. All in favor.

(KH) motion (CR) second to recommend approval of the article. All in favor.

- Motion (KH) seconded (CR) to approve the closing of the warrant for the Annual Town Meeting. Unanimous, all in favor. (KH) yes, (CR) yes, (JP) yes.

Vote to increase the Recreation revolving account

- Motion (KH) seconded (CR) to approve the increase of the Recreation revolving account to \$200,000. Unanimous, all in favor. (KH) yes, (CR) yes, (JP) yes.

ADJOURN

- Motion (KH) seconded (CR) to leave the regular meeting and entered into Executive Session at 8:54pm and we will return to the regular meeting for the purpose of adjourning. (KH) yes, (CR) yes, (JP) yes.
- Returned to Regular Session at 9:01pm. Member Pingitore had recused herself from the Executive Session and had left the meeting.
- Adjourned Meeting at 9:01pm, Unanimous all-in favor. (KH) yes, (CR) yes.

The next meeting is scheduled for May 9, 2023, 7:00pm.

Documents from the Meeting filed in the Select Board office:

Agenda

Attendance list

Meeting minutes

Finance Committee presentation

Capital Improvement presentation

Budget overview by Town Administrator

Jeff Kent, letter read for the record

Respectfully submitted,

Donna Graf-Parsons

Executive Assistant



TOWN OF PAXTON

USER PERMIT APPLICATION FOR USE OF THE TOWN COMMON OR ROADWAYS

To request use of the Town Common or Roadways. Request must be provided at least thirty days prior to event.

Event Date: 6/8/23 (Rain date 6/13/23)

Begin Time: 6 pm

End Time: 7:30 pm

Description of Event: Middle School Band + Chorus Concert

Number of Attendees:

When the Town property is used for an event the Paxton Police, Fire and Emergency Management must be contacted and provided the details of the event to ensure that any public safety concerns are handled. Please contact the following departments and obtain their approval prior to the request going before the Board of Selectmen for final approval. Call Paxton Dispatch at (508) 755-1104 to reach:

Paxton Police Department: sign off: Mark Sauer

Paxton Fire Department: sign off: M. Pyle

Name of Applicant: Shawn Rickan Organization: PCS Principal
(Contact Person) please print

Address: 19 West St. Telephone #s: (508) 778-8576 (Cell) (508) 517 0142
Paxton, MA

Mail completed form to - Paxton Town Hall
Board of Selectmen
697 Pleasant St.
Paxton, MA 01612

* Please feel free to use the back of this form to provide further details or you may attach any other information that may assist in the review process of this request.

BOARD OF SELECTMEN'S OFFICE USE ONLY:

Town property use approved on: _____

Comments: _____



PUBLIC COMMENT POLICY – SELECT BOARD MEETINGS

Applies to:	Select Board Meetings
Select Board Original Adoption:	
Amended on:	--
Last Reviewed by the Select Board:	--

1.0 Policy Statement

To offer residents the opportunity to provide public comments during Select Board Meetings on matters within the scope of the Board's Authority.

2.0 Reason for the Policy

The Paxton Select Board encourages all residents to attend its meetings and welcomes their views on matters within the Board's jurisdiction whether expressed in person, by phone or by written communication. Civility is encouraged when addressing the Board during Public Comment.

3.0 Scope of Policy

All regular and special meetings of the Select Board shall be open to the public and shall conform to the Open Meeting Law of the Commonwealth of Massachusetts (M.G.L Ch. 30A, §20). The public shall be precluded from attending an executive session meeting of the Select Board for reasons pursuant to M.G.L Ch. 30A §21.

4.0 Who does this policy apply to?

Anyone who is attending, whether in person or virtually, a Paxton Select Board meeting.

5.0 Who is responsible for enforcing this policy?

The Chair of the Paxton Select Board is the designated individual who presides over the meetings.

6.0 Policy

6.1 Responsibility of Select Board Chair

Pursuant to M.G.L Ch. 30A §20(g), no person shall address a meeting of a public body without permission of the Chair, and all persons shall, at the request of the Chair, be silent.

The Chair shall have the right to rule a person out of order if said person:

- Speaks out of order;
- Engages in other disorderly conduct during a meeting; and/or

- Attempts to address a matter that is not within the public body's scope of authority and responsibility.

6.2 Procedure for General Public Comments

- 6.2.1** Public comment will occur at each business meeting held in open session after the agenda section Select Board Correspondence, except as otherwise determined by the Chair. Public comment shall not be included in meetings that include open session only for voting to enter executive session or at board workshops. The public comment period shall not address matters related to public hearings included on the Board's agenda.
- 6.2.2** A speaker or group/ organization will be allowed to offer public comment once per meeting and shall be limited to speaking once per month on the same topic. The order of speakers will be randomly assigned by staff prior to the meeting.
- 6.2.3** The public comment period is not to exceed 15 minutes to allow the Board to complete its required business in a timely manner. Comments will be limited to 3 minutes per person/group, allowing a maximum of 5 speakers per meeting. Verbal comments will be curtailed by the Chair once they exceed the time limits.
- 6.2.4** There will be a limit of two speakers from a group or organization whose members wish to speak on the same topic. Group members are encouraged to consolidate their remarks and/or select a spokesperson to comment during the public comment period.
- 6.2.5** Speakers will begin their remarks by stating their first and last name, address, and affiliation (group, organization, etc.) for the record. All remarks will be addressed through the Chair of the meeting.
- 6.2.6** Speakers may not assign their time to another speaker, and in general, extensions of time will not be permitted. However, speakers who require reasonable accommodations for a speech-related disability or who require language interpretation services may be allotted a total of five (5) minutes to present their material.
- 6.2.7** The Chair reserves the right to terminate speech which is not Constitutionally protected because it constitutes true threats, incitement to imminent lawless conduct.
- 6.2.8** Written comments may be presented to the Board of Selectmen before or after the meeting for review and consideration by members of the Board

at an appropriate time. Written comments shall include the individuals first and last name and address.

6.3 Response to Public Comments

- 6.3.1** Upon closing of the General Public Comment period, further public comments shall not be heard.
- 6.3.2** The Public Comment Period is not a time that any individual or group may question any member of the Board of Selectmen concerning a particular course of action pending or upcoming. This time will not be used for any debates by an individual or group concerning the Board's previous actions and decisions or pending and upcoming matters. The Select Board will generally listen rather than respond to comments, except under extenuating circumstances and only if the Chair permits.
- 6.3.3** Public comments related to repairs, maintenance, safety issues or general information will be referred to the appropriate department through the Town Administrator.

