



**Finance Committee**  
**Municipal Office Building**  
**127 Elm Street, Millbury, MA 01527**

**Jennifer O'Connell, Chairman**  
**David Cofske, Vice-Chairman**  
**Albert Kupcinskis, Clerk**  
**Christopher Kennedy**  
**Antony Khalife**  
**Kevin Kuphal**  
**Steven Noonan**  
**Sandra Gaspie, Secretary**

May 2, 2017

Dear Millbury Residents:

Thank you for taking time to participate in our Annual Town Meeting. In this booklet are your Finance Committee recommendations for the coming Fiscal Year, 2018, beginning on July 1, 2017.

Items for your consideration as part of the Warrant for Annual Town Meeting are:

1. A balanced yearly operating budget that remains at the Prop 2 ½ Levy Limit. The following Articles deal with financial matters:
  - a. Article 4 Operations Budget
  - b. Articles 5, 7 through 18, 22 through 26
2. Major capital items (expenditure in excess of 100,000),
  - a. Article 6.1 – Supplement to Chapter 90 Funding - Roads
  - b. Article 6.13 – Fire Station Repairs
  - c. Article 19 – Shaw School Feasibility Study
3. Minor capital items (expenditure of less than \$100,000),
  - a. Article 6.2 – Windle Field - Field House Renovations
  - b. Article 6.3 – School Department Lawn Mower
  - c. Article 6.4 – Police Department Rifle and Taser Replacement
  - d. Article 6.5 – Police Department Lobby Improvements
  - e. Article 6.6 – Permitting Software for Building Department
  - f. Article 6.7 – Overhead Door Replacement at DPW Garage
  - g. Article 6.8 – Roll Up Doors at Recycling Center
  - h. Article 6.9 – Paving – East Millbury Park Parking Lot
  - i. Article 6.10 – Improvements to Washington Street Park
  - j. Article 6.11 – Master Plan Phase III
  - k. Article 6.12 – Fire Chief Vehicle
  - l. Article 6.14 – Painting of Council on Aging Building
  - m. Article 6.15 – Records Retention Vault Project
  - n. Article 6.16 – Codification Software
4. Police – Article 20 – Accept Provisions of MGL Chapter 41 Section 100G1/4
5. Board of Selectmen
  - a. Article 21 – Accept Provisions of MGL Chapter 40U
  - b. Article 31 – Bylaw Change
6. Building/Planning Board Business
  - a. Articles 27 through 30 - Zoning Bylaw Changes

7. Citizen's Petitions

- a. Article 32 – Accept Jessica J Drive as a Public Way
- b. Article 33 – Petition to Grant an Additional All Alcohol Package Store License
- c. Article 34 – Install a Street Light on Howe Lane

**Levy Limit**

Millbury will remain at the Levy Limit indefinitely with the current department spending profiles found within the details of this budget. Please note that Massachusetts State Aid has not recovered to the level that it was FY2009.

**Medium and Long Term Debt**

Millbury continues to be in solid shape regarding its debt position. Medium and long-term debt at present is \$21.0 million where \$14.8 million of the total relates to the completed major sewer expansion and Upper Blackstone connection projects. (Note: Millbury sewer users, through yearly sewer rates, pay the \$14.8 million of Sewer Enterprise debt.) Within the next ten years, approximately 67% of the total debt will expire. This condition, accompanied by strong and effective controls and reporting, has resulted in two increases in the Town's bond rating in the past 5 years, which allows for additional borrowing at favorable rates.

The Finance Committee has weighed all aspects of the budget requests and has held a public hearing for your input. We believe what we are recommending to be in the best interests of the Town of Millbury.

Respectfully,

Millbury Finance Committee

# WARRANT

**WORCESTER, S.S.**

**To either of the Constables of the Town of Millbury, in the County of Worcester,**

## **GREETINGS:**

In the name of the Commonwealth of Massachusetts, you are hereby directed to notify and warn the inhabitants of the Town of Millbury qualified to vote in Elections and Town affairs to meet at their respective voting places to wit: Precinct No. 1 at the Memorial High School; Precinct No. 2 at the Memorial High School; Precinct No. 3 at the Memorial High School; and Precinct No. 4 at the Memorial High School on Tuesday the 25th day of April, 2017 at 7:00 o'clock in the forenoon until 8:00 P.M. to elect the following offices to wit:

**ARTICLE 1:** To choose one member of the Board of Selectmen, one Assessor, one member of the School Committee, one member of the Board of Health, two members of the Planning Board, two members of the Board of Library Trustees, all for a term of three years; one member of the Board of Library Trustees for a term of two years, one member of the Re-Development Authority for a term of five years.

### **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 for the bonds issued in order to conduct a Feasibility Study for the Raymond E. Shaw Elementary School?

YES \_\_\_\_\_ NO \_\_\_\_\_

**ARTICLE 2:** To choose all other necessary Town Officers for the year ensuing and to meet, on Tuesday, May 2, 2017 at 7:00 P.M. in the Memorial High School Auditorium, 12 Martin Street in said Town, to act on the following articles to wit:

**ARTICLE 3:** To hear the reports of several Town Officers and Committees, or take any action thereon.

**ARTICLE 4:** To see if the Town will vote to raise and appropriate, or transfer from available funds, such sums of money as may be necessary to defray the expenses and charges of the Town of Millbury in Fiscal Year 2018, the period of July 1, 2017 through June 30, 2018, including, but not limited to: the salaries of Town Officers, costs of public education, debt and interest payments, expenses of the Sewer Enterprise Fund, and providing municipal services, or take any other action thereon.

**Recommendation for Article 4 is located in the budget following the warrant.**

**ARTICLE 5:** To see if the Town will vote to raise and appropriate One Hundred Six Thousand Five Hundred Eleven Dollars and No Cents (\$106,511.00) for expenses and revenue generated from the Municipal Medicaid Reimbursement Program to the FY 2018 School Department Budget, or take any action relative thereto. (School Committee)

**Recommend that \$106,511.00 be raised and appropriated for the purposes of Article 5.**

**(Reason:** Medicaid reimbursements go into the General Fund. This article is necessary to reimburse the School Department for the expenses incurred in administering the program.)

**ARTICLE 6:** To see if the Town will vote to authorize any or all of the following capital improvement projects and purchases as follows:

1. Raise and appropriate or transfer from available funds the sum of Two Hundred Sixty Eight Thousand Dollars and No Cents (\$268,000.00) to be expended by the Director of Public Works with the approval of the Town Manager to supplement Chapter 90 funds for repairs to sidewalks and roads, or take any action thereon. (Town Manager)

**Recommend that \$268,000.00 be raised and appropriated for the purposes of article 6.1.**  
(Reason: The \$268k will complement expected Chapter 90 funds through 2018 for Town road repairs. As of the date of printing the Chapter 90 funds were unavailable. This number was \$430k for 2017. The \$268k is in line with our Free Cash policy which states that the supplement to Chapter 90 must equal 20% of Free Cash or \$100k, which ever is greater. The \$268k noted above represents 26% of Free Cash.)

2. Raise and appropriate or transfer from available funds and/or borrow the sum of Thirty Thousand Dollars and No Cents (\$30,000.00) to be expended by the School Department for the Windle Field House and Bathroom Renovation project, or take any action thereon. (School Committee)

**Recommend that \$30,000.00 be raised and appropriated for the purposes of article 6.2.**  
(Reason: The Field House at Windle is heavily utilized yet has not been renovated since being built. The bathrooms are original to the building and are not ADA compliant.)

3. Raise and appropriate or transfer from available funds and/or borrow the sum of Fifty Two Thousand Nine Hundred Dollars and No Cents (\$52,900.00) to be expended by the School Department for a commercial grade lawn tractor, or take any action thereon. (School Committee)

**Recommend that \$52,900.00 be raised and appropriated for the purposes of article 6.3.**  
(Reason: The School Department is responsible for several acres of grounds including, Millbury High School, Shaw Elementary, Elmwood Street School and Windle Field, all of which are utilized not only by the schools by numerous Town sports and civic organizations. This proposed piece of equipment will have double the cutting area, reducing man hours needed for groundskeeping.)

4. Raise and appropriate or transfer from available funds and/or borrow the sum of Twenty Thousand Dollars and No Cents (\$20,000.00) to be expended by the Police Chief for the replacement of Seven (7) Rifles and Eight (8) Tasers, or take any action thereon. (Police Chief)

**Recommend that 20,000.00 be raised and appropriated for the purposes of article 6.4.**  
(Reason: The existing rifles are outdated and unable to be repaired. The new tasers are replacing eight older tasers.)

5. Raise and appropriate or transfer from available funds and/or borrow the sum of Thirty Thousand Dollars and No Cents (\$30,000.00) to be expended by the Police Chief to make improvements to the lobby located at the Police Station, or take any action thereon. (Police Chief)

**Recommend that \$30,000.00 be raised and appropriated for the purposes of article 6.5.**  
(Reason: The Police Station lobby is in need of upgrades to ensure the safety of visitors and employees.)

