1727 – 2020

REPORT AND RECOMMENDATIONS OF THE FINANCE COMMITTEE

AND A COPY OF THE TOWN WARRANT FISCAL YEAR 2021

ANNUAL TOWN MEETING
August 8, 2020
OAK-SHERWOOD MIDDLE SCHOOL CAMPUS
8:30 A.M.

THINK

VOTERS CHECK LIST

To be considered on each vote:

1. **IS IT NECESSARY?** Or is it something that is not really needed or perhaps already being provided by a private or public group?

2. **CAN WE AFFORD IT?** Remember, there is no limit to what we would like, but there is a limit to what we can afford.

3. **WHAT WILL IT COST ULTIMATELY?** Many proposals are like icebergs – only a small fraction of the total is apparent on the surface.

4. **HOW WILL IT AFFECT BASIC LIBERTIES?** If it imposes unreasonable or illegal restraints on your life or that of others, it should be vigorously opposed.

5. **IS IT IN THE BALANCED BEST INTEREST OF ALL?** If it is designed to benefit a small group or special interests, while taking unfair advantage of others, work for its defeat.

6. **IS IT A "FOOT-IN-DOOR" PROPOSITION?** Compromising a little now may bring an oppressive burden later, either in more regulation or more taxes or a combination of both.

7. **DOES IT PLACE TOO MUCH POWER IN THE HANDS OF ONE INDIVIDUAL OR GROUP?** Once decisive power is granted to a non-elected public official, a commission or a municipal authority, the private citizens may lose effective control.

8. **DOES IT RECOGNIZE THE IMPORTANCE OF THE INDIVIDUAL AND THE MINORITY?** This is a cornerstone of our Republic.

9. **IS ITS APPEAL BASED ON EMOTIONAL PROPAGANDA OR FACTS?** The farther a proposition gets away from facts, the more critical one should be.

10. **DOES IT SQUARE WITH YOUR MORAL CONVICTIONS?** If so, fight for it. If not, oppose it.

From Finance Committee Handbook

TOWN MEETING PROCEDURES

The Town Moderator presides and conducts the Town Meeting and the Town Clerk keeps the official record of the Town's action on each Article. The Finance Committee reviews the Town Warrant prior to the meeting, and is required by law to make a recommendation on each Article. There is a Town Meeting quorum of 121*. The vote taken (majority, 2/3, 4/5, etc.,) is determined by state law or our own By-laws.

**For the August 8, 2020 Annual Town Meeting, the quorum has been reduced to 61 due to COVID-19 in accordance with Chapter 92 of the Acts of 2020.*

The Moderator presents each Article and Motion which will be moved and seconded by the Board of Selectmen. This is a procedural step to begin debate and discussion. It does not imply that the Article is recommended by the Board. The Moderator will ask if there is any discussion on the motion. The Finance Committee will provide its recommendation during the discussion if it is not otherwise in the printed text describing each Article. During the discussion, motions may be made to amend (change) the original motion. If discussion on an Article becomes excessively prolonged, a Town Meeting Member may **"move the question,"** which is a motion to vote to end the discussion and vote on the motion at hand immediately without further discussion.

Our Town Meeting is a public forum open to all. Everyone is eligible to speak and question with permission from the Moderator. However, only elected Town Meeting Members are eligible to vote. It is important to note **that persons may not speak unless recognized by the Moderator and all questions or comments MUST be directed to the Moderator.** Anyone wishing to speak must use one of the microphones provided, identify themselves and their precinct, and speak loudly and clearly.

When discussion on an amendment or on the main motion has ended, the Moderator will generally call for a voice vote (unless the law requires a count). The Moderator will determine whether the motion has passed or failed. Any seven Town Meeting Members may question the Moderator's decision by rising and asking for a count.

The Town Meeting cannot be adjourned until all Articles and Motions have been voted upon. No motion can be referred to committees or tabled.

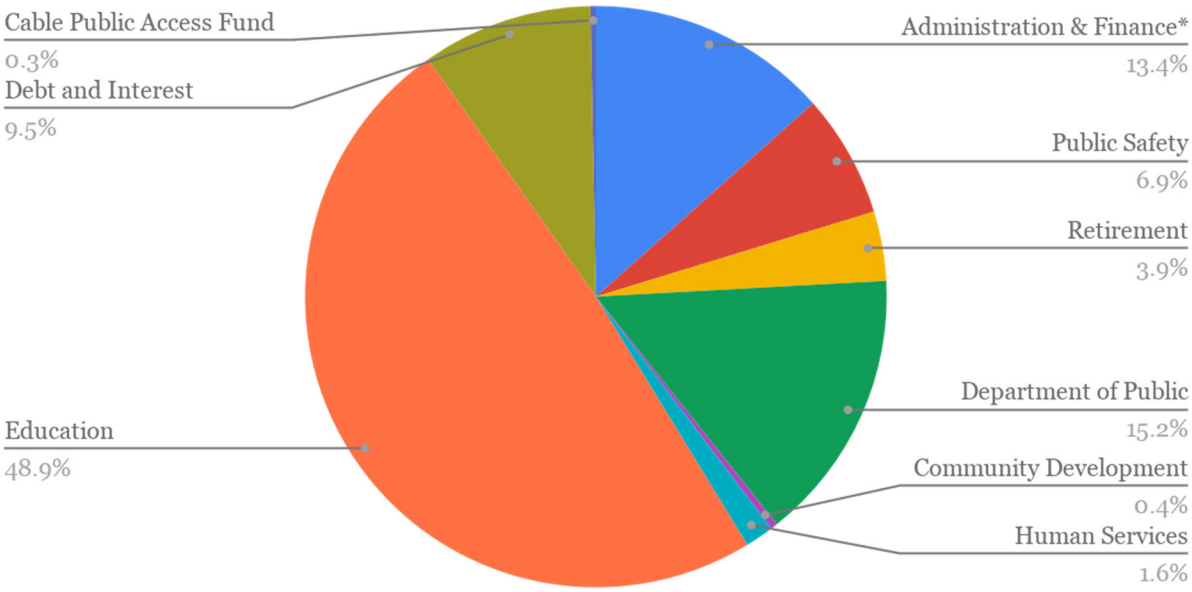
ESTIMATED TAX FISCAL
FISCAL 2021
July 1, 2020 - June 30, 2021

AMOUNTS TO BE RAISED		
Municipal & Education Expenses	$124,024,635	
Solid Waste Enterprise Fund Budget	$2,328,503	
Sewer Enterprise Fund Budget	$7,950,878	
Water Expenses	$4,578,036	
Stormwater Expenses	$1,706,741	
Cable Public Access Enterprise Fund	$426,244	
Capital Improvement Plan	$1,102,520	
ATM/STM Reserve	$0	
Other Warrant Articles[1]	$1,197,052	
TOTAL		***$143,314,609***
State and County Charges	$1,114,732	
Overlay	$300,000	
Overlay Deficit	$0	
Cherry Sheet Offset	$201,202	
CMRPC	*$10,453*	***$1,626,387***
TOTAL TO BE RAISED		***$144,940,996***
REVENUE		
State Aid	$23,253,913	
SBAB Payment	$2,764,695	
Local Receipts	$10,555,000	
Solid Waste	$1,211,798	
Sewer	$8,697,744	
Water	$6,146,230	
Stormwater	$1,885,022	
Free Cash	$2,320,000	
Other Available Funds		
Cemetery Sale of Lots	$18,000	
Cemetery Trust Fund	$0	
Light Dept. Loan Repayment	$438,600	
Cable Public Access Enterprise Fund	$426,244	
Bond Interest Reserve	$0	
Title V Loan Repayments	$10,269	
Reduce Levy		
Free Cash	$500,000	
Municipal Light	$237,569	
CATV	$800,000	
TOTAL REVENUE		***$59,265,084***
NET TO BE RAISED BY TAXATION		***$85,675,912***
VALUE OF REAL AND PERSONAL PROPERTY	$6,430,901,061	
ESTIMATED TAX RATE[2]	$13.32	
FISCAL 2020 TAX RATE	$12.47	
RESIDENTIAL RATE INCREASE	$0.85	

[1] Includes $18,000 in sale of Cemetery Lots

[2] Increase of $0.85 per thousand translates into an increase of $406.81 to the average residential single family home tax bill based upon a valuation of $478,603 (FY20 value).

REVIEW OF FISCAL 2021
RECOMMENDED OPERATING BUDGET



	Amount	% of Total
Administration & Finance[3]	*$18,404,165*	*13.42%*
Public Safety	*$9,393,549*	*6.85%*
Retirement	*$5,292,000*	*3.86%*
Department of Public Works	*$20,805,860*	*15.17%*
Community Development	*$538,739*	*0.39%*
Human Services	*$2,173,314*	*1.59%*
Education	*$67,080,000*	*58.92%*
Debt and Interest	*$12,997,405*	*9.48%*
Cable Public Access Fund	*$426,244*	*0.31%*
TOTAL	***$137,111,275***	***100.00%***

[3] Includes some expenses in support of Education

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FISCAL YEAR 2021
REPORT OF THE FINANCE COMMITTEE

PREFACE

The Finance Committee shall consider matters relating to the appropriation, the borrowing and the expenditure of money by the Town, its indebtedness, the methods of administration of its various offices and departments, property valuation and assessments, and other municipal affairs and may make recommendations to the Town or to any town board, officer or committee relative to such matters.

The Town Manager filed an initial budget proposal in February 2020. The Finance Committee conducted budget hearings with the Town Manager, School Committee, Selectmen, department heads and other boards and groups. The COVID-19 pandemic has caused the Town to reassess all the revenue streams and expenditures to the best of its ability to produce a balanced budget.

The Board of Selectmen's Financial Policies and Financial Objectives developed in November 2018 and reviewed and updated in November 2019, became the basis for this budget.

The only revenue stream that is certain to cover the Town's cost of operation is the annual increase of property taxes at a rate of up to 2½% plus new growth. Utility Enterprise revenue is reserved to cover the cost of running those utilities.

The recommendations contained within this report are based on the best information available when this report went to press on July 24, 2020. Town Meeting members are advised that alternate recommendations may be necessary based upon the evolving revenue for fiscal year 2021. Finance Committee recommends an Operating Budget of $137,111,275 for fiscal year 2021. The operating budget is exclusive of Capital Improvements, Offsets/Charges, Warrant Articles and Stabilization. Total expenditures in fiscal year 2021 budget are $144,940,996. These recommendations reflect the requirement that the Finance Committee submit a balanced budget to Town Meeting.

BUDGET

	REVENUE SOURCES	2021 Recommended	2020 Approp.	2019 Receipts	2018 Receipts
R1	Tax Levy	$77,608,980	$74,964,859	$71,981,775	$68,788,408
R2	Exempted Levy Debt & Interest	$8,066,932	$5,284524	$4,629,166	$4,931,613
R3	State Aid	$26,018,608	$27,353,902	$27,071,598	$26,764,047
R4	Utility Enterprise Revenue[1]	$17,940,794	$17,125,835	$21,477,346	$14,685,315
R5	Local Receipts	$10,555,000	$11,571,112	$13,038,851	$12,402,864
R6	Free Cash	$2,320,000	$5,742502	$4,119,846	$2,776,639
R7	Reduce Levy	$1,537,569	$1,537,569	$1,537,569	$1,537,569
R8	Other Available Funds	$466,869	$482,887	$1,884,187	$1,472,061
R9	Stabilization	$0	$0	$0	$0
R10	Cable Public Access Fund	$426,244	$440,000	$0	$0
	TOTAL REVENUE SOURCES	***$144,940,996***	***$144,503,190***	***$145,743,071***	***$133,348,516***

	EXPENDITURES	2021 Recommended	2020 Approp.	2019 Expended	2018 Expended
E1	Admin & Finance[2]	$18,404,165	$17,980,086	$15,927,779	$15,126,613
E2	Public Safety	$9,393,549	$9,256,312	$8,757,155	$8,297,907
E3	Public Works[3]	$20,805,860	$19,432,097	$16,072,995	$16,013,984
E4	Community Development	$538,739	$525,042	$439,286	$378,253
E5	Human Services	$2,173,314	$2,143,994	$1,997,092	$1,914,309
E6	Education	$67,080,000	$66,302,041	$64,135,935	$62,473,425
E7	Retirement	$5,292,000	*$5,674,609*	$5,674,609	$5,549,124
E8	Debt & Interest	$12,997,405	$10,536,812	$8,987,001	$9,347,232
E9	Cable Public Access Fund	$426,244	$440,000	$0	$0
	OPERATING EXPEND.	***$137,111,275***	***$132,290,993***	***$121,991,852***	***$119,100,847***
E10	Capital Improvements	$1,102,520	$2,441,500	$1,536,413	$1,552,770
E11	Utility Capital Improvements	$3,903,762	$4,442,761	$13,799,737	$8,881,897
E12	Offsets/Charges[4]	$1,644,387	$1,613,405	$1,731,119	$1,794,333
E13	Warrant Articles	$1,179,052	$1,114,933	$2,380,673	$1,539,828
E14	Stabilization	$0	$750,000	$558,342	$0
	TOTAL EXPENDITURES	***$144,940,996***	***$142,644,553***	***$141,998,136***	***$132,869,675***

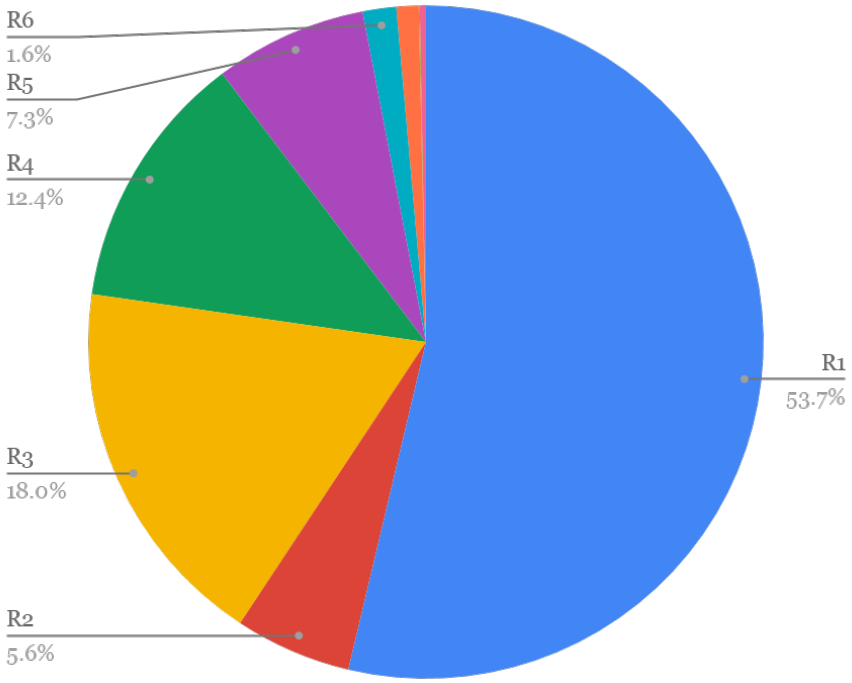
[1] Does not include Cable Public Access

[2] Includes some Education Expenditures

[3] Includes Utility Expenditures (Sewer, Solid Waste, and Stormwater)

[4] Includes Sale of Cemetery Lots $18,000

REVENUE SOURCES - FISCAL YEAR 2021



R1. TAX LEVY - $77,608,980

Property tax is the primary source of revenue for all Massachusetts municipalities. The levy represents 53.55% of the anticipated revenue in Shrewsbury. Annual levy increases may not exceed 2½% of the previous year's levy plus taxes from new or renovated property added to the tax rolls (new growth). Delinquent payments are expected at a higher rate and is expected to effect the collections. Collections will have the same effect in FY 2021.

R2. EXEMPTED LEVY DEBT & INTEREST - $8,066,932

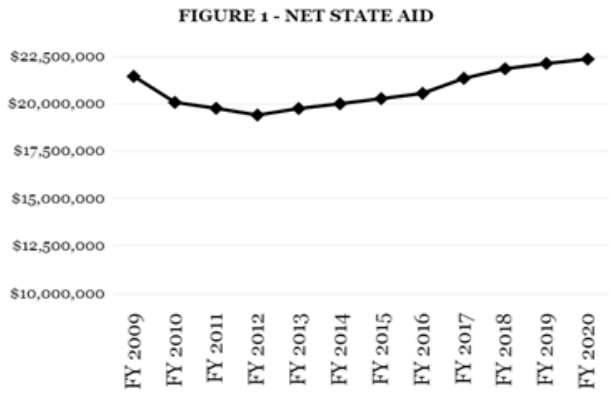
This is the result of proposition 2½ debt exclusions. It is added to the levy to cover the debt costs for projects approved by the voters as a Proposition 2½ exclusions. This amount is net of state reimbursements of $2,854,777. When debt is paid it is removed from the levy.

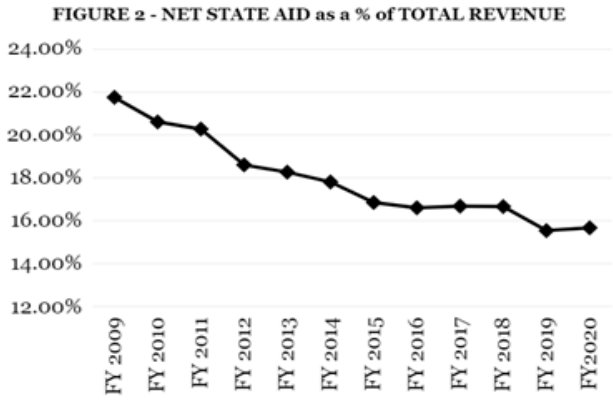
R3. STATE AID - $26,018,608

These are funds provided by the State each year to cities and towns to supplement their budgets.

	2021 Anticipated	2020 Approp.	2019 Receipts	2018 Receipts
Gen. Government Aid	$2,796,262	$3,202,586	$3,115,554	$3,001,485
School Aid	$19,176,418	$20,098,149	$19,914,202	$19,735,545
School Construction	$2,764,695	$2,764,695	$2,764,695	$2,764,695
Tax Exemptions	$101,987	$103,693	$99,186	$94,769
Cherry Sheet Offsets	$191,694	$194,946	$194,338	$182,211
Chapter 90	$987,552	$989,833	$986,356	$980,915
TOTAL STATE AID	***$26,018,608***	***$27,353,902***	***$27,074,331***	***26,759,620***

School Aid has been increasing slowly since 2012 (Fig. 1). Since the 2008 - 2009 recession when State Aid was reduced; beginning in FY 2010 it took until FY 2018 to return to the 2009 level. As a result, School Aid as a % of total Town revenue has steadily declined (Fig. 2). From 2009 to 2020 School Aid dollars increased at the rate of 0.25% per year. More recently, (2017 to 2020) School Aid dollars increased at a rate 1% per year. Although State Aid has been reduced by $1,335,294 from FY 2020 a State budget has not been approved. This amount may be at risk for further reduction.





R4. UTILITY ENTERPRISE REVENUE - $18,367,038

This revenue is comprised of the fees generated through the Water, Sewer, Stormwater, Solid Waste Utilities, and Cable Public Access Enterprise. These fees are used to pay for only those operations in the Utility Enterprise and are not available for operating expenditures.

	2021 Recommended	2020 Approp.	2019 Receipts	2018 Receipts
Water Fees	$5,450,000	$5,652,858	$5,438,554	$4,705,582
Solid Waste Enterprise	$1,191,798	$922,500	$863,577	$878,500
Solid Waste Retained Earnings	$20,000	$46,000	$45,000	$45,000
Sewer Surplus	$7,816,844	$7,447,775	$13,883,979	$8,331,233
Sewer I & I Account[5]	$880,900	$610,245	$1,000,000	$360,000
Storm Water Fees	$1,885,022	$1,560,500	$5,400	$0
Storm Water Retained Earnings	$0	$0	$0	$0
Water Systems Improvements[6]	$656,640	$835,957	$1,916,169	$315,000
Water Conservation Fund	$39,590	$50,000	$50,000	$50,000
Cable Public Access Fund	$426,244	$440,000	$0	$0
TOTAL	***$18,367,038***	***$17,565,835***	***$23,202,679***	***$14,685,315***

R5. LOCAL RECEIPTS - $10,555,000

These receipts are generated from vehicle excise taxes, meals and hotel taxes, building permit fees, and other licenses and fees that fluctuate with economic growth. Although the budget amount has been reduced from FY 2020, these receipts will require close monitoring.

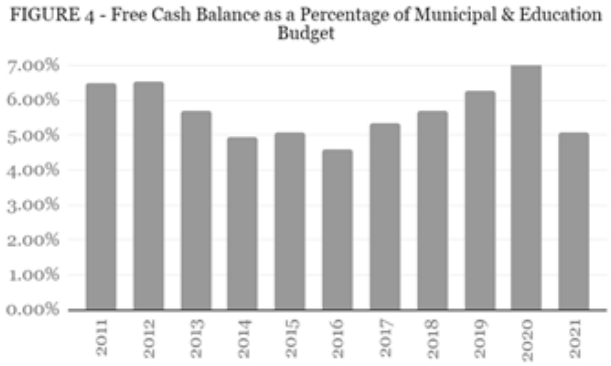
[5] Includes article closeouts

[6] Includes article closeouts

	2021 Recommended	2020 Approp.	2019 Receipts	2018 Receipts
Motor Vehicle Excise	$6,100,000	$6,082,454	$6,666,281	$5,822,526
Landfill	$1,500,000	$1,941,767	$2,009,241	$2,475,224
Departmental Fees	$518,000	$1,003,000	$1,041,378	$1.159,559
Licenses & Permits	$805,000	$933,488	$820,920	$958,277
Interest Income & Penalties	$950,000	$1,007,370	$1,253732	$942,165
Rental Income	$43,000	$43,000	$44,482	$44,121
Remaining Receipts	$639,000	$942,300	$1,202,815	$1,000,902
TOTAL	**$10,555,000**	**$11,953,379**	**$13,038,849**	**$12,402,774**

R6/R9. FREE CASH/STABILIZATION - $2,320,000

These accounts represent the portion of General Fund Surplus that is unrestricted and available for appropriation. The Free Cash balance is primarily replenished at the end of each fiscal year when departments return unspent monies and if local receipts exceed budgeted estimates. The free cash amount certified in September 26, 2019 was $8,631,981. Once certified the funds become available for budgeting or other expenditures. The Massachusetts Department of Revenue (DOR) recommends that towns maintain a Free Cash balance equal to no less than 5% of their fiscal year operating budget.



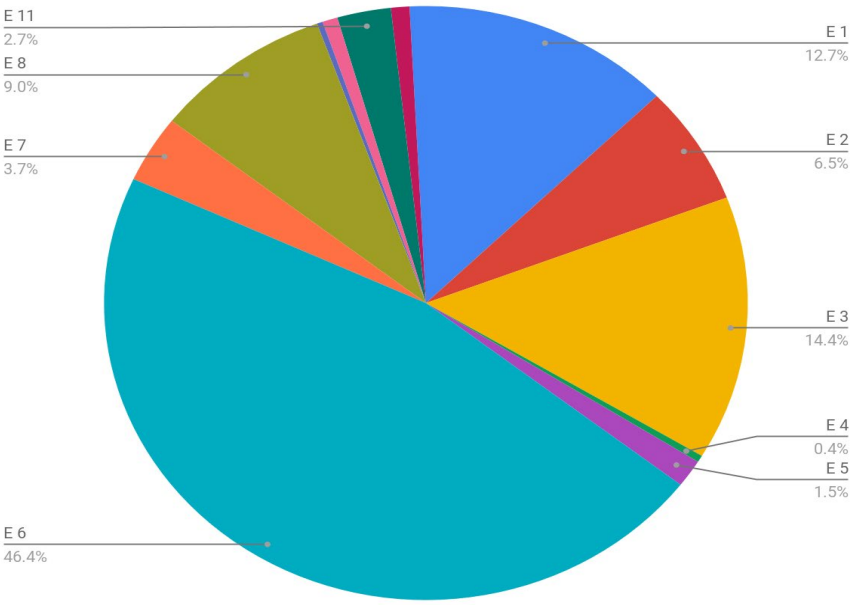
R7. REDUCED LEVY - $1,537,569

This represents funds in the budget that may come from free cash. They also include payments in lieu of taxes from the SELCO.

R8. OTHER AVAILABLE FUNDS - $466,869

These are miscellaneous revenues that come to the town annually in small amounts (e.g. sale of cemetery lots) or irregularly from year to year.