In the name of the Commonwealth, you are hereby directed to notify and warn the inhabitants of said town, who are qualified to vote in Town affairs, to meet in the Paxton Center School Cafetorium, West Street, Paxton on June 5, 2023 at 7:00 p.m., then and there to act on the following articles:

Article 1. CAPITAL - Replacement DPW 1989 Mack Truck

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of \$280,000, or any other sum, for the replacement of the DPW's 1989 Mack Dump Truck, including the payment of costs incidental or related thereto; provided, however, that this appropriation shall be contingent upon passage of Proposition 2 ½ debt exclusion referendum to assess additional real estate and personal property taxes under Chapter 59, Section 21C (k), of the General Laws; or act in any way thereon.

Article submitted by the DPW.

Selectboard recommends approval.

Finance Committee recommends _____.

Capital Improvements Planning Committee recommends disapproval.

Article 2. CAPITAL - Ditcher Head Attachment

To see if the Town will vote to transfer the sum of **\$14,150** from the Capital Depreciation Fund to purchase a Ditcher Head Attachment for the Department of Public Works; or act in any way thereon.

Article submitted by the Department of Public Works.

Selectboard recommends approval.

Finance Committee recommends _____.

Capital Improvements Planning Committee recommends approval.

Article 3. CAPITAL - Replacement 2014 Exmark Mower

To see if the Town will vote to transfer the sum of **\$4,666** from the Capital Depreciation Fund to purchase a replacement mower for the Department of Public Works; or act in any way thereon.

Article submitted by the Department of Public Works.

Selectboard recommends approval.

Finance Committee recommends _____.

Capital Improvements Planning Committee recommends approval.

Article 4. WATER ENTERPRISE -Water Department Receipts

To see if the Town will vote to raise and appropriate through Water Department receipts, water fees, or water charges, or transfer from available funds, a sum of money to operate the Water Enterprise, as follows:

Compensation	\$240,433
Expenses	\$720,225
<u>Debt</u>	<u>\$ 96,198</u>
Total	\$1,056,856

and that \$1,056,856 is raised as follows:

Department receipts	\$1,056,856
Or act in any way thereon.	

Article submitted by the Water Commissioners.

Selectboard recommends approval.

Finance Committee recommends _____.

Article 5. WATER ENTERPRISE - Water Tank Maintenance

To see if the Town will vote to appropriate from retained earnings of the Water Enterprise Fund the sum of **\$107,189**, or any other sum, to pay for the inspection, maintenance, repair or modification of the Asnebumskit Road Water Storage Tank in accordance with the fifth year of the existing contract with Suez Advanced Solutions; or act any way thereon.

Article submitted by the Water Commissioners.

Selectboard recommends approval.

Finance Committee recommends _____.

Article 6. Appropriate Funds to Road Improvement

To see if the Town will vote to raise and appropriate the sum of **\$118,870** to the Road Improvement Capital Stabilization Fund, or act in any way thereon.

Article submitted by the Selectboard.

Selectboard recommends approval.

Finance Committee recommends _____.

Article 7. Use Funds from the Road Improvement

To see if the Town will vote to raise and appropriate the sum of **\$118,870** from the Road Improvement Capital Stabilization Fund for the purpose of resurfacing roads, or act in any way thereon.

Article submitted by the Selectboard.

Selectboard recommends approval.

Finance Committee recommends _____.

Article 8. Chapter 90 Authorization

To see if the Town will vote to accept any funds to be allocated by the Commonwealth under authorization of Chapter 90 of the Massachusetts General Laws, (pertaining to Highway Funds); to authorize the Board of Selectmen to enter into contracts for the construction, reconstruction, and improvement of Town roads; and to authorize the Town Treasurer to borrow in anticipation of receipt of said funds; said funds to be expended under the direction of the Director of Public Works; or act in any way thereon.

Article submitted by Selectboard and Director of Public Works.

Selectboard recommends approval.

Finance Committee recommends _____.

Article 9. BYLAW - Departmental Revolving Fund Bylaw

To see if the Town will vote to replace the current Departmental Revolving Funds Bylaw in its entirety with the Amended Departmental Revolving Funds Bylaw as attached, or take any related action thereto.

Article submitted by the Town Administrator

Selectboard recommends approval.

Finance Committee recommends _____.

Article 10. Revolving Fund Expenditure Limits

To see if the Town will vote to set the annual expenditure limits for fiscal year 2024 for all revolving funds established under the General Bylaws, as set forth below, or act in any way thereon:

Fund	Maximum Expenditure
Council on Aging	\$10,000
Recreation	\$250,000
Library	\$ 5,000
Paxton Days	\$ 5,000
Electrical Inspector	\$50,000
Plumbing/Gas Inspector	\$50,000

Article submitted by the Selectboard.

Selectboard recommends approval.

Finance Committee recommends _____.

Article 11. **Wachusett Greenways**

To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$1,100, or any other sum, to be used for the expenses for Wachusett Greenways, an eight-town collaborative, said funds to be administered and expended by Wachusett Greenways; or act in any way thereon.

Article submitted by Wachusett Greenways.

Selectboard recommends approval.
Finance Committee recommends _____.

Article 12. **BYLAW - Replacement Alcohol**

To see if the Town will vote to amend the Alcoholic Beverages Bylaw as shown on the Amended Alcoholic Beverages Bylaw, as attached, or take any related action thereto.

Article submitted by the Town Administrator

Selectboard recommends approval.
Finance Committee recommends _____.

Article 13. **BYLAW - Winter Parking Ban**

To see if the Town will vote to adopt a new Winter Parking Ban Bylaw, as attached, or take any related action thereto.

Article submitted by the DPW Director and Town Administrator

Selectboard recommends approval.
Finance Committee recommends _____.

Article 14. **BYLAW - Finance Committee Bylaw**

To see if the Town will vote to replace the current Finance Committee Bylaw in its entirety with the new Amended Finance Committee Bylaw, as attached, or take any related action thereto.

Article submitted by the Finance Committee

Selectboard recommends approval.
Finance Committee recommends _____.

Article 15.

BUDGET - Town

To see if the Town will vote to raise and appropriate the sum of **\$6,691,625** or any other sum, and to further appropriate, from the EMS Receipts Account, the sum of **\$400,000** or any other sum, and to further appropriate, from Free Cash the sum of **\$564,511** or any other sum, for a total appropriation of **\$7,656,136** or any other sum, to defray the necessary and usual expenses of the several departments of the Town for the fiscal year beginning on July 1, 2023, and especially for any and all the items shown on the attached Budget; or act in any way thereon.

Article submitted by the Finance Committee.

Selectboard recommends approval.

Finance Committee recommends _____.