6. Raise and appropriate or transfer from available funds and/or borrow the sum of Twenty Nine Thousand Dollars and No Cents (\$29,000.00) for the purchase of a permitting software program and necessary expenditures related thereto for the Building Department, or take any action thereon. (Building Commissioner)

**Recommend that \$29,000.00 be raised and appropriated for the purposes of article 6.6.**  
(Reason: Currently the Building Department uses an in-house program that is outdated, incompatible and unable to allow permitting to take place online. The new program will address all of the above. Potentially, a grant may be secured to cover the costs.)

7. Raise and appropriate or transfer from available funds and/or borrow the sum of Twenty Five Thousand Dollars and No Cents (\$25,000.00) to be expended by the Director of Public Works with the approval of the Town Manager to replace overhead doors at the DPW garage, or take any action thereon. (Director of Public Works and Town Manager)

**Recommend that \$25,000.00 be raised and appropriated for the purposes of article 6.7.**  
(Reason: Doors have fallen into disrepair and need replacement. These doors are original to the facility and were installed in 1974.)

8. Raise and appropriate or transfer from available funds and/or borrow the sum of Twenty Thousand Dollars and No Cents (\$20,000.00) to be expended by the Director of Public Works with the approval of the Town Manager to replace roll up doors at the Recycling Center, or take any action thereon. (Director of Public Works and Town Manager)

**Recommend that \$20,000.00 be raised and appropriated for the purposes of article 6.8.**  
(Reason: Doors have fallen into disrepair and need replacement. These doors are original to the facility and were installed in 1988.)

9. Raise and appropriate or transfer from available funds and/or borrow the sum of Twenty Thousand Dollars and No Cents (\$20,000.00) to be expended by the Director of Public Works with the approval of the Town Manager to make parking lot improvements at the East Millbury Park, or take any action thereon. (Director of Public Works and Town Manager)

**Recommend that \$20,000.00 be raised and appropriated for the purposes of article 6.9.**  
(Reason: East Millbury Park is utilized by numerous residents for various sporting functions. The lot has never been paved and is creating a safety hazard for those utilizing it.)

10. Raise and appropriate or transfer from available funds and/or borrow the sum of Ten Thousand Dollars and No Cents (\$10,000.00) to be expended by the Director of Public Works with the approval of the Town Manager to make improvements to Washington Street Park, or take any action thereon. (Director of Public Works and Town Manager)

**Recommend that \$10,000.00 be raised and appropriated for the purposes of article 6.10.**  
(Reason: Washington Street Park is utilized by numerous residents for various sporting functions and it holds the largest playground. In preparation for the state final championship of the Little League championship being held here, the fencing needs to be addressed and the field needs to be lasered.)

11. Raise and appropriate or transfer from available funds and/or borrow the sum of Fifty Thousand Dollars and No Cents (\$50,000.00) to be expended by the Director of Planning and Development with the approval of the Town Manager to cover costs associated with updating the Town's Master Plan in accordance with Massachusetts General Laws Chapter 41, Section 81-D, or take any action thereon. (Director of Planning and Development and Town Manager)

**Recommend that \$50,000.00 be raised and appropriated for the purposes of article 6.11.**  
(Reason: This amount will fund the final phase of the Master Plan.)

12. Raise and appropriate or transfer from available funds and/or borrow the sum of Forty Three Thousand Three Hundred Fifty Dollars and No Cents (\$43,350.00) to be expended by the Fire Chief for the purchase a Chief's vehicle for the Fire Department, or take any action thereon. (Fire Chief)

**Recommend that \$43,350.00 be raised and appropriated for the purposes of article 6.12.**  
**(Reason:** The existing vehicle is 19 years old.)

13. Raise and appropriate or transfer from available funds and/or borrow the sum of Sixty Three Thousand Dollars and No Cents (\$63,000.00) to be expended by the Fire Chief for repairs needed to all fire stations, or take any action thereon. (Fire Chief)

**Recommend that \$63,000.00 be raised and appropriated for the purposes of article 6.13.**  
**(Reason:** Repairs will be made to all fire stations, however, HQ was covered by a grant. Changes include purchase of two new generators, one of which is 70 years old, the other or which is 42 years old. Additionally, new fire alarm systems will be installed in two stations.)

14. Raise and appropriate or transfer from available funds and/or borrow the sum of Fourteen Thousand Dollars and No Cents (\$14,000.00) to be expended by the Council on Aging Director to paint the Council on Aging Building, or take any action thereon. (Council on Aging Director)

**Recommend that \$14,000.00 be raised and appropriated for the purposes of article 6.14.**  
**(Reason:** Only two sides of the building need painting. The other two are siding and need no maintenance. The building has only been painted two times since it was built.)

15. Raise and appropriate or transfer from available funds and/or borrow the sum of Twenty Thousand Dollars and No Cents (\$20,000.00) to be expended by the Town Clerk with the approval of the Town Manager for King's Systems Record Retention Vault Project, or take any action thereon. (Town Clerk)

**Recommend that 20,000.00 be raised and appropriated for the purposes of article 6.15.**  
**(Reason:** This project will allow for the reorganization of all town records, a process necessary to keep up with increased demand for records since passage of the Freedom of Information Act.)

16. Raise and appropriate or transfer from available funds and/or borrow the sum of Four Thousand Eight Hundred and No Cents (\$4,800.00) to be expended by the Town Clerk with the approval of the Town Manager for the Codification of the General Bylaws, or take any action thereon. (Town Clerk)

**Recommend that 4,800.00 be raised and appropriated for the purposes of article 6.16.**  
**(Reason:** Codification of the bylaws was a budget item that was eliminated in a prior year. This will allow the by-laws to be professionally coded and placed on line, making their access user friendly.

**ARTICLE 7:** To see if the Town will vote to transfer the following sums of money from available funds as outlined in the table below, or take any action thereon. (Finance Director)

Account Number	Description	Transfer From	Transfer To
01.914.5172.00000.0000.500	HEALTH INSURANCE- SCHOOL	100,000.00	
01.914.5171.00000.0000.560	HEALTH INSURANCE -- TOWN	50,000.00	
01.193.5170.00000.0000.560	UNEMPLOYMENT INSURANCE	20,000.00	
01.123.5112.00000.0000.500	TOWN MGR. SALARIES ADMIN	10,500.00	
01.423.5400.00000.0000.530	SNOW & ICE SUPPLIES		100,000.00
01.341.5320.00000.0000.520	NORFOLK AGRICULTURAL SCHOOL TUITION		22,000.00
01.916.5171.00000.0000.560	MEDICARE		15,000.00
01.945.5740.00000.0000.560	GENERAL & LIABILITY INS		43,500.00
01.123.5113.00000.0000.500	TOWN MANAGER -- FULL TIME CLERICAL	18,750.00	
01.192.5200.00000.0000.500	PURCHASE OF SERVICES	5,750.70	
01.136.5200.00000.0000.500	TOWN AUDIT EXPENSE		5,000.00
01.224.5200.00000.0000.510	HYDRANT RENTAL		3,000.00

01.230.5210.00000.0000.510	AMBULANCE SERVICE		15,000.00
01.192.5130.00000.0000.500	MUNICIPAL OFFICE BUILDING OVERTIME		1,500.00
25.123.4970.25018.0000.500	F.E.M.A. – TRANSFER IN		0.70
01.210.5115.00000.0000.510	POLICE OFFICERS	16,043.62	
26.210.4970.26040.0000.421	EMD TRAINING GRANT – TRANSFER IN		16,043.62
01.495.5480.00000.0000.530	GASOLINE & DIESEL FUEL	50,000.00	
01.410.5200.00000.0000.530	DPW MAINT & OPS PURCHASE OF SERVICES		10,000.00
01.420.5200.00000.0000.530	HIGHWAY PURCHASE OF SERVICES		30,000.00
01.430.5200.00000.0000.530	SOLID WASTE PURCHASE OF SERVICES		10,000.00
	TOTAL	\$271,044.32	\$271,044.32

**Recommend that the amounts listed in the Transfer From column, be transferred for the purposes of Article 7.**

**(Reason:** The Town is not allowed to transfer monies between accounts without the approval of Town Meeting.)

**ARTICLE 8:** To see if the Town will vote to raise and appropriate or transfer from available funds, the sum of Two Hundred Thousand Dollars and No Cents (\$200,000.00) to be added to the Stabilization Fund, or take any action thereon. (Town Manager)

**Recommend that \$200,000 be raised and appropriated for the purposes of Article 8.**

**(Reason:** The Town has made no ‘deposit’ into Stabilization since 2009. According to the Town’s Free Cash policy, the Town will add to Stabilization in an effort to maintain an amount equal to 4% of the total projected general fund operating revenue for the next fiscal year, in this case, 2018. With this appropriation Stabilization will be at \$1.3m which is 2.9% of projected 2018 revenues.)