EXPENDITURES



E1. Thru E5. DEPARTMENTAL EXPENDITURES

The operating budget for all municipal departments provides the same level of services provided in the concluding fiscal year. One major addition to the 2021 budget has been the addition of four firefighters. The four firefighters is necessary to cover one person being on duty for all hours in the week. The breakdown of each department is identified in article Two (2) that follows in the warrant. Several union functions within the Town have conceded their pay increases for FY 2021. Non-union employee's wages also have been frozen at this time. They should all be commended as a helpful way for the Town to weather this pandemic.

E6. EDUCATION

The funding of public education continues to be the Town's largest single area of expenditure. The current recommended School Department appropriation for fiscal year 2021 is $67,080,000, an increase of 1.17% over fiscal year 2020. Shrewsbury's support for education comes in two forms. The first is the budget appropriation of the School Department; the second is the indirect support from other municipal departments. This support comes from the Public Buildings Division which provides heating, lighting, cleaning and maintenance of buildings and of school fields. Other indirect support for the school program include: Accounting, Treasurer/Collector, DPW and SELCO. Additionally, employee benefit expenses are absorbed on the municipal side of the budget for retirement, health insurance, Medicare, and general insurance expenses. The school committee agreed in the above budgeted amount of $67,080,000 and their budget summary by category of expense is included. The School Department detailed line item budget can be found at https://schools.shrewsburyma.gov/sc/budget-information.

E7. RETIREMENT

The Town continues to fund the retirement pension with appropriations above the normal employer cost requirements. The Town has been doing this with a goal of completely funding the retirement

pension by FY2022. The last report of the actuary dated January 1, 2018 stated the retirement pension is 96.7% funded. The current report that is in process of being developed will have a listing date of January 1, 2020. Based on the pension fund valuation as of that date the Town will more than likely be funded at or near 100%, which would be two years ahead of schedule. However, in light of the current events that has caused a market downturn the Finance Committee feels it is prudent to continue an appropriation above the normal employer cost for one more year and then have the Town Manager reassess the requirement for the FY 2022 budget year.

E8. DEBT & INTEREST

The Town maintains a bond rating of AAA from Standard and Poor's rating services. There is a debt parameter in the Board of Selectmen's policy wherein the outstanding debt shall not exceed 3% of Shrewsbury's assessed value. The $8,066,932 debt and interest payment in the operating budget is for debt from the exempted levy. $2,065,429 is within the tax levy and bonds issued by SELCO and our Public Utility Enterprises. The following is a list of the current bonds associated with debt exclusions:

Ref No.	Project Name	Borrowing Amount	Start Date/ Refinance Date	End Date
1	High School Construction	$58.9 million	2001/2010	2022
2	Oak Middle School Renovation	$22 million	2004/2013	2025
3	Fire Facilities Project	$6.8 million	2008/2019	2026
4	Sherwood Middle School	$20 million	2011	2032
5	Allen Property	$6.1 million	2012	2033
6	Library Renovation	$23.3 million	2016	2037
7	Beal Early Childhood Center	$59.3 million	2019	2040

The cost impact of these various exempt bond issues on the FY 2021 average residential tax bill is $1.27/$1,000 or $610.35. This is an increase of $197.23 from FY 2020 due to the Beal Early Childhood Center bond coming online.

Project	Total Debt Service FY21	SBA Funding & Other Adj.	Net Debt Service	Tax Rate Impact[7]	Impact on Avg Res. Tax Bill[8]	Impact on Avg Res. Tax Bill FY20	Change FY 21 To 20
Land Acquisition Bond #2	$0	$0	$0	$0.00		$8.01	($8.01)
High School	$3,122,375	($2,764,695)	$357,680	$0.06	$26.62	$38.17	($11.55)
Oak Middle School	$407,235	($40,671)	$366,564	$0.06	$27.28	$28.38	($1.10)
Land Acquisition- South St	$416.325	($1,287)	$415,038	$0.07	$30.89	$31.32	($.43)
Fire Facilities Project	$433,250	$0	$433,250	$0.07	$32.24	$35.43	($3.19)
Sherwood Middle School	$1,490,000	($47,231)	$1,442,769	$0.22	$107.37	$110.68	($3.31)
Library	$810,394	($893)	$809,501	$0.13	$60.24	$61.83	($1.59)
Beal Early Childhood Center	$4,242,130	$0	$4,242,130	$0.66	$325.71	$99.30	$226.41
	$10,921,709	**($2,854,777)**	**$8,066,932**	**$1.27**	**$610.35**	**$413.11**	**$197.23**

[7] Based on FY 2020 value of $6.430.9 billion.

[8] Based on FY 2020 average residential value of $478,603

E10. CAPITAL IMPROVEMENTS

The $5,006,282 capital plan consists of $3,904,762 within the utility enterprises and $1,101,520 associated with departments in the operating budget. Further description of the utility enterprise Capital Budget and the non-utility Capital budget maybe found in the following articles.

1. Non-Utility Capital Budget – Article 14
2. Sewer Capital Budget – Article 9
3. Stormwater Capital Budget – Article 13
4. Water Capital Budget – Article 11

UTILITY ENTERPRISES

This consists of functions within the Town budget that are funded by fees for the services rendered. They are Water, Sewer, Stormwater, Solid Waste and PEG Access Utility Enterprises. Water and Sewer Utilities are funded by the fees collected. The Stormwater enterprise resulted from the EPA issued Stormwater Permit to the Town in 2018. This fee is charged as an addition to the Water/Sewer bill. The Solid Waste Enterprise instituted in 2008 as the PAYT (pay as you throw) program with the intention of covering 50% of the cost through a bag fee. With the new contract that began on July 1, 2019 the program, cost has increased and does not cover 50%. Bag fees will increase as of July 1, 2020 to get the program back to covering 50% of the cost. The PEG (Public, Educational and Government) access fee is charged to governments as a franchise fee to all local cable TV franchises

OPERATING BUDGET RESERVE FUND

The Finance Committee has control of the Reserve Fund, which provides for "Extraordinary or Unforeseen Expenditures" (Massachusetts General Laws Chapter 40, Section 6). This saves time and the expense of calling a Special Town Meeting for small needs. Transfers are made from this fund by the Committee when they conform to the requirements of the law, and can only be used for the purposes for which they were specifically transferred. The Reserve Fund is budgeted at $233,000 and any funds not transferred are returned to the General Fund.

CONCLUSION

Budget preparation for FY 2021 has concluded. The Finance Committee has made its recommendations producing a balanced budget as required by Law. This balanced budget is predicated on the available revenue sources generating the budgeted amount of income. Insufficient revenue will require the Town Manager and the Selectmen to revise the budget. It requires close monitoring. If there is insufficient revenue during FY 2021 it would potentially affect the budget for FY2022.

The Town maintains a “AAA” bond rating. This is the highest bond rating available from the Bond Rating Company. It allows the Town to conduct business and borrow funds at favorable rates with the expectation Shrewsbury will meet its future obligations in a timely manner.

The Town is in a favorable position in that:

- ❑ Property taxation remains low compared to surrounding towns and towns with a similar population around the state. Fiscal conservatism and prudence by the Town have allowed Shrewsbury to be in this position.
- ❑ Having our own Electric Company and Cable TV Company allows Shrewsbury to produce services at reduced rates.
- ❑ The school system remains in the top 10% percent of schools across the state.
- ❑ All Municipal departments continue to perform effectively and at a high level.
- ❑ Volunteerism in the Schools, Library, Council on Aging and youth sports programs are extremely enthusiastic and very much appreciated.
- ❑ The Town is in the process of building reserves to cover any unexpected expenses and to prepare for any future economic downturn similar to current events. Likewise, the Utility Enterprise function is also building reserves for unexpected repairs and/or large one-time projects.

State Aid has been consistent but is growing at a rate of less than 1%. Local Receipts are also growing at a rate of less than 2 1/2%. These two revenue streams account for approximately 28.15% (Average value over FY2017-FY2020) of our operating budget. This slower growth continues to pressure the revenue stream of the Town to maintain core services.

The current landfill agreement between Wheelabrator-Millbury and the Town ends in 2028 at which point the landfill is expected to be full. This would be a loss of revenue of approximately $1.5 million annually. Discussions have begun on how to replace this revenue.

The Town's limitation on its revenue streams requires continued consideration of all potential revenue sources and demands continued fiscal prudence.

The Finance Committee will continue to monitor the Town's financial ability to support existing services as well as demands for new services. The Committee restates its encouragement that the Town Manager continue to look at all possible efficiencies and alternate means of service delivery for the upcoming fiscal years.

We express our appreciation to the Selectmen, Town Manager, School Committee, Town Officers, committees and boards, department heads and employees for their time and cooperation this past year.

SHREWSBURY FINANCE COMMITTEE

Judy Vedder, Chair	Vikram Chabra	Erin Howard
Mark Adler, Vice Char	John Cygielnik	Hannah Kane
Jordan Rubin, Clerk	Carlos Garcia	Mark Murray

CHRISTOPHER G. MEHNE
Town Moderator

8 Wiltshire Drive
Shrewsbury, MA 01545
Telephone: 508-517-2333
chrismehne@townisp.com

TOWN OF SHREWSBURY
MASSACHUSETTS 01545-5398

DECLARATION OF RECESS AND CONTINUANCE OF ANNUAL TOWN MEETING

In consultation with the Board of Selectmen, Town Manager and Board of Health, I have determined that a public safety emergency requires a postponement of Shrewsbury's Annual Town Meeting from June 29, 2020 to a later date. Pursuant to Massachusetts General Laws Chapter 39, §10A, I hereby declare that the Shrewsbury Annual Town Meeting scheduled for Monday, June 29, 2020 at 7:00 pm at Shrewsbury High School is recessed and continued to **Wednesday, July 29, 2020 at 7:00 pm at Shrewsbury High School, 64 Holden Street, Shrewsbury, MA.**

The nature of the emergency is the outbreak of the 2019 novel Coronavirus ("COVID-19"). On March 10, 2020, Governor Charles D. Baker declared a state of emergency in the Commonwealth of Massachusetts and prohibited gatherings of more than 250 people. On March 15, 2020, the Governor reduced the number constituting a prohibited gathering to more than 25 people. Although the Governor's order explicitly exempts municipal legislative bodies (i.e., town meetings), attendance at Shrewsbury's Annual Town Meeting regularly exceeds 200 individuals, and the exemption does not diminish the health risk to Town Meeting Representatives and others attending an indoor meeting at this time. Given the continued (albeit reduced) presence of the Coronavirus in our community, and the risk to vulnerable populations inherent in public gatherings, I conclude that postponing the Annual Town Meeting is in the best interests of the Town of Shrewsbury.

Under M.G.L. Ch. 39, §10A, I have the authority to issue further continuances of up to 30 days each for as long as the Governor's declaration of a state of emergency remains in effect. If it appears unlikely that the COVID-19 emergency will have abated by July 29, 2020, I will, in consultation with the Board of Selectmen, Town Manager and Board of Health, declare additional continuances until the Annual Town Meeting can be held safely.

Christopher G. Mehne
Town Moderator

June 24, 2020

4812-5674-3873.1

CHRISTOPHER G. MEHNE
Town Moderator

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TOWN OF SHREWSBURY
MASSACHUSETTS 01545-5398

DECLARATION OF RECESS AND CONTINUANCE OF ANNUAL TOWN MEETING

In consultation with the Board of Selectmen, Town Manager, and Public Health officials, I have determined that the current public safety emergency requires a further postponement of Shrewsbury's Annual Town Meeting. Accordingly, pursuant to Massachusetts General Laws Chapter 39, §10A, I hereby declare that the Shrewsbury Annual Town Meeting scheduled for Wednesday, July 29, 2020 at Shrewsbury High School is recessed and continued to **Saturday, August 8, 2020 at 8:30 a.m. at the Oak-Sherwood Middle School Campus, 45 Oak Street, Shrewsbury, MA.** Please note that the meeting will be held outdoors on the school grounds, with appropriate facilities available and precautions taken to ensure social distancing and sanitizing throughout the meeting.

The nature of the emergency is the continued presence of the 2019 novel Coronavirus ("COVID-19") in our community. Governor Baker's declaration of a state of emergency in the Commonwealth of Massachusetts, originally issued on March 10, 2002, has not yet been lifted and, accordingly, the health risk to Town Meeting Representatives and others attending an indoor meeting at this time has not been sufficiently reduced. Accordingly, I conclude that a further postponement of the Annual Town Meeting, and a change of location from indoors to outdoors, are in the best interests of the Town of Shrewsbury.

Under M.G.L. Ch. 39, §10A, I have the authority to issue further continuances of up to 30 days each for as long as the Governor's declaration of a state of emergency remains in effect.

Christopher G. Mehne
Town Moderator

July 15, 2020

COMMONWEALTH OF MASSACHUSETTS

Worcester, ss.

To a Constable of the Town of Shrewsbury in the County of Worcester

GREETINGS:

You are hereby directed to notify and warn the said inhabitants of the Town of Shrewsbury to meet at the Shrewsbury High School Field House or on the grounds thereof located at 64 Holden Street, in said Shrewsbury on Monday, the twenty ninth day of June, A.D., 2020 at seven o'clock post meridian, at which time and place the following articles will be acted upon and determined exclusively by Town Meeting members, in accordance with the provisions of Chapter 553 of the Acts of 1953 and subject to the referendum provided for by section sixteen of said Act.

ARTICLE 1

To see if the Town will vote to transfer a sum of money from available funds in the Treasury and appropriate said sum to various departmental appropriations for Fiscal Year 2020, or take any other action in relation thereto.

Motion: I move that the Town transfer funds within the Fiscal Year 2020 operating budget as follows:

As of this writing, there are currently no transfers to be made.

Not Recommended by the Finance Committee

ARTICLE 2

To see if the Town will vote to raise such sums of money by tax or any other source available to the Town as may be deemed necessary to pay Town debts and charges and appropriate the same as they may see fit, or take any other action in relation thereto.

I move the Town raise the sum of $124,024,635 in the following manner:

Taxation:	**$119,883,562**
Transfer from Free Cash:	**$ 1,147,380**
Transfer from Sewer Surplus:	**$ 746,866**
Transfer from Water Enterprise:	**$ 1,557,425**
Transfer from Stormwater Enterprise:	**$ 178,281**
Transfer from Solid Waste Enterprise:	**$ 62,252**
Transfer from Title V Loan Repayment Account:	**$ 10,269**
Accept from Municipal Light:	**$ 438,600**

and appropriate the same to the various departments and purposes as specifically set forth in detail in the report of the Finance Committee as amended except that line items 1, Salaries – Professional, Executive, Administrative, 2, Salaries – Secretarial and Clerical, and 3, Salaries – All Other, be combined under Salaries Grand Total 1-2-3 and considered as one

appropriation for all budgets and that line items 4, Contractual Services, 5, Supplies and Materials, and 6, Other Expenses, be combined under Expenses Grand Total 4-5-6, and considered as one appropriation for all budgets and further appropriate all receipts and other sums of money in accordance with and as recommended in said report as amended, and do further move that, in accordance with Chapter 41, Section 108 of the General Laws, the salaries of all elected town officers be fixed at the amounts and rates set forth in the Finance Committee's report, as amended, effective from July 1, 2020, and all salaries and wages are hereby made effective from July 1, 2020 said wages and salaries to be at the rates set within the Classification and Compensation Plan and in accordance with the Consolidated Personnel Bylaw in effect August 8, 2020 that said report, as amended, be received and placed on file at the office of the Town Clerk.

This article establishes the Budget for the fiscal year starting July 1, 2020 for all municipal (non-utility) departments and the school department which are detailed on the following pages.

– See the following budget recommendations

Recommended by the Finance Committee

	RECOMMENDED FISCAL 2021	APPROPRIATED FISCAL 2020	EXPENDED FISCAL 2019	EXPENDED FISCAL 2018
0119 PERSONNEL BOARD				
Salaries 01	$0	$0	$0	$0
Salaries 02	$0	$0	$0	$0
Salaries 03	$0	$0	$0	$0
Sub-Total 1-2-3	*$0*	*$0*	*$0*	*$0*
Contractual Serv	$22,000	$32,500	$11,080	$684
Supplies & Materials	$0	$100	$0	$0
Other Expenses	$0	$0	$0	$0
Sub-Total 4-5-6	*$22,000*	*$32,600*	*$11,080*	*$684*
Equipment Less Trade	$0	$0	$0	$0
Separately Ident Appr	-	-	-	-
New Salary Schedules	$97,000	$310,000	$15,800	$15,000
Class & Compensation	$0	$0	$1,645	$0
Other Charges & Expend.	$48,000	$47,068	$97	$0
TOTAL 1-9	***$167,000***	***$389,668***	***$29,342***	***$15,684***
0122 SELECTMEN				
Salaries 01	$4,375	$0	$8,458	$8,750
Salaries 02	$1,650	$0	$1,195	$1,209
Salaries 03	$0	$0	$0	$0
Sub-Total 1-2-3	*$6,025*	*$0*	*$9,653*	*$9,959*
Contractual Serv	$2,130	$32,500	$1,266	$1,674
Supplies & Materials	$475	$100	$258	$369
Other Expenses	$13,005	$0	$9,248	$8,717
Sub-Total 4-5-6	*$15,610*	*$12,100*	*$10,872*	*$10,759*
Equipment Less Trade	$0	$0	$0	$0
Separately Ident Appr	$0	$0	$0	$0
TOTAL 1-9	***$21,635***	***$22,250***	***$20,523***	***$20,718***
0123 TOWN MANAGER				
Salaries 01	$307,605	$300,869	$188,070	$205,479
Salaries 02	$99,535	$94,685	$54,164	$84,264
Salaries 03	$118,800	$135,416	222,212	$99,312
Sub-Total 1-2-3	*$525,940*	*$530,971*	*$464,446*	*$389,055*
Contractual Serv	$25,757	$9,275	$4,420	$3,440
Supplies & Materials	$965	$1,000	$1,143	$848
Other Expenses	$19,228	$19,255	$15,512	$16,205
Sub-Total 4-5-6	*$45,730*	*$29,530*	*$21,076*	*$20,493*
Equipment Less Trade	$0	$0	$0	$0
Separately Ident Appr	$0	$0	$0	$0
TOTAL 1-9	***$560,501***	***$560,501***	***$409,548***	***$560,501***

	RECOMMENDED FISCAL 2021	APPROPRIATED FISCAL 2020	EXPENDED FISCAL 2019	EXPENDED FISCAL 2018
0131 **FINANCE COMMITTEE**				
Salaries 01	$0	$0	$0	$0
Salaries 02	$0	$0	$0	$0
Salaries 03	$0	$0	$0	$0
Sub-Total 1-2-3	*$0*	*$0*	*$0*	*$0*
Contractual Serv	$0	$0	$0	$0
Supplies & Materials	$0	$0	$0	$0
Other Expenses	$945	$970	$901	$750
Sub-Total 4-5-6	*$970*	*$970*	*$901*	*$750*
Equipment Less Trade	$0	$0	$0	$0
Separately Ident Appr	-	-	-	-
Reserve Fund	$233,000	$233,000	$0	$0
TOTAL 1-9	***$233,945***	***$233,970***	***$901***	***$750***
0135 **ACCOUNTANT**				
Salaries 01	$98,810	$97,250	$99,284	$96,439
Salaries 02	$57,127	$48,403	$110,496	$107,282
Salaries 03	$67,540	$59,879	$0	$0
Sub-Total 1-2-3	*$223,477*	*$205,533*	*$209,779*	*$203,721*
Contractual Serv	$792	$892	$715	$456
Supplies & Materials	$200	$1,075	$294	$531
Other Expenses	$285	$3,225	$2,457	$3,553
Sub-Total 4-5-6	$1,277	$5,192	*$3,467*	$4,541
Equipment Less Trade	$0	$0	$0	$0
Separately Ident Appr	-	-	-	-
Town Audit	$35,000	$35,000	$31,000	$32,000
TOTAL 1-9	***$259,754***	***$245,725***	***$244,247***	***$240,262***
0141 **ASSESSORS**				
Salaries 01	$102,300	$100,363	$99,186	$96,953
Salaries 02	$62,458	$62,452	$147,704	$146,709
Salaries 03	$113,520	$113,910	$23,527	$25,946
Sub-Total 1-2-3	*$279,278*	*$276,725*	*$270,417*	*$269,608*
Contractual Serv	$22,100	$15,350	$2,880	$7,701
Supplies & Materials	$900	$2,150	$861	$523
Other Expenses	$10,175	$12,100	$9,988	$11,427
Sub-Total 4-5-6	*$32,275*	*$29,600*	*$13,728*	*$19,653*
Equipment Less Trade	$500	$100	$0	$0
Separately Ident Appr	-	-	-	-
RE/Pers Prop Discovery	$25,000	$20,000	$10,000	$9,600
TOTAL 1-9	***$337,053***	***$326,425***	***$294,145***	***$298,861***

	RECOMMENDED FISCAL 2021	APPROPRIATED FISCAL 2020	EXPENDED FISCAL 2019	EXPENDED FISCAL 2018
0145 **TREASURER-COLLECTOR**				
Salaries 01	$100,410	$96,850	$96,184	$83,262
Salaries 02	$210,958	$176,109	$198,357	$219,674
Salaries 03	$67,240	$59,579	$0	$0
Sub-Total 1-2-3	*$378,608*	*$332,539*	*$294,541*	*$302,936*
Contractual Serv	$29,750	$61,700	$45,496	$57,438
Supplies & Materials	$7,900	$9,000	$7,422	$7,834
Other Expenses	$3,590	$6,317	$1,670	$1,406
Sub-Total 4-5-6	*$41,240*	*$77,017*	*$54,588*	*$66,678*
Equipment Less Trade	$2,800	$3,500	$0	$0
Separately Ident Appr	-	-	-	-
Clearing & Sale Tax Title	$5,500	$0	$4,506	$0
TOTAL 1-9	***$428,148***	***$413,056***	***$353,636***	***$369,614***
0151 **TOWN COUNSEL**				
Salaries 01	$0	$0	$0	$0
Salaries 02	$0	$0	$0	$0
Salaries 03	$0	$0	$0	$0
Sub-Total 1-2-3	*$0*	*$0*	*$0*	*$0*
Contractual Serv	$168,900	$175,000	$152,379	$174,146
Supplies & Materials	$0	$1,200	$0	$150
Other Expenses	$2,810	$3,000	$0	$650
Sub-Total 4-5-6	$171,710	*$179,200*	*$152,379*	*$174,946*
Equipment Less Trade	$0	$0	$0	$0
Separately Ident Appr	$0	$0	$0	$0
TOTAL 1-9	***$171,710***	***$179,200***	***$152,379***	***$148,761***
0161 **TOWN CLERK**				
Salaries 01	$89,817	$88,063	$89,067	$84,301
Salaries 02	$23,139	$22,805	$73,868	$49,332
Salaries 03	$53,311	$51,844	$0	$0
Sub-Total 1-2-3	*$166,267*	*$162,713*	*$169,935*	*$133,633*
Contractual Serv	$750	$1,650	$724	$1,227
Supplies & Materials	$1,300	$2,600	$1,699	$2,370
Other Expenses	$1,200	$2,910	$2,,647	$2,737
Sub-Total 4-5-6	*$3,250*	*$7,160*	*$5,069*	*$6,334*
Equipment Less Trade	$0	$0	$0	$0
Separately Ident Appr	$0	$0	$0	$0
TOTAL 1-9	***$169,517***	***$169,873***	***$168,,005***	***$139,967***