Ac	Department	FY23 ACTUAL	FY24 Requests	FY24 Recommende
1114	MODERATOR	-	-	-
1122	SELECT BOARD	98,432	98,964	95,357
1123	TOWN ADMIN	132,700	136,425	122,075
1124	MUNICIPAL ASSISTANT	20,374	-	-
1129	LAND USE COORDINATOR	40,242	41,182	38,776
1131	FINANCE COMMITTEE	275	285	285
1132	RESERVE FUND	40,000	40,000	40,000
1135	TOWN ACCOUNTANT	32,767	33,547	33,547
1141	ASSESSORS	80,121	82,234	82,799
1145	TREASURER/COLLECTOR	83,500	97,449	97,449
1151	LEGAL SERVICES	23,000	25,500	23,500
1155	MUN INFO SERVICES (IT)	93,564	96,749	99,636
1161	TOWN CLERK	53,067	68,035	67,535
1162	ELECTIONS	19,600	25,015	24,242
1163	REGISTRARS	3,850	-	-
1171	CON COM	7,933	7,933	8,332
1177	REGIONAL PLANNING	1,506	1,544	1,544
1183	HISTORICAL DISTRICT COM	200	200	-
1192	PUBLIC BUILDING MAINTENANCE	32,245	81,370	79,370
1193	TOWN INSURANCE	210,800	214,589	214,589
1196	TOWN REPORTS	1,150	1,150	1,150
1199	TOWN CLOCK	450	500	500
1210	POLICE DEPARTMENT	1,134,597	1,228,141	1,213,781
1215	REGIONAL DISPATCH	8,000	77,190	76,550
1220	FIRE DEPARTMENT	444,048	1,279,015	1,221,144
1232	EMS	759,800	-	-
1241	BUILDING DEPARTMENT	34,793	48,080	47,938
1243	PLUMBING INSPECTOR	4,000	-	-
1245	WIRING INSPECTOR	6,140	-	-
1250	PUBLIC SAFETY COMPLEX	47,250	-	-
1291	EMERGENCY MANAGEMENT	-	-	-
1292	ACO	11,863	17,127	17,127
1295	TREE WARDEN	8,257	18,833	7,675
1421	DPW	761,192	836,755	787,772
1423	SNOW & ICE	200,000	201,000	201,000
1424	STREET LIGHTS	17,711	18,393	18,393
1443	WASTE COLLECTION	408,983	435,312	409,506
1491	CEMETERY COMMISSION	24,335	6,650	6,650
1510	BOARD OF HEALTH	4,126	19,064	18,926
1515	SANITATION ENGINEER	13,274	-	-
1519	INSPECTOR OF ANIMALS	2,164	-	-
1541	COA	69,039	70,419	70,195
1543	VETERANS AGENT	10,737	11,237	11,237
1610	LIBRARY	198,657	207,210	202,806
1630	RECREATION	29,615	31,259	31,140
1691	HISTORICAL COMMISSION	400	400	400
1710	EXCLUDED DEBT- PRINCIPAL	427,800	382,800	382,800
1709	DEBT - BORROWING COST	3,000	4,000	4,000
1711	EXCLUDED INTEREST-LONG TERM DEBT	141,527	124,433	124,433
1715	NON-EXCLUDED DEBT- PRINCIPAL	94,910	88,200	88,200
1716	NON-EXCLUDED INTEREST-LONG TERM D	14,236	11,449	11,449
1752	DEBT- SHORT TERM INTEREST	1,700	2,500	2,500
1910	EMPLOYEE BENEFITS	770,527	733,450	691,989
1911	RETIREMENT ASSESSMENT	701,576	787,040	787,040
1915	CENTRAL PURCHASING	182,650	185,800	190,800
		7,512,683	7,878,428	7,656,136

Article 16.**BUDGET - WRSD**

To see if the Town will vote to raise and appropriate the sum of **\$7,375,017** or any other sum, and to further appropriate, from Operating Stabilization, the sum of **\$102,442** or any other sum, for a total appropriation of **\$7,477,459** to pay its assessed share of the Wachusett Regional School District Budget for the fiscal year beginning on July 1, 2023, and thereby approve the District's budget for said fiscal year; or act in any way thereon.

Article submitted by the Wachusett Regional School District Committee.

Selectboard recommends approval.

Finance Committee recommends _____.

	FY23	FY24	FY24
	APPROVED	REQUEST	RECOMMEND
Minimum Local Contribution	4,733,160	4,860,250	4,860,250
Debt Service	225,612	220,647	220,647
Discretionary	1,698,287	1,799,845	1,799,845
Transportation	520,517	596,788	596,788
	7,177,576	7,477,530	7,477,530

Article 17.**BUDGET - Bay Path**

To see if the Town will vote to raise and appropriate the sum of **\$498,964** to pay its assessed share of the Bay Path Regional Technical School Budget for the fiscal year beginning on July 1, 2023; or act in any way thereon.

Article submitted by the Southern Worcester County Regional Vocational School District.

Selectboard recommends approval.

Finance Committee recommends _____.

	FY2023	FY2024	FY2024
	APPROVED	REQUEST	RECOMMEND
Bay Path Debt	63,576	61,374	61,374
Bay Path Assessment	374,701	437,590	437,590
	438,277	498,964	498,964

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AND YOU ARE DIRECTED TO SERVE THIS WARRANT by posting attested copies thereof, one of which shall be at the Post Office, as required by By-laws, seven days at least before the day set for holding said meeting.

HEREOF FAIL NOT and make due return of the Warrant with your doing thereon at the time and place of meeting aforesaid.

Given under our hands this May 9, 2023.

Respectfully submitted,

Julia N. Pingitore
Chairman

Kirk R. Huehls
Vice Chair

Carol Riches
Clerk

ATTACHEMNTS

<i>Article 11 Departmental Revolving Funds Bylaw.....</i>	<i>13</i>
<i>Article 12 Alcoholic Beverages Bylaw.....</i>	<i>16</i>
<i>Articl 13 Winter Parking Ban</i>	<i>17</i>
<i>Article 14 Finance Committee.....</i>	<i>18</i>
<i>FY24 Budget Detail.....</i>	<i>21</i>

Article 11
BYLAW
Departmental Revolving Funds

- 1. Purpose:** This Bylaw establishes and authorizes revolving funds for use by Town departments, boards, committees, agencies or officers in connection with the operation of programs or activities that generate fees, charges or other receipts to support all or some of the expenses of those programs or activities. These revolving funds are established under and governed by General Laws Chapter 44, § 53E1/2.
- 2. Expenditure Limitations:** A department or agency head, board, committee or officer may incur liabilities against and spend monies from a revolving fund established and authorized by this Bylaw without appropriation subject to the following limitations:
 - A. Fringe benefits of full-time employees whose salaries or wages are paid from the fund shall also be paid from the fund, except for those employed as school bus drivers.
 - B. No liability shall be incurred in excess of the available balance of the fund.
 - C. The total amount spent during a fiscal year shall not exceed the amount authorized by Town Meeting on or before July 1 of that fiscal year, or any increased amount of the authorization that is later approved during that fiscal year by the Board of Selectmen and the Finance Committee.
- 3. Interest:** Interest earned on monies credited to a revolving fund established by this Bylaw shall be credited to the general fund.
- 4. Procedures and Reports:** Except as provided in General Laws Chapter 44, § 53E1/2 and this Bylaw, the laws, bylaw, rules, regulations, policies or procedures that govern the receipt and custody of Town monies and the expenditure and payment of Town funds shall apply to the use of a revolving fund established and authorized by this Bylaw. The Town Accountant shall include a statement on the collections credited to each fund, the encumbrances and expenditures charged to the fund and the balance available for expenditure in the regular report the Town Accountant provides the department, board, committee, agency or officer on appropriations made for its use.
- 5. Authorized Revolving Funds.**