**ARTICLE 9:** To see if the Town will vote to transfer the sum of One Million Twenty Six Thousand Five Hundred Sixty One Dollars and No Cents (\$1,026,561.00) from available certified free cash to reduce or stabilize the Fiscal Year 2018 Tax Rate, or take any action thereon. (Finance Director)

**Recommend transfer of the sum of One Million Twenty-six Thousand, Five Hundred and sixty-One dollars and no cents (\$1,026,561.00) from available certified free cash for the purposes of Article 9.**

**(Reason:** These funds will be used to reduce the tax rate in order to help stay within the constraints of Proposition 2½.)

**ARTICLE 10:** To see if the Town will vote to transfer the sum of Five Hundred Dollars and No Cents (\$500.00) from Account #02.945.5200.02062.2016.560 to be used by the Town Manager to settle claims for personal property damage or incidental personal injury claims that may be brought against the Town, or take any action thereon. (Finance Director)

**Recommend that \$500.00 be transferred from Account #02.945.5200.02062.2016.560 for the purposes of Article 10.**

**(Reason:** This account must be cleared out at the end of the year as it was set up as the result of action at the FY2015 Town Meeting.)

**ARTICLE 11:** To see if the Town will vote to transfer the sum of Five Thousand Dollars and No Cents (\$5,000.00) from account # 02.945.5200.02068.2016.560 to pay for the disposal of abandoned property, or take any action thereon. (Finance Director)

**Recommend that \$5,000.00 be transferred from Account #02.945.5200.02062.2016.560 for the purposes of Article 11.**

**(Reason:** This is to clear an amount from May 2015 Town Meeting. It rolls every two years.)

**ARTICLE 12:** To see if the Town will vote to authorize payment of a prior year bill in the amount of Six Hundred Five Dollars and Twenty Cents (\$605.20) for A&D Pizza to be transferred from Snow and Ice General expenses, or take any action thereon. (Town Manager)

**Recommend that \$605.20 be transferred from Snow and Ice General Expenses for the purposes of Article 12.**

**(Reason:** This is for payment of a prior year bill.)

**ARTICLE 13:** To see if the Town will vote to authorize payment of a prior year bill in the amount of One Thousand Four Hundred Forty Dollars and no cents (\$1,440.00) for Dennis K. Burke, Inc. to be transferred from Gasoline & Diesel Fuel, or take any action thereon. (Town Manager)

**Recommend that \$1,440.00 be transferred from Gasoline and Diesel Fuel for the purposes of Article 13.**

**(Reason:** This is for payment of a prior year bill. The Town never received an tax bill for the gas purchased. This will settle that bill.)

**ARTICLE 14:** To see if the Town will vote to appropriate the sum of One Hundred Thousand Dollars and No Cents (\$100,000.00) from the Retained Earnings of the Sewer Enterprise Fund to the Sewer Stabilization Fund for Maintenance of currently constructed sewer system, or take any action thereon. (Sewer Commissioners)

**Recommend that (\$100,000) be transferred from the Retained Earnings of the Sewer Enterprise Fund for the purposes of Article 14.**

**ARTICLE 15:** To see if the Town will vote to transfer the sum of Seventy Four Thousand Six Hundred Thirty Two Dollars and Thirty Cents (\$74,632.30) from Elmwood Pump Station Capital Project Account to Sewer Transfer In Account, or take any action thereon. (Sewer Commissioners)

**Recommend that \$74,632.20 be transferred from the Elmwood Pump Station Capital Project Account for the purposes of Article 15.**

**(Reason:** This amount represents monies that were not expended on the project. This transfer allows the monies to be placed in the Sewer account to be expended.)

**ARTICLE 16:** To see if the Town will vote to transfer the sum of Five Hundred Thousand Dollars and No Cents (\$500,000.00) from Retained Earnings of the Sewer Enterprise Fund to complete replacement and/or repairs of the existing pump stations, or take any action thereon. (Sewer Commissioners)

**Recommend that \$500,00.00 be transferred from the Retained Earnings of the Sewer Enterprise Fund for the purposes of Article 16.)**

**(Reason:** These funds will be used for capital items and maintenance activities on the currently constructed system.)

**ARTICLE 17:** To see if the Town will vote to raise and appropriate the sum of Twenty Thousand Dollars and No Cents (\$20,000.00) to fund an Elders Community Services Program for the purpose of providing a payment voucher for services rendered for the departments, boards and committees of the municipality to resident property owners who have attained the age of sixty (60) years, to be used to reduce the real estate property taxes for the property in which the elderly owner resides; said program shall be subject to the following conditions, in addition to any and all eligibility requirements promulgated by the Board of Selectmen, after receiving the recommendations of the Council-On-Aging: (a) participation in the program shall be limited to elderly residents of the Town who own property and are willing and able to provide services to the Town; (b) program participants shall receive compensation at a rate of \$7.50 an hour for each hour of service rendered for a total not to exceed One Thousand Five Hundred Dollars and No Cents (\$1,500.00) in any calendar year; (c) program participants must agree in writing prior to participating in the program to receive compensation in the form of a voucher to be presented to the Treasurer/Tax Collector to be applied to the real estate obligations of the participant for the property in which the participant resides;

(d) the Treasurer/Tax Collector shall comply with the wage, tax and payroll deduction requirements of the state Department of Revenue and the federal Internal Revenue Service, prior to compensating program participants or applying the net amount of wages earned to the real estate tax obligations of the participants; and (e) program participants who meet the eligibility guidelines established for the program by the Board of Selectmen shall be selected for participation in the program on a first-come-first-served basis, or take any action thereon. (Board of Selectmen and Council-On-Aging)

**Recommend that \$20,000.00 be raised and appropriated for the purposes of Article 17.**

(Reason: This continues to be a successful program which benefits both the Town and its elderly participants. By contributing their time and expertise as community service for the town, the elderly are able to reduce some of their real estate tax expenses.)

**ARTICLE 18:** To see if the Town will vote to transfer the sum of Twenty Six Thousand Eight Hundred Fifteen Dollars and No Cents (\$26,815.00) from Account # 02.300.5800.02085.2017.530 (Elmwood Street School Boiler Article) to be used by the School Department to repaint, refinish and repair the high school gymnasium floor, or take any action thereon. (School Department)

**Recommend that \$26,815.00 be transferred from Elmwood Street School Boiler article for the purposes of Article 18.**

(Reason: This money was approved at a prior town meeting for the boiler. The project came in under budget. This allows the funds to be spent by the School Department solely for the purposes noted above. The gym floor has not been refurbished in some time and repairs are needed. )

**ARTICLE 19:** To see if the Town will vote to appropriate, borrow or transfer from available funds, an amount of money to be expended under the direction of the School Building Committee for a Feasibility Study for the Raymond E. Shaw Elementary School located at 58 Elmwood Street, Millbury, MA, for which feasibility study the Town may be eligible for a grant from the Massachusetts School Building Authority. The MSBA's grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any costs the Town incurs in connection with the feasibility study in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the Town, or take any action thereon. (School Committee)

**Defer Article 19 to the School Committee for the recommendation.**

(Reason: The Finance Committee has reviewed the warrant article and voted to recommend the appropriation or borrowing for purposes of Article 19. However, for purposes of presenting a complete picture to the Town Meeting voters, the FinCom feels that that this information, and subsequent recommendation, would be best presented by School Committee.)

**ARTICLE 20:** To see if the Town will vote to accept the provisions of Massachusetts General Law Chapter 41 Section 100G1/4, thereby authorizing the payment of the reasonable funeral and burial expenses not to exceed \$15,000 of firefighters and police officers killed in performance of duties, or take any action thereon. (Police Chief/Fire Chief)

**Defer recommendation on Article 20 to the Chief of Police.**

**ARTICLE 21:** To see if the Town will vote to accept the provisions of Massachusetts General Law Chapter 40U, thereby authorizing a local process for the payment and collection of fines for violations of Town bylaws regulating housing, sanitary, and snow/ice removal requirements; and further to adopt procedures for the payment of fines subject to said Chapter 40U; and further to amend the General Bylaws in order to set a schedule of fines for violations subject to said Chapter 40U; or take any action thereon. (Board of Selectmen)

**Defer recommendation on Article 21 to the Board of Selectmen.**

**ARTICLE 22:** To see if the Town will vote to authorize or reauthorize revolving funds for certain town departments under Massachusetts General Laws Chapter 44, Section 53 E ½ for the fiscal year beginning July 1, 2017, or take any action thereon. (Town Manager)