	RECOMMENDED FISCAL 2021	APPROPRIATED FISCAL 2020	EXPENDED FISCAL 2019	EXPENDED FISCAL 2018
0162 **ELECTION AND REGISTRATION**				
Salaries 01	$2,650	$2,500	$2,604	$2,100
Salaries 02	$89,793	$73,814	$87,969	$45,920
Salaries 03	$30,000	$15,040	$29,772	$8,973
Sub-Total 1-2-3	*$122,442*	*$91,355*	*$120,344*	*$56,993*
Contractual Serv	$22,025	$18,775	$25,352	$14,275
Supplies & Materials	$23,550	$23,550	$18,125	$17,255
Other Expenses	$0	$0	$0	$0
Sub-Total 4-5-6	*$45,575*	*$42,325*	*$43,477*	*$31,530*
Equipment Less Trade	$0	$3,200	$0	$0
Separately Ident Appr	$0	$0	$0	$0
Clearing & Sale Tax Title				
TOTAL 1-9	***$168,017***	***$136,880***	***$163,821***	***$88,523***
0171 **CONSERVATION COMMISSION**				
Salaries 01	$0	$0	$0	$0
Salaries 02	$0	$0	$0	$0
Salaries 03	$0	$0	$0	$0
Sub-Total 1-2-3	*$0*	*$0*	*$0*	*$0*
Contractual Serv	$0	$0	$0	$0
Supplies & Materials	$0	$600	$15	$90
Other Expenses	$300	$1,300	$861	$3,757
Sub-Total 4-5-6	$300	*$1,900*	*$876*	*$3,847*
Equipment Less Trade	$0	$0	$0	$0
Separately Ident Appr	$0	$0	$0	$0
TOTAL 1-9	***$300***	***$1,900***	***$876***	***$3,847***
0174 **PLANNING AND ECONOMIC DEVELOPMENT**				
Salaries 01	$0	$0	$67,080	$60,050
Salaries 02	$1,737	$21,076	$0	$0
Salaries 03	$75,011	$71,876	$0	$0
Sub-Total 1-2-3	*$76,748*	*$92,953*	*$67,080*	*$60,050*
Contractual Serv	$290	$540	$540	$96
Supplies & Materials	$100	$500	$430	$0
Other Expenses	$1,325	$1,855	$962	$1,296
Sub-Total 4-5-6	*$1,715*	*$2,895*	*$1,485*	*$1,393*
Equipment Less Trade	$0	$0	$0	$0
Separately Ident Appr	$0	$0	$0	$0
RE/Pers Prop Discovery				
TOTAL 1-9	***$78,463***	***$95,848***	***$68,565***	***$61,443***

	RECOMMENDED FISCAL 2021	APPROPRIATED FISCAL 2020	EXPENDED FISCAL 2019	EXPENDED FISCAL 2018
0175 **PLANNING BOARD**				
Salaries 01	$1,000	$1,000	$800	$800
Salaries 02	$0	$0	$0	$0
Salaries 03	$0	$0	$0	$0
Sub-Total 1-2-3	*$1,000*	*$1,000*	*$800*	*$800*
Contractual Serv	$250	$300	$168	$516
Supplies & Materials	$300	$300	$24	$0
Other Expenses	$80	$400	$35	$75
Sub-Total 4-5-6	*$630*	*$1,000*	*$227*	*$591*
Equipment Less Trade	$0	$0	$0	$0
Separately Ident Appr	$0	$0	$0	$0
TOTAL 1-9	***$1,930***	***$2,000***	***$1,027***	***$1,391***
0176 **BOARD OF APPEALS**				
Salaries 01	$0	$0	$0	$0
Salaries 02	$1,750	$1,750	$1,191	$246
Salaries 03	$0	$0	$0	$0
Sub-Total 1-2-3	*$1,750*	*$1,750*	*$1,191*	*$246*
Contractual Serv	$0	$0	$0	$0
Supplies & Materials	$1,150	$1,150	$68	$0
Other Expenses	$0	$750	$0	$30
Sub-Total 4-5-6	*$1,150*	*$1,900*	*$68*	*$30*
Equipment Less Trade	$0	$0	$0	$0
Separately Ident Appr	$0	$0	$0	$0
TOTAL 1-9	***$2,900***	***$3,650***	***$1,258***	***$276***
0192 **PUBLIC BUILDINGS**				
Salaries 01	$54,125	$53,269	$69,195	$104,051
Salaries 02	$0	$0	$0	$45,435
Salaries 03	$1,329,973	$1,334,629	$1,252,557	$1,045,376
Sub-Total 1-2-3	*$1,384,098*	*$1,387,898*	*$1,321,772*	*$1,194,862*
Contractual Serv	$2,211,865	$2,236,802	$2,081,654	$2,178,211
Supplies & Materials	$192,630	$200,060	$163,084	$144,799
Other Expenses	$14,875	$14,825	$6,386	$9,543
Sub-Total 4-5-6	*$2,419,370*	*$2,451,688*	*$2,251,124*	*$2,332,554*
Equipment Less Trade	$5,000	$32,000	$4,674	$0
Separately Ident Appr	-	-	-	-
	$349,091	$285,156	$379,256	$319,895
TOTAL 1-9	***$4,157,559***[4]	***$4,156,742***	***$4,150,643***	***$3,847,311***

[4] FY 2021 Major Building Repairs Budgeted as follows:

1. **High School -** *Replace failed ext. glass* $10,000, *Cooling Tower repairs* $15,000, *Boiler Room R &R* $25,000, *Hand dryers* $10,000
2. **Sherwood Middle -** *Lighting control repair/upgrade* $10,000
3. **Oak Middle -** *Entry mat replace* $8,000, *Window hardware/weatherstripping* $25,000, *Boiler R&R* $15,000. *Chiller R&R* $35,000
4. **Coolidge -** *Tile replacement at exits* - $6,000, *Exterior kitchen door replacement* - $5,000, *rooftop unit replacement (4)* - $35,000
5. **Spring Street -** *HVAC BMS upgrade* - $8,000,*Walk-in cooler freezer upgrade* - $15,000
6. **Floral Street -** *HVAC BMS control upgrade* - $35,000, *Classroom unit ventilator replacement (3)* - $25,000
7. **Paton -** *HVAC BMS upgrade* - $8,000, *JVAC retro-commissioning* - $15,000
8. **Parker Road Preschool -** *HVAC BMS control install* - $20,000
9. **Extraordinary Repairs not Specified -** $50,000

	RECOMMENDED FISCAL 2021	APPROPRIATED FISCAL 2020	EXPENDED FISCAL 2019	EXPENDED FISCAL 2018
0210 **POLICE DEPARTMENT**				
Salaries 01	$122,270	$120,328	$119,403	$119,118
Salaries 02	$257,730	$273,030	260,802	$259,389
Salaries 03	$4,796,150	$4,785,417	$4,380,268	$4,067,155
Sub-Total 1-2-3	*$5,146,150*	*$5,178,776*	*$4,383,667*	*$4,445,662*
Contractual Serv	$83,450	$88,750	$76,027	$75,094
Supplies & Materials	$192,200	$190,275	$175,345	$168,055
Other Expenses	$23,500	$24,375	$23,779	$23,239
Sub-Total 4-5-6	*$299,150*	*$303,400*	*$275,151*	*$266,389*
Equipment Less Trade	$51,150	$41,750	$28,424	$49,447
Separately Ident Appr	$0	$0	$0	$0
TOTAL 1-9	***$5,526,450***	***$5,523,926***	***$5,279,979***	***$4,761,498***
0220 **FIRE DEPARTMENT**				
Salaries 01	$218,192	$213,162	$217,829	$211,237
Salaries 02	$49,427	$48,103	$44,620	$46,100
Salaries 03	$3,281,495	$3,054,940	$3,081,826	$3,006,077
Sub-Total 1-2-3	*$3,549,114*	*$3,316,207*	*$3,344,275*	*$3,263,414*
Contractual Serv	$108,814	$94,214	$97,163	$67,047
Supplies & Materials	$128,000	$143,350	$111,022	$130,916
Other Expenses	$12,600	$14,600	$14,769	$10,722
Sub-Total 4-5-6	*$250,214*	*$252,164*	*$222,953*	*$208,686*
Equipment Less Trade	$55,000	$57,000	$111,433	$52,271
Separately Ident Appr	$0	$0	$0	$0
TOTAL 1-9	***$3,854,328***	***$3,625,371***	***$3,678,662***	***$3,524,371***
0241 **BUILDING INSPECTOR**				
Salaries 01	$103,578	$97,150	$98,814	$95,976
Salaries 02	$69,543	$66,660	$48,586	$43,366
Salaries 03	$244,825	$199,959	$160,494	$108,814
Sub-Total 1-2-3	*$417,946*	*$363,770*	*$307,894*	*$248,157*
Contractual Serv	$4,500	$5,000	$19,967	$2,540
Supplies & Materials	$1,700	$4,350	$2,816	$953
Other Expenses	$29,000	$45,400	$36,882	$59,074
Sub-Total 4-5-6	*$35,200*	*$54,750*	*$59,665*	*$62,567*
Equipment Less Trade	$2,000	$3,125	$0	$330
Separately Ident Appr	$0	$0	$0	$0
TOTAL 1-9	***$455,146***	***$421,645***	***$367,560***	***$311,054***

	RECOMMENDED FISCAL 2021	APPROPRIATED FISCAL 2020	EXPENDED FISCAL 2019	EXPENDED FISCAL 2018
0244 **WEIGHTS & MEASURES**				
Salaries 01	$7,000	$7,000	$6,600	$6,000
Salaries 02	$0	$0	$0	$0
Salaries 03	$0	$0	$0	$0
Sub-Total 1-2-3	*$7,000*	*$7,000*	*$6,600*	*$6,000*
Contractual Serv	$0	$0	$0	$0
Supplies & Materials	$0	$0	$0	$0
Other Expenses	$1,900	$2,000	$1,350	$528
Sub-Total 4-5-6	*$1,900*	*$2,000*	*$1,350*	*$528*
Equipment Less Trade	$0	$0	$0	$0
Separately Ident Appr	$0	$0	$0	$0
TOTAL 1-9	***$8,900***	***$9,000***	***$7,950***	***$6,528***
0291 **EMERGENCY MANAGEMENT**				
Salaries 01	$2,000	$1,800	$1,700	$1,700
Salaries 02	$0	$0	$0	$0
Salaries 03	$0	$0	$0	$0
Sub-Total 1-2-3	*$2,000*	*$1,800*	*$1,700*	*$1,700*
Contractual Serv	$1,080	$1,080	$990	$880
Supplies & Materials	$0	$0	$0	$0
Other Expenses	$463	$480	$0	$0
Sub-Total 4-5-6	*$1,543*	*$1,560*	*$990*	*$880*
Equipment Less Trade	$9228	$9,460	$8,357	$9,460
Separately Ident Appr	$0	$0	$0	$0
TOTAL 1-9	***$ 12,771***	***$12,820***	***$11,047***	***$12,040***
0294 **FORESTRY**				
Salaries 01	$0	$0	$0	$0
Salaries 02	$0	$0	$0	$0
Salaries 03	$1,000	$500	$500	$500
Sub-Total 1-2-3	*$1,000*	*$500*	*$500*	*$500*
Contractual Serv	$79,500	$79,600	$58,361	$64,278
Supplies & Materials	$1,200	$1,600	$572	$370
Other Expenses	$200	$575	$85	$358
Sub-Total 4-5-6	*$80,900*	*$81,775*	*$59,017*	*$65,007*
Equipment Less Trade	$0	$0	$0	$0
Separately Ident Appr	$0	$0	$0	$0
TOTAL 1-9	***$81,900***	***$82,275***	***$59,517***	***$65,507***

	RECOMMENDED FISCAL 2021	APPROPRIATED FISCAL 2020	EXPENDED FISCAL 2019	EXPENDED FISCAL 2018
0310 **OTHER POST EMPLOYEE BENEFITS**				
Salaries 01	$0	$0	$0	$0
Salaries 02	$0	$0	$0	$0
Salaries 03	$0	$0	$0	$0
Sub-Total 1-2-3	*$0*	*$0*	*$0*	*$0*
Contractual Serv	$0	$0	$0	$0
Supplies & Materials	$0	$0	$0	$0
Other Expenses	$0	$0	$0	$0
Sub-Total 4-5-6	*$0*	*$0*	*$0*	*$0*
Equipment Less Trade	$0	$0	$0	$0
Separately Ident Appr	$402,000	$358,9$0	$0	$0
TOTAL 1-9	***$402,000***	***$358,91***	***$0***	***$0***
0311 **PENSIONS**				
Salaries 01	$0	$0	$0	$0
Salaries 02	$0	$0	$0	$0
Salaries 03	$0	$0	$0	$0
Sub-Total 1-2-3	*$0*	*$0*	*$0*	*$0*
Contractual Serv	$0	$0	$0	$0
Supplies & Materials	$0	$0	$0	$0
Other Expenses	$0	$0	$0	$0
Sub-Total 4-5-6	*$0*	*$0*	*$0*	*$0*
Equipment Less Trade	$0	$0	$0	$0
Separately Ident Appr	$4,890,000	$5,315,693	$5,674,609	$5,549,124
TOTAL 1-9	***$4,890,000***	***$5,315,693***	***$5,674,609***	***$5,549,124***
0410 **PUBLIC WORKS - ADMINISTRATION**				
Salaries 01	$133,657	$143,568	$0	$0
Salaries 02	$331,318	$287,682	$0	$0
Salaries 03	$84,000	$86,801	$0	$0
Sub-Total 1-2-3	*$548,975*	*$518,052*	*$0*	*$0*
Contractual Serv	$0	$0	$0	$0
Supplies & Materials[5]	$6,500	$0	$0	$0
Other Expenses[6]	$128,500	$0	$0	$0
Sub-Total 4-5-6	*$135,000*	*$0*	*$0*	
Equipment Less Trade	$0	$0	$0	$0
Separately Ident Appr	$0	$0	$0	$0
TOTAL 1-9	***$683,975***	***$518,052***	***$0***	***$0***

[5] 0410 Public Works Administration - Supplies & Materials represent aggregated/consolidated DPW costs

[6] 0410 Public Works Administration - Other Expenses

1. $18,500 in aggregated/consolidated DPW costs
2. $110,00 in Town Property Stormwater Fees

	RECOMMENDED FISCAL 2021	APPROPRIATED FISCAL 2020	EXPENDED FISCAL 2019	EXPENDED FISCAL 2018
0411 **TOWN ENGINEER**				
Salaries 01	$0	$0	$0	$113,628
Salaries 02	$0	$0	$0	$28,377
Salaries 03	$338,642	$335,393	$548,711	$420,183
Sub-Total 1-2-3	*$338,642*	*$335,393*	*$548,711*	*$562,189*
Contractual Serv	$22,785[7]	$6,590	$4,1966	$1,291
Supplies & Materials	$4,700	$7,600	$8,128	$3,711
Other Expenses	$3,105	$5,305	$3,722	$3,300
Sub-Total 4-5-6	*$30,590*	*$19,495*	*$16,047*	*$8,303*
Equipment Less Trade	$4,000	$2,500	$0	$0
Separately Ident Appr	-	-	-	-
Stormwater Mgmt Study	$0	$0	$0	$0
TOTAL 1-9	***$373,232***	***$357,388***	***$564,758***	***$570,492***
0421 **HIGHWAY**				
Salaries 01	$0	$0	$0	$95,764
Salaries 02	$0	$0	$0	$52,917
Salaries 03	$860,724	$831,260	$786,988	$730,133
Sub-Total 1-2-3	*$860,724*	*$831,261*	*$786,988*	*$878,815*
Contractual Serv	$553,000	$579,150	$414,160	$567,929
Supplies & Materials	$668,578	$687,118	$611,219	$443,370
Other Expenses	$8,700	$10,750	$8,550	$9,946
Sub-Total 4-5-6	*$1,230,278*	*$1,277,019*	*$1,033,929*	*$1,021,245*
Equipment Less Trade	$20,000	$20,000	$21,927	$33,635
Separately Ident Appr	-	-	-	-
STM Art 6 Highway Rep & Imp	$0	$0	$0	$214,879
TOTAL 1-9	***$2,111,003***	***$2,128,280***	***$1,842,844***	***$2,148,574***
0424 **STREET LIGHTING**				
Salaries 01	$0	$0	$0	$0
Salaries 02	$0	$0	$0	$0
Salaries 03	$0	$0	$0	$0
Sub-Total 1-2-3	*$0*	*$0*	*$0*	*$0*
Contractual Serv	$110,000	$147,000	$148,152	$161,635
Supplies & Materials	$0	$0	$0	$0
Other Expenses	$0	$0	$0	$0
Sub-Total 4-5-6	*$110,000*[8]	*$147,000*	*$148,152*	*$161,636*
Equipment Less Trade	$0	$0	$0	$0
Separately Ident Appr	$0	$0	$0	$0
TOTAL 1-9	***$110,000***	***$147,000***	***$148,152***	***$161,636***

[7] 0411 Engineering - $12,185 for Digitization of Town records, $4,000 for State required Dam inspections

[8] 0424 Street Lighting reduction reflective of LED savings

	RECOMMENDED FISCAL 2021	APPROPRIATED FISCAL 2020	EXPENDED FISCAL 2019	EXPENDED FISCAL 2018
0491 **CEMETERIES**				
Salaries 01	$0	$0	$0	$18,845
Salaries 02	$0	$0	$0	$8,999
Salaries 03	$78,493	$74,263	$39,403	$35,114
Sub-Total 1-2-3[9]	*$78,493*	*$74,264*	*$39,403*	*$62,959*
Contractual Serv	$72,760	$40,000	$58,989	$33,942
Supplies & Materials	$0	$0	$3,849	$4,574
Other Expenses	$0	$0	$639	$484
Sub-Total 4-5-6	*$72,760*[10]	*$40,000*	*$63,477*	*$39,000*
Equipment Less Trade	$0	$0	$0	$0
Separately Ident Appr	$0	$0	$0	$0
TOTAL 1-9	***$151,253***	***$114,264***	***$102,906***	***$101,959***
0510 **HEALTH**				
Salaries 01	$900	$900	$900	$600
Salaries 02	$46,399	$47,335	$45,524	$43,068
Salaries 03	$0	$0	$0	$0
Sub-Total 1-2-3	*$47,299*	*$48,236*	*$46,180*	*$43,668*
Contractual Serv[11]	$172,355	$169,355	$158,730	$154,071
Supplies & Materials	$6,648	$3,300	$3,661	$3,204
Other Expenses	$560	$400	$400	$0
Sub-Total 4-5-6	*$180,743*	*$173,056*	*$162,790*	*$157,275*
Equipment Less Trade	$0	$0	$0	$0
Separately Ident Appr	$0	$0	$0	$0
TOTAL 1-9	***$228,042***	***$221,292***	***$208,971***	***$200,943***
0541 **COUNCIL ON AGING**				
Salaries 01	$75,011	$87,963	$86,994	$86,080
Salaries 02	$107,108	$87,908	$142,394	$69,059
Salaries 03	$76,279	$79,227	$67,656	$65,452
Sub-Total 1-2-3	*$258,399*	*$255,098*	*$231,862*	*$220,592*
Contractual Serv	$9,060	$7,525	$2,307	$4,327
Supplies & Materials	$5,200	$17,800	$23,136	$18,837
Other Expenses	$11,194	$11,644	$10,471	$6,981
Sub-Total 4-5-6	*$25,454*	*$36,969*	*$37,339*	*$30,145*
Equipment Less Trade	$0	$0	$0	$0
Separately Ident Appr	$0	$0	$0	$0
TOTAL 1-9	***$283,853***	***$292,067***	***$269,202***	***$2250,737***

[9] 0491 - Cemetery expenses supported by the Sale of Lots and Cemetery trust fund revenue

[10] 0491 - Cemetery - Increases reflect current mowing contact

[11] 0510 - Health - Public health services provided via contractual arrangement

	RECOMMENDED FISCAL 2021	APPROPRIATED FISCAL 2020	EXPENDED FISCAL 2019	EXPENDED FISCAL 2018
0543 **VETERAN'S SERVICES**				
Salaries 01	$0	$0	$0	$0
Salaries 02	$0	$0	$0	$0
Salaries 03	$0	$0	$0	$0
Sub-Total 1-2-3	*$0*	*$0*	*$0*	*$0*
Contractual Serv[12]	$51,660	$50,619	$40,267	$35,813
Supplies & Materials	$100	$200	$200	$48
Other Expenses	$161,000	$161,000	$137,773	$152,781
Sub-Total 4-5-6[13]	*$212,960*	*$211,820*	*$178,010*	*$188,643*
Equipment Less Trade	$0	$0	$0	$0
Separately Ident Appr	$0	$0	$0	$0
TOTAL 1-9	***$212,960***	***$211,820***	***$178,040***	***$188,643***
0549 **COMMISSION ON DISABILITIES**				
Salaries 01	$0	$0	$0	$0
Salaries 02	$0	$0	$0	$0
Salaries 03	$0	$0	$0	$0
Sub-Total 1-2-3	*$0*	*$0*	*$0*	*$0*
Contractual Serv	$483	$500	$644	$125
Supplies & Materials	$0	$0	$0	$0
Other Expenses	$0	$0	$0	$0
Sub-Total 4-5-6	*$483*	*$500*	*$644*	*$125*
Equipment Less Trade	$0	$0	$0	$0
Separately Ident Appr	$0	$0	$0	$0
TOTAL 1-9	***$483***	***$500***	***$644***	***$125***
0610 **LIBRARY**				
Salaries 01	$95,200	$106,837	$107,244	$105,445
Salaries 02	$499,102	$474,245	$899,860	$861,907
Salaries 03	$503,724	$497,858	$32,574	$30,327
Sub-Total 1-2-3	*$1,098,026*	*$1,078,940*	*$1,039,678*	*$997,679*
Contractual Serv	$104,470	$99,375	$101,833	$77,857
Supplies & Materials	$239,460	$234,000	$195,434	$195,503
Other Expenses	$6,020	$6,000	$3,292	$2,826
Sub-Total 4-5-6	*$349,950*	*$339,375*	*$300,558*	*$276,186*
Equipment Less Trade	$0	$0	$0	$0
Separately Ident Appr	$0	$0	$0	$0
TOTAL 1-9	***$1,447,976***[14]	***$1,418,315***	***$1,340,236***	***$1,273,865***

[12] 0543 - Veterans - Estimate of the Town of the Shrewsbury portion of the operational costs of the Central Mass. Regional Veterans' Service District comprising of the Towns of Grafton, Northborough, Shrewsbury and Westborough

[13] 0543 - Veterans - Financial Assistance is 75% or 100% reimbursed by the Commonwealth depending on the benefits that are paid. Each community in the district is responsible to pay its own benefits

[14] 0610 - Library - Budget recommendation will be supported by State Aid to maintain State certification. Public Buildings Dept. is responsible for care and upkeep of the library

	RECOMMENDED FISCAL 2021	APPROPRIATED FISCAL 2020	EXPENDED FISCAL 2019	EXPENDED FISCAL 2018
0650 **PARKS AND RECREATION**				
Salaries 01	$54,125	$54,119	$75,593	$77,662
Salaries 02	$1,774	$612	$13,242	$4,800
Salaries 03	$233,894	$227,314	$230,386	$183,752
Sub-Total 1-2-3	*$289,793*	*$282,045*	*$319,220*	*$266,214*
Contractual Serv	$78,450	$79,000	$54,099	$56,422
Supplies & Materials	$20,780	$18,080	$18,552	$18,020
Other Expenses	$1,170	$6,020	$6,290	$5,347
Sub-Total 4-5-6	*$100,400*	*$103,100*	*$78,941*	*$79,789*
Equipment Less Trade	$12,500	$13,500	$0	$13,458
Separately Ident Appr	$0	-	$0	-
Overtime - SHS Athl Clean Up	$3,300	$3,300	$2,868	$2,753
Professional Services	$9,000	$9,000	$4,275	$1,850
Custodial Cafe and Police Serv	$650	$650	414	$242
High School Fields	$25,000	$27,000	$0	$23,532
Other School Playfields	$18,000	$15,000	$5,822	$10,799
Fencing	$9,000	$9,000	$9,000	$0
TOTAL 1-9	***$467,643***	***$471,595***	***$424,824***	***$398,637***
0710 **DEBT**				
Water	$65,000	$65,000	$70,000	$70,000
Open Space Land Acq	$0	$0	$40,000	$40,000
High School Land Acq	$0	$0	$110,000	$110,000
Title V Loan[15]	$10,269	$10,269	$15,099	$15,100
Assabet River Consortium[16]	$26,505	$24,049	$24,049	$24,410
New High School Construction	$2,905,000	$2,915,000	$2,925,000	$2,925,000
Open Space Land Acq (2)	$0	$105,000	$105,000	$105,000
Light Dept Upgrade	$0	$0	$0	$105,000
Oak Street Middle Renovation	$380,000	$380,000	$390,000	$410,000
Parker Road Pre School	$0	$80,000	$80,000	$80,000
Fire Facilities Project	$340,000	$380,000	$380,000	$380,000
Water Systems Improv.	$0	$0	$0	$125,000
Sherwood Middle School	$1,000,000	$1,000,000	$1,000,000	$1,000,000
Land Acq - Credit Union	$65,000	$65,000	$65,000	$70,000
Land Acq -South St (Allen)	$305,000	$305,000	$305,000	$305,000
Sewer Interceptor[17]	$42,319	$42,319	$40,538	$39,676
Spring St School	$65,000	$65,000	$65,000	$65,000
Centech Substation[18]	*$300,000*	*$300,000*	*$300,000*	*$300,000*
Sewer Intercept Ph 2&3[19]	*$171,527*	*$167,879*	*$164,308*	*$164,308*
Library Building Project	*$530,000*	*$530,000*	*$534,000*	*$534,000*
Water Treatment Plant	*$499,022*	*$488,407*	*$0*	*$0*
Paton/Spring HVAC	*$215,000*	*$215,000*	*$210,000*	*$0*
Beal Early Childhood Center	*$2,340,000*	*$0*	*$0*	*$0*
Water Treatment Design	*$45,000*	*$0*	*$0*	*$0*
LONG TERM DEBT TOTAL	***$9,304,642***	***$7,147,023***	***$6,844,356***	***$6,940,434***