The following Table of Authorized Revolving Funds establishes:

- A. Each revolving fund authorized for use by a Town department, board, committee, agency or office;
- B. The department or agency head, board, committee or officer authorized to spend from each fund;
- C. The fees, charges and other monies charged and received by the department, board, committee, agency or officer in connection with the program or activity for which the fund is established that shall be credited to each fund by the Town Accountant;

D. The expenses of the program or activity for which each fund may be used;

E. Any restrictions or conditions on expenditures from each fund;

F. Any reporting or other requirements that apply to each fund; and

G. The fiscal years each fund shall operate under this Bylaw.

<u>A</u> Revolving Fund	<u>B</u> Department, Board, Committee, Agency or Officer Authorized to spend from fund	<u>C</u> Fees, Charges or other receipts credited to fund	<u>D</u> Program or activity expenses payable from fund	<u>E</u> Restrictions or conditions on expenses payable from fund	<u>F</u> Other requireme nt / reports	<u>G</u> Fiscals years
Council on Aging	Council on Aging	Fees from riders	Van costs	None, other than as set forth in 44, § 53E1/2, in this Bylaw, and by Town Meeting vote.	Annual reports	Fiscal Year 2018 and subsequent years
Recreation Revolving	Recreation Commission	Program fees, private sponsorship, facilities fees	Support of all Recreation Programs	None, other than as set forth in 44, § 53E1/2, in this Bylaw, and by Town Meeting vote.	Annual reports	Fiscal Year 2018 and subsequent years
Library	Board of Library Trustees	Fines for overdue books & videos	Purchase New Books, videos and library materials	None, other than as set forth in 44, § 53E1/2, in this Bylaw, and by Town Meeting vote.	Annual reports	Fiscal Year 2018 and subsequent years
Paxton Days	Paxton Days Committee	Event fees, , private sponsorship	Support the Paxton Days Annual Event	None, other than as set forth in 44, § 53E1/2, in this Bylaw, and by Town Meeting vote.	Annual reports	Fiscal Year 2018 and subsequent years
Electrical Inspections	Building Commissioner	Electrical Inspector charges and fees	To be used on payment of all charges and fees related to electrical expenses and Electrical Inspector fees	None, other than as set forth in 44, § 53E1/2, in this Bylaw, and by Town Meeting vote.	Annual reports	Fiscal Year 2024 and subsequent years

Plumbing/Gas Inspections	Building Commissioner	Plumbing & Gas Inspector charges and fees	To be used on payment of all charges and fees related to electrical expenses and Plumbing/Gas Inspector fees	None, other than as set forth in 44, § 53E1/2, in this Bylaw, and by Town Meeting vote.	Annual reports	Fiscal Year 2024 and subsequent years
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Article 12
BYLAW
Alcoholic Beverages

The Alcoholic Beverages Bylaw is hereby amended by adding the following text after the words “public conveyance” at the end of Section 1(a):

“provided, however, that the Board of Selectmen may authorize the sale, possession, and consumption of alcoholic beverages on any public property from a duly licensed vendor for special events or limited periods of time.”

ARTICLE 13
BYLAW
Winter Parking Ban

1. Parking is prohibited on all public ways, annually from November 15th through April 15th.
2. Any vehicle, other than one acting in a*n emergency, parked, day or night, on any street in the Town, so as to interfere with the work of removing or plowing snow, removing ice, or sanding the street may be removed or towed away under the authority, discretion and direction of the Chief of Police or the Chief's designee. The registered owner of a motor vehicle which is removed pursuant to this bylaw shall be fully responsible for all charges and expenses incurred for the removal and storage of said motor vehicle.

ARTICLE 15
BYLAW
Finance Committee

Section 1: Organization of the Finance Committee

- 1.1 The Finance Committee shall consist of seven (7) persons who shall be residents and registered voters of the Town, none of whom may be officers or officials of the Town, whether elected or appointed, compensated employees of the Town, or members of any other committee, board, or commission of the Town, unless authorized by bylaw or authorized by vote of the Select Board in accordance with Section 1.7.
- 1.2 Appointments to the Finance Committee shall be made by the Town Moderator for a term of three (3) years, such term expiring at the close of the respective Annual Meeting to which such three-year term relates.
- 1.3 If a member of the Finance Committee shall choose to resign or not opt for re-appointment following the expiration of their term, such member shall send a letter of such notification to the Town Moderator with a copy sent to the Town Clerk and the Finance Committee chairperson informing them of this decision. If a member is absent for five consecutive Finance Committee meetings, their position may be deemed to be vacant by vote of the Finance Committee, whereupon the Finance Committee chairperson will notify the Town Moderator. In all such instances, efforts will be undertaken to fill such vacancies.
- 1.4 Any person appointed to fill a vacancy on the Finance Committee shall hold office for the unexpired term of the member they have succeeded.
- 1.5 Finance Committee members shall serve without compensation.
- 1.6 The Finance Committee shall reorganize annually by electing its officers for the ensuing year.
- 1.7 Notwithstanding Section 1.1, a member of the Finance Committee may serve on any committee, board, or commission of the Town if authorized by bylaw or if authorized by vote of the Select Board, upon finding that such additional position would be advantageous and of value to the Town.

Section 2: Operation of the Finance Committee

- 2.1 The Finance Committee shall be responsible for the preparation of the Town's Annual Budget.
- 2.2 While individual department budgets shall be prepared by respective department heads in consultation with
the Town Administrator, the overall preparation of the comprehensive consolidated Annual Budget shall be

the responsibility of the Finance Committee for presentation at the Annual Town Meeting each year.

2.3 Although there may exist certain policies elsewhere that may address, directly or indirectly, matters involving the Annual Budget including some policy procedures as to the Annual Budget's development. Finance Committee bylaws shall take authoritative precedence over such policies as relates to the preparation of the Annual Budget.

2.4 Not later than January 15th each year, each Department, Town committee, board, and commission, excluding the schools/school committees, shall submit budget requests together with a detailed narrative describing and explaining requested expenditures and/or appropriations to the Town Administrator, who shall submit a consolidated Annual Budget request to the Finance Committee not later than February 1st each year.

2.5 Information relating to the immediate prior year's actual expenditures and the current year-to-date actual expenditures shall be made contemporaneously available for comparative purposes to those budget amounts being requested.