<b>Revolving Funds</b>	<b>Authorized to Spend Fund</b>	<b>Revenue Source</b>	<b>Use of Fund</b>	<b>FY18 Spending Limit</b>
<b>Title V Inspections</b>	Board of Health	Septic System Inspection Fees	Payment for Contractual Services for Septic inspections	25,000.00
<b>Variances &amp; Permits</b>	Board of Appeals	Filing Fees for Variances and Permits	Part-time Salaries, and Expenses	20,000.00
<b>MGL 40B</b>	Board of Appeals	Filing Fees Related to MGL Chapter 40B	Part-time Salaries, supplies, and contractual services relating to 40B applications	30,000.00
<b>Transfer Station</b>	DPW Director	Fees and Charges for disposal of allowable items at Transfer Station	Funding expenses associated with disposal of allowable items at transfer station	20,000.00
<b>Sealer of Weights and Measures</b>	Town Manager	Fees received for sealing of weights and measures	payment of expenses and services related to the sealing of weights and measures	20,000.00
<b>Police Dept. - License to Carry</b>	Chief of Police	Fees received for firearms cards and License to Carry permits	To make payment due to the Commonwealth of Mass for their portion of the fees	30,000.00
<b>Asa Waters</b>	Asa Waters Task Force, with Town Manager approval	Fees from Rentals, Donations, and Charges	To fund part-time wages, and expenses associated with running the Mansion	90,000.00
<b>Millbury Housing Partnership</b>	Town Manager	Proceeds from Sale of Affordable homes	Payment of Administrative, legal, planning, engineering and related expenses of the affordable housing program	10,000.00
<b>Earth Removal</b>	Earth Removal Board with Town Manager Approval	Application Fees	Administrative fees, planning, inspection, and engineering expenses related to the Removal permit application	25,000.00
<b>Student Parking Fees</b>	Millbury School Committee	Student Parking Fees	Maintenance and improvement of parking lot	25,000.00
<b>Council on Aging</b>	Senior Center Director with Town Manager Approval	Program Fees	To fund expenses associated with running certain programs	20,000.00
<b>Bark Park</b>	Director of Planning and Development or Town Manager	Donations and fees	To fund expenses associated with running Bark Park	20,000.00

**Recommend that Article 22 be accepted as written.**

(Reason: These revolving funds are necessary in order to efficiently manage the payment of sundry expenses for various programs as delineated in the table for Article 22.)

**ARTICLE 23:** To see if the Town will vote to amend the General Bylaws by adding a new section to **Chapter 2, Division 3. Department of Financial Management, Section 2-69. Departmental Revolving Funds, as follows,** to establish and authorize revolving funds for use by certain Town departments, boards, committees, agencies or officers under Massachusetts General Laws Chapter 44, Section 53E1/2, or take any other action relative thereto:

### **Section 2-69 Departmental Revolving Funds**

**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 M.G.L. c. 44, Section 53E1/2.

**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 selectboard and finance committee.

**Interest.** Interest earned on monies credited to a revolving fund established by this Bylaw shall be credited to the general fund.

**Procedures and Reports.** Except as provided in M.G.L. c. 44, Section 53E1/2, and this Bylaw, the laws, charter provisions, by-law, rules, regulations, policies or procedures that govern the receipt and custody of the 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 auditor provides the department, board, committee, agency or officer on appropriations made for its use.

### **Authorized Revolving Funds.**

The following Table establishes:

- A. Each revolving fund authorized for use by a Town department, board, committee, agency or officer,
- 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.

<b>A</b> Revolving Fund	<b>B</b> Department, Board, Committee, Agency or Officer Authorized to spend from fund	<b>C</b> Fees, Charges or Other Receipts Credited to Fund	<b>D</b> Program or Activity Expenses Payable from Fund	<b>E</b> Restrictions or Conditions on Expenses Payable from Fund	<b>F</b> Other Requirements/ Reports	<b>G</b> Fiscal Years
Title V Inspections	Board of Health	Septic System Inspection Fees	Payment for Contractual Services for Septic Inspections	Cannot Exceed Balance	None, other than as set forth in this Bylaw and by Town Meeting vote.	Fiscal Year 2018 and Subsequent Years
Variances & Permits	Board of Appeals	Filing Fees for Variances and Permits	Part-time Salaries, and Expenses	Cannot Exceed Balance	None, other than as set forth in this Bylaw and by Town Meeting vote	Fiscal Year 2018 and Subsequent Years
MGL 40B	Board of Appeals	Filing Fees Related to MGL Chapter 40B	Part-time Salaries, supplies, and contractual services relating to 40B applications	Cannot Exceed Balance	None, other than as set forth in this Bylaw and by Town Meeting vote	Fiscal Year 2018 and Subsequent Years
Transfer Station	DPW Director	Fees and Charges for disposal of allowable items at Transfer Station	Funding expenses associated with disposal of allowable items at transfer station	Cannot Exceed Balance	None, other than as set forth in this Bylaw and by Town Meeting vote	Fiscal Year 2018 and Subsequent Years
Sealer of Weights and Measures	Town Manager	Fees received for sealing of weights and measures	payment of expenses and services related to the sealing of weights and measures	Cannot Exceed Balance	None, other than as set forth in this Bylaw and by Town Meeting vote	Fiscal Year 2018 and Subsequent Years
Police Dept. - License to Carry	Chief of Police	Fees received for firearms cards and License to Carry permits	To make payment due to the Commonwealth of Mass for their portion of the fees	Cannot Exceed Balance	None, other than as set forth in this Bylaw and by Town Meeting vote	Fiscal Year 2018 and Subsequent Years
Asa Waters	Asa Waters Task Force, with Town Manager approval	Fees from Rentals, Donations, and Charges	To fund part-time wages, and expenses associated with running the Mansion	Cannot Exceed Balance	None, other than as set forth in this Bylaw and by Town Meeting vote	Fiscal Year 2018 and Subsequent Years
Millbury Housing Partnership	Town Manager	Proceeds from Sale of Affordable homes	Payment of Administrative, legal, planning, engineering and related expenses of the affordable housing program	Cannot Exceed Balance	None, other than as set forth in this Bylaw and by Town Meeting vote	Fiscal Year 2018 and Subsequent Years
Earth Removal	Earth Removal Board with Town Manager Approval	Application Fees	Administrative fees, planning, inspection, and engineering expenses related to the Removal permit application	Cannot Exceed Balance	None, other than as set forth in this Bylaw and by Town Meeting vote	Fiscal Year 2018 and Subsequent Years

Student Parking Fees	Millbury School Committee	Student Parking Fees	To fund the part-time wages, and expenses associate with Maintenance and improvement of parking lot	Cannot Exceed Balance	None, other than as set forth in this Bylaw and by Town Meeting vote	Fiscal Year 2018 and Subsequent Years
Council on Aging	Senior Center Director with Town Manager Approval	Program Fees	To fund expenses associated with running certain programs	Cannot Exceed Balance	None, other than as set forth in this Bylaw and by Town Meeting vote	Fiscal Year 2018 and Subsequent Years
Bark Park	Director of Planning and Development or Town Manager	Donations and fees	To fund expenses associated with running Bark Park	Cannot Exceed Balance	None, other than as set forth in this Bylaw and by Town Meeting vote	Fiscal Year 2018 and Subsequent Years

(Finance Director)

**Recommend that Article 23 be accepted as written.**

(Reason: This is a change which would allow the Town to no longer have to review the table in Article 22 at subsequent town meetings.)

**ARTICLE 24:** To see if the Town of Millbury will accept Massachusetts General Laws Chapter 44 Section 53F3/4, which establishes a special revenue fund known as the PEG Access and Cable Related fund, to reserve cable franchise fees and other cable related revenues for appropriation to support PEG access services and oversight and renewal of the cable franchise agreement, the fund to begin operation for fiscal year 2018, which begins on July 1, 2017, with the funds presently held for this purpose to remain in the current cable access special revenue fund Account # 24.000.3400.24006.0000.340 and become the same account as accepted in this article, or take any action relative thereto.

(Public Access Cable Commission)

**Recommend that Article 24 be accepted as written.**

(Reason: This establishes a special revenue fund to be utilized for PEG Access and Cable Related expenses. The revenues here are driven through franchise fees and other cable related revenues through monthly cable billing.)

**ARTICLE 25:** To see if the Town will vote to appropriate from the PEG Access and Cable Related Fund, the sum of Two Hundred Thirty Seven Thousand Nine Hundred Forty Two Dollars and No Cents (\$237,942.00), for the expenses of Public Access as follows, or take any action thereon:

Salaries/Wages	\$143,442.00
General Expenses	\$ 14,500.00
Capital Outlay	\$ 80,000.00
Total:	\$237,942.00

(Finance Director /Public Access Cable Commission)

**Recommend that Two Hundred Thirty Seven Thousand Nine Hundred Forty Two Dollars and No Cents (\$237,942.00) be transferred from the PEG Access and Cable Related Fund for the purposes of Article 25.**

(Reason: Article 25 takes the revenues noted in Article 24 and expends them to cover the cable access expenses.)

**ARTICLE 26:** To see if the Town of Millbury will re-accept Massachusetts General Laws Chapter 32B, Section 20, thereby authorizing the Town to operate an Other Post-Employment Benefits Liability Trust Fund under the amended Massachusetts General Laws Chapter 32B, Section 20, or take any action thereon.

(Finance Director)

**Recommend that Article 26 be accepted as written.**

(Reason: This was accepted by the Board of Selectmen in 2012, but the Municipal Modernization Act states that we must reaccept at Town Meeting to gain updated benefits.)