[15] Funding from Title V Account

[16] Funding from Sewer Surplus

[17] Funding from Sewer Surplus

[18] Funding from Light Department

[19] Funding from Sewer Surplus

	RECOMMENDED FISCAL 2021	APPROPRIATED FISCAL 2020	EXPENDED FISCAL 2019	EXPENDED FISCAL 2018
0751 **INTEREST**				
Water	$3,250	$3,250	$5,900	$7,300
Open Space Land Acq	$0	$0	$1,300	$5,650
High School Land Acq	$0	$0	$3,755	$7,025
Assabet River Consortium[20]	$0	$259	$518	$802
New High School Construction	$217,375	$362,875	$508,875	$655,250
Open Space Land Acq (2)	$0	$2,625	$7,875	$13,125
Light Dept Upgrade	$0	$0	$0	$2,625
Oak Street Middle Renovation	$27,235	$32,143	$36,580	$40,630
Parker Road Pre School	$0	$500	$1,400	$2,225
Fire Facilities Project	$93,250	$96,353	$108,083	$122,383
Water Systems Improv.	$0	$0	$0	$4,375
Sherwood Middle School	$490,000	$540,000	$580,000	$615,000
Land Acq - Credit Union	$4,875	$8,125	$10,725	$13,100
Land Acq -South St (Allen)	$111,325	$117,425	$123,525	$132,675
Sewer Interceptor[21]	$12,559	$13,387	$14,198	$14,992
Spring St School	$6,100	$7,400	$8,700	$11,300
Centech Substation[22]	$132,600	$138,600	$144,600	$156,600
Sewer Intercept Ph 2&3[23]	$60,074.58	$63,432	$66,719.00	$69,935
Library Building Project	$280,393.76	$301,794	$322,054.00	$333,998
Water Treatment Plant	$243,726.00	$236,597	$149,064.00	$0
Paton/Spring HVAC	$75,275.00	$81,725	$88,265.00	$44,772
Beal Early Childhood Center	$1,902,130	$1,222,000	$0	$0
Water Treatment Design	$32,595	$0	$0	$0
LONG TERM INTEREST TOTAL	***$3,692,763***	***$3,229,790***	***$2,182,956***	***$2,253,760***
0752 **SHORT TERM DEBT**				
Anticipated Interest	*$0*	*$160,000*	*$26,250*	*$153,038*
SHORT TERM DEBT TOTAL	***$0***	***$160,000***	***$26,250***	***$153,038***

[20] Funding from Sewer Surplus

[21] Funding from Sewer Surplus

[22] Funding from Light Department

[23] Funding from Sewer Surplus

SHREWSBURY PUBLIC SCHOOLS

100 Maple Avenue, Shrewsbury, MA 01545
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Joseph M. Sawyer, Ed.D.
Superintendent of Schools

Margaret M. Belsito	Amy B. Clouter	Patrick C. Collins	Barbara A. Malone	Jane O. Lizotte, Ed.D.
Assistant Superintendent	Assistant Superintendent	Assistant Superintendent	Executive Director	Assistant Superintendent
Student Services	Curriculum, Instruction, & Assessment	Finance & Operations	Human Resources	Community Partnerships & Well-Being

July 24, 2020

Dear Town Meeting Members:

The School Committee unanimously recommends a proposed Fiscal Year 2020 School Department appropriation of $67,080,000, which represents a $777,959 increase over Fiscal Year 2020, or 1.17%. This recommendation is in alignment with the Town Manager's proposed budget that was endorsed by the Board of Selectmen and the Finance Committee.

Because the State Legislature has not yet filed a budget at the time I write this, the amount of state aid the town will receive is unknown. At this time, there is also great uncertainty as to whether the federal government will provide any additional financial support to public school districts and local municipalities. Further complicating the picture is the challenge of projecting how much the revenue from School Department fees and tuitions will decline, depending on how the new school year unfolds with relation to the pandemic.

Because of this uncertainty, the School Department is taking a "balanced risk" approach to the first part of this fiscal year. What this means is that, rather than make additional reductions to educational programming and personnel now, beyond what was already cut during the budget process (about $1.9 million and almost 30 full-time equivalent positions), we will wait until the state budget process is complete, federal assistance is known, and the ongoing negotiations with employee unions regarding cost mitigation are concluded. We are hopeful that the combination of these factors allows us to avoid or minimize further cuts, while our eyes are open to the fact that if nothing changes we will need to reduce a projected additional $2 million in costs *during* the fiscal year, which would require significant reductions in educational programming and personnel. We do not believe that making significant cuts right now, absent so much information regarding available funding, is the prudent approach, as we need our staff to provide support as we open a school year unlike any before. Therefore, we are avoiding the negative impact of making reductions to staff and programming now while taking a calculated risk regarding the likelihood of having to do it later in the year (and also avoiding unemployment costs to the town as well).

On behalf of the School Committee, I respectfully request the approval of the recommended appropriation for the School Department, and we look forward to answering any questions you may have at Town Meeting.

Respectfully,

Joe Sawyer
Superintendent of Schools

FY2021 Public Schools
Budget Recommendation
Revised: July 22, 2020

School Comm. Recap Sheet	Description	FY19 Actual	FY20 Budget	FY21 Revised: July 22,2020	FY20-FY21 Revised Difference	% Change	Notes
A1	**Admin. Central Office, Principals & Unit B**	$3,233,906	$3,272,594	$3,255,790	$(16,804)	-0.51%	Reduce 1 FTE and 0% increase for non-union admin.
A2	**Unit A (Teachers & Nurses)**	$39,533,608	$41,584,811	$41,746,908	$162,097	0.39%	Staff & program reduction plan elim. 13.8 FTE & increase FDK tuition
A3	**Aides/ABA/Paraprofessionals**	$6,413,600	$7,330,858	$7,306,915	$ (23,943)	-0.33%	Staff & program reduction plan eliminates 13.3 FTE
A4	**Sec., Tech. & Other Non-Represented**	$2,267,753	$2,371,080	$2,292,688	$(78,392)	-3.31%	0% increase for all non-union clerical and IT staff
A5	**Subs - Daily, Long Term & Sub Nurses**	$962,016	$900,900	$900,900	$ -	0.00%	No change from original budget
A6	**Other Wages**	$811,801	$784,500	$822,450	$37,950	4.84%	Reduce Guidance Counselor summer days, increase activity/athletic fees
A7	**Employee Benefits**	$391,377	$351,750	$396,750	$45,000	12.79%	No change from original budget
B1	**Regular Education & Voke Trans.**	$2,147,204	$2,528,985	$2,501,037	$ (27,948)	-1.11%	Reduce1 bus, reduce trans. coord. to part-time, increase fee
B2	**Special Education Transportation**	$680,492	$706,300	$1,291,750	$585,450	82.89%	No change from original budget
C1	**Special Education Tuitions**	$2,258,824	$1,356,803	$1,721,469	$364,666	26.88%	FY20 surplus carries forward into Circuit Breaker reducing Town approp.
C2	**Vocational Tuitions**	$1,709,717	$ 1,648,786	$ 2,039,117	$390,331	23.67%	Must budget for 9 more accepted students at Assabet Valley H.S.
D1	**Administrative Contracted Services**	$633,166	$611,833	$599,028	$ (12,805)	-2.09%	Reduce copier budget & eliminate ThoughtExchange license
D2	**Educational Contracted Services**	$621,944	$679,910	$ 646,910	$ (33,000)	-4.85%	No change from original budget
D3	**Textbooks/Curriculum Materials**	$237,936	$201,104	$176,104	$ (25,000)	-12.43%	Reduce textbook budget as part of $1.95M reduction plan
D4	**Professional Development**	$236,771	$ 255,082	$160,885	$(94,197)	-36.93%	Reduce district professional development budget as part of $1.95M plan
D5	**Educational Supplies & Materials**	$308,154	$273,689	$263,689	$(10,000)	-3.65%	Reduce all general supply budgets as part of $1.95M reduction plan
D6	**Other Misc (i.e. Off. Supp., Ref. Mat.)**	$765,786	$786,716	$705,966	$(80,750)	-10.26%	Reduce tech & custodial supply budgets as part of $1.95M plan
D7	**Equipment**	$850,113	$571,340	$593,340	$22,000	3.85%	No change from original budget
D8	**Utilities - Telephone Exp.**	$ 73,439	$85,000	$78,000	$(7,000)	-8.24%	No change from original budget
NA	***Additional Future Reductions***			*$(419,696)*	*$(419,696)*		*Mid-year reductions necessary if no add'l funding received*
	Total:	**$64,137,607**	**$6,302,041**	**$67,080,000**	**$777,959**	**1.17%**	

	RECOMMENDED FISCAL 2021	APPROPRIATED FISCAL 2020	EXPENDED FISCAL 2019	EXPENDED FISCAL 2018
0159 **OPERATING SUPPORT**				
Employee Assist Program	$2,750	$2,750	$995	$3,980
Grp Health & Life Ins	$12,390,000	$11,900,000	$10,835,034	$10,473,533
Medicare Employer Match	$1,060,000	$1,059,347	$1,009,820	$999,258
Unemployment Compensation	$200,000	$100,000	$49,564	$40,070
R & M - Equipment	$10,421	$10,421	$10,421	$10,420
Oil & Fuel	$349,529	$395,000	$321,661	$248,181
Print Postage Stationery	$94,000	$95,000	$90,120	$70,762
Memorial Day/Veterans Day	$4,000	$5,500	$4,140	$3,865
General Insurance	$867,500	$888,620	$814,654	$766,595
MIS Support	$865,000	$896,000	$821,844	$698,700
Telecom & Network Equipment	$32,515	$44,000	$57,005	$30,555
OPERATING SUPP. TOTAL	***$15,875,715***	***$15,396,638***	***$14,015,257***	***$13,345,923***

GRAND TOTAL DEPARTMENT BUDGET FOR FISCAL 2021 $124,024,635[24]

2020	**APPROPRIATION**	**$120,452,233**
2019	**EXPENDED**	**$117,896,758[25]**
2018	**EXPENDED**	**$116,876,869[26]**

[24]FY 2020 and FY 2021 - Does not include expenditures for the following enterprises: Cable Public Access Fund, Sewer, Solid Waste, Stormwater, and Water

[25]FY 2019 Expended - Includes Water as it was not set up as an enterprise. Solid Waste and Sewer are excluded, Cable Public Access and Stormwater where not yet created

[26] FY 2018 Expended - Includes Water as it was not set up as an enterprise. Solid Waste and Sewer are excluded, Cable Public Access and Stormwater where not yet created

ARTICLE 3

To see if the Town will accept a sum of money from the Municipal Light Department CATV division and appropriate said sum for use of the Board of Assessors in offsetting the tax rate for the fiscal year beginning July 1, 2020, or take any other action in relation thereto.

Motion: I move that the Town accept a sum of $800,000 from the Municipal Light Department CATV division in lieu of taxes, and appropriate said sum to the use of the Board of Assessors in fixing the tax rate for Fiscal Year 2021.

Recommended by the Finance Committee

ARTICLE 4

To see if the Town will accept a sum of money received from the Municipal Light Department in lieu of taxes, and appropriate said sum for use of the Board of Assessors in offsetting the tax rate for the fiscal year beginning July 1, 2020, or take any other action in relation thereto.

Motion: I move that the Town accept a sum of $237,569 from the Municipal Light Department in lieu of taxes, and appropriate said sum to the use of the Board of Assessors in fixing the tax rate for Fiscal Year 2021.

Recommended by the Finance Committee

ARTICLE 5

To see if the Town will transfer from available funds in the Treasury a sum of money for use of the Board of Assessors in offsetting the tax rate for the fiscal year beginning July 1, 2020, or take any other action in relation thereto.

Motion: I move that the Town transfer the sum of $500,000 from Free Cash and appropriate said sum to the use of the Board of Assessors in fixing the tax rate for Fiscal Year 2021.

Recommended by the Finance Committee

ARTICLE 6

To see if the Town will vote to raise and appropriate a sum of money to pay the medical expenses of retired disabled police officers and firefighters, or take any other action in relation thereto.

Motion: I move that the Town raise and appropriate the sum of $9,719 to pay the medical expenses of retired disabled police officers and firefighters.

In accordance with Massachusetts General Laws Chapter 41 Section 100B, annually the Town Meeting is asked to fund the out of pocket medical expenses of retired disabled police officers and firefighters.

Recommended by the Finance Committee

ARTICLE 7

To see if the Town will vote to raise and appropriate or transfer from available funds in the Treasury a sum of money to operate the Municipal and Residential Solid Waste Collection, Processing and Disposal Services Enterprise, or take any other action in relation thereto.

Motion: I move that the Town raise of $2,328,503 as follows:

from Departmental Receipts (Solid Waste):	**$1,129,546**
from Retained Earnings (Solid Waste):	**$20,000**
from Tax Levy:	**$1,178,957**
appropriate the same as follows:	**$2,328,503**

OPERATIONS		
	Salaries 1	**0**
	Salaries 2	**$0**
	Salaries 3	**$0**
	Sub-Total 1-2-3	***$0***
	Contractual Serv 4	**$2,142,253**
	Supplies & Materials 5	**$180,750**
	Other Expenses 6	**5,500**
	Sub-Total 4-5-6	**$2,328,503**
	Separately Ident Appr 9	***$0***
	TOTAL 1-9	***$2,328,503***

to operate the Municipal and Residential Solid Waste Collection, Processing and Disposal Services Enterprise.

This article proposes to establish the operating budget for Municipal and Residential Solid Waste Collection, Processing and Disposal Services for the fiscal year starting July 1, 2020. Retained earnings as of June 16, 2020 were $29,805.

Recommended by the Finance Committee

ARTICLE 8

To see if the Town will vote to raise and appropriate or transfer from available funds in the Treasury a sum of money to fund the operation of the Sewer system, or take any other action in relation thereto.

Motion: **I move that the Town transfer the sum of $6,313,978 from the Sewer Surplus Account and appropriate the same as follows:**

OPERATIONS		
	Salaries 1	**$55,209**
	Salaries 2	**$0**
	Salaries 3	**$384,0198**
	Sub-Total 1-2-3	***$439,228***
	Contractual Serv 4	**585,000**
	Supplies & Materials 5	**$114,750**
	Other Expenses 6	**$40,000**
	Sub-Total 4-5-6	**$739,750**
	Separately Ident Appr 9	***$5,135,000***
	TOTAL 1-9	***$6,313,978***

to operate the Sewer system.

This article proposes to establish the operating budget for Sewer Services for the fiscal year starting July 1, 2020. The Sewer Surplus Account had an unappropriated balance of $5,813,724 as of July 1, 2019. Sewer revenues generated $7,419,263 in fiscal year 2020 producing an uncertified balance of $13,232,987.

Recommended by the Finance Committee

ARTICLE 9

To see if the Town will vote to borrow, raise and appropriate or transfer from available funds in the Treasury such sums of money as may be deemed necessary to fund a Sewer Capital Budget to provide, for the inspection, testing, permitting, maintenance, repairs, construction, reconstruction, replacement and other improvements of the municipal sewer system, including engineering and all other related professional fees and expenses associated with the design of these improvements or repairs and any costs associated with the acquisition of land or easements and further to authorize the application, acceptance and expenditure of a grant or grants from the Commonwealth and/or Federal Government for this purpose and to authorize the Board of Sewer Commissioners, acting for and on behalf of the Town, to layout and construct, reconstruct or make other improvements to main drains, surface drains, common sewers, sub-drains, pump stations, control systems, connections and related appurtenances, and to acquire land or easements in connection therewith, which may be authorized by Chapter 502 of the Acts of

1954, as amended, or take any other action in relation thereto.

Motion: **I move that the Town transfer the sum of $1,220,056 from the Sewer Surplus Account, $416,844 from the Inflow & Infiltration Fund to fund:**

CAPITAL INVESTMENTS

Inflow & Infiltration Work	**$430,000**
Sewer Pump Station Evaluation	**$160,000**
Radio Telemetry Upgrade	**$475,000**
Sewer Pump Station Improvements	**$500,000**
Replace Truck #61 - 2012 Chevy Utility	**$55,000**
Replace Truck #061 – 2003 Chevy	**$16,000**
TOTAL CAPITAL INVESTMENTS	***$1,636,000***

to fund the Sewer Capital Budget for the fiscal period beginning July 1, 2020 including engineering and all other related professional fees and expenses associated with the design of these improvements or repairs and any costs associated with the acquisition of land or easements and further to authorize the application, acceptance and expenditure of a grant or grants from the Commonwealth and/or Federal Government for this purpose and to authorize the Board of Sewer Commissioners, acting for and on behalf of the Town, to layout and construct, reconstruct or make other improvements to main drains, surface drains, common sewers, sub-drains, pump stations, control systems, connections and related appurtenances, and to acquire land or easements in connection therewith, which may be authorized by Chapter 502 of the Acts of 1954, as amended.

This article proposes to establish the capital improvement budget for Sewer Services for the fiscal year starting July 1, 2020. The Sewer Surplus Account had an unappropriated balance of $5,813,724 as of July 1, 2019. Sewer revenues generated $7,419,263 in fiscal year 2020 producing an uncertified balance of $13,232,987.

Contingent upon bidding, efficiencies, and priorities, the capital improvements identified above are proposed to continue the ongoing inflow and infiltration program for year ten, improvements to previously identified needs at sewer pump stations, and the cyclical evaluation of sewer pump stations including:

Maple Avenue Pump Station
Rolfe Avenue Pump Station

and the continuation of upgrading the radio telemetry systems at pump stations including:

Adams Road Pump Station
Cedar Road Pump Station
Cherry Street Pump Station
Hickory Hills Pump Station
Hillando Drive Pump Station
Lake Street Pump Station

Lakeside Drive Pump Station
Oak Street Pump Station
Olde Shrewsbury Village Pump Station
Pineland Avenue Pump Station
Quail Hollow Drive Pump Station
Stoney Hill Road Pump Station
Tanager Drive Pump Station
Tatassit Beach Pump Station
Toblin Hill Drive Pump Station
Walnut Street Pump Station

Recommended by the Finance Committee

ARTICLE 10

To see if the Town will vote to raise and appropriate or transfer from available funds in the Treasury a sum of money to operate the Water Services Enterprise, or take any other action in relation thereto.

Motion: I move that the Town raise the sum of $2,561,174 from Departmental Receipts (Water Services) and appropriate the same as follows:

OPERATIONS		
Salaries 1		**$55,209**
Salaries 2		**$0**
Salaries 3		**$511,493**
	Sub-Total 1-2-3	***$566,702***
Contractual Serv 4		**$637,000**
Supplies & Materials 5		**$307,500**
Other Expenses 6		**$37,100**
	Sub-Total 4-5-6	***$981,600***
	Separately Ident Appr 9	***$1,012,872***
	TOTAL 1-9	***$2,561,174***

to operate the Water Services Enterprise.

The purpose of this article is to establish the operating budget for Water Services for the fiscal year starting July 1, 2020. Capital improvements for this department are proposed through Article 11 of this Warrant. An enterprise fund, authorized by MGL Ch. 44 § 53 F½, is a separate accounting and financial reporting mechanism for municipal services for which a fee is charged in exchange for goods or services. It allows a town to demonstrate to the public the portion of total costs of a service that is recovered through user charges and the portion that is subsidized by the tax levy, if any. With an enterprise fund, all costs of service delivery--direct, indirect, and capital costs--are identified. This allows the town to recover total service costs through user fees if it

chooses. Enterprise accounting also enables towns to reserve the "surplus" or retained earnings generated by the operation of the enterprise rather than closing it out to the general fund at year-end. The utilization of enterprise funds for the financial management of utility revenues is considered best practice of the Government Finance Officers Association and is looked favorably upon by bond rating agencies.

Recommended by the Finance Committee

ARTICLE 11

To see if the Town will vote to borrow, raise and appropriate or transfer from available funds in the Treasury such sums of money as may be deemed necessary to fund the costs associated with the adoption of a Water Capital Budget to provide for the inspection, testing, permitting, maintenance, repairs, construction, reconstruction, replacement and other improvements of the municipal water system, including engineering and all other related professional fees and expenses associated with the design of these improvements or repairs and any costs associated with the acquisition of land or easements and further to authorize the application, acceptance and expenditure of a grant or grants from the Commonwealth and/or Federal Government for this purpose and authorize the Board of Selectmen to acquire land or easements in connection therewith, or to take any other action in relation thereto.

Motion: I move that the Town raise the sum of $972,632 from Departmental Receipts (Water) and the sum of $696,230 be transferred as follows:

DESCRIPTION

From Water System Improvements Account	**$656,640**
From Water Conservation Funds Account	**$39,590**
TOTAL	***$696,230***

appropriate the same as follows:

CAPITAL INVESTMENTS

Water Main Replacements	**$1,543,862**
Replace Pump/West Main Booster	**$50,000**
Replace Truck #61 - 2003 Chevy Pickup	**$16,000**
Replace John Deere riding mower	**$9,000**
Purchase valve exercising equipment	**$50,000**
TOTAL CAPITAL INV.	***$2,016,862***

to fund the Water Capital Budget within the Water Services Enterprise Account for the fiscal period beginning July 1, 2020 including engineering and all other related professional fees and expenses associated with the design of these improvements or repairs and any costs associated with the acquisition of land or easements and further to authorize the application, acceptance and expenditure of a grant or grants from the Commonwealth and/or Federal Government for this purpose and authorize the Board of Selectmen to acquire land or easements in connection therewith.

This article proposes to establish the capital improvement budget for Water Services for the fiscal year starting July 1, 2020. The Water System Improvements Account currently has a balance of $999,222.64.

The capital improvement items included above have been identified as necessary in the Town's effort to continue to improve the reliability of the water distribution system and water quality. The vehicles and machinery proposed to be purchased are to replace equipment at or beyond the end of their useful life, water valve cleaning and exercising equipment will be purchased for use by town staff for the unidirectional flushing program, and selected aging water mains will be replaced in various areas of the water distribution system. Contingent upon bidding results, efficiencies, and priorities, water main replacement and repair projects planned for Fiscal Year 2021 include:

Main Circle
- 1,900 LF 12" Watermain
- 900 LF 8" Watermain
- 50 LF 6" Watermain

School Street
- 3,000 LF 8" Watermain
- 150 LF 6" Watermain

Catalina Drive, Jenny Street, and Saybrook Road
- 3,100 LF 8" Watermain
- 120 LF 6" Watermain

Recommended by the Finance Committee

ARTICLE 12

To see if the Town will vote to raise and appropriate or transfer from available funds in the Treasury a sum of money to operate the Stormwater Services Enterprise, or take any other action in relation thereto.

Motion: I move that the Town raise the sum of $1,456,741 from Departmental Receipts (Stormwater Services) and appropriate the same as follows:

OPERATIONS		
Salaries 1		**$0**
Salaries 2		**$0**
Salaries 3		**$155,241**
	Sub-Total 1-2-3	***$155,241***
Contractual Serv 4		**$751,000**
Supplies & Materials 5		**$0**
Other Expenses 6		**$550,500**
	Sub-Total 4-5-6	**$1,301,500**
	Separately Ident Appr 9	***$0***
	TOTAL 1-9	***$1,456,741***

to operate the Stormwater Services Enterprise.

The purpose of this article is to establish the operating budget for Stormwater Services for the fiscal year starting July 1, 2020. Capital improvements for this department are proposed through Article 13 of this Warrant. An enterprise fund, authorized by MGL Ch. 44 § 53 F½, is a separate accounting and financial reporting mechanism for municipal services for which a fee is charged in exchange for goods or services. It allows a town to demonstrate to the public the portion of total costs of a service that is recovered through user charges and the portion that is subsidized by the tax levy, if any. With an enterprise fund, all costs of service delivery--direct, indirect, and capital costs--are identified. This allows the town to recover total service costs through user fees if it chooses. Enterprise accounting also enables towns to reserve the "surplus" or retained earnings generated by the operation of the enterprise rather than closing it out to the general fund at year-end. The utilization of enterprise funds for the financial management of utility revenues is considered best practice of the Government Finance Officers Association and is looked favorably upon by bond rating agencies.