2.6 Upon request by the Finance Committee, appropriate persons in the town administration shall furnish to the Finance Committee a detailed listing of all support and revenues to be included in the Annual Budget, including but not limited to, state aid, tax levy, local revenues, new growth, and all other such sources. Such information shall include best forecasts and projections, comparisons with historical trends and actual realized levels of prior year's revenue for comparative purposes.

2.7 The Finance Committee shall be invited to actively participate in any meetings that the Select Board may schedule with outside third parties whereupon matters of a finance or budget nature are planned for discussion or presentation. Such meetings shall include, but not be limited to, those with the Wachusett Regional School District, the Bay Path Regional Vocational Technical School, the external independent audit firm, and others as deemed appropriate.

Section 3: Time Frame of the Finance Committee Operation

3.1 The Finance Committee shall commence work on the Annual Budget each year at such time determined by the Finance Committee chairperson.

3.2 Convening of such Finance Committee meetings shall be contingent upon the timely submission of budgets and budget requests from respective departments.

3.3 Such budget requests shall be submitted to the Finance Committee on or before a date to be reasonably determined each year by the Finance Committee given that conditions and circumstances may vary from year to year. Once such a date is declared, extension of time beyond that date shall be granted by the Finance Committee chairperson based upon special considerations.

- 3.4 If any Department, Town committee, board, and commission shall fail to submit a budget request by March 1 of any given year, then the Finance Committee may recommend a substituted budget not to exceed the amount expended for said department during the prior fiscal year.
- 3.5 The Finance Committee's work on the Annual Budget shall be concluded in sufficient time to meet Warrant Article deadlines established by the Select Board.
- 3.6 Upon closing by the Selectboard of the Town Warrant issued for the Annual Town Meeting and/or Special Town Meetings, the Finance Committee shall consider all articles contained in the Town Warrant and make recommendations to the voters on all such articles as to approval, disapproval, or other action.
- 3.7 Through the Chair, the Finance Committee shall have, upon request, free access to all pertinent budget and financial information not deemed to be confidential by law. Likewise, the Finance Committee shall have the right to meet with and/or discuss this information with any Town officer, official, employee, board, commission, and committee or member thereon.
- 3.8 Contained within the Annual Town Meeting Warrant shall be a cover letter describing major changes in the present budget from that of the previous fiscal year as well as commentary concerning any fiscal matters deemed important to report by the Finance Committee.
- 3.9 The Finance Committee shall make an Annual Report which shall be printed in the Town Report for that Fiscal Year.

FY24 Budget Detail

Revenue Calculation Sheet

FY23 - Budget

FY24- EST

PROPERTY TAX LEVY		
Prior Year Levy Limit	10,952,598	11,322,451
Amended Growth	-	-
2 1/2 % Increase	273,815	283,061
New Growth	96,038	75,000
Capital - Excluded	130,000	-
Baypath Excluded	63,576	61,374
Road Exclusion Fund	115,970	118,870
Debt Service Override - School	\$ 218,945	220,647
Debt Service Override - Municipal	569,326	507,233
Unused Levy Limit	7,014	
Less overlay	(44,443)	(53,579)
LEVY TOTAL	\$ 12,382,839	\$ 12,535,057

STATE AID		
Unrestricted Governmental Aid	626,844	636,874
State Owned Land	126,108	140,022
Veteran's Benefits Reimbursement	7,822	6,792
Vet. Blind, SSP Elderly	11,518	11,170
Chapter 70	-	-
Misc State Revenue	-	-
Public Library Offset	12,461	13,220
Subtract out Public Library Offset	(12,461)	(13,220)
Reduce by State Assessments	(44,517)	(44,794)
CHERRY SHEET TOTAL	\$ 727,775	\$ 750,064

LOCAL RECEIPTS REVENUE		
Other Taxes & Excise	730,000	733,000
Penalties and Interest on Taxes	19,000	20,000
PILOTS	46,062	47,214
Charges for Services - Trash Fees	362,245	409,506
Fees	48,500	48,500
Rentals	3,800	4,000
Cemeteries	15,000	15,000
Other Dept Revenue (WRSD Maint.)	20,968	23,163
Building Permits	30,000	25,000
Other Licenses & Permits	45,700	46,350
Fines & Forfeits	14,000	14,000
Investment Income	4,000	8,000
Miscellaneous (Recurring)	7,305	6,794
Miscellaneous (Non-recurring)	-	-
TOTAL LOCAL SOURCE REVENUE	\$ 1,346,580	\$ 1,400,527

Additional Funds (Voted Articles)		
Indirect Costs Water	-	-
Stabilization Transfer- Capital	46,000	18,816
Stabilization Transfer- Operating	-	102,442
Stabilization Transfer - OPEB	-	-
Transfer from Cemetery Sale of Lots	-	-
Transfer from Title V Fund	-	-
Transfer from DPW Roof Fund	-	-
Transfer from Ambulance Receipts	310,000	400,000
Free Cash	689,855	564,511
Additional Funds	\$ 1,045,855	\$ 1,085,769

TOTAL REVENUE	\$ 15,503,050	\$ 15,771,416
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% Change from Prior