**ARTICLE 27:** To see if the Town will vote to amend the Zoning Bylaws, **Article 2. District Regulations, Section 22.2 Residential Districts**, by deleting the following italicized text, or take any action thereon:

22.2 In a Residential / District the following *principal* uses are permitted if granted a special permit by the special permit granting authority:

(Building Commissioner)

**Defer recommendation on Article 27 to the Building Commissioner.**

**ARTICLE 28:** To see if the Town will vote to amend the Zoning Bylaws, **ARTICLE 3. GENERAL REGULATIONS, Section 34. Signs, Subsection 34.3 Exempt Signs** by adding the following italicized text, or take any action thereon:

### **34.3 Exempt Signs**

The following signs shall be exempt from the provisions of this bylaw. No sign shall be exempt from the requirements set forth in Section 34.4.1.

1. Official notices authorized by a court, public body, or public safety official.
2. Directional, warning or information signs authorized or required by federal, state, or municipal governments.
3. Memorial plaques, building identification signs and building cornerstones when cut or carved into a masonry surface or when made of noncombustible material and made an integral part of the building or structure.
4. The flag of a government or noncommercial institution, such as a school.
5. Religious symbols and seasonal decorations within the appropriate holiday season.
6. Street address signs, and combination nameplate and street address signs attached to a building, which contain no advertising copy and which do not exceed six (6) square feet in area.
7. Historical markers.
8. Construction signs of thirty-two (32) square feet or less.
9. Nameplates of one (1) square foot or less.
10. Real estate signs limited to one sign per property, not greater than 4 feet in height and 6 square feet in area.
11. *Political Signs; provided they meet any applicable size, height, and location requirements.*  
(Building Commissioner/Town Clerk)

**Defer recommendation on Article 28 to the Building Commissioner.**

**ARTICLE 29:** To see if the Town will vote to amend the Zoning Bylaws, **ARTICLE 3. GENERAL REGULATIONS, Section 34. Signs, Subsection 34.4 Prohibited Signs** by adding the following italicized text, or take any action thereon:

### **34.4 Prohibited Signs**

The following are specifically prohibited:

1. Signs located in such a manner as to obstruct or otherwise interfere with an official traffic sign, signal or device, or which obstruct or interfere with a driver's view of approaching, merging or intersecting traffic.
2. Except as provided in Sections 34.2.3 and 34.7.3, signs encroaching upon or overhanging any street or public right-of-way.
3. No sign shall be attached to any utility pole, light standard, street tree or any other public facility located within the public right-of-way.
4. Signs that blink, flash or are animated by lighting in any fashion, except for Electronic Message Centers (EMC's) as described in section 34.2(6).  
(By-Laws of 5-7-13, Art. 21)
5. Portable signs, except for temporary signs as set forth in Section 34.6.4.
6. Advertising vehicles or any sign attached to, or placed on, a vehicle or trailer parked on any public or private property, except for signs meeting the following conditions:
  - A. The primary purpose of such vehicle or trailer is not the display of signs
  - B. The signs are magnetic, decals, or painted upon an integral part of the vehicle or equipment as originally designed by the manufacturer, and do not break the silhouette of the vehicle.
  - C. The vehicle or trailer is in operating condition, currently registered and licensed to operate on public streets when applicable, and actively used or available for use in the daily function of the business to which such signs relate.
7. Balloons, streamers, pennants, or pinwheels, except those temporarily displayed as part of a special sale, promotion or community event, as set forth in Section 34.6.4(C). For the purposes of this subsection, "temporarily" means no more than thirty (30) days in any calendar year.
8. Any sign constructed upon or attached to the roof of a building or structure. For the purposes of this subsection, the face of a mansard roof or fascia shall not be considered to be a part of the roof.
9. Billboards are prohibited.
10. *Signs of any kind on public property, without the express written approval of the public entity in control of such property.*  
(Building Commissioner/Town Clerk)

**Defer recommendation on Article 29 to the Building Commissioner.**

**ARTICLE 30:** To see if the Town will vote to amend the Zoning Bylaws, **ARTICLE 1, ADMINISTRATION AND PROCEDURE, Section 14. Special Permits, by deleting Subsection 14.9. Associate Member,** in its entirety, or take any action thereto. (Planning Board)

**Defer recommendation on Article 30 to the Planning Board.**

**ARTICLE 31:** To see if the Town will vote to amend the General Bylaws, **Chapter 4, Article. II. DOGS\*, Section 4-16 to 4-24** and delete it in its entirety and replace it with this new bylaw, or take any action thereon:

## **ARTICLE II. DOGS**

### **Section. 4-16. Purpose.**

The purpose of this Bylaw is to protect the health, safety, and welfare of all the inhabitants of the town. This Bylaw also serves the purpose to diminish health hazards caused by dog bites or improper care of dogs and their excrement upon private or public property. This Bylaw is enacted in accordance with M.G.L. Chapter 140, Sections 136A to 174F.

### **Section. 4-17. Animal Control Officer.**

The ACO will in all matters carry out his or her duties in accordance with M.G.L. c. 140, Sections 136A to 174F.

The ACO is appointed by the Town Manager in May of each year. He or she shall maintain proper records as required by the Town of Millbury.

The ACO will investigate complaints concerning any dogs which are alleged to be in violation of Town Bylaws and to apprehend any dog found by him or her to be a nuisance or dangerous dog and to impound such dog in a suitable place or to order the owner thereof to restrain such dog.

The Town Manager shall authorize the ACO or Assistant to the ACO to issue citations and penalties and enforce established regulations as found in section 4-18 of the Bylaws.

### **Section. 4-18. Licenses/ Disposition of Receipts.**

- A. Every Dog six months or older is required to be licensed and must have the proper rabies shots.
- B. Dog licenses are valid from April 1<sup>st</sup> to March 31<sup>st</sup>. Licenses will be issued by the town clerk beginning in January and owners are required to show proof of valid rabies vaccinations.
- C. License fees are as follows:
  - 1. January 1 thru December 31 Dog License spayed/neutered – Ten Dollars (\$10.00)
  - 2. January 1 thru December 31 Dog License – Fifteen Dollars (\$15.00)
  - 3. Transfer of a Dog License valid for the current year – Five Dollars \$5.00
  - 4. Four (4) Dog Kennel – Fifty Dollars (\$50.00)
  - 5. Ten (10) Dog Kennel – Seventy Five Dollars (\$75.00)
  - 6. Ten (10) or more Dog Kennel – One Hundred Dollars (\$100.00)
- D. Late fees will be charged if a dog license or kennel license is not purchased by July 1<sup>st</sup> of each year in the amount of Thirty Dollars (\$30.00).
- E. An owner may be issued a citation from the Animal Control Officer concerning for failure to obtain a license required by this Bylaw. Should a dog be picked up for any violation of this

Bylaw, without a license, the license fee, and a \$25.00 surcharge will be attached for the first violation, the second or subsequent violation will be processed for the license fee and a \$40.00 surcharge.

- F. This schedule of fees has been established in accordance with M.G.L. c. 140, Section 139. All fees provided for in this Bylaw shall be collected in accordance with M.G.L. c. 140.
- G. Any funds collected pursuant to the provisions of this Bylaw by the ACO shall be accounted for and paid to the Town Treasurer at such time and in such a manner as may be designated by the Town Treasurer.

#### **Section. 4-19. Fostering Dogs.**

Any household may not foster more than two dogs at one time, and may not exceed more than three dogs in the home. If the amount of dogs in any household exceeds three, a kennel license must be acquired. Once a dog is to be fostered the owner must report to the Town Clerks office. The owner must provide a rabies certificate if the dog is over 6 months old, along with a written letter stating how long the dog will be fostered. If the time frame will be longer than six months the dog must be licensed.

#### **Section. 4-20. Restraint.**

A. The owner shall keep his or her dog under restraint at all times and shall not permit such dog to be at large off the property, unless the dog is accompanied by its owner or other person responsible for the dog who is in full control of such dog, or unless the dog is held firmly on a leash of not more than six (6) feet. For the purposes of this Section, the property shall mean property to which the owner has an exclusive right of possession and shall not include property to which other persons have a right of possession in common with the owner, such as a common open space in an Open Space Community Development or common areas in a Condominium, or public places.

B. For the purpose of this Section "full control" means that the dog will be restrained on a leash of 6ft or shorter and respond to command, order, or signal of the owner or other person responsible for the dog, and shall, at all times, by such command, order or signal, prevent such dog from bothering, worrying, annoying, chasing, menacing or barking at any person or vehicle, or killing, chasing or harassing livestock, fowl or other pets.

C. Every female dog in heat shall be kept in a building or secure enclosure, or in a boarding kennel, so that she cannot come into contact with another dog.