Recommended by the Finance Committee

ARTICLE 13

To see if the Town will vote to borrow, raise and appropriate or transfer from available funds in the Treasury such sums of money as may be deemed necessary to fund the costs associated with the adoption of a Stormwater Capital Budget to provide for the inspection, testing, permitting, maintenance, repairs, construction, reconstruction, replacement and other improvements of the municipal stormwater system, including engineering and all other related professional fees and expenses associated with the design of such improvements or repairs and any costs associated with the acquisition of land or easements, and to further authorize the application, acceptance and expenditure of a grant or grants from the Commonwealth and/or Federal Government for this purpose and to authorize the Board of Sewer Commissioners, acting for and on behalf of the Town, to layout and construct, reconstruct or make other improvements to said storm drains, connections and related appurtenances, acquire land or easements in connection therewith, which may be authorized by Chapter 502 of the Acts of 1954 and the General Laws as amended, or take any other action in relation thereto.

Motion: I move that the Town raise the sum of $250,000 from Departmental Receipts (Stormwater) and appropriate the same as follows:

CAPITAL INVESTMENTS	
Drainage Projects	**$250,000**
TOTAL CAPITAL INV.	***$250,000***

to fund the Stormwater Capital Budget within the Stormwater Services Enterprise Account for the fiscal period beginning July 1, 2020 including engineering and all other related professional fees and expenses associated with the design of such improvements or repairs and any costs associated with the acquisition of land or easements, and to further authorize the application, acceptance and expenditure of a grant or grants from the Commonwealth and/or Federal Government for this purpose and to authorize the Board of Sewer Commissioners, acting for and on behalf of the Town, to layout and construct, reconstruct

or make other improvements to said storm drains, connections and related appurtenances, acquire land or easements in connection therewith, which may be authorized by Chapter 502 of the Acts of 1954 and the General Laws as amended.

This article proposes to establish the capital improvement budget for Stormwater Services for the fiscal year starting July 1, 2020. Contingent upon bidding, efficiencies and priorities system replacement and repair projects planned for Fiscal Year 2021 are under development.

Recommended by the Finance Committee

ARTICLE 14

To see if the Town will vote to borrow, raise and appropriate or transfer from available funds in the Treasury such sums of money as may be deemed necessary to fund the costs associated with the adoption of a General Capital Budget for the fiscal period beginning July 1, 2020, or take any other action in relation thereto.

Motion: I move the Town vote to raise $108,900 from the tax levy and appropriate the same and transfer $992,620 from Free Cash as follows to fund the costs associated with the adoption of an Omnibus Capital Budget for the fiscal period beginning July 1, 2020 as follows:

Proposed FY2021 Capital Improvement Plan	
Town Clerk	
Poll Pads – Electronic Voter Verification	$29,020
DPW	
Engineering	
Design & Improvements to Public Ways & Assets	$50,000
Emergency Action Plans: Old Mill & Newton Pond Dam	$20,000
Highway	
Replace 1999 Truck 7 – Plow/Sander	$240,000
Parks, Recreation and Cemetery	
Ballfield Renovations – Dean Park	$145,000
Public Buildings	
Replace Roof & Air Handling Units – Parker Road Preschool	$500,000
DPW Total	**$955,000**
Police	
Replace 2 Marked Police Vehicles	$117,500
NON-UTILITY SUBTOTAL	**$1,101,520**

The above represents the Capital Budget for FY 2021 for all non-utility Town Departments and is the result of the review of the Fiscal Years 2021-2025 Capital Budget. Due to the current fiscal climate a number of projects submitted for funding in FY 2021 are not being presented for funding.

Recommended by the Finance Committee

ARTICLE 15

To see if the Town will vote to set the annual spending limits for the revolving accounts established and set forth in Article 22 of the General Bylaws, or take any other action in relation thereto.

Motion: I move that the Town set the Fiscal Year 2021 spending limits for the following revolving accounts established in Article 22 of the General Bylaws:

Council on Aging Transportation Fund - $75,000

Donahue Rowing Center - $300,000

This article establishes the annual maximum amount of funds that can be expended from the two revolving accounts authorized by Article 22 of the General Bylaws in accordance with MGL Chapter 44 Section 53E1/2.

Recommended by the Finance Committee

ARTICLE 16

To see if the Town will vote to raise and appropriate or transfer from available funds in the Treasury a sum of money to operate the Cable Television Public, Educational and Governmental Access Services Enterprise, or take any other action in relation thereto.

Motion: I move that the Town vote to raise the sum of $426,244 from Departmental Receipts (Cable Television Public, Educational and Governmental Access) and appropriate the same as follows:

OPERATIONS		
Salaries 1		**$0**
Salaries 2		**$0**
Salaries 3		**$0**
Sub-Total 1-2-3	***$0***	
Contractual Serv 4		**$0**
Supplies & Materials 5		**$0**
Other Expenses 6		**$0**
Sub-Total 4-5-6	***$0***	
Separately Ident Appr 9	***$426,244***	
TOTAL 1-9	***$426,244***	

to operate the Cable Television Public, Educational and Governmental Access Services Enterprise.

The purpose of this article is to establish the operating budget for Cable Television Public, Educational and Governmental Access Services for the fiscal year starting July 1, 2020. Funds for the Cable Television Public, Educational and Government Access Services are derived from the Cable Franchise License Agreement with SELCO. The Cable Franchise License Agreement provides that effective January 1, 2019 Cable Television Public, Educational and Government Access Services are to no longer be provided directly by SELCO. These services are provided by a private non-profit entity. All funds identified in this article will be transferred to the non-profit entity for management of the services.

Recommended by the Finance Committee

ARTICLE 17

To see if the Town will vote to raise and appropriate or transfer from available funds in the Treasury a sum of money for counseling and educational services to families, or take any other action in relation thereto.

Motion: I move the Town Transfer $150,000 from Free Cash for counseling and education services to families.

The purpose of this article is to appropriate funds to purchase counseling and education services under contract with Shrewsbury Youth and Family Services. The amount of the Fiscal Year 2021 appropriation is $150,000.

Recommended by the Finance Committee

ARTICLE 18

To see if the Town will appropriate a sum of money to upgrade the Shrewsbury Electric and Cable Operations Broadband Plant, including engineering, design, materials and installation and related work and to determine how such sum is to be raised whether by appropriation, transfer from available Electric and Cable Funds and/or by borrowing under the provisions of General Laws, Chapter 44, Section 8, or to take any other action in relation thereto.

Motion: I move the Town vote to appropriate the amount of Fifteen Million dollars ($15,000,000) to upgrade the Shrewsbury Electric and Cable Operations Broadband Plant, including engineering, design, materials and installation and related work. To meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow and issue bonds and notes therefore, in said amount under M.G.L. c. 44, or pursuant to any other enabling authority. Any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with M.G.L. c. 44, Section 20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

The purpose of this article is to receive authorization to borrow and appropriate funds which will be utilized to cover a portion of the costs of various upgrades to SELCO's broadband plant. The main feature of this upgrade will include fiber to the home/unit. This project will take several years to complete and will help ensure the future viability of SELCO's operating portfolio given the decline of video (cable television) customers. SELCO funds will be used to fund the repayment of this debt.

Recommended by the Finance Committee

ARTICLE 19

To see if the Town will vote to accept a sum of money from the Commonwealth of Massachusetts in accordance with the provisions of the Chapter 90 local transportation aid funding program and transfer said funds to the Highway Department for the purposes of maintaining, repairing, improving and constructing town ways, sidewalks and drains and related eligible expenses, or take any other action in relation thereto.

Motion: I move that the Town accept a sum of money from the Commonwealth of Massachusetts in accordance with the provisions of Chapter 90 of the General Laws concerning the local transportation aid funding program and transfer said funds to the Highway Department for the purposes of maintaining, repairing, improving and constructing town ways, sidewalks and drains and related eligible expenses.

The Commonwealth of Massachusetts allocates funding to municipalities for the repair and improvement of public streets and ways. These funds are allocated by formula based upon the number of lane miles of public streets and ways. The Town will receive $989,552 in Chapter 90 funds for FY2021.

Recommended by the Finance Committee

ARTICLE 20

To see if the Town will vote to transfer a sum of money from the Sale of Cemetery Lots account to the Cemetery Department for the care, improvement, embellishment or enlargement of the Cemetery, or to take any other action in relation thereto.

Motion: I move that the Town transfer the sum of $18,000 from the Sale of Cemetery Lots account to the Cemetery Department for the care, improvement and embellishment or enlargement of the cemetery.

Annually the Town Meeting transfers funds from this account to offset the salary expenses associated with the operation of the cemetery. The balance in the Sale of Lots account is $93,798.

Recommended by the Finance Committee

ARTICLE 21

To see if the Town will vote to transfer a sum of money from available funds in the Treasury and appropriate said sum to various departmental appropriations for a prior fiscal year, or take any other action in relation thereto.

Motion: I move that the Town transfer funds to pay bills of prior fiscal years as follows:

As of this writing, there are currently no prior year bills to be paid.

Not Recommended by the Finance Committee

ARTICLE 22

To see if the Town will vote to authorize the School Department, with the approval of the Town Manager, to enter into a Memorandum of Understanding with agencies of the Commonwealth in accordance with the provisions of MGL c. 44, section 70, relative to reporting and receiving federal reimbursement for costs incurred in transporting children in foster care to and from their foster placement and their School of Origin, as such costs may be eligible for reimbursement under Title IV-E of the Social Security Act, or to take any other action in relation thereto.

Motion: I move that the Town vote to authorize the School Department, with the approval of the Town Manager, to enter into a Memorandum of Understanding with agencies of the Commonwealth in accordance with the provisions of MGL c. 44, section 70, relative to reporting and receiving federal reimbursement for costs incurred in transporting children in foster care to and from their foster placement and their School of Origin, as such costs may be eligible for reimbursement under Title IV-E of the Social Security Act.

The purpose of this article to receive authorization to enter into an agreement with the Commonwealth of Massachusetts and receive funding through a program that reimburses a portion, estimated at 20%, of prior years busing costs for displaced Foster care students attending Shrewsbury Public Schools.

Recommended by the Finance Committee

ARTICLE 23

To see if the Town will vote transfer the Town-owned property located at 1-7 Maple Avenue, originally acquired for school purposes, to the Board of Selectmen for the purpose of making the property available for sale, to establish the minimum sales price for the property, and to authorize the Board of Selectmen to enter into any agreements and to do all things necessary to dispose of said property by sale, upon such terms and conditions as the Board of Selectmen deem to be in the best interest of the Town, or to take any other action in relation thereto.

Motion: I move that the Town vote to transfer the Town-owned property located at 1-7 Maple Avenue, originally acquired for school purposes, to the Board of Selectmen for the purpose of making the property available for sale for no less than one dollar ($1.00), and to authorize the Board of Selectmen to enter into any agreements and to do all things necessary to dispose of said property by sale, upon such terms and conditions as the Board of Selectmen deem to be in the best interest of the Town.

The purpose of this article is for Town Meeting to authorize the Board of Selectmen to sell the property at 1 - 7 Maple Avenue, the current Beal Early Childhood Center, once the new Beal Elementary School is opened at 214 Lake Street. The Beal Reuse Committee was established in 2017 to undertake a comprehensive analysis of potential reuses for the Beal Early Childhood Center property. The analysis was to include future public uses as well as the potential benefits of disposing of the property located at 1 Maple Avenue. The Beal Reuse Committee presented their recommendations to the Board of Selectmen on July 9, 2019. In conjunction with the Beal Reuse Committee's work the town received a grant from MassDevelopment to study and prepare a Town Center Visioning Report that focused on the Beal School property. The report was issued in May 2019. In October 2019, the Town was awarded another grant from MassDevelopment to create a Request for Proposal (RFP) for the disposition of the Beal School property. In January 2020, the Town began the process for developing the RFP for the property located at 1 Maple Ave, the Beal School Building. The Beal Reuse Committee was recharged on January 28, 2020 as the Beal RFP Committee. The Beal RFP Committee is in the final stages of reviewing the Beal RFP for it to be issued if Town Meeting approves this article. The School Committee voted to declare the subject property as being no longer necessary for school purposes on June 17, 2020. The RFP takes into consideration all of the feedback and study that has occurred since 2017.

Recommended by the Finance Committee

ARTICLE 24

To see if the Town will vote to borrow, raise and appropriate or transfer from available funds in the Treasury such sums of money as may be deemed necessary to fund the costs associated with the acquisition of property located at 268 N. Quinsigamond Avenue and authorize the Board of Selectmen to enter into such agreement for the purchase, and further to authorize the application, acceptance and expenditure of a grant or grants from the Commonwealth and/or Federal Government for this purpose, or take any other action in relation thereto.

Motion: I move that the Town vote to transfer $245,000 from the Water Systems Improvements Account and appropriate said sum to purchase and make improvements on the property at 268 N. Quinsigamond Avenue and authorize the Board of Selectmen to take all necessary actions to complete this transaction.

The purpose of this article is for Town Meeting to authorize the Board of Selectmen to acquire the property at 268 N. Quinsigamond Avenue for purposes of protecting the Town's "Lambert" drinking water wells. The property will be purchased for an agreed upon price of $200,000

($5,000 of which has been placed on deposit) and the balance of funds will be used to remove all structures and materials from the site.

Recommended by the Finance Committee

ARTICLE 25

To see if the Town will vote to borrow, raise and appropriate or transfer from available funds in the Treasury such sums of money as may be deemed necessary to fund the costs associated with the acquisition of property located at 274 N. Quinsigamond Avenue and authorize the Board of Selectmen to enter into such agreement for the purchase, and further to authorize the application, acceptance and expenditure of a grant or grants from the Commonwealth and/or Federal Government for this purpose or take any other action in relation thereto.

Motion: I move that the Town vote to transfer $103,000 from the Water Systems Improvements Account and appropriate said sum to purchase the property at 274 N. Quinsigamond Avenue and authorize the Board of Selectmen to take all necessary actions to complete this transaction.

The purpose of this article is for Town Meeting to authorize the Board of Selectmen to acquire the property at 274 N. Quinsigamond Avenue for purposes of protecting the Town's "Lambert" drinking water wells. The property will be purchased for an agreed upon price of $108,000 ($5,000 of which has been placed on deposit). This property does not have any structures on it.

Recommended by the Finance Committee

ARTICLE 26

To see if the Town will vote authorize the Shrewsbury Electric and Cable Operations Commission to purchase three parcels of land located at and known as 234 Boston Turnpike (Route 9), 2-4 Worthington Avenue, and 6-8 Worthington Avenue, for municipal light plant purposes, or to take any other action in relation thereto.

Motion: I move that the Town vote to authorize the Shrewsbury Electric and Cable Operations Commission to purchase three parcels of land located at and known as 234 Boston Turnpike, 2-4 Worthington Avenue, and 6-8 Worthington Avenue, said parcels to be acquired for municipal light plant purposes.

The purpose of this article is to authorize the SELCO Commission to acquire three parcels of land. These three parcels total .91acre and are currently owned by National Grid (or an affiliate thereof). National Grid had a substation located on this land. The substation was decommissioned in 2019 and National Grid deemed the three parcels as surplus; available for sale. SELCO maintains a substation adjacent to these parcels, housing the Logan Station at 12-14 Worthington Avenue. The purchase price for three parcels is $250,000.

Recommended by the Finance Committee

ARTICLE 27

To see if the Town will vote to authorize the Selectmen to acquire by gift, purchase or taking by eminent domain an easement therein for all the purposes of a Town way proximate to Lake Street and Hylair Drive, or take any other action thereto.

Motion: I move that the Town vote to authorize the Board of Selectmen to acquire by gift, purchase or taking by eminent domain an easement therein for all the purposes of a Town way proximate to Lake Street and Hylair Drive.

This article was put in place before the final design was accomplished. At this time, there is no need for the easement. We would recommend defeat.

Not Recommended by the Finance Committee

ARTICLE 28

To hear and act upon the report of the Board of Selectmen regarding the layout of and to consider accepting as public ways the following streets, in whole or in part, as shown on the plans filed in the office of the Town Clerk, and to authorize the Selectmen to acquire by gift, purchase or taking by eminent domain an easement therein for all the purposes of a Town way and all necessary easements:

STREET
Nelson Point Road (portion of)
Point Road

or to take any action in relation thereto.

Motion: I move that the Town accept the report of the Board of Selectmen in laying out and making public the following streets, in whole or in part, as shown on plans filed in the office of the Town Clerk entitled "Acceptance Plan of Point Road & A Portion of Nelson Point Road", and authorize the Selectmen to acquire by gift, purchase, or taking by eminent domain an easement therein for all the purposes of a Town way and all necessary easements.

STREET

Nelson Point Road (portion of)
Point Road

These streets or portions of streets have been constructed to Town standards and are ready for acceptance as public ways. Note that this list may be modified should any last minute issues develop on any of the streets.

Recommended by the Finance Committee

ARTICLE 29

To see if the Town will vote to amend the consolidated Personnel Bylaw in Section 1 through Section 17, or take any other action in relation thereto.

Motion: I move that the Town amend the Personnel Bylaw by striking all text shown with a <u>underlined</u>, bolded ~~strikethrough~~ and adding all text shown as <u>underlined</u> and bolded, as follows:

Personnel Bylaw, ~~Compensation, And Salary Schedule~~

Consolidated Personnel By-law

Section 1. Definitions

As used in this by-law, the following words and phrases shall have the following meanings unless a different construction is clearly required by the context or by the laws of the Commonwealth:

"Appointive Authority", the Town Manager for employees assigned to departments over which The**y** h**~~as~~ve** jurisdiction, the elected official or board, or the appointed official having jurisdiction over a function or activity;

"Casual service", personal service rendered by an employee in a position calling for part- time employment, which service does not constitute continuous employment this service is rendered occasionally and without regularity according to the demands therefore as determined by the Town Manager;

"Civil Service Law", Chapter 31 of the General Laws of the Commonwealth, as amended and all rules and regulations made thereunder; and any special law enacted by the General Court regulating the classification, compensation and conditions of employment of officers and employees of the Town under Chapter 31;

<u>"Class", a position in Town that is differentiated by the position title;</u>

<u>"Classification And Compensation Plan", the table that contains all classified positions and their corresponding salary rate ranges;</u>

"Compensation Grade", a designated salary or wage range;

"Continuous employment", employment, including prior service, uninterrupted except for required military service and for authorized vacation leave, bereavement leave, court leave or other leave of absence. Prior service shall mean any provisional, temporary or permanent full time employment, excluding seasonal employment, performed by an employee with the town at an earlier time, so long as the employee was re-hired within one year of separation and this shall apply to all persons re-hired after January 1, 1998." ;

"Department", any department, board, committee, commission, or other agency of the Town subject to this by-law;

"Department Head", the officer, board, or other body having immediate supervision and control of a department;

"Director", the personnel Director as defined in Section **~~11~~10**;

"Full-time employee", an employee retained in full-time employment;

"Full-time employment", employment for not less than seven and one-half hours per diem for five days a week for fifty-two weeks per annum, minus legal holidays and authorized military leave, vacation leave, sick leave, bereavement leave, court leave, and leave of absence;

"~~Class~~",“Grade”, **~~a group of positions in the Town service sufficiently similar in respect to duties and responsibilities so that the same descriptive title may be used to designate each position allocated to the class, that the same qualifications shall be required of the incumbents, that the same tests of fitness may be used to choose qualified employees and that the same scale of compensation can be made to apply with equity;~~**
a grouping of positions which are “similar” in nature of work, principal duties and responsibilities, relative level of work difficulty, and level of knowledge, skill and ability (KSAS) required to perform the job. positions allocated to the same grade are “sufficiently similar” with respect to the types of factors enumerated above to permit them to be compensated at the same general level of pay. the positions do not have to be identical, however, and can be in different departments or even in the same department dealing with different subject matter or performing different specific duties;

"Holiday pay", extra pay authorized pursuant to Section **~~21~~ 19**;

"Intermittent service", personal service rendered by an employee in a position calling for part-time employment, which service although constituting continuous employment is not rendered during prescribed working hours, daily, weekly or annually, but is rendered as required, according to the demands for such service as determined by the Town Manager;

"Maximum Rate", the highest rate in a range which an employee normally is entitled to attain;

"Minimum Rate", the rate in a range which is paid to a new employee;

"Overtime", time in excess of the normal number of hours or days of working time in the work week of the department;

"Part-time employment", employment for less than full-time employment, as defined below;

"Permanent employee", or "permanent appointee", (1) any employee retained on a continuing basis in a permanent position, as defined above; (2) any employee holding a permanent appointment under Civil Service Law to a position deemed permanent within the meaning of said law;

"Permanent position", any position in the Town service which has required or which is likely to

require the services of an incumbent without interruption for a period of more than six calendar months, either on a full-time or part-time employment basis;

"Personal Rate", a rate above the maximum rate or single rate applicable only to a designated employee;

"Position", an office or post of employment in the Town service with duties and responsibilities calling for the full-time or part-time employment of one person in the performance and exercise thereof;

"Promotion", a change from a position of lower class**ification** and compensation grade to a position with greater responsibilities in a higher class and compensation grade;

"Range", the dollar difference between minimum and maximum rates;

"Rate", a sum of money designated as compensation for hourly, weekly or annual personal services;

"Single Rate", a rate of compensation for personal services that does not appear in a range;

"Temporary position", any position in the Town service which is not permanent but which requires or is likely to require the services of one incumbent for a period not exceeding six calendar months;
"Temporary employee", (1) an employee retained in a temporary position as defined above; (2) any employee holding a temporary appointment under the Civil Service Law who does not also have permanent status thereunder; (3) an employee retained in a position in a class the title of which contains the adjective "temporary";
"Town", the Town of Shrewsbury;

~~"Salary Schedule", schedule of rates appearing in Section 12, computed at weekly and annual amounts;~~

~~"Wage Schedule", schedule of rates appearing in Section 12, computed at hourly amounts;~~

~~"Miscellaneous Compensation Schedule", schedule of rates appearing in Section 12 or part-time and seasonal positions, computed at hourly or weekly amounts;~~

~~"Interim Personal Rate", a rate falling within a range other than a step rate;~~

~~"Step Rate", a rate in a range between the minimum and maximum rates;~~

~~"Increment", the dollar difference between step rates;~~

Section 2. Classification And Compensation Plan
The Personnel Board shall classify the positions of all officers and employees in the service of the Town, other than those offices filled by popular election, the position of Town Manager, positions

under the respective jurisdictions of the Board of Light Commissioners and the School Committee and positions for which the services of incumbent employees are intermittent or casual based through a uniform system for grouping positions based on the nature and complexity of the duties assigned and the minimum qualifications required to perform those duties.

Section 3. New Or Changed Positions
It shall be a responsibility of the Town Manager to ensure that position classifications and job descriptions are reviewed at reasonable intervals, as **~~he/she~~** **they** deem**~~s~~** necessary, and to recommend any required new positions or changes to existing positions including the reclassification thereof to the Personnel Board for adoption. The Personnel Board shall report any changes to the Classification **And Compensation** Plan to the annually via the Annual Town Report.

Section 4. Titles Of Positions

(a) The title of each class, as established by the Classification **And Compensation** Plan shall, except as otherwise provided herein, be the official title of every position allocated to the class and the official title of each incumbent of a position so allocated, and shall be used to the exclusion of all others on payrolls, budget estimates and other official records and reports pertaining to the position.

(b) If, in the instance of any position subject to the Civil Service Law, a different title for the position shall be established by the Director of Civil Service, such title shall be the official title of the incumbent of said position and shall be used, in lieu of the title described above, on all payrolls, budget estimates, and other official records and reports pertaining to the position.

(c) Except for paid elective positions, and except for positions allocated to their appropriate class by the Director of Civil Service pursuant to the Civil Service Law, each position in the Town service other than the position of Town Manager, positions under the supervision and control of the School Committee and the Board of Light Commissioners, and positions for which the services of incumbent employees are intermittent or casual, shall be allocated by the Personnel Board to a class established by the Classification **And Compensation** Plan.

Section ~~6~~5. Class Descriptions and Interpretation

The Personnel Board shall maintain written descriptions of the position classes in the Classification **and Compensation** Plan, each consisting of a statement describing the essential nature of the work characteristic of the class that distinguishes the class from others. The description for any position class shall be construed solely as a means of identification, and not as prescribing, what the duties or responsibilities of any position shall be, or as modifying, or in any way affecting, the power of any administrative authority, as otherwise existing, to appoint, to assign duties to, or to direct and control the work of any employee under the jurisdiction of such authority.