2.71%

1.73%

BUDGET SUMMARY

Account Department	FY23	FY24	FY24
	Actual Budget	Requests	Recommended
1114 MODERATOR	-	-	-
1122 SELECT BOARD	98,432	98,964	95,357
1123 TOWN ADMIN	132,700	136,425	122,075
1124 MUNICIPAL ASSISTANT	20,374	-	-
1129 LAND USE COORDINATOR	40,242	41,182	38,776
1131 FINANCE COMMITTEE	275	285	285
1132 RESERVE FUND	40,000	40,000	40,000
1135 TOWN ACCOUNTANT	32,767	33,547	33,547
1141 ASSESSORS	80,121	82,234	82,799
1145 TREASURER/COLLECTOR	83,500	97,449	97,449
1151 LEGAL SERVICES	23,000	25,500	23,500
1155 MUN INFO SERVICES (IT)	93,564	96,749	99,636
1161 TOWN CLERK	53,067	68,035	67,535
1162 ELECTIONS	19,600	25,015	24,242
1163 REGISTRARS	3,850	-	-
1171 CON COM	7,933	7,933	8,332
1177 REGIONAL PLANNING	1,506	1,544	1,544
1183 HISTORICAL DISTRICT COM	200	200	-
1192 PUBLIC BUILDING MAINTENANCE	32,245	81,370	79,370
1193 TOWN INSURANCE	210,800	214,589	214,589
1196 TOWN REPORTS	1,150	1,150	1,150
1199 TOWN CLOCK	450	500	500
1210 POLICE DEPARTMENT	1,134,597	1,228,141	1,213,781
1215 REGIONAL DISPATCH	8,000	77,190	76,550
1220 FIRE DEPARTMENT	444,048	1,279,015	1,221,144
1232 EMS	759,800	-	-
1241 BUILDING DEPARTMENT	34,793	48,080	47,938
1243 PLUMBING INSPECTOR	4,000	-	-
1245 WIRING INSPECTOR	6,140	-	-
1250 PUBLIC SAFETY COMPLEX	47,250	-	-
1291 EMERGENCY MANAGEMENT	-	-	-
1292 ACO	11,863	17,127	17,127
1295 TREE WARDEN	8,257	18,833	7,675
1300 WACHUSETT ASSESSMENTS	7,177,576	7,477,459	7,477,530
1310 VOCATIONAL SCHOOL ASSESSMENT	438,277	498,964	498,964
1312 NORFOLK REGIONAL ASSESSMENT	-	-	-
1421 DPW	761,192	836,755	787,772
1423 SNOW & ICE	200,000	201,000	201,000
1424 STREET LIGHTS	17,711	18,393	18,393
1443 WASTE COLLECTION	408,983	435,312	409,506
1491 CEMETERY COMMISSION	24,335	6,650	6,650
1510 BOARD OF HEALTH	4,126	19,064	18,926
1515 SANITATION ENGINEER	13,274	-	-
1519 INSPECTOR OF ANIMALS	2,164	-	-
1541 COA	69,039	70,419	70,195
1543 VETERANS AGENT	10,737	11,237	11,237
1610 LIBRARY	198,657	207,210	202,806
1630 RECREATION	29,615	31,259	31,140
1691 HISTORICAL COMMISSION	400	400	400
1710 EXCLUDED DEBT- PRINCIPAL	427,800	382,800	382,800
1709 DEBT - BORROWING COST	3,000	4,000	4,000
1711 EXCLUDED INTEREST-LONG TERM DEBT	141,527	124,433	124,433
1715 NON-EXCLUDED DEBT- PRINCIPAL	94,910	88,200	88,200
1716 NON-EXCLUDED INTEREST-LONG TERM DE	14,236	11,449	11,449
1752 DEBT- SHORT TERM INTEREST	1,700	2,500	2,500
1910 EMPLOYEE BENEFITS	770,527	733,450	691,989
1911 RETIREMENT ASSESSMENT	701,576	787,040	787,040
1915 CENTRAL PURCHASING	182,650	185,800	190,800
	15,128,536	15,854,851	15,632,630
Increase From Prior Year			3.33%
TOWN MEETING ARTICLES/PROJECTS	377,150	138,786	138,786
TOTAL EXPENSES	15,505,686	15,993,637	15,771,416
Current Revenues expected	15,503,050	15,670,564	15,771,416
DIFFERENCE	(2,635.50)	(323,072.81)	(0)

FY24

Expense Details

Department	Line	Description	FY23 Actual	FY24 Requests	FY24 Recommended
1122 SELECT BOARD	5101	Committee Compensation (3)	6,114	6,114	6,114
	5103	Exec Assistant Wages	60,986	62,511	62,504
	5200	Purchased Services	10,441	6,839	3,839
	5400	Supplies	600	600	500
	5700	Other Expenses	20,291	3,500	3,000
	5701	Annual Town Audit		18,000	18,000
	5702	MMA Dues		1,400	1,400
		TOTAL	98,432	98,964	95,357
1123 TOWN ADMIN	5102	Town Admin Salary	130,000	130,000	116,150
	5200	Purchased Services	1,100	2,925	2,925
	5201	Car Allowance	1,500	3,500	3,000
	5400	Supplies	100	-	-
		TOTAL	132,700	136,425	122,075
1124 MUNICIPAL ASSISTANT	5103	Assistant Wages	20,374	-	-
		TOTAL	20,374	-	-
1129 LAND USE COORDINATOR	5102	Land Use Coordinator Wages	37,599	38,539	37,826
	5200	Purchased Services	2,040	2,040	700
	5400	Supplies	603	603	250
		TOTAL	40,242	41,182	38,776
1131 FINANCE COMMITTEE	5200	Purchased Services	260	270	270
	5400	Supplies	15	15	15
		TOTAL	275	285	285
1132 RESERVE FUND	5700	Reserve Fund	40,000	40,000	40,000
		TOTAL	40,000	40,000	40,000
1135 TOWN ACCOUNTANT	5102	Accountant Salary	30,992	31,772	31,772
	5200	Purchased Services	1,375	1,375	1,375
	5400	Supplies	400	400	400
		TOTAL	32,767	33,547	33,547

FY24

Expense Details

Department	Line	Description	FY23 Actual	FY24 Requests	FY24 Recommended
1141 ASSESSORS	5101	Committee Compensation (3)	5,532	5,532	5,532
	5102	Admin Assessor Wages	45,054	46,180	46,178
	5200	Purchased Services	3,460	4,260	4,260
	5400	Supplies	500	500	500
	5700	Other Expenses	25,575	25,762	26,329
	TOTAL		80,121	82,234	82,799
1145 TREASURER/COLLECTOR	5101	Treasurer/Collector Salary	66,875	68,999	68,999
	5103	Assistant Treasurer/Collector Wages	-	11,850	11,850
	5200	Purchased Services	15,500	15,300	15,300
	5400	Supplies	1,125	1,300	1,300
	TOTAL		83,500	97,449	97,449
1151 LEGAL SERVICES	5200	Legal Services	15,000	17,500	15,500
	5201	Tax Title Legal Fees- (60 S50B)	8,000	8,000	8,000
	TOTAL		23,000	25,500	23,500
1155 MUN INFO SERVICES (IT)	5103	Compensation	25,000	26,773	-
	5200	Purchased Services	62,564	65,776	66,336
	5201	IT Consultant		-	30,000
	5800	Equipment (hardware)	6,000	4,200	3,300
	TOTAL		93,564	96,749	99,636
1161 TOWN CLERK	5101	Town Clerk Salary	49,587	50,835	50,835
	5103	Assistant Town Clerk		12,000	11,500
	5102	Town Clerk Stipends	90	1,840	1,840
	5200	Purchased Services	1,340	1,985	1,985
	5400	Supplies	1,600	1,375	1,375
	5702	Other Expenses	450	-	-
	TOTAL		53,067	68,035	67,535