#### **Section. 4-21. Nuisance or Dangerous Dogs.**

- A. No owner or person who is in control of a dog shall permit that dog to be a nuisance or dangerous dog as defined in M.G.L. Chapter 140, Section 136A. Any such nuisance or dangerous dog may be subject to M.G.L. Chapter 140, Section 157.
- B. Owners or persons in control of a dog shall not permit any dog to engage in excessive barking or howling or vocalizing outside of a building in any manner, that disturbs the peace and quiet of any neighborhood, or to permit any dog to bark inside of a building in such a manner as to be heard beyond the premises where the dog is quartered for more than 15 minutes between the hours of 10:00 p.m. to 7:00 a.m. or for 30 minutes between the hours of 7:00 a.m. and 10:00 p.m.

#### **Section. 4-22. Impoundment by Animal Control Officer.**

A dog may be picked up and impounded at the ACO's discretion when:

- (1) Found at large, without full control of owner.
- (2) Found not muzzled when an order for muzzling of such dog is in effect.
- (3) Having bitten, attacked or threatened the health or safety of a person.
- (4) Chasing any vehicle upon a public way or upon any way open to the public travel in the Town.
- (5) Having damaged or littered property other than the owner's.
- (6) Found without a license.
- (7) In violation of section 4-20 Restraint

#### **Section. 4-23. Impoundment -Notice to Owner.**

If a dog impounded pursuant to section 4-22 has upon it the name and address of the owner, or if the name of the owner is otherwise known, then the Dog Officer shall immediately notify the owner, and if the owner is not known, then no notice shall be necessary.

#### **Section. 4-24. Impoundment -Redemption by Owner.**

The owner of any dog impounded pursuant to Section 4-22 may reclaim such dog upon reimbursement to the ACO.

Boarding charges and any emergency veterinary bills will be the sole responsibility of the owner of the dog. The Animal Control Officers expense for maintaining such dog while impounded, shall not charge more than Fifteen Dollars (\$15.00) for a reimbursement of such expenses for the first twenty-four (24) hour period or any part thereof that the dog is held by the Dog Officer and Fifteen Dollars (\$15.00) for each additional day. If the dog is not licensed, before release to any person by the ACO, a license as required by M.G.L. c. 140 Section 137 shall be secured.

#### **Section. 4-25. Impoundment - Disposition of Unclaimed Dogs.**

Any dog which has been impounded pursuant to section 4-22 of this Bylaw and has not been claimed by the owner within ten (10) days shall be disposed of as provided by M.G.L. c. 140, Section 151A.

#### **Section. 4-26. Enforcement.**

This Bylaw shall be enforced in accordance with M.G.L. c. 140, Section 173A.  
(Board of Selectmen)

#### **Defer recommendation on Article 31 to the Board of Selectmen.**

**ARTICLE 32:** To see if the Town will vote to accept Jessica J. Drive as a public way, or take any action thereon. (Citizens Petition)

**Defer recommendation on Article 32 to the Board of Selectmen.**

**ARTICLE 33:** To see if the Town will vote to Petition to Grant an additional All Alcohol Package Store License for Village Knoll Variety, Inc. at 107 West Main Street, Millbury, Ma 01527, or take any action thereon. (Citizens Petition)

**Defer recommendation on Article 33 to the Board of Selectmen.**

**ARTICLE 34:** To see if the Town will vote to Install a street light on Pole #1 between 4 & 6 Howe Lane properties. Pole already there. Pitch black if no house lights on, or take any action thereon. (Citizens Petition)

**Recommend Article 34 be indefinitely postponed.**

**(Reason:** There is not enough information provided to make an educated recommendation.)

Given under our Hands this 3rd day of April Two Thousand Seventeen.

And you are directed to serve this Warrant by posting up an attested copy thereof at the Post Office, Library, and Senior Center in said Town and in addition at available public places in West Millbury, Bramanville, Dorothy Pond and East Millbury fourteen days at least before the time of holding said meeting.

**A TRUE COPY ATTEST:  
TOWN CLERK**

\_\_\_\_\_

**CONSTABLE OF MILLBURY**

\_\_\_\_\_

**BOARD OF SELECTMEN**

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**FISCAL YEAR 2018  
TOWN MANAGER BUDGET RECOMMENDATION**

Line	Department	FY2016	FY2017	FY2018	FY2018	FY2018	FY2018	% Change
Number		Actual	ATM Approved	Dept Request	Manager Recommend	FINCOMM Recommend	Change from FY17	
<b>Town Moderator</b>								
Salaries and Wages (All)								
1	Total	200	200	200	200	200	-	0.00%
<b>Board of Selectmen</b>								
Salaries and Wages (All)								
		16,800	16,800	16,800	16,800	16,800		
General Expenses								
		453	1,750	1,750	1,750	1,750		
Capital Outlay								
2	Total	17,253	18,550	18,550	18,550	18,550	-	0.00%
<b>Town Manager</b>								
Salaries and Wages (All)								
		172,057	249,150	236,100	254,300	254,300		
General Expenses								
		12,396	16,000	14,100	14,100	14,100		
Capital Outlay								
3	Total	184,452	265,150	250,200	268,400	268,400	3,250.00	1.23%
<b>Finance Committee</b>								
Salaries and Wages (All)								
		615	900	900	900	900		
General Expenses								
		244	300	300	300	300		
4	Total	859	1,200	1,200	1,200	1,200	-	0.00%
<b>Reserve Fund</b>								
Reserve Fund								
5	Total	61,146	75,000	75,000	75,000	75,000	-	0.00%
<b>Finance Director/Town Accountant</b>								
Salaries and Wages (All)								
		126,818	129,232	132,414	132,414	132,414		
General Expenses								
		3,269	12,785	12,950	4,950	4,950		
Capital Outlay								
6	Total	130,087	142,017	145,364	137,364	137,364	(4,653.00)	-3.28%
<b>Town Audit</b>								
General Expenses								
		27,500	30,000	35,000	35,000	35,000		
7	Total	27,500	30,000	35,000	35,000	35,000	5,000.00	16.67%
<b>Board of Assessors</b>								
Salaries and Wages (All)								
		113,944	116,154	118,390	118,458	118,458		
General Expenses								
		13,506	15,047	16,047	16,047	16,047		
Capital Outlay								
8	Total	127,450	131,201	134,437	134,505	134,505	3,304.00	2.52%
<b>Treasurer/Tax Collector</b>								
Salaries and Wages (All)								
		166,272	165,518	174,896	177,790	177,790		
General Expenses								
		45,418	57,855	62,325	62,325	62,325		
Capital Outlay								
9	Total	211,691	223,373	237,221	240,115	240,115	16,742.00	7.50%

**FISCAL YEAR 2018  
TOWN MANAGER BUDGET RECOMMENDATION**

Line	Department	FY2016 Actual	FY2017 ATM Approved	FY2018 Dept Request	FY2018 Manager Recommend	FY2018 FINCOMM Recommend	Change from FY17	% Change
<b>10</b>	<b>Town Counsel</b>							
	General Expenses	219,553	150,000	150,000	150,000	150,000	-	0.00 %
	Total	219,553	150,000	150,000	150,000	150,000	-	0.00 %
<b>11</b>	<b>Town Hall Computer Operations</b>							
	General Expenses	96,712	117,640	122,879	120,879	120,879		
	Capital Outlay	12,396	26,000	23,000	23,000	23,000		
	Total	109,108	143,640	145,879	143,879	143,879	239,400	0.17 %
<b>12</b>	<b>Town Clerk</b>							
	Salaries and Wages (All)	113,758	129,738	172,044	134,833	134,833		
	General Expenses	37,170	44,896	52,399	46,079	46,079		
	Capital Outlay	-	-	-	-	-		
	Total	150,928	174,634	224,443	180,912	180,912	6,278,000	3.59 %
<b>13</b>	<b>Elections and Registrars</b>							
	Salaries and Wages (All)	8,187	15,691	15,906	9,850	9,850		
	General Expenses	12,581	23,006	24,250	17,570	17,570		
	Capital Outlay	-	-	37,000	-	-		
	Total	20,768	38,697	77,156	27,420	27,420	(11,277,000)	-29.14 %
<b>14</b>	<b>Planning and Development</b>							
	Salaries and Wages (All)	141,702	168,199	181,504	183,504	183,504		
	General Expenses	5,264	8,575	8,600	9,800	9,800		
	Capital Outlay	-	-	-	-	-		
	Total	146,967	176,774	190,104	193,304	193,304	16,530,000	9.35 %
<b>15</b>	<b>Redevelopment Authority</b>							
	General Expenses	-	-	-	-	-		
	Capital Outlay	-	-	-	-	-		
	Total	-	-	-	-	-	-	0.00 %
<b>16</b>	<b>Town Hall</b>							
	Salaries and Wages (All)	46,000	47,987	49,126	49,126	49,126		
	General Expenses	52,138	74,900	74,900	59,340	59,340		
	Capital Outlay	-	-	-	-	-		
	Total	98,137	122,887	124,026	108,466	108,466	(14,421,000)	-11.74 %
<b>17</b>	<b>Town Report</b>							
	General Expenses	427	2,700	2,700	2,700	2,700		
	Capital Outlay	-	-	-	-	-		
	Total	427	2,700	2,700	2,700	2,700	-	0.00 %
	<b>Total General Government</b>	<b>1,506,525</b>	<b>1,696,023</b>	<b>1,811,480</b>	<b>1,717,015</b>	<b>1,717,015</b>	<b>20,992,000</b>	<b>1.24 %</b>