Section ~~7~~6. Compensation Plan

a) The Compensation Plan shall consist of salary and wage schedules which provide minimum and maximum salaries or wages or single rate salaries or wages for the position classes in the Classification **and Compensation** Plan. The salary range of a position class shall be the salary range of all positions allocated to the class.

b) The compensation of employees rendering intermittent or casual services shall be determined by the Town Manager, subject to the availability of appropriated funds and subject to review and approval by the Personnel Board.

c) Upon the recommendation of the Department Head and Town Manager and subject to the written approval of the Personnel Board, employees covered under this by-law may receive additional compensation, payments or other benefits to equalize them with employees that are covered by collective bargaining agreements within the employee's department.

d) The payment of on-call pay for employees covered by the Compensation Plan may be authorized in a manner and amount as approved in writing by the Personnel Board.

Section ~~8~~7. Amendment of the Plans

a) Upon recommendation by the Town Manager the Classification Plan or the Compensation Plan may be amended by vote of the Personnel Board.

b) Upon receipt of a signed petition proposing such an amendment, the Personnel Board, after giving the petitioners, department heads, and employees affected at least three days' written notice, shall hold a hearing of the parties interested to consider the proposed amendment. If the Personnel Board shall fail to act on an amendment so presented within fifteen days after the hearing thereon, the Personnel Board shall be deemed to have disapproved the amendment.

Section ~~9~~8. Personnel Board

a) There shall be a Personnel Board appointed by the Moderator, consisting of three members, other than employees, elected officials, or those serving the town in an appointive capacity. Members of the Personnel Board shall serve without compensation and each member shall serve for a term of three years, provided however, that of the members originally appointed, one shall serve for a term of one year, one for a term of two years and one for a term of three years, as designated by the Moderator. Any vacancy shall be filled by the moderator. Each member shall continue to hold office until his successor has been appointed and qualified.

b) The Personnel Board shall elect its own chairman. It shall keep a record of its official proceedings and actions and may, subject to appropriation therefore, make such expenditures as may be necessary to the performance of its duties.

Section ~~10~~9. Duties of the Personnel Board

a) The Personnel Board shall administer the Classification and Compensation Plans, and shall establish such policies, procedures and regulations as it deems necessary for the administration of these plans.

~~c)~~ **b)**The Personnel Board, from time to time, shall review the work of all positions subject to the Classification **and Compensation** Plan.

~~d)~~ **c)**The Personnel Board shall, from time to time, review the Compensation Plan. It shall keep informed as to pay rates and policies outside the service of the Town, and shall recommend to the Town any action which it deems desirable to maintain a fair and equitable pay level.

Section ~~11~~10. Personnel Director

The Town Manager shall be ex-officio Personnel Director of the Town and shall be the administrative representative of the Personnel Board. The**y** shall furnish the Personnel Board with all information essential for the actions of the Personnel Board under this by-law. The Director shall administer the rules and regulations of the Personnel Board and the provisions of this by-law with authority to interpret the same but not to rescind or otherwise amend. The Director shall report to the Personnel Board in writing any interpretation The**y** make~~s~~ in any area where this by-law is not reasonably clear in his opinion. Nothing in this paragraph is intended to confer jurisdiction of the Town Manager over other Appointive Authorities or their functions or to rescind the right of any department head or employee to seek the opinion of the Personnel Board in respect to this by-law, and the finding of the Personnel Board shall prevail.

Section ~~12~~11. Longevity
In addition to the compensation set forth in the Classification and Compensation Plans, the Town will pay the employees covered by this Bylaw an annual longevity bonus in accordance with the following schedule:

To employees with 5 years but less than 10 years continuous full-time employment with the Town: $125

To employees with 10 years but less than 15 years continuous full-time employment with the Town: $200

To employees with 15 years but less than 20 years continuous full-time employment with the Town: $250

To employees with 20 years but less than 25 years continuous full-time employment with the Town: $300

To employees with 25 or more years of continuous full-time employment with the Town: $350

To employees with 30 or more years of continuous full-time employment with the Town: $400

To employees with 35 or more years of continuous full-time employment with the Town: $450

The period of an employee's continuous full-time service shall be determined as of midnight on December 3lst of each year. Payment of an employee's longevity bonus shall be made within the month of January.

Part-time employees who are employed for at least **18.75** hours per week shall be paid 50% of the longevity bonus set forth for full-time employees. The requirement of continuous employment shall apply to part-time employees.

Employment shall include Emergency Employment Act and Comprehensive Employment and Training Act assignments with the Town, said amendment to be effective on December 31, 1983.

Section ~~13~~12. New Personnel

a) The hiring rate shall be the minimum rate of the range of the position class for which the new employee is hired, except that when the Appointive Authority and the Personnel Board agree that a new employee has had sufficient experience in the same or similar type work, said new employee may start at such higher rate within the range as the **~~Personnel Board~~** **Town Manager** may consider appropriate.

~~b) For new personnel, the first six months of full-time or part-time employment shall be a probationary period, at the end of which the employee may advance one step rate, provided the Town Manager, Appointive Authority and the Personnel Board decide performance warrants it. Otherwise, the rate shall again be considered after one year of continuous full-time service. A new employee not recommended for an increase following six months' service shall have the right of appeal to the Personnel Board as provided in Section 15.~~

Section ~~1~~413. Adjustment Policy

a) Employees in full-time employment of the Town who have a satisfactory performance record shall be eligible annually, one year from the date of the latest increase, for consideration for advance**ment through the range** **~~to the next higher step rate~~** until the maximum **rate** **~~step~~** for their respective position classes is reached, subject to the approval of their Department Head, **The Town Manager** and the Personnel Board. **The Town Manager shall propose a plan for consideration and adoption by the Personnel Board that will be used to guide the movement of employees through compensation ranges in the form of the Town's compensation philosophy.**

b) Employees in part-time employment shall be eligible for consideration for increases on the same basis as provided for employees in full-time employment.

c) Any employee denied such an increase has the right of appeal to the Personnel Board, which shall confer with both the employee and the Department Head before taking action.

d) Under most unusual circumstances, involving such matters as highest qualifications, performance and good of the service, **two occasions of advancement through the range** ~~**a one-step increase**~~ may be granted within a twelve-month period. All adjustments shall be approved in advance by the Personnel Board. If an employee receives such an increase, ~~**his**~~ **their** anniversary date is to remain unchanged.

~~**e) The Personnel Board shall place Student Engineers on appropriate steps of compensation, as set forth in the Compensation Schedule.**~~

~~**f)**~~ **e)** Nothing in this section shall limit the Town Manager and Personnel Board from developing a performance-based compensation plan for certain classifications of employees and setting the steps and ranges of compensation to accommodate such a plan.

~~**SECTION 1514. TRANSFERS AND PROMOTIONS**~~

~~**a) When an employee is promoted to a higher-rated position, the employee shall enter it at the minimum rate of the range for the appropriate compensation grade, or at their current rate step-rate above his present rate, whichever is higher. The employee may receive an additional one step-rate increase at the time if the Department Head and Town Manager feel that qualifications and performance warrant it and the Personnel Board approves**~~.

~~**b) If an employee should be transferred to a lower classified rated position, the employee shall enter it at his/her own rate which may become an Interim Personal Rate or at the maximum rate of the position, whichever is the lower. The Personnel Board may, in exceptional circumstances, such as the elimination of the employee's former position, permit the employee to enter such lower rated position at a Personal Rate.**~~

~~**c) If an employee, at their own request, is transferred to a position in the same or a different department which is allocated to a different classification but which is the same occupation group, the employee shall be paid the same rate as before the transfer. of the same step in the compensation grade to which the new position class has been allocated. If such a transfer is to a position class in a different occupation group, his entrance rate will be determined by the provision of Section 14. The following occupational groups are recognized for this purpose:**~~
~~**Labor Group (except Custodians) Clerical Group (including Library Assistants) Police Group (Patrolman) Fire Group (Firefighter)**~~

SECTION ~~16~~14. Vacation Leave

a) Vacation leave shall be granted to personnel in full-time or part-time continuous employment, working 18.75 hours or more per week for the full fiscal year, as follows:

• Persons with 20 years of continuous service, or over - 25 days

• Persons with 10 years but less than 20 years of continuous service - 20 days

• Persons with 3 years but less than 10 years of continuous service - 15 days

• Persons with 1 year but less than 3 years of continuous service - 10 days

During the first year of employment employees shall upon the date of hire, be awarded leave proportionally equal to the amount of time remaining in the fiscal year. Example: an employee hired January 1st will receive 50% of the annual vacation leave amount.

Persons employed less than full time shall accumulate vacation leave in proportion to the annualized hours budgeted per week for the position. The length of continuous service shall be computed as of July 1 of the current year, provided that no current employee shall receive less vacation leave than The**y** would be entitled to on May 1, 2018.

(Employees in recognized collective bargaining units are excluded from this vacation schedule.)

~~b) (Deleted 3/19/62)~~

~~c)~~ b) The assignment of vacation periods within any vacation year shall be scheduled by Department Heads subject to the approval of the Appointive Authority for such time or times as best serve the public interest. Preference should be given to employees on the basis of their years of employment, wherever possible. Vacation allowance may not be accumulated from one vacation year to another except when, in the opinion of the Appointive Authority, it is impossible or impractical because of work schedule or other emergencies to do otherwise, and in no event shall a vacation period be accumulated for more than one calendar year.

~~d)~~ c) Absences on account of sickness in excess of those authorized or for personal reasons not provided for under the regulations of the Town, may, at the discretion of the Appointing Authority, be charged to Vacation Leave.

~~e)~~ d) Whenever employment is terminated by retirement or dismissal through no fault or delinquency on the employee's part, or by death, without **~~his~~** having been granted a vacation to which **~~he is~~ they are** entitled, The**y**, or in the case of death, **~~his~~ their** estate, or personal representative shall be paid vacation pay at the regular rate of compensation payable to **~~him~~ them** at the termination of **~~his~~ their** employment. If an employee terminates **~~his~~ their** service prior to July 1 the**y** shall receive vacation leave in proportion to the period of time employed since the preceding July 1.

~~f)~~ e) If a holiday falls within the vacation period, it shall not count as part of vacation allowance and, for the purpose of this Section, holidays which fall on or are celebrated on Saturday or any other day not regularly worked, shall not count as holiday credit.

~~g)~~ f) The maximum number of hours credited in any day of vacation shall not exceed the number of regularly scheduled hours, exclusive of overtime, which otherwise would have been worked if vacation leave had not been taken.

~~h)~~ **g)**Notwithstanding the aforementioned sections, the vacation leave for employees hired after July 1, 2016 shall be determined by the appointing authority subject to the approval of the Personnel Board. Said vacation leave shall not exceed the maximum amount of vacation leave set forth in Section **18a.**

~~i)~~ **h)**Notwithstanding the aforementioned sections, vacation leave for employees on unpaid leave resulting from active military service for a period of six months or greater, shall be credited at one vacation day per month of military service up to a maximum of ten days for the continuous tour of duty, regardless of length. Said vacation leave must be used by the employee within twelve months from the date of return to paid status with the Town. (i) adopted 5/21/07)

SECTION ~~17~~ 15. Sick Leave

a) Effective July 1, 1983, personnel in full or part-time employment (**18.75 hours or more per week for the full calendar year)** occupying positions subject to this bylaw shall have a choice of two (2) sick leave plans.

b) Prior to January 1, 1984, each employee covered under this bylaw shall inform the Town Accountant, in writing, as to the plan under which the employee wishes to be covered. Coverage under Plan No. 2 shall become effective as of January 1, 1984. An employee who has selected Plan No. 2 cannot convert to Plan No. 1 at a later date. An employee choosing Plan No. 1 may convert ~~**his or her**~~ **their** coverage effective January 1 of any subsequent year to Plan No. 2. All employees hired after July 1, 1983 are required to be covered under Plan No. 2

Plan No. 1 - Accumulated Sick Leave

a) Personnel in full-time or part-time employment **(18.75 hours or more per week for the full calendar year)** occupying positions subject to this bylaw hired before July 1, 1983, and covered under this plan shall begin to accumulate sick leave credit on the first day of the month following such employment, and such credit shall accumulate at the rate of 1-1/4 days per month not to exceed fifteen (15) days per year. Sick leave shall accumulate from year to year, and employees may accumulate sick leave credit at the rate of 1-1/4 days a month to a maximum accumulation of one hundred twenty (120) days.

It is understood that sick leave is a benefit to an employee only during periods of illness or disability and as such cannot presently or at some future date be converted into some other form of employee compensation or transferred to some other employee.

b) Sick leave accumulated for service prior to the date of adoption of this bylaw shall be as recorded in the records of the Town Accountant.

c) Employees injured in the performance of their assigned duties receiving Workman's Compensation may, upon request, be granted such sick leave allowance payment as will, when added to the amount of Workmen's Compensation, result in the payment to them of their full salary, provided they have earned such sick leave credit.

Plan No. 2 - Disability Income

a) Personnel in full-time or part-time employment **(18.75 hours or more per week for the full calendar year)** occupying positions subject to this bylaw prior to July 1, 1983, electing coverage under this plan shall receive on July 1 of the year in which their coverage becomes effective a one-time sick leave credit in the amount of five (5) days.

b) Personnel in full-time or part-time employment **(18.75 hours or more per week for the full calendar year)** occupying positions subject to this bylaw hired after July 1, 1983, shall receive no sick leave credits for the first two (2) months of employment. After the first two (2) months of employment, an employee earns a one-half (1/2) day of sick leave credit for each successive month, not to exceed five (5) days, until January 1 of the following year.

c) All personnel subject to this plan shall receive yearly sick leave credits in the amount of five (5) days effective July 1.

d) For extended absences due to sickness or non-industrial injury, an employee becomes eligible for disability coverage on the sixth (6th) consecutive work-day an employee is absent. The Town will pay eighty percent (80%) of regular weekly compensation retroactive to the first day of the employee's absence for a period of time not to exceed fifty-two (52) weeks plus the number of sick leave days accumulated by the employee, under Plan No. 1, if any. Said sick leave credits shall be determined from the records of the Town Accountant. An employee who qualifies for this disability plan and who has used sick leave credits in the initial days of the absence will be given credit for all of those days used for that particular absence less one. Under no circumstances shall an employee receive disability benefits for the same day(s) for which sick leave credit was used.

e) An employee who has utilized disability coverage under this plan shall, upon termination of said coverage, be ineligible for future coverage under the disability provisions of this plan until **~~he or she has~~ they have** had twenty-one (21) consecutive days in a payroll status. An employee who experiences the recurrence of a sickness or non-industrial injury for which they did not exhaust **~~his~~ their** disability coverage and who fails to satisfy the 21-day requirement shall be eligible for coverage under section (d) for a period of time not to exceed the balance of the initial coverage.

f) An employee must be under the care of a physician to receive disability benefits.

g) On June 30 of each year, eligible employees have the option of receiving one (1) vacation leave day, or portion thereof, for each day, or portion thereof, of unused sick leave days, one (1) sick leave day, or portion thereof, for each day, or portion thereof of unused sick leave days or of being paid a bonus equal to one day's pay for each unused sick leave day, or portion thereof, to a maximum of five (5) days. Vacation leave days resulting from unused sick leave days cannot be carried beyond one year except as provided in Section 18c. Unused sick leave bonus payments shall not be considered as regular compensation.

h) Notwithstanding the aforementioned provisions, employees injured in the performance of their assigned duties which injury qualifies them for Worker's Compensation shall receive one (1) week

of additional compensation for each three (3) months of continuous service up to a maximum accumulation of fifty-two (52) weeks. Said additional compensation when added to the amount of Worker's Compensation, shall result in the payment to the employee of ~~**his or her**~~ **their** full salary.

i) Notwithstanding the aforementioned sections, department heads hired after July 1, 1988 shall receive a one time sick leave credit not exceeding five (5) days, determined by the appointing authority subject to the approval of the Personnel Board.

Plan No. 3 - Disability Income

a) Personnel in full-time or part-time employment **(18.75 hours or more per week for the full calendar year)** occupying positions subject to this bylaw hired on or after June 30, 2016, are subject to Plan No. 3.

b) Personnel in full-time or part-time employment **(18.75 hours or more per week for the full calendar year)** occupying positions subject to this bylaw hired after June 30, 2016, shall receive no sick leave credits for the first two (2) months of employment. After the first two (2) months of employment, an employee earns a one-half (1/2) day of sick leave credit for each successive month, not to exceed five (5) days, until July 1 of the following year.

c) All personnel subject to this plan shall receive yearly sick leave credits in the amount of five (5) days effective July 1.

d) For extended absences due to sickness or non-industrial injury, an employee becomes eligible for disability coverage on the sixth (6th) consecutive work-day an employee is absent. The Town will pay eighty percent (80%) of regular weekly compensation retroactive to the first day of the employee's absence for a period of time as set forth below:

For less than 1 year of service – Zero (0) weeks

For 1 year to 5 years inclusive of service – Fifteen (15) weeks

For more than 5 years to 10 years inclusive of service – Thirty (30) weeks

For more than 10 years of service – Fifty-two (52) weeks

Said sick leave credits shall be determined from the records of the Town Accountant. An employee who qualifies for this disability plan and who has used sick leave credits in the initial days of the absence will be given credit for all of those days used for that particular absence less one. Under no circumstances shall an employee receive disability benefits for the same day(s) for which sick leave credit was used.

e) An employee who has utilized disability coverage under this plan shall, upon termination of said coverage, be ineligible for future coverage under the disability provisions of this plan until ~~**he or she has**~~ **they have** had ninety (90) consecutive days in a payroll status. An employee who

experiences the recurrence of a sickness or non-industrial injury for which The**y** did not exhaust his disability coverage and who fails to satisfy the 90-day requirement shall be eligible for coverage under section (d) for a period of time not to exceed the balance of the initial coverage.

f) An employee must be under the care of a physician to receive disability benefits.

g) On June 30 of each year, eligible employees have the option of receiving one (1) vacation leave day, or portion thereof, for each day, or portion thereof, of unused sick leave days, one (1) sick leave day, or portion thereof, for each day, or portion thereof of unused sick leave days or of being paid a bonus equal to one day's pay for each unused sick leave day, or portion thereof, to a maximum of five (5) days. Vacation leave days resulting from unused sick leave days cannot be carried beyond one year except as provided in Section 18c. Unused sick leave bonus payments shall not be considered as regular compensation. Any employee that was paid disability coverage as of June 30 of each year as outlined in paragraph (d.) above is not eligible for the benefit outlined in this paragraph.

h) Notwithstanding the aforementioned provisions, employees injured in the performance of their assigned duties which injury qualifies them for Workers' Compensation shall receive one (1) week of additional compensation for each three (3) months of continuous service up to a maximum accumulation of fifty-two (52) weeks. Said additional compensation when added to the amount of Workers' Compensation, shall result in the payment to the employee of **~~his or her~~ their** full salary.

i) Notwithstanding the aforementioned sections, department heads hired after June 30, 2016 shall receive a one-time sick leave credit not exceeding five (5) days, determined by the appointing authority subject to the approval of the Personnel Board.

The following paragraphs are applicable to all sick leave plans.

a) Sick leave with pay shall be granted to employees only when they are incapacitated for the performance of their duties by sickness, quarantine by health authorities or to supplement worker's compensation payments.

b) Sick leave shall commence on the day notification of the illness is given by the employee, his family, or his physician. Notification shall be given within one hour from the regularly appointed starting time to the Department Head, except that when such notification is clearly impossible or impracticable, reasonable leeway shall be permitted.

c) For absence on account of sickness, the Department Head or the Personnel Director may require evidence in the form of a certificate acceptable to the Director for the necessity for absence, such certificate to give the nature of the illness and the expected duration. If such certificate is not filed after request therefor, such absence may be applied, at the discretion of the Director, to vacation leave or leave without pay. In any continuous period of sick leave the Director shall require such certificate at the end of one week of illness and subsequent certificates may be required at the

discretion of the Director. At any time the Director may select a physician to examine the employee at Town expense.

d) Employees whose services are terminated for any reason shall not be entitled to compensation in lieu of any sick leave not taken. No sick leave credit for prior employment shall be allowed to employees rehired or reinstated after a termination of service other than an approved leave of absence.

e) Members of the Police and Fire Departments, except clerical employees, injured in the line of duty shall be paid in accordance with the provisions of Mass. General Laws Chapter 41, Section 111F, and such absence shall not be charged to sick leave credit provided, however, that when an employee receives compensation for lost time from insurance carried by the Town, the amount so received shall be considered as part payment toward injured on duty leave pay.

f) Every department of the Town shall keep a uniform attendance record on such form as approved by the Personnel Director and the Town Accountant for each employee including sick leave, both approved and used. Information on such records shall be transmitted by the Head of the Department to the Director at his request, and shall be available for examination by the Personnel Board.

g) The provisions of this section shall not apply to employees holding temporary seasonal positions.

SECTION ~~18~~16. Work Incentive Program

a) The fiscal year shall consist of four incentive periods:

Period one - July 1 through September 30

Period two - October 1 through December 31

Period three - January 1 through March 31

Period four - April 1 through June 30

b) Any full-time employee subject to Plan No. 1, accumulated sick leave, who has not utilized sick leave within any given incentive period, shall be paid the sum of fifty dollars ($50).

c) Part-time employees who are employed for at least **18.75** hours per week shall be paid fifty percent of the work incentive bonus.

d) Work incentive bonus payments shall be made during the month following the ending date of an incentive period.

SECTION ~~19~~17. HOURS OF WORK AND OVERTIME.

a) Employees in the Police and Fire Departments are specifically excepted from this section, with the exception of clerical or other non-uniformed personnel.

b) For the purpose of this section, twenty-four (24) /consecutive hours commencing at midnight and ending the following midnight shall be known as a "day." Seven consecutive days, Sunday through Saturday, shall be known as a "week." Any time, during which an employee is required by proper notice to perform official duties in excess of 8 hours in any one regularly scheduled working day and all time on a non-scheduled working day shall be known as "overtime."

c) Whenever the Head of any Department shall find it essential to the convenience of the Town that any employee should perform duties in excess of his regularly assigned hours, they shall make known this fact to the Appointive Authority, and shall request authority to direct the performance of duties in excess of the regularly assigned hours for such specific situation.

d) Overtime shall not be performed in any department unless approved in advance by the Appointive Authority except that, if by reasonable effort, the Head of the Department has been unable to make his request and an emergency exists, The**y** may require the performance of emergency overtime duty, provided The**y** transmit~~s~~ to the Appointive Authority at the earliest practicable time a report in writing of the action taken.

e) A Department Head shall not request or require any employee to perform duties in excess of 16 hours in any one day, nor shall The**y** enter any employee on any payroll in pay status in excess of 16 hours in any one day, nor shall the Town Accountant approve pay in excess of 16 hours in any one day. A Department Head shall not request, require, or permit any employee to perform duties on any day if by so doing the employee is to be entered on any payroll in a duty status concurrently with an entry on the same or another payroll in a vacation leave or sick leave status in excess of an aggregate of 8 hours in any day without written permission of the Appointive Authority. The provisions of this paragraph shall not apply in the case of an emergency as determined by the Town Manager or the Acting Town Manager.

f) Except for employees whose duty tour encompasses a regular work week which may be, e.g. 40 hours (as for a custodian) or 37-1/2 hours (for a clerk), the Head of the Department shall enter on the payroll the total aggregate hours for which compensation is claimed in each work week. Employees occupying positions for which compensation is determined at hourly rates shall receive overtime at one and one-half times regular hourly rates after 8 hours per day or 40 hours per week; for employees occupying positions for which compensation is determined at weekly rates, the payroll shall so indicate except that overtime shall be stated in extra hours worked, and be compensated for at straight time rates when the total does not exceed 40 hours. Overtime compensation in excess of 40 hours weekly shall be at one and one-half times regular rates. When overtime compensation is payable at one and one-half times the regular rate, the overtime rate shall be calculated in accordance with the Fair Labor Standards Act.

g) An employee recalled to duty because of an emergency determined by the Appointing Authority or his/her designee shall be credited with not less than 3 hours for such recall duty paid

at one and one-half times the regular rate. An employee held over his/her regularly scheduled daily work hours because of an emergency shall be compensated at one and one-half times the regular rate for all hours worked until his/her next regularly scheduled shift. This rate shall be paid to those whose regular work week is 40 hours as well as those whose regular week is 37.5 hours. (amended 5/21/07)

h) Compensation of ~~**Department Heads**~~ **Fair Labor Standards Act Exempt Positions** shall be deemed to be complete compensation without regard to any excess hours of duty, and such personnel shall not be entitled to overtime.

i) Full time employees not subject to the provisions of a collective bargaining agreement who having worked their entire regularly scheduled weekly hours of 37.5 hours and in addition, who are assigned to work on Sundays shall be paid at the rate of one and one-half times the regular rate for hours worked on Sundays. Said rate shall be calculated in accordance with the Fair Labor Standards Act.