FY24

Expense Details

Department	Line	Description	FY23 Actual	FY24 Requests	FY24 Recommended
1162 ELECTIONS	5102	Board Registrars Compensation (3)	-	1,700	1,650
	5103	Election Teller Wages	7,000	5,800	8,192
	5200	Purchased Services	10,000	8,125	11,750
	5400	Supplies	2,600	3,390	2,650
	5800	Equipment		6,000	-
		TOTAL	19,600	\$ 25,015	24,242
1163 REGISTRARS	5102	Committee Compensation (3)	1,700	-	-
	5103	Clerk Stipend	250	-	-
	5104	Census Taker Stipend	500	-	-
	5200	Purchased Services	900	-	-
	5400	Supplies	500	-	-
		TOTAL	3,850	-	-
1171 CON COM	5102	Con Com Agent Wages	5,762	5,762	6,161
	5103	Clerk Stipend	711	711	711
	5200	Purchased Services	1,210	1,210	1,210
	5700	Conferences	250	250	250
		TOTAL	7,933	7,933	8,332
1177 REGIONAL PLANNING	5700	Assessment	1,506	1,544	1,544
		TOTAL	1,506	1,544	1,544
1183 HISTORICAL DISTRICT COM	5400	Supplies	200	200	-
		TOTAL	200	200	-
1192 PUBLIC BUILDING MAINTENANCE	5103	Property Custodian Wages	10,400	18,775	18,775
	5200	Purchased Services - Town Hall/COA	18,645	18,645	16,645
	5201	Purchased Services - PSB Complex	-	37,250	37,250
	5400	Property Supplies	3,200	6,700	6,700
		TOTAL	32,245	81,370	79,370
1193 TOWN INSURANCE	5200	General Liability	210,800	88,820	88,820
	5201	Injured on Duty		89,880	89,880
	5202	Worker's Comp		25,889	25,889
	5203	Deductible		10,000	10,000
		TOTAL	210,800	\$ 214,589	\$ 214,589

FY24

Expense Details

Department	Line	Description	FY23 Actual	FY24 Requests	FY24 Recommended
1196 TOWN REPORTS	5200	Purchased Services	1,150	1,150	1,150
		TOTAL	1,150	1,150	1,150
1199 TOWN CLOCK	5200	Purchased Services	450	500	500
		TOTAL	450	500	500
1210 POLICE DEPARTMENT	5102	Police Chief Salary	100,836	129,826	129,828
	5105	LT Salary	-	103,757	105,232
	5104	Admin Assistant Wages	-	56,160	56,160
	5106	PT Window Help Wages		7,784	-
	5103	Employee Wages	925,123	788,476	780,423
	5200	Purchased Services	48,338	49,003	49,003
	5400	Supplies	58,650	59,650	59,650
	5702	Dues	1,650	1,650	1,650
		Cruiser Lease	-	31,835	31,835
		TOTAL	1,134,597	1,228,141	1,213,781
1215 REGIONAL DISPATCH	5200	Purchased Services	8,000	7,000	7,000
	5700	Regional Assessment	-	70,190	69,550
		TOTAL	8,000	77,190	76,550
1220 FIRE DEPARTMENT	5102	Fire Chief Salary	128,849	133,796	133,796
	5105	Admin Assistant Wages	-	18,487	18,416
	5104	Fire Employees Wages	233,599	175,332	175,332
	5103	EMS Employees Wages	-	773,000	755,000
	5201	Purchased Services - EMS	-	42,300	31,000
	5200	Purchased Services - Fire	52,600	52,600	43,600
	5400	Supplies	-	29,500	21,000
	5700	Equipment	29,000	29,000	18,000
	5800	Lease	0	25,000	25,000
		TOTAL	444,048	1,279,015	1,221,144
1232 EMS	5103	EMS Employees Wages	663,000		
	5200	Purchased Services	67,300		
	5400	Supplies	29,500		
		TOTAL	759,800	-	-

FY24

Expense Details

Department	Line	Description	FY23 Actual	FY24 Requests	FY24 Recommended
1241 BUILDING DEPARTMENT	5102	Building Com Wages	30,968	36,905	36,763
	5103	Local Inspector Wages	3,500	1,000	1,000
	5102	Wiring Inspector Wages	-	3,850	3,850
	5103	Plumbing/Gas Wages	-	6,000	6,000
	5200	Purchased Services	325	325	325
		TOTAL	34,793	48,080	47,938
1243 PLUMBING INSPECTOR	5103	Plumbing Inspector Wages	4,000	-	-
		TOTAL	4,000	-	-
1245 WIRING INSPECTOR	5102	Wiring Inspector Wages	5,740	-	-
	5103	Assistant Wiring Insepctor Wages	400	-	-
		TOTAL	6,140	-	-
1250 PUBLIC SAFETY COMPLEX	5200	Purchased Services	42,750	-	-
	5400	Supplies	4,500	-	-
		TOTAL	47,250	-	-
1292 ACO	5102	ACO Wages	8,946	-	-
	5200	Purchased Services	2,742	17,127	17,127
	5400	Supplies	175	-	-
		TOTAL	11,863	17,127	17,127
1295 TREE WARDEN	5101	Tree Warden Compensation	1,508	1,508	1,000
	5200	Purchased Services	5,699	16,275	6,475
	5400	Supplies	50	50	-
	5700	Trees	1,000	1,000	200
		TOTAL	8,257	18,833	7,675
1300 WACHUSETT ASSESSMENTS	5700	WRSD Assessment	6,951,964	7,256,812	7,256,883
		WRSD Debt - Excluded	225,612	220,647	220,647
		TOTAL	7,177,576	7,477,459	7,477,530
1310 VOCATIONAL SCHOOL ASSESSMENT	5300	Voc School Assessment	374,701	437,590	437,590
		Vocational Debt - Excluded	63576	61,374	61,374
		TOTAL	438,277	498,964	498,964

FY24

Expense Details

Department	Line	Description	FY23 Actual	FY24 Requests	FY24 Recommended
1421 DPW	5102	DPW Director Salary	81,023	89,900	89,900
		Admin Assistant Wages	-	26,344	26,344
	5103	Employee Wages	458,343	447,285	445,802
	5200	Purchased Services	176,402	190,602	173,102
	5400	Supplies	31,700	36,300	36,300
	5401	MS4 Permit Work	-	36,800	6,800
	5801	Equipment Leases	13,724	9,524	9,524
		TOTAL	761,192	836,755	787,772
1423 SNOW & ICE	5130	Overtime Wages	53,950	54,000	54,000
	5200	Purchased Services	-	10,000	10,000
	5400	Salt & Sand	140,000	130,000	130,000
	5800	Equipment	6,050	7,000	7,000
		TOTAL	200,000	201,000	201,000
1424 STREET LIGHTS	5200	Electricity	17,711	18,393	18,393
		TOTAL	17,711	18,393	18,393
1443 WASTE COLLECTION	5200	Purchased Services	408,983	435,312	409,506
		TOTAL	408,983	435,312	409,506
1491 CEMETERY COMMISSION	5101	Superintendent Salary	3,447	-	-
	5102	Wages	14,238	-	-
	5200	Purchased Services	1,750	1,750	1,750
	5400	Supplies	4,900	4,900	4,900
		TOTAL	24,335	6,650	6,650
1510 BOARD OF HEALTH	5101	Committee Compensation (3)	438	438	438
	5102	Stipend - Inspector Animals	-	2,164	2,164
	5103	Compensation- Sanitation Engineer	-	13,274	13,274
	5200	Purchased Services	3,500	3,000	3,000
	5400	Supplies	188	188	50
		TOTAL	4,126	19,064	18,926
1515 SANITATION ENGINEER	5102	Compensation	13,274	-	-
		TOTAL	13,274	-	-