**FISCAL YEAR 2018  
TOWN MANAGER BUDGET RECOMMENDATION**

Line	Department	FY2016	FY2017	FY2018	FY2018	FY2018	Change from FY17	% Change
Number		Actual	ATM Approved	Dept Request	Manager Recommend	FINCOMM Recommend		
<b>PUBLIC SAFETY</b>								
<b>Police Department</b>								
	Salaries and Wages (All)	2,122,247	2,267,735	2,328,149	2,328,449	2,328,449		
	General Expenses	82,625	91,818	95,068	95,068	95,068		
	Capital Outlay	38,594	83,347	89,891	81,499	81,499		
18	Total	2,243,466	2,442,900	2,513,108	2,505,016	2,505,016	62,115.78	2.54%
<b>Fire Department</b>								
	Salaries and Wages (All)	326,977	354,500	361,573	361,573	361,573		
	General Expenses	121,028	122,550	127,050	127,050	127,050		
	Capital Outlay	21,231	30,700	112,550	18,200	18,200		
	Fire Hydrant Expenses	188,553	189,000	191,600	191,600	191,600		
19	Total	657,789	696,750	792,773	698,423	698,423	1,673.00	0.24%
<b>Ambulance Services</b>								
	General Expenses	45,000	60,000	60,000	-	-		
	Capital Outlay	-	-	-	-	-		
20	Total	45,000	60,000	60,000	-	-	(60,000.00)	-100.00%
<b>Building Commissioner</b>								
	Salaries and Wages (All)	99,331	101,800	129,427	104,788	104,788		
	General Expenses	3,163	4,000	36,225	4,000	4,000		
	Capital Outlay	-	-	-	-	-		
21	Total	102,494	105,800	165,652	108,788	108,788	2,988.00	2.82%
<b>Emergency Management</b>								
	Salaries and Wages (All)	3,120	3,167	3,231	3,231	3,231		
	General Expenses	13,878	14,500	15,100	15,100	15,100		
	Capital Outlay	-	-	-	-	-		
22	Total	16,998	17,667	18,331	18,331	18,331	664.00	3.76%
<b>Animal Control Officer</b>								
	Salaries and Wages (All)	-	-	-	-	-		
	General Expenses	31,881	32,500	33,500	33,500	33,500		
	Capital Outlay	-	-	-	-	-		
23	Total	31,881	32,500	33,500	33,500	33,500	1,000.00	3.08%
<b>Tree Warden</b>								
	Salaries and Wages (All)	5,308	5,500	5,610	5,610	5,610		
	General Expenses	25,501	28,400	29,400	29,400	29,400		
	Capital Outlay	-	-	-	-	-		
24	Total	30,809	33,900	35,010	35,010	35,010	1,110.00	3.27%
<b>TOTAL PUBLIC SAFETY</b>		<b>3,128,436</b>	<b>3,389,517</b>	<b>3,618,374</b>	<b>3,399,068</b>	<b>3,399,068</b>	<b>9,550.78</b>	<b>0.28%</b>

**FISCAL YEAR 2018  
TOWN MANAGER BUDGET RECOMMENDATION**

Line	Department	FY2016	FY2017	FY2018	FY2018	FY2018	% Change
Number		Actual	ATM Approved	Dept Request	Manager Recommend	FINCOMM Recommend	Change from FY17
<b>PUBLIC EDUCATION</b>							
<b>Millbury School Department</b>							
	Salaries (Elected)		10,224	10,224		10,224	
	Administration		648,422	690,505		690,505	
	Instruction		14,719,006	15,710,565		15,710,565	
	Other Services		2,085,093	1,707,073		1,707,073	
	Operations and Maintenance		1,878,179	1,907,451		1,907,451	
	Fixed Charges		-	-		-	
	Tuition and Programs with Other Districts		1,114,570	1,231,511		1,231,511	
	Community Service		-	-		-	
	Athletics Expenses		171,656	202,670		202,670	
	Windle Field Expenses		12,200	20,375		20,375	
	Capital Outlay		7,850	18,145		18,145	
	Separate Article		(97,486)			(106,511)	
	Budget Adjust					(152,746)	
25	<b>Total Millbury Public School Department</b>	-	20,549,714	21,498,519	21,239,262	21,239,262	689,548.00 3.36 %
<b>Blackstone Valley Regional Vocational H.S.</b>							
	Annual Operating Assessment		677,122	775,000		753,116	
	Debt Excluded Capital Expenses		40,620	45,000		39,556	
	Salaries (elected)		1,928	1,928		1,928	
	General Expenses		500	500		500	
	Agriculture school		27,000	50,000		50,000	
26	<b>Total Blackstone Valley Voc-Tec H.S.</b>	-	747,170	872,428	845,100	845,100	97,930.00 13.11 %
<b>TOTAL PUBLIC EDUCATION</b>							
		-	21,296,884	22,370,947	22,084,362	22,084,362	787,478.00 3.70 %
<b>PUBLIC WORKS</b>							
<b>Public Works Administration</b>							
	Salaries and Wages (All)	106,723	112,319	142,107		142,557	
	General Expenses	13,150	16,850	14,000		14,000	
	Capital Outlay	-	-	-		-	
27	<b>Total</b>	119,873	129,169	156,107	156,557	156,557	27,388.00 21.20 %
<b>Public Works Maintenance and Operations</b>							
	Salaries and Wages (All)	624,494	652,798	680,872		676,437	
	General Expenses	31,323	39,516	43,500		40,500	
	Capital Outlay	-	-	-		-	
28	<b>Total</b>	655,818	692,314	724,372	716,937	716,937	24,623.00 3.56 %
<b>Highway</b>							
	General Expenses	263,430	220,000	235,000		230,000	
	Capital Outlay	127,831	126,000	151,000		126,000	
29	<b>Total</b>	391,262	346,000	386,000	356,000	356,000	10,000.00 2.89 %

**FISCAL YEAR 2018  
TOWN MANAGER BUDGET RECOMMENDATION**

Line	Department	FY2016	FY2017	FY2018	FY2018	FY2018	Change from FY17	% Change
Number		Actual	ATM Approved	Dept Request	Manager Recommend	FINCOMM Recommend		
<b>Snow and Ice Removal</b>								
	Salaries and Wages (All)	46,178	65,000	70,000	65,000	65,000		
	General Expenses	298,979	110,000	110,000	110,000	110,000		
	Capital Outlay	-	-	-	-	-		
30	Total	345,157	175,000	180,000	175,000	175,000	-	0.00%
<b>Street Lighting</b>								
	General Expenses	92,000	92,000	92,000	92,000	92,000		
	Capital Outlay	-	-	-	-	-		
31	Total	92,000	92,000	92,000	92,000	92,000	-	0.00%
<b>Solid Waste Management</b>								
	Salaries and Wages (All)	-	-	-	-	-		
	General Expenses	94,000	103,500	125,000	115,000	115,000		
	Capital Outlay	-	-	20,000	-	-		
32	Total	94,000	103,500	145,000	115,000	115,000	11,500.00	11.11%
<b>Parks &amp; Fields Maintenance</b>								
	Salaries and Wages (All)	19,980	19,980	23,760	21,600	21,600		
	General Expenses	41,000	45,000	45,000	45,000	45,000		
	Capital Outlay	14,119	5,000	30,000	-	-		
33	Total	75,099	69,980	98,760	66,600	66,600	(3,380.00)	-4.83%
<b>Cemeteries</b>								
	Salaries and Wages (All)	13,320	14,400	15,840	15,840	15,840		
	General Expenses	19,100	19,600	19,600	15,100	15,100		
	Capital Outlay	-	-	3,000	-	-		
34	Total	32,420	34,000	38,440	30,940	30,940	(3,060.00)	-9.00%
<b>Municipal Gasoline and Diesel Fuel</b>								
	General Expenses	62,148	137,000	137,000	97,000	97,000		
	Capital Outlay	-	-	-	-	-		
35	Total	62,148	137,000	137,000	97,000	97,000	(40,000.00)	-29.20%
	<b>TOTAL PUBLIC WORKS</b>	<b>1,867,776</b>	<b>1,778,963</b>	<b>1,957,679</b>	<b>1,806,034</b>	<b>1,806,034</b>	<b>27,071.00</b>	<b>1.52%</b>
<b>PUBLIC HEALTH AND HUMAN SERVICES</b>								
<b>Board of Health</b>								
	Salaries and Wages (All)	41,647	44,146	45,358	44,258	44,258		
	General Expenses	57,070	67,200	86,390	86,390	86,390		
	Capital Outlay	-	-	-	-	-		
36	Total	98,717	111,346	131,748	130,648	130,648	19,302.00	17.34%
<b>Council-On-Aging</b>								
	Salaries and Wages (All)	120,548	128,656	158,396	133,172	133,172		
	General Expenses	25,562	31,250	34,250	34,250	34,250		
	Capital Outlay	-	-	-	-	-		
37	Total	146,110	159,906	192,646	167,422	167,422	7,516.00	4.70%