SECTION ~~20~~18. Holidays

a) The following days shall be recognized as legal holidays within the meaning of this Bylaw:

New Year's Day, Martin Luther King's Birthday, Washington's Birthday, Patriots Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, Christmas Day

b) Whenever one of the foregoing holidays falls on a Sunday, the following day shall be the legal holiday. Whenever one of the foregoing holidays falls on a Saturday, the prior Friday shall be the legal holiday.

c) In order to qualify for holiday credit, an employee in full-time employment in a permanent position shall have worked on the last regularly scheduled working day prior to and the next regularly scheduled working day following such holiday, unless the employee was in full pay status on such preceding and following days in accordance with other provisions of this bylaw. **Part-time employees working 18.75 hours or more per week for a full calendar year shall be compensated for a holiday credit only when regularly scheduled to work on the holiday.**

d) Wherever it is practicable without impairing the performance of any essential service in a Town department or project, employees who qualify for holiday credit shall be excused from all duty during a legal holiday without loss of pay.

e) In the event that an employee shall not have received the same number of holiday credits as an employee whose normal working schedule is Monday through Friday in any fiscal year, such employee shall be entitled to additional compensation on the last pay day of the fiscal year of one day's pay for each of the holiday credits which, in the case of said employee, are lesser in number than the holiday credits received by the employee whose normal working schedule is Monday through Friday.

f) Whenever it is impracticable to give time off to an employee on a legal holiday because of the necessity of continuing essential services in a Town department or project, the employee shall be given compensatory time off at the convenience of the department or with the approval of the Appointive Authority. The employee may be paid for the hours worked in addition to his regular pay for the day.

g) If the regular tour of duty of a uniformed employee of the Police or Fire Department requires the employee to work on a holiday, he shall be given compensatory time off at the convenience of the department. If such time off cannot be given because of personnel shortage or other cause, he shall be paid at straight time for the hours worked in addition to his regular pay for the day.

SECTION ~~21~~19. Miscellaneous Leave

a) **Bereavement Leave** - ~~**An absence, with pay, up to three days may be granted by the Appointing Authority in the case of the death of an immediate member of the employee's family. Immediate family means: Spouse, child, legal ward, father, mother, sister, brother, grandparents, mother-in-law, or father-in-law.**~~ **Employees are entitled up to five (5) business days of bereavement leave, per occurrence, for the death of an immediate family member. immediate family as used herein shall consist of the employee's spouse, child, mother, father, sister, brother, grandparent, grandchild, mother-in-law, father-in-law or legal guardian.**

b) ~~**An absence, with pay, of one day may be granted by the Appointing Authority in the case of the death of any relative of the employee or of his spouse who is domiciled in the employee's household, or the death of his spouse's grandparents, or the death of a grandchild, brother-in-law, sister-in-law, son-in-law or daughter-in-law.**~~ **Employees are entitled up to three (3) business days of bereavement leave, per occurrence, when there is a death in the employee's family other than those listed in the above section. examples include; brother-in-law, sister-in-law, aunt, uncle, niece or nephew.**

Bereavement leave for non-immediate family members may be granted at the recommendation of the department head along with the approval of the town manager.

~~g)~~ The Appointive Authority shall have sole jurisdiction over the determination of time off on the part of employees to attend funeral or memorial services for deceased employees or retired employees.

~~**c) Absences authorized under the two preceding sub-sections shall be defined as bereavement leave.**~~

~~**d)**~~ **b) Court Leave** - A regular employee called for jury duty shall be paid an amount sufficient to bring his salary up to his usual rate of pay. Notice of service shall be filed with the Department Head upon receipt of the summons.

~~**e)**~~ If an employee is required to appear in court as a defendant or litigant in an action arising out of performance of his official duties, they shall be construed to be on duty for the town if such

time as The**y are ~~is~~** officially required to be in court falls within the regularly scheduled working hours.

~~f) Absences under the two preceding sub-sections shall be defined as court leave.~~

~~g)~~ c) The Appointive Authority shall have sole jurisdiction over the determination of time off on the part of employees to attend funeral or memorial services for deceased employees or retired employees.

~~h)~~ d) Personnel in continuous full-time or part-time employment occupying permanent positions subject to this bylaw are entitled to receive personal leave with pay not to exceed two days in any fiscal year to conduct personal business of a compelling nature. Personal leave is not accumulative.

~~i)~~ e) All absences which do not otherwise carry compensation as set forth in this by-law shall be without pay, except in the case of Department Heads who may be granted additional leave at discretion of the Appointing Authority for cause.

SECTION ~~22~~20. Civil Service Law
Nothing in this by-law shall be construed to conflict with Chapter 31 of the General Laws.

SECTION ~~23~~21. Town Manager Act

Nothing in this by-law shall be construed to conflict with Chapter 559 of the Acts of 1953.

At the recommendation of the Personnel Board, the purpose of this article is to amend the Personnel Bylaws to align with the Classification and Compensation Study, removing Longevity Based Compensation to set up for a Performance Based Appraisal system. Language was also adjusted from "he" and "she" to "they" throughout. Administrative changes such as deleting sections that apply to unionized employees and renumbering sections assist in the clarity of the document. Bereavement leave was amended to align with policies similar to our comparable communities. These changes assist management in recruiting and retaining the most highly qualified personnel to the benefit of the residents and taxpayers of the Town of Shrewsbury.

Recommended by the Finance Committee

ARTICLE 30
(By Petition)

To see if the Town will accept Sections 3 to 7, inclusive, of Chapter 44B of the General Laws, otherwise known as the Massachusetts Community Preservation Act, by approving a surcharge on real property for the purposes permitted by said Act, including the acquisition, creation and preservation of open space, the acquisition, preservation, rehabilitation and restoration of historic resources, the acquisition, creation, preservation, rehabilitation and restoration of land for recreational use, the acquisition, creation, preservation and support of community housing, and the rehabilitation and restoration of such open space and community

housing that is acquired or created as provided under said Act; to determine the amount of such surcharge on real property as a percentage of the annual real estate tax levy against real property and the fiscal year in which such surcharge shall commence; to determine whether the Town will accept any of the exemptions from such surcharge permitted under Section 3(e) of said Act; or to take any other action relative thereto.

Motion: I move that the Town hereby accepts Sections 3 to 7, inclusive, of Chapter 44B of the General Laws, otherwise known as the Massachusetts Community Preservation Act, by approving a surcharge on real property for the purposes permitted by said Act, including the acquisition, creation and preservation of open space, the acquisition, preservation, rehabilitation and restoration of historic resources, the acquisition, creation, preservation, rehabilitation and restoration of land for recreational use, the acquisition, creation, preservation, and support of community housing, and the rehabilitation and restoration of such open space and community housing that is acquired or created as provided under said Act; that the amount of such surcharge on real property shall be 1% of the annual real estate tax levy against real property commencing in fiscal year 2022; and that the Town hereby accepts the following exemptions from such surcharge permitted under Section 3(e) of said Act; (1) property owned and occupied as a domicile by any persons who qualifies for low income housing or low or moderate income senior housing in the Town, as defined in Section 2 of said Act; (2) $100,000 of the value of each taxable parcel of residential real property; (3) $100,000 of the value of each taxable parcel of class three, commercial property, and class four, industrial property as defined in section 2A of said Chapter 59.

This is a citizen petition brought by lead petitioner Jason Molina of 31 Wachusett Avenue

Recommended by the Finance Committee

ARTICLE 31

To see if the Town will vote to amend the Zoning By-Law of the Town of Shrewsbury Section II – Definitions; Section III.A – Establishment of Districts; Section III.B – District Intent, Section VI, Table I – Use Regulation Schedule, by establishing the Town Center as a new district, inserting new definitions and new uses for the Town Center District, and inserting the Town Center District into the Use Regulation Schedule, or to take any other action in relation thereto.

Motion: I move that the Town vote to amend the Zoning Bylaw of the Town of Shrewsbury Section II – Definitions; Section III.A – Establishment of Districts; Section III.B – District Intent; Section VI, Table 1 – Use Regulation Schedule as follows:

(1) Add the following new definitions in Section II - Definitions.

Accessory Dwelling Unit:

An accessory dwelling unit (ADU) is a self-contained dwelling unit in an owner-occupied single-family home that is either enclosed within the principal dwelling unit or made part of an accessory structure on the same property. An ADU may be located either within,

attached to, or detached from the principal structure. Not more than one such unit shall exist on any lot. The gross floor area of an existing structure, addition, or new detached structure, converted to, or constructed for the purpose of creating an ADU shall not exceed 40 percent of the gross floor area of the principal single family structure, or 800 square feet, whichever is less. ADUs shall not be less than 300 square feet of gross floor area.

Boutique or Small-scale Hotel:

A small hotel not less than ten (10) and not more than 50 rooms, typically designed to blend into the community and reflect the neighborhoods and culture around it.

Community Center:

A location where members of a community may gather for group activities, social support, and public information. They may sometimes be open for the whole community or for a specialized group within the greater community.

General Outdoor Entertainment:

A specific event or activity held in the open and not within an enclosed structure. Enclosed structures do not include tents, sound stages, pavilions or amphitheaters

Ground Floor:

The floor of a building that has the primary entrance to the building. Where there may be more than one primary entrance, the entrance most readily accessible to the front yard of the lot shall be considered the primary entrance.

Mixed-Use Development - Vertical Mix:

An integration of commercial and multi-family residential uses in a single structure in which the residential uses are located above the ground floor.

Mixed-Use Development - Horizontal Mix:

An integration of commercial and multi-family residential uses in a development comprised of two or more structures on the same lot or on more than one lot. The multi-family residential uses may be located above the ground floor of a commercial structure, in separate structures on the same lot or on more than one lot, or a combination thereof.

Microbrewery:

A facility, licensed under the relevant state and federal statutes, for the production and packaging of malt, wine, or hard cider beverages for distribution retail or wholesale, on or off the premise, with a capacity of not more than fifteen thousand (15,000) barrels per year (a barrel being equivalent to thirty one (31) gallons), and which may include a tap room where beverages produced on the premises may be sold and consumed. May

include other uses such as a restaurant, including outdoor dining if otherwise permitted in the zoning district.

Nanobrewery:

Also considered a craft brewery, a facility, licensed under the relevant state and federal statutes, for the small scale production of malt, wine, or hard cider beverages primarily for on premises consumption and sale with limited distribution to retail or wholesale, with a capacity of not more than six thousand (6,000) barrels per year (a barrel being equivalent to thirty one (31) gallons), and which may include accessory preparation and sale of food for on premises consumption. May include other uses such as a restaurant, including outdoor dining if otherwise permitted in the zoning district.

Restaurant, Indoor/Outdoor Service:

A covered or uncovered portion of a restaurant which is not completely enclosed within the building; is used primarily for the consumption of food and/or drinks by the patrons of the restaurant; and is not larger than 50 percent of the indoor dining area.

Theater/Dinner Theater:

An establishment primarily engaged in producing the following live theatrical presentations: musicals; operas; plays; and establishments, commonly known as dinner theaters, engaged in producing live theatrical presentations along with food and beverages for consumption on the premises.

Walk-up Establishment:

An establishment that provides goods or services through an exterior service window to patrons travelling on foot and not by motorized vehicle.

(2) Insert the following new subsection in Section III.A – Establishment of Districts, for the Town Center District, renumbering the remainder of districts as needed.

12. Town Center District

(3) Insert the following new subsection in Section III.B – District Intent, for the Town Center District.

N. The Town Center District (TCD) intent is to foster a pattern of land use and site development that creates a walkable mixed use Town Center reinforcing the traditional New England character already in place.

*(4) Insert the following **underlined** and **bolded** language as a new Town Center Zoning District (TCD) column, new definitions and amendments to existing zoning districts in Section VI, Table I – Use Regulation. Delete the following **underlined, bolded** and struck ~~**through**~~ language.*

Table I
Use Regulation Schedule (amended 5/16/2011, 10/21/2013, 4/29/2014, 5/23/2018)

	Rur AA	Rur A	Rur B	Res A	Res B-1	Res B-2	MF-1	MF-2	Apt	LB	TCD	CB	LCB	LI (8)	NB	O-R	LO-R
Residential Uses																	
Accessory Dwelling Unit	**N**	**N**	**N**	**N**	**N**	**N**	**N**	**N**	**N**	**N**	**Y**	**N**	**N**	**N**	**N**	**N**	**N**
Boarding houses or rooming houses for rental to not more than four (4) persons, provided that the house is also occupied as a private residence.	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	**N**	Y	N	N	Y	N	N
Continuing/Continuum Care Retirement Community subject to the following: (4)	N	N	N	N	SP	N	N	N	N	N	**SP-PB**	N	N	N	N	N	N
In-law apartments	SP-PB	SP	SP	SP	SP	SP	SP-PB	SP-PB	SP	Y	**Y**	Y	N	N	N	N	N
MF-1 -- Multi-family garden-type apartments (5); (28)	N	N	N	N	N	N	SP-PB	N	SP	N	**N**	N	N	N	N	N	N
MF-2 -- Multi-family townhouse-type structures (6) (28)	N	N	N	N	N	N	SP-PB	SP-PB	SP	N	**N**	N	N	N	N	N	N
Mixed-Use Development - Vertical Mix that includes, in total, eight (8) or fewer dwelling units	**N**	**N**	**N**	**N**	**N**	**N**	**N**	**N**	**N**	**N**	**Y**	**N**	**N**	**N**	**N**	**N**	**N**

	Rur AA	Rur A	Rur B	Res A	Res B-1	Res B-2	MF-1	MF-2	Apt	LB	TCD	CB	LCB	LI (8)	NB	O-R	LO-R
Mixed-Use Development - Vertical Mix that includes, in total, nine (9) or more dwelling units	**N**	**N**	**N**	**N**	**N**	**N**	**N**	**N**	**N**	**N**	**SP-PB**	**N**	**N**	**N**	**N**	**N**	**N**
Mixed-Use Development – Horizontal Mix	**N**	**N**	**N**	**N**	**N**	**N**	**N**	**N**	**N**	**N**	**SP-PB**	**N**	**N**	**N**	**N**	**N**	**N**
One family detached dwellings.(28) (amended 3/24/2003)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	**Y**	N	N	N	Y	N	N
One-family dwelling conversion into a two-family dwelling, provided that dwelling existed at the time of the original adoption of this Section of the Bylaw and the exterior appearance is not altered. (3) (added 5/23/2018)	N	SP	SP	SP	SP	Y	Y	Y	Y	Y	**Y**	N	N	N	N	N	N
Planned Residential Development (added 5/16/2011)	SP-PB	N	N	N	N	N	N	N	N	N	**N**	N	N	N	N	N	N
Senior Housing (28) (amended 5/22/2002, 5/19/2005)	SP-PB	SP-PB (23)	SP-PB (23)	SP-PE (23)	SP-PE (23)	SP-PE (23)	SP-PB (5)	SP-PB (6)	SP-PB (7)	N	**SP-PB**	N	SP	N	N	N	N
Structures for dwelling units containing not more than eight (8) stories, provided that: (7)	N	N	N	N	N	N	N	N	SP	N	**N**	N	N	N	N	N	N
Two family dwellings(28)	N	N	N	N	N	**SP-PI**	**SP-PB**	**SP-PB**	**SP-PE**	**SP-PB**	**SP-PB**	N	N	N	**SP-PI**	N	N

	Rur AA	Rur A	Rur B	Res A	Res B-1	Res B-2	MF-1	MF-2	Apt	LB	**TCD**	CB	LCB	LI (8)	NB	O-R	LO-R
Agriculture, Conservation and Recreation Uses																	
Conservation areas for water supply, plants and wildlife and dams necessary for achieving this purpose.	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	**Y**	Y	Y	Y	Y	Y	Y
Country clubs, provided that any buildings in connection therewith are located subject to the same conditions as apply to farm buildings. (3)	SP-PB	SP	SP	SP	SP	SP	N	N	N	N	**N**	N	N	N	N	N	N
Day camps, overnight camps and camp sites where tents are used for shelter. Buildings used in connection with the operation of these uses shall be subject to the same restrictions which apply to the location of farm buildings. (3)	SP-PB	SP	SP	N	N	N	N	N	N	N	**SP-PB**	N	N	N	N	N	N
Fields, pastures, woodlots, orchards, nurseries, greenhouses, farming and horticulture, including raising, harvesting, and storing crops, truck gardening, grazing and poultry raising, except commercial piggeries and fur farms, on parcels greater than (5) acres. (1)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	**Y**	Y	Y	Y	Y	Y	Y

	Rur AA	Rur A	Rur B	Res A	Res B-1	Res B-2	MF-1	MF-2	Apt	LB	**TCD**	CB	LCB	LI (8)	NB	O-R	LO-R
Fields, pastures, woodlots, orchards, nurseries, greenhouses, farming and horticulture, including raising, harvesting, and storing crops, truck gardening, grazing and poultry raising, except commercial piggeries and fur farms, on parcels less than five acres. (1)	Y	Y	Y	SP	SP	SP	SP	SP	SP	SP	**SP**	SP	Y	SP	SP	SP	SP
Picnic areas, provided that there are adequate provisions for disposal of waste products and for parking. (3)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	**Y**	Y	Y	Y	Y	Y	Y
Recreation, including golf courses, ski runs, parks (but not an amusement park), boating, commercial or club fishing and hunting (where legally permitted), and any non-commercial open-air recreation use. Storage uses shall be located subject to the same provisions which apply to farm buildings. (3)	SP-PB	SP	SP	SP	SP	SP	SP-PB	SP-PB	SP	Y	**Y**	Y	Y	N	N	N	N

	Rur AA	Rur A	Rur B	Res A	Res B-1	Res B-2	MF-1	MF-2	Apt	LB	TCD	CB	LCB	LI (8)	NB	O-R	LO-R
Veterinary hospitals, stables and kennels used for commercial purposes, raising or breeding animals for sale, and boarding animals subject to the same conditions applicable to the location of farm buildings and to the grazing of farm animals.	SP-PB	SP	SP	N	N	N	N	N	N	Y	**SP-PB**	Y	Y	Y	N	N	N
Institutional Uses																	
Assisted living residence (20)	SP-PB	SP	SP	SP	SP	SP	N	N	N	Y	**SP-PB**	Y	Y	N	N	N	N
Cemeteries	SP-PB	SP	SP	SP	SP	SP	N	N	N	N	**N**	N	N	N	N	N	N
Community Center	**N**	**N**	**N**	**N**	**N**	**N**	**N**	**N**	**N**	**Y**	**Y**	**N**	**N**	**N**	**N**	**N**	**N**

	Rur AA	Rur A	Rur B	Res A	Res B-1	Res B-2	MF-1	MF-2	Apt	LB	TCD	CB	LCB	LI (8)	NB	O-R	LO-R
For-profit schools, nursery schools and kindergartens, and colleges with or without dormitory facilities, including dance and music studios, provided adequate off-street parking areas in accord with Section VII D are provided, there is no external change of appearance of any dwelling converted for such use, and that no activity is carried on which results in objectionable noise audible off the premises. (Ed. Note: This line combines § VI.B.2.b. and VI.C.2.a.).	Y	N	SP	SP	SP	SP	N	N	N	Y	**Y**	Y	Y	N	N	N	N
Hospital, sanitarium, ambulatory surgery center, or outpatient medical clinic, including diagnostic laboratory as an accessory use (amended 5/16/2011)	SP-PB	SP	SP	SP	SP	SP	N	N	N	N	**N**	Y	SP-PB	SP	N	N	N
Museums (14)	SP-PB	SP	SP	SP	SP	SP	SP	SP	SP	Y	**Y**	Y	Y	N	N	N	N
Non-profit medical or science research laboratories and accessory uses thereto (amended 5/16/2011)	N	N	SP	SP	SP	SP	N	N	N	Y	**Y**	Y	Y	N	N	N	N
Nursing homes	SP-PB	SP	SP	SP	SP	SP	N	N	N	Y	**Y**	Y	Y	N	N	N	N

	Rur AA	Rur A	Rur B	Res A	Res B-1	Res B-2	MF-1	MF-2	Apt	LB	**TCD**	CB	LCB	LI (8)	NB	O-R	LO-R
Public and non-profit schools and accessory uses (amended 5/16/2011)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	**Y**	Y	Y	Y	Y	Y	Y
Religious uses (amended 5/16/2011)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	**Y**	Y	Y	Y	Y	Y	Y
Business Uses																	
Adult bookstore, adult motion picture theater, adult paraphernalia store, adult video store, or establishment which displays live nudity for its patrons (16) (30) (amended 5/19/2004)	N	N	N	N	N	N	N	N	N	N	**N**	SP (27)	N	N	N	N	N
Apartment hotel or extended stay hotel (amended 5/22/2008)	N	N	N	N	N	N	N	N	N	N	**N**	SP	N	SP	N	SP	N
Auditoriums, athletic facilities, health clubs, and other places of amusement or public assembly where activities take place *inside* the building.	N	N	N	N	N	N	N	N	N	N	**Y**	Y	SP	N	N	SP	SP
Auditoriums, skating rinks, clubs and other places of amusement or assembly where activities are conducted *outside* the structure.	N	N	N	N	N	N	N	N	N	N	**SP-PB**	SP	SP	N	N	N	N
Banks	N	N	N	N	N	N	N	N	N	Y	**Y**	Y	Y	Y	SP	SP	SP

	Rur AA	Rur A	Rur B	Res A	Res B-1	Res B-2	MF-1	MF-2	Apt	LB	**TCD**	CB	LCB	LI (8)	NB	O-R	LO-R
Banking machines, as stand-alone structures, or where public access is available via drive-up windows or from outside a building.(29) (amended 5/19/2004)	N	N	N	N	N	N	N	N	N	SP (27)	**N**	SP (27)	SP	SP	SP	SP	SP
Banking machines, where public access is only available from within a building and is operated in connection with other uses in the same building.	N	N	N	N	N	N	N	N	N	Y	**Y**	Y	Y	Y	Y	Y	Y
Bed and Breakfast (amended 11/13/2001)	SP-PB	SP	SP	SP	SP	SP	SP	SP	SP	SP	**Y**	SP	SP	N	N	N	N
Body Art Establishment (amended 11/13/2001)	N	N	N	N	N	N	N	N	N	N	**N**	SP (22)	N	N	N	N	N
Boutique Hotel/Small-scale hotel	**N**	**N**	**N**	**N**	**N**	**N**	**N**	**N**	**N**	**Y**	**Y**	**N**	**N**	**N**	**N**	**N**	**N**
Bowling alleys	N	N	N	N	N	N	N	N	N	**N**	**N**	Y	N	N	N	N	N
Brewery, Micro Brewery	**N**	**N**	**N**	**N**	**N**	**N**	**N**	**N**	**N**	**N**	**SP-PB**	**N**	**N**	**N**	**N**	**N**	**N**
Brewery, Nano Brewery	**N**	**N**	**N**	**N**	**N**	**N**	**N**	**N**	**N**	**N**	**Y**	**N**	**N**	**N**	**N**	**N**	**N**
Business or professional offices	SP-PB	N	SP (14)	N	N	N	N	N	N	Y	**Y**	Y	Y	Y	N	Y	Y
Craft Marijuana Cultivator Cooperative (added 4/23/2018)	N	N	N	N	N	N	N	N	N	N	**N**	N	N	N	N	SP-PB	SP-PB