FY24

Expense Details

Department	Line	Description	FY23 Actual	FY24 Requests	FY24 Recommended
1519 INSPECTOR OF ANIMALS	5102 Salary		2,164	-	-
	TOTAL		2,164	-	-
1541 COA	5102 Director Salary		28,294	41,593	41,434
	5103 Van Drivers Wages		22,040	17,036	16,971
	5104 Office Assistant Wages		6,915	-	-
	5200 Purchased Services		5,700	5,200	5,200
	5400 Supplies		4,900	4,900	4,900
	5700 Other Expenses		1,190	1,690	1,690
	TOTAL		69,039	\$ 70,419	70,195
1543 VETERANS AGENT	5101 Veteran's Agent Compensation		1,137	1,137	1,137
	5200 Purchased Services		100	100	100
	5700 Benefits		9,500	10,000	10,000
	TOTAL		10,737	11,237	11,237
1610 LIBRARY	5102 Library Director Salary		52,907	54,445	55,601
	5104 Children's Librarian		45,263	46,570	46,392
	5103 Employee Wages		45,254	41,452	39,743
	5106 Custodian Wages			8,024	7,994
	5200 Purchased Services		13,617	12,803	10,818
	5400 Supplies		2,900	3,075	2,710
	5401 Library Materials and Supplies		38,716	40,841	39,548
	5700 Equipment		-	-	-
			198,657	\$ 207,210	\$ 202,806
1630 RECREATION	5102 Recreation Director Salary		29,615	31,259	31,140
	5200 Purchased Services		-	-	-
	5400 Supplies		-	-	-
	TOTAL		29,615	31,259	31,140
1691 HISTORICAL COMMISSION	5200 Purchased Services		400	400	400
	TOTAL		400	400	400

FY24

Expense Details

			FY23	FY24	FY24
Department	Line	Description	Actual	Requests	Recommended
1710 EXCLUDED DEBT- PRINCIPAL	5713	Public Safety Complex	356,800	356,800	356,800
	5714	PCS Green Repairs	-	-	-
	5716	Amb & Dump Truck	45,000	-	-
	5717	DPW Backhoe	26,000	26,000	26,000
	TOTAL		427,800	382,800	382,800
1711 EXCLUDED INTEREST-LONG TERM DEB	5713	Public Safety Complex	139,550	56,875	56,875
	5714	PCS Green Repairs	-	67,064	67,064
	5716	Amb & Dump Truck	495	-	-
	5717	DPW Backhoe	1,482	494	494
	TOTAL		141,527	124,433	124,433
1715 NON-EXCLUDED DEBT- PRINCIPAL	5705	School Windows	6,000	6,000	6,000
	5709	DPW Doors & Windows	2,200	2,200	2,200
	5715	Fire Breathing Apparatuses	-	-	-
	5718	DPW Truck & Paving	45,000	45,000	45,000
	5719	DPW Freightliner Truck	41,710	35,000	35,000
	5765	Title V Betterment	-	-	-
TOTAL			94,910	88,200	88,200
1716 NON-EXCLUDED INTEREST-LONG TERM	5705	School Windows	1,065	803	803
	5709	DPW Doors & Windows	493	396	396
	5715	Fire Breathing Apparatuses	-	-	-
	5718	DPW Truck & Paving	4,613	3,600	3,600
	5719	DPW Freightliner Truck	8,065	6,650	6,650
TOTAL			14,236	11,449	11,449
1752 DEBT- SHORT TERM INTEREST	5715	Short Term Interest	1,700	2,500	2,500
	TOTAL		1,700	2,500	2,500
1709 DEBT - Borrowing Cost	5200	Short Term Interest	3,000	4,000	4,000
	TOTAL		3,000	4,000	4,000

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Expense Details

Department	Line	Description	FY23 Actual	FY24 Requests	FY24 Recommended
1910 EMPLOYEE BENEFITS	5206	Town Share Medicare	50,000	50,000	50,000
	5208	Health Insurance Premiums	718,827	569,528	528,067
		Reitree Health Insurance Premiums	-	112,422	112,422
	5209	Life Insurance Premiums	1,700	1,500	1,500
	5211	Insurance Deductions for Premiums	-	-	-
		TOTAL	770,527	733,450	691,989
1911 RETIREMENT ASSESSMENT	5210	Retirement Assessment	701,576	787,040	787,040
		TOTAL	701,576	787,040	787,040
1915 CENTRAL PURCHASING	5812	Heating Oil	49,400	55,300	55,300
	5813	Postage	10,000	7,500	7,500
	5814	Telephone	13,500	11,000	11,000
	5815	Electricity	67,750	68,000	68,000
	5816	Diesel	42,000	44,000	49,000
		TOTAL	182,650	185,800	190,800
TOWN MEETING ARTICLES - PROJECTS					
GREENWAYS Article			1,000	1,100	1,100
SCHOOL	5804	PSC Security Cameras STM23 A1	50,000	-	-
RECREATION	5801	Tivnan Field Lights (ATM 2022)	80,000	-	-
PUBLIC BUILDING MAINTENANCE	5804	Town Hall Exterior Repair ATM5/17	-	-	-
PUBLIC BUILDING MAINTENANCE	5805	COA Boiler Replacement	-	-	-
PUBLIC BUILDING MAINTENANCE	5806	Town Building Phones ATM 23 A5	27,500	-	-
POLICE DEPARTMENT	5801	Police Cruisers	29,500	-	-
FIRE DEPARTMENT	5802	Fire Truck Repair	-	-	-
FIRE DEPARTMENT	5803	Fire Hose Replacement	-	-	-
FIRE DEPARTMENT		New Fire Ladder Truck (ARPA)	-	-	-
DPW DEPARTMENT	5804	Roof Replacement	-	-	-
DPW DEPARTMENT	5805	Mower Deck (ATM23 A6)	-	-	-
DPW DEPARTMENT	5847	Stormwater Permitting Consultant	-	-	-
DPW DEPARTMENT	5848	Site Plan Design Phase One	34,250	-	-
DPW DEPARTMENT	5860	Road Surfacing (Sep. Article)	130,175	118,870	118,870
DPW DEPARTMENT		Lawn Mower ATM 24 A3	-	4,666	4,666
DPW DEPARTMENT		Ditcher Head Attachment ATM 24 A4	-	14,150	14,150
CEMETERY COMMISSION	5801	Pavement of Roads	12,525	-	-
CEMETERY COMMISSION	5802	Headstone Restoration	13,200	-	-
			377,150	138,786	138,786