**FISCAL YEAR 2018  
TOWN MANAGER BUDGET RECOMMENDATION**

Line	Department	FY2016 Actual	FY2017 ATM Approved	FY2018 Dept Request	FY2018 Manager Recommend	FY2018 FINCOMM Recommend	Change from FY17	% Change
38	<b>Veterans' Services</b>							
	Salaries and Wages (All)	16,261	16,505	16,505	16,836	16,836		
	General Expenses	173,355	162,535	162,535	166,535	166,535		
	Total	189,596	179,040	179,040	183,371	183,371	4,331.00	2.42 %
39	<b>Disability Commission</b>							
	General Expenses	221	500	500	500	500		
	Capital Outlay	-	-	-	-	-		
	Total	221	500	500	500	500	-	0.00 %
	<b>TOTAL PUBLIC HEALTH AND HUMAN SERVICES</b>	<b>434,644</b>	<b>450,792</b>	<b>503,934</b>	<b>481,941</b>	<b>481,941</b>	<b>31,149.00</b>	<b>6.91 %</b>
40	<b>CULTURE AND RECREATION</b>							
	<b>Public Library</b>							
	Salaries and Wages (All)	212,808	246,162	276,461	270,961	270,961		
	General Expenses	90,681	100,835	103,097	103,097	103,097		
	Capital Outlay	60,919	61,000	65,000	65,000	65,000		
	Total	364,408	407,997	444,558	439,058	439,058	31,061.00	7.61 %
41	<b>Park Commission</b>							
	Salaries and Wages (All)	-	1,000	1,000	1,000	1,000		
	General Expenses	-	700	700	700	700		
	Capital Outlay	-	-	-	-	-		
	Total	-	1,700	1,700	1,700	1,700	-	0.00 %
42	<b>Asa Waters Mansion</b>							
	Salaries and Wages (All)	46,499	47,197	48,141	50,500	50,500		
	General Expenses	-	-	-	-	-		
	Capital Outlay	-	-	-	-	-		
	Total	46,499	47,197	48,141	50,500	50,500	3,303.00	7.00 %
43	<b>Historical Commission</b>							
	General Expenses	-	250	250	250	250		
	Capital Outlay	-	-	-	-	-		
	Total	-	250	250	250	250	-	0.00 %
44	<b>Memorial Day &amp; Veterans Day Observances</b>							
	General Expenses	-	1,000	1,000	1,000	1,000		
	Total	-	1,000	1,000	1,000	1,000	-	0.00 %
	<b>TOTAL CULTURAL AND RECREATION</b>	<b>410,907</b>	<b>458,144</b>	<b>495,649</b>	<b>497,508</b>	<b>497,508</b>	<b>34,364.00</b>	<b>7.50 %</b>
45	<b>DEBT SERVICE</b>							
	Long-Term Debt - Principal	2,084,679	2,010,414	1,943,246	1,943,249	1,943,249		
	Long-Term Debt - Interest	559,828	478,317	445,578	445,579	445,579		
	Short-Term Debt - Interest	10,906	20,000	25,000	25,000	25,000		
	Total	2,655,413	2,508,731	2,413,823	2,413,828	2,413,828	(94,903.00)	-3.78 %
	<b>TOTAL DEBT SERVICE</b>	<b>2,655,413</b>	<b>2,508,731</b>	<b>2,413,823</b>	<b>2,413,828</b>	<b>2,413,828</b>	<b>(94,903.00)</b>	<b>-3.78 %</b>

**FISCAL YEAR 2018  
TOWN MANAGER BUDGET RECOMMENDATION**

Line Number	Department	FY2016 Actual	FY2017 ATM Approved	FY2018 Dept Request	FY2018 Manager Recommend	FY2018 FINCOMM Recommend	Change from FY17	% Change
<b>EMPLOYEE BENEFITS</b>								
46	Worcester Regional Retirement System Assessment	1,398,084	1,513,867	1,590,876	1,590,876	1,590,876		
	State Retirement System Assessment	-	-	-	-	-		
	Workers' Compensation Insurance Expenses	299,050	305,000	310,000	310,000	310,000		
	Unemployment Insurance Compensation Expenses	10,209	40,000	40,000	40,000	40,000		
	Group Health and HMO Plan Administration Expenses	3,520	10,000	10,000	10,000	10,000		
	Health Insurance and HMO Expenses - Town	1,030,471	1,109,029	1,242,113	1,242,113	1,242,113		
	Health Insurance and HMO Expenses - School	3,375,874	3,732,572	4,180,481	4,180,481	4,180,481		
	Group Life Insurance Expenses - Town	1,125	1,800	1,800	1,800	1,800		
	Group Life Insurance Expenses - School	3,374	3,800	3,800	3,800	3,800		
	Medicare Expenses	281,378	285,000	300,000	300,000	300,000		
	Inpatient Trust Fund	20,000	25,000	30,000	30,000	30,000		
	Total	6,423,084	7,026,068	7,709,070	7,709,070	7,709,070	683,002.00	9.72 %
<b>TOTAL EMPLOYEE BENEFITS</b>								
<b>GENERAL INSURANCES</b>								
47	General and Liability Insurance Expenses	422,417	415,000	460,000	460,000	460,000		
	General and Liability Insurance Expenses	422,417	415,000	460,000	460,000	460,000		
	Total	422,417	415,000	460,000	460,000	460,000	45,000.00	10.84 %
<b>TOTAL GENERAL INSURANCES</b>								
<b>TOTAL GENERAL FUND</b>								
<b>ENTERPRISE FUND</b>								
48	SEWER SYSTEMS OPERATIONS & MAINTENANCE							
	Salaries and Wages (All)	244,650	260,712	265,896	265,896	265,896		
	General Expenses	272,068	339,189	343,189	343,189	343,189		
	UBWPAD Assessment	883,287	932,143	951,878	951,878	951,878		
	Sewer Expansion Project Debt Service Assessment	-	50,000	50,000	50,000	50,000		
	Capital Outlay	27,752	305,000	265,000	265,000	265,000		
	Total Sewer Enterprise Fund O & M Costs and Charges	1,427,757	1,887,044	1,875,963	1,875,963	1,875,963	(11,081.00)	-0.59 %
	TOTAL GENERAL & ENTERPRISE FUNDS	18,276,960.47	40,907,166.00	43,216,918.60	42,439,789	42,439,789	1,532,622.78	3.75 %

I move that the town will vote to raise the sum of Forty-Two Million Four Hundred Thirty-Nine Thousand Seven Hundred Eighty-Nine (\$42,439,789) necessary to defray the expenses and charges of the Town of Millbury in Fiscal Year 2018, the period of July 1, 2017 through 2018, including the salaries of Town Officers, costs of public education, debt and interest payments, and providing municipal services; and to the Board of Sewer Commissioners to appropriate the sum of Three Million One Hundred Seventy-Three Thousand Six Hundred Eight (\$3,173,680) from the Fiscal Year 2018 Millbury Sewer Enterprise Fund User Revenue, and to authorize the Board of Sewer Commissioner said Three Million One Hundred Seventy-Three Thousand Six Hundred Eighty Dollars (\$3,173,680) for the expenses of the Sewer Department including indirect and debt services costs, and further to meet said appropriation as follows:

A. Raise and appropriate the sum of Thirty-Nine Million Two Hundred Forty-Three Thousand Six Hundred Thirty Dollars (\$39,243,630);

B. Transfer the sum of One Million Eight Hundred Seventy-Five Thousand Nine Hundred Sixty-Three Dollars (\$1,875,963) from the Fiscal Year 2018 Millbury Sewer Enterprise Fund User Revenue Account for the Sewer Department's operating expenses and charges;

C. Transfer the sum of Three Hundred Forty-Five Thousand Seventy-Four Dollars (\$345,074) from the Fiscal Year 2018 Millbury Sewer Enterprise Fund User Revenue Account for the indirect costs of the Sewer Department;

D. Transfer the sum of One Hundred Twenty-Three Thousand Four Hundred Sixty-Eight Dollars (\$123,468) from the Fiscal Year 2018 Millbury Enterprise Fund User Revenue Account for debt service costs in the General Fund;

E. Transfer the sum of Eight Hundred Twenty Nine Thousand One Hundred Seventy-Five Dollars (\$829,175) from the Fiscal Year 2018 Millbury Enterprise Fund User Revenue Account for debt service costs in the General Fund;

F. Transfer the sum of Twenty-Two Thousand Four Hundred Seventy-Nine Dollars (\$22,479) from the Debt Service Reserve Accounts to the Budget Line #45, Debt Service Account.