	Rur AA	Rur A	Rur B	Res A	Res B-1	Res B-2	MF-1	MF-2	Apt	LB	**TCD**	CB	LCB	LI (8)	NB	O-R	LO-R
Funeral homes (29)	N	N	N	SP	SP	SP	N	N	N	Y	**Y**	SP	SP	N	N	N	N
Garages and repair shops (9)	N	N	N	N	N	N	N	N	N	N	**N**	SP	N	N	N	N	N
Gasoline Service Stations with Related Uses (9) (amended 3/24/2003)	N	N	N	N	N	N	N	N	N	N	**N**	SP	N	SP (26)	N	N	N
Gasoline stations (9)	N	N	N	N	N	N	N	N	N	N	**N**	Y	N	N	N	N	N
General Outdoor Entertainment/Assembly (added 10/21/2013)	N	N	N	N	N	N	N	N	N	SP	**SP-PB**	SP	SP	SP	SP	SP	SP
~~**Gift shops and places for display or sale of handcrafts.**~~	~~**N**~~	~~**N**~~	~~**N**~~	~~**N**~~	~~**N**~~	~~**N**~~	~~**N**~~	~~**N**~~	~~**N**~~	~~**Y**~~		~~**Y**~~	~~**Y**~~	~~**N**~~	~~**SP**~~	~~**N**~~	~~**N**~~
Hotel, motel (amended 5/22/2008)	N	N	N	N	N	N	N	N	N	N	**SP-PB**	SP	SP	SP	N	SP	N
Independent Testing Laboratory (added 4/23/2018)	N	N	N	N	N	N	N	N	N	N	**N**	N	N	SP-PE	N	SP-PB	SP-PB
Indoor or outdoor farmers markets (added 10/21/2013)	SP	SP	SP	SP	SP	SP	SP	SP	SP	Y	**Y**	Y	Y	SP	Y	SP	SP
Lodging House (amended 5/22/2008)	N	N	N	N	N	N	N	N	N	N	**N**	SP	N	SP	N	SP	N
Marijuana Cultivator (added 4/23/2018)	N	N	N	N	N	N	N	N	N	N	**N**	N	N	N	N	SP-PB	SP-PB

	Rur AA	Rur A	Rur B	Res A	Res B-1	Res B-2	MF-1	MF-2	Apt	LB	**TCD**	CB	LCB	LI (8)	NB	O-R	LO-R
Marijuana Product Manufacturer (added 4/23/2018)	N	N	N	N	N	N	N	N	N	N	**N**	N	N	SP-PE	N	SP-PB	SP-PB
Marijuana Retailer (added 4/23/2018)	N	N	N	N	N	N	N	N	N	N	**N**	SP-PE	N	SP-PE	N	N	N
Marinas	N	N	N	N	N	N	SP-PB	SP-PB	SP	N	**N**	N	N	N	N	N	N
Membership clubs	N	N	N	N	N	N	N	N	N	N	**Y**	Y	Y	Y	N	N	N
Mortuaries or crematories	N	N	N	N	N	N	N	N	N	N	**N**	SP	SP	N	N	N	N
Office for physician, dentist, or other health care practitioner (added 5/16/2011, amended 4/29/2014)	SP-PB	N	N	N	N	N	N	N	N	Y	**Y**	Y	Y	N	Y	N	N
Passenger depots	N	N	N	N	N	N	N	N	N	N	**N**	SP	SP	N	N	N	N
Registered Marijuana Dispensary (31) (added 5/21/2014, amended 4/23/2018)	N	N	N	N	N	N	N	N	N	N	**N**	SP-PE	N	SP-PE	N	N	N
Restaurants**, Indoor and Outdoor Service** ~~**or other places for serving food not confined to service within the structure.**~~ (amended 5/19/2004)	N	N	N	N	N	N	N	N	N	N	**Y**	SP (27)	N	N	N	N	N
Restaurants or other places for serving food within the structure.	N	N	N	N	N	N	N	N	N	Y	**Y**	Y	SP	N	N	N	N

	Rur AA	Rur A	Rur B	Res A	Res B-1	Res B-2	MF-1	MF-2	Apt	LB	**TCD**	CB	LCB	LI (8)	NB	O-R	LO-R
Retail store or service establishment, the principal activity of which shall be the offering of goods or services at retail within the building.	N	N	N	N	N	N	N	N	N	Y	**Y**	Y	Y	N	SP (13)	N	N
Salesroom for Agricultural, Construction, Large Recreation, Trucks and Boating Sales and Equipment (amended 3/24/2003)	N	N	N	N	N	N	N	N	N	N	**N**	N	N	SP	N	N	N
Salesrooms for Automobiles and Motor Cycles (amended 3/24/2003)	N	N	N	N	N	N	N	N	N	N	**N**	SP	N	N	N	N	N
Self-Service Storage (added 5/23/2018)	N	N	N	N	N	N	N	N	N	N	**N**	SP-PE	N	Y	N	N	N
Theaters**/Dinner Theaters**	N	N	N	N	N	N	N	N	N	N	**Y**	Y	SP	N	N	N	N
Research and Industrial Uses																	
Basic and applied research and development in the electronic, computer, instrumentation, photonics, and communication field, production and product assembly, laboratory testing, and related uses. (amended 9/9/2002, 3/24/2003)	N	N	N	N	N	N	N	N	N	N	**N**	N	N	SP	N	Y	N

	Rur AA	Rur A	Rur B	Res A	Res B-1	Res B-2	MF-1	MF-2	Apt	LB	TCD	CB	LCB	LI (8)	NB	O-R	LO-R
Basic and applied research and development in the pharmaceutical, biotechnology and biomedical field, production and product assembly, laboratory testing and bioprocessing, and related uses.	N	N	N	N	N	N	N	N	N	N	**N**	N	N	Y	N	Y	Y
Building materials salesrooms (12) (29)	N	N	N	N	N	N	N	N	N	SP	**SP-PB**	Y	N	Y	N	N	N
Contractors' yards and storage yards (amended 10/21/2019)	N	N	N	N	N	N	N	N	N	N	N	SP	N	Y	N	N	N
Electronic data storage centers (added 5/24/2012)	N	N	N	N	N	N	N	N	N	N	**N**	N	Y	Y	N	Y	Y
Hazardous waste facilities, the construction or siting of, as defined in M.G.L. Chapter 111, Section 150A and 310 CMR 16.00 and 19.00 (See Section VI.C) (5/23/2018)	N	N	N	N	N	N	N	N	N	N	**N**	N	N	SP-PE	N	N	N
Health care and educational facilities	N	N	N	N	N	N	N	N	N	N	**N**	N	N	N	N	N	SP
Large scale ground mounted solar Photovoltaic installation and appurtenant structures (added 5/24/2012)	N	N	N	N	N	N	N	N	N	N	**N**	N	Y	Y	N	Y	Y

	Rur AA	Rur A	Rur B	Res A	Res B-1	Res B-2	MF-1	MF-2	Apt	LB	TCD	CB	LCB	LI (8)	NB	O-R	LO-R
Manufacturing enterprises (11)	N	N	N	N	N	N	N	N	N	N	**N**	N	N	Y	N	N	N
Parcel distribution centers and wholesale distribution plants	N	N	N	N	N	N	N	N	N	N	**N**	N	SP	Y (12)	N	N	N
Photographic, medical, scientific and research laboratories	N	N	N	N	N	N	N	N	N	N	**N**	N	N	Y	N	Y	Y
~~**Printing or publishing establishments, photo-graphic processing studios, medical or dental laboratories. (11) (12)**~~	~~**N**~~	~~**N**~~	~~**N**~~	~~**N**~~	~~**N**~~	~~**N**~~	~~**N**~~	~~**N**~~	~~**N**~~	~~**Y**~~		~~**Y**~~	~~**Y**~~	~~**Y**~~	~~**N**~~	~~**N**~~	~~**N**~~
Research laboratories and accessory uses thereto including incidental assembly or testing	N	N	SP (15)	N	N	N	N	N	N	N	**N**	Y	N	Y	N	Y	Y
Trucking terminals (amended 11/13/2001, 3/24/2003)	N	N	N	N	N	N	N	N	N	N	**N**	N	N	SP (12)	N	N	N
Utility structures greater than two hundred (200) square feet (17)	N	SP	SP	SP	SP	SP	SP	SP	SP	SP	**SP**	SP	SP	Y	SP	SP	SP
Warehousing and Distribution (amended 3/24/2003)	N	N	N	N	N	N	N	N	N	N	**N**	N	SP	Y (12)	N	N	N
Wireless Communications Antenna (21) (amended 11/1/2099)	N	SP	SP	SP	SP	SP	SP	SP	SP	SP	**SP**	SP	SP	SP	SP	SP	SP

	Rur AA	Rur A	Rur B	Res A	Res B-1	Res B-2	MF-1	MF-2	Apt	LB	TCD	CB	LCB	LI (8)	NB	O-R	LO-R
Wireless Telecommunications Towers (18)	N	N	N	N	N	N	N	N	N	SP	**N**	SP	SP	SP	SP	SP	SP
Accessory Uses																	
Accessory manufacturing	N	N	N	N	N	N	N	N	N	N	**N**	N	N	N	N	SP	SP
Accessory Retail, A retail use incidental and subordinate to the principal use of a structure or lot when the retail use occupies 15% or less of the total gross floor area of the building engaged in the principal use. (added 5/23/2018)	N	N	N	N	N	N	N	N	N	N	**Y**	Y	N	Y	N	Y	Y
Accessory uses, including such normal accessory uses as private garages, storage sheds, tennis courts, swimming pools, cabanas for swimming pools, summer houses and a structure approved by Civil Defense authorities and designed for use by the inhabitants, employees or customers of the property to which it is accessory and used for shelter from natural disaster or war, and detached fireplaces. (Ed. Note**:** This line combines § VI.A.1.g. and VI.C.1.b.).	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	**Y**	Y	Y	Y	Y	Y	Y

	Rur AA	Rur A	Rur B	Res A	Res B-1	Res B-2	MF-1	MF-2	Apt	LB	TCD	CB	LCB	LI (8)	NB	O-R	LO-R
Cafeterias for employees and other normal accessory uses when contained in the same structure as a permitted use.	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Drive-in Establishment	**N**	**N**	**N**	**N**	**N**	**N**	**N**	**N**	**N**	**SP-PB**	**N**	**SP-PB**	**SP-PB**	**SP-PB**	**SP-PB**	**N**	**N**
Domestic Animals, the keeping of, other than customary household pets, for the exclusive use of, or pleasure of residents.	SP-PB	SP	SP	SP	SP	SP	SP-PB	SP-PB	SP	Y	**N**	Y	N	N	N	N	N
Dwelling unit for a watchman or caretaker when contained in the same structure as a permitted use.	N	N	N	N	N	N	N	N	N	N	**N**	SP	N	Y	N	N	N
Farm Stand	Y	Y	Y	N	N	N	N	N	N	N	**N**	N	Y	N	N	N	N
Heliport	N	N	N	N	N	N	N	N	N	N	**N**	N	N	N	N	SP	N
Overnight storage, parking, or garaging of commercial vehicles of more than 14,000 pounds gross vehicle weight. (19) (29)	N	N	N	N	N	N	N	N	N	Y	**N**	Y	SP	Y	Y	Y	Y
Professional office or customary home occupation. (2), (3)	SP-PB	SP	SP	SP	SP	SP	SP-PB	SP-PB	SP	Y	**Y**	Y	Y	N	N	N	N

	Rur AA	Rur A	Rur B	Res A	Res B-1	Res B-2	MF-1	MF-2	Apt	LB	TCD	CB	LCB	LI (8)	NB	O-R	LO-R
Restaurants, provided that their use is in connection with a permitted use and that adequate parking areas are provided, as required in Section VII D, and further provided that any such building be located subject to the same conditions as apply to farm buildings. (1), (3)	N	SP	SP	N	N	N	N	N	N	N	**Y**	N	SP	N	N	N	N
Walk-up Establishment	**N**	**N**	**N**	**N**	**N**	**N**	**N**	**N**	**N**	**SP-PB**	**SP-PB**	**SP-PI**	**SP-PB**	**N**	**SP-PI**	**N**	**N**
Signs are permitted subject to the provisions of § VII. E. (amended 9/26/2011)																	

The purpose of Article 31 is to introduce new uses that are typically found in the development of traditional New England-style village centers and that would be allowable by special permit or by-right in the new Town Center Zoning District. The article also provides for the Town Center District in the zoning district section of the bylaw, provides language as to the new zoning district's intent, and amends the Use Table to include the new Town Center District and accommodate the new uses from the definition section. The Planning Board and Planning and Economic Department consider these changes to be vital toward creating an economically and socially vibrant Town Center.

Recommended by the Finance Committee

ARTICLE 32

To see if the Town will vote to amend the Zoning By-Law of the Town of Shrewsbury relative to Section VII.B – Area, Frontages, Yard and Lot Coverage Requirements; Section VII.D – Off-Street Parking and Loading Areas; Section VII.E – Signs; Section VII.F – Site Plan, by inserting the Town Center District into the procedures and standards of the Zoning Bylaw as it relates to parking, signage, dimensions, and site plan review and approval, or to take any other action in relation thereto.

Motion: I move that the Town vote to amend the Zoning Bylaw of the Town of Shrewsbury relative to Section VII – Development of Sites and Location of Buildings and Structures, as follows:

1. *Insert the following* ***underlined*** *and* ***bolded*** *language as a new Section VII.B.6, and adjust the numbering for the remainder of Section VII.B accordingly.*

   6. In the Town Center District, when more than one (1) principal structure is built upon a single lot or on adjacent lots, and where they are separated by less than twenty (20) feet, a sprinkler system shall be required and other life safety systems shall be in conformance with local, state and federal statute.

2. *Insert the following* ***underlined*** *and* ***bolded*** *language as a new Section VII.D.1 and adjust the numbering for the remainder of Section VII.D accordingly.*

   1. The following provisions for the minimum number of parking spaces related to individual uses shall not apply to new development or new uses in the Town Center District. Upon submission of an application to the Planning Board, adequate parking within the Town Center District shall be determined through the submission of a Parking Report pursuant to Section U. Where a new use is proposed in an existing building in the Town Center District, but where there are no proposed physical changes to the building, an updated parking report shall be submitted to the Planning Department and Engineering Division at the same time as the submission of a building permit for a change in use in order to determine the adequacy of the amended parking report.

3. *Insert the following **underlined** and **bolded** language in Section D.2.d(2) – to be amended as "D.3.d(2)" if Article 32 is approved.*

Along other property lines, there shall be provided a landscaped strip at least five (5) feet in width, planted with grass, low shrubs, and shade trees with a minimum 2" diameter caliper, with one tree planted for every fifty (50) feet of perimeter length. **This requirement shall not apply to site development proposals that contain multiple lots developed in a coordinated fashion, where site circulation, the development of utilities, or other site design issues would be made impractical by such buffers.**

4. *Insert the following **underlined** and **bolded** language in Section VII.E.2.*

Additional signs are permitted in the Multi-Family Residential Districts, Apartment, Limited Business Districts, **Town Center District**, and Neighborhood Business District, as follows:

5. *Insert the following **underlined** and **bolded** language as a new Section VII.E.3, and adjust the numbering for the remainder of Section VII.E accordingly.*

All other signage in the Town Center District shall be governed by the signage standards and guidelines in Section VII.U

6. *Insert the following **underlined** and **bolded** language in Section VII.F.1 – For Site Plan Review.*

1. For **Administrative** Site Plan Review:

a. All the uses for which off-street parking areas are mandatory except one and two-family dwellings.

b. All structures, off-street parking and loading areas permitted in Multi-Family Residential, Apartment, Limited Business, Commercial-Business, Limited Commercial-Business, **Town Center District**, or Limited Industrial Districts.

c. **Three (3)** ~~**Ten (10)**~~ **paper** copies **and one digital copy** of the site plan shall be submitted to the Building Inspector**,** who shall give the applicant a dated receipt and act upon said plan after forwarding it to the Planning Board for its review and comments. A written decision will be rendered **by the Building Inspector** within thirty-five (35) days from the date of receipt.

7. *Insert the following **underlined** and **bolded** language in Section VII.F.3.a – For Site Plan Approval by the Planning Board, and adjust the numbering for the remainder of the Section VII.F.3.a accordingly:*

a. The following are subject to Site Plan Approval by the Planning Board
   1) All Multi-family developments/buildings
   2) Any two family dwellings
   3) Any drive-up window
   4) Any outdoor display
   5) **Any vertical or horizontal mixed-use**
   6) **Any proposed development that contains buildings or structures with combined gross floor areas (old and new) exceeding 7,500 square feet in the Town Center District.**
   7) Any non-residential use which requires twenty (20) or more parking spaces in accordance with Section VII.D, or if the proposed development contains buildings/structures with gross floor areas exceeding ten thousand (10,000) square feet, or the expansion of existing structures and uses exceeding in total (old and new) twenty (20) parking spaces or ten thousand (10,000) square feet of floor area (amended 5/17/2017)
   8) A Large Scale Ground Mounted Solar Photovoltaic Installation is subject to Site Plan Review in accordance with Section VII.F.3 and Section VII.R (added 5/24/12) (amended 5/20/2015, 5/18/2016)
   9) Any Marijuana Establishment (added 4/23/2018)

The purpose of this article is to amend the Zoning Bylaw parking standards, signage requirements, administrative site plan and site plan approval standards, and to insert life safety standards for structures constructed less than twenty feet (20') apart, in order to accommodate the development pattern of a traditional New England-style village center in the new Town Center Zoning District. The Planning Board and Planning and Economic Department consider these changes to be vital for the development of an economically and socially vibrant New England Town Center.

Recommended by the Finance Committee

ARTICLE 33

To see if the Town will vote to amend the Zoning By-Law of the Town of Shrewsbury relative to Section VII – Development of Sites and Location of Buildings and Structures, by inserting a new sub-section U – Town Center District, or to take any other action in relation thereto.

Motion: I move that the Town vote to amend the Zoning Bylaw of the Town of Shrewsbury, Section VII – Development of Sites and Location of Buildings and Structures, as follows:

(1) Insert the following new language in its entirety in Section VII, as new subsection "U. Town Center District".

U. Town Center District

1. **The purpose of the Town Center District is to:**

a. Foster the development of a traditional New England village center that features a vibrant mix of civic, commercial, institutional, residential, and open space uses within close proximity to each other to create attractive, walkable neighborhoods, where people can live, shop, eat, conduct business, and enjoy arts and cultural activities;

b. Encourage adaptive reuse of abandoned, vacant, or underutilized buildings or structures where consistent with the character, massing, and density of the neighborhood as defined through this bylaw;

c. Increase the town's tax base by creating a thriving small business environment, attracting new investment and promoting economic development;

d. Allow for a mix of land uses that are appropriate to both the needs of the community and the scale of structures in the surrounding neighborhoods;

e. Maintain a consistently high level of design quality in terms of physical design, scale, mixes of uses, and visual characteristics.

f. Minimize impacts on public services through the efficient use of private land and public infrastructure.

2. **Criteria for Special Permits in the Town Center District**

The Special Permit Granting Authority (SPGA) for uses and structures in the Town Center District shall be the Planning Board.

The Planning Board may approve a special permit for proposed uses or structures upon finding that the application complies with the purposes of this Section of the Zoning Bylaw and Section IX.E. In making its determination, the Planning Board shall include consideration of each of the following criteria:

a. The social, economic, or community needs which are served by the proposed development;

b. The potential fiscal impact, including impact on town services, tax base, and employment by the proposed development;

c. The degree to which the proposed development complies with the goals of the most recent Shrewsbury Master Plan;

d. The degree to which the proposed development constitutes a high quality development with regards to construction materials, architectural design, and site design, which will enhance the downtown and the immediate neighborhood and provide significant benefit to the residents of the Town of Shrewsbury;

e. Degree to which the proposed development improves the functioning of the town center by at least one of the following means:

1) Provides a significant improvement to the pedestrian experience in the town center;

2) Provides a significant improvement to the effectiveness of the parking space allocation of the downtown area;

3) Provides a significant improvement to the usage and/or number of public parking spaces in the downtown area;

4) Provides a significant improvement to the overall function of the town center area.

f. Where the proposal would make existing conditions more detrimental relative to the criteria above, the SPGA may require alterations to the proposal that mitigate or eliminate those effects and may condition approval upon compliance with those measures.

3. **Prohibited and Permitted Uses and Structures**
Uses that are permitted by-right, by special permit, or are prohibited in the Town Center District are listed in Section VI, Table I – Use Regulation Schedule.

4. **Dimensional and Intensity Regulations**
Uses in the Town Center District shall comply with the following requirements:

Minimum Lot Area:	5,000 square feet
Minimum Frontage:	50 feet
Yard Setbacks	
Minimum Front Yard Setback:	0 feet
Maximum Front Yard Setback:	10 feet*
Minimum Side Yard Setback:	0 feet
Maximum Side Yard Setback:	10 feet*
Minimum Rear Yard Setback:	10 feet**
Minimum Open Space % Lot Area:	10%
Maximum Lot Coverage:	80%
Maximum Height By Right:	35 feet and 2 1/2 stories
Maximum Height By Special Permit:	40 feet and 3 stories
* The Planning Board may, by Special Permit, authorize front and side yard setbacks greater than ten (10) feet, provided all other standards and requirements of the Town Center District are met. ** Except that Table II, footnote 7, shall also apply in the Town Center District.	

5. **Design Standards and Guidelines.**

The following standards and guidelines are provided so that the Town Center District can achieve its intent as articulated in Section VII.U.1. Where a standard is required through the use of the word "shall," this standard requires strict compliance. Deviation from any such standard shall require a Special Permit from the Planning Board. Where a requirement uses the words "should" or "could," this requirement is a guideline and compliance with this language is a strong preference for the Town. The design standards described in this section are intended to guide the applicant in the development of site and building design as well as the Planning Board in its review of proposed actions.

Architectural elevations, street-side renderings and/or photographs shall be submitted to the Planning Board for review as part of any Administrative Site Plan Review, Site Plan

Approval or Special Permit Application. Elevations shall include all sides of a building for new construction. Elevations for renovations shall include all sides affected. The purpose of these materials is to allow the Planning Board to clearly determine compliance with these design standards.

a. Circulation

Where pedestrian walkways are provided:

1) Pedestrian connections between two buildings or between sidewalks and buildings, shall be designed to be safe, broad, and easily identifiable.

2) Alleyways that connect the sidewalk or front of a building with the rear of a building shall include design elements such as decorative lighting and alternative surfaces to create a safe and welcoming pedestrian passageway (see Figure 1).

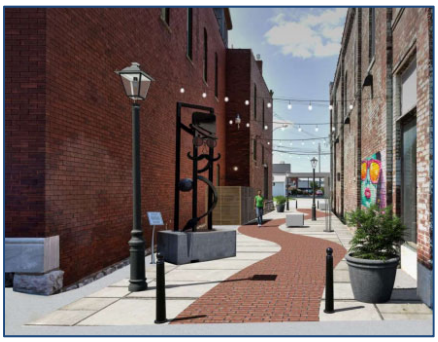


Figure 1: Pedestrian Friendly Alleyway
www.springfieldmo.gov

3) Pedestrian connections that cross parking lots shall be designed to clearly show that the space is primarily dedicated to pedestrian traffic using raised or alternative surfaces, colors, signage, or raised landscaped islands that serve as a safe resting area for pedestrians between automobile travel lanes.

4) Where sidewalks or other pedestrian or bicycle ways intersect with automobile driveways or lanes, distinct raised surfaces and/or durable, decorative alternatives to conventional pavement shall be used to connect sidewalks or bicycle ways from one side of the driveway or lane to the other. Striping alone across the asphalt used for an automobile lane to connect sidewalks or walkways is not adequate to achieve this goal (see Figure 2).

Figure 2: Highly Visible, Decorative Crosswalk
www.pedbikeimages.org Photo by Dan Burden WA

b. Property Frontage

Principal Buildings shall be located along the property frontage and shall be located and oriented to engage pedestrians that may pass along the frontage of the property (see Figure 3).

1) Principal buildings, whether newly constructed or re-used, shall be connected to the right-of-way in a manner that facilitates pedestrian and bicycle access activity. The areas between the front facade of principal buildings and the right-of-way shall accommodate pedestrian and bicyclist space and associated amenities.

2) Frontage sidewalks shall have a minimum width of eight (8) feet and shall run the length of the property frontage. Where the distance between the edge of pavement

in the street and the building facade allows, sidewalks shall be greater than eight (8) feet wide and ideally a minimum of ten (10) feet wide where possible. Where the building is not set back from the property line, the sidewalk shall be constructed between the building facade and the edge of the curb. Where a building is setback from the property line, the area between the building's front facade and the edge of the sidewalk shall include such elements as alternative surfaces, raised flower beds, benches or other street ornaments, in order to create a small outdoor courtyard or "room" that draws passersby to the front entranceway and windows.

3) An adequate buffer shall be provided between the curb of the street and the primary pedestrian walkway in order to supply enough space for benches, lighting, landscaping, street trees, trash receptacles or other amenities. Site Plans shall identify which amenities the applicant is committed to providing.

4) The constructed sidewalk may be located within the public right of way, on private property, or may include both public and private property depending on pre-existing conditions and other opportunities or constraints associated with roadway geometry, location of utilities, and other elements of the built environment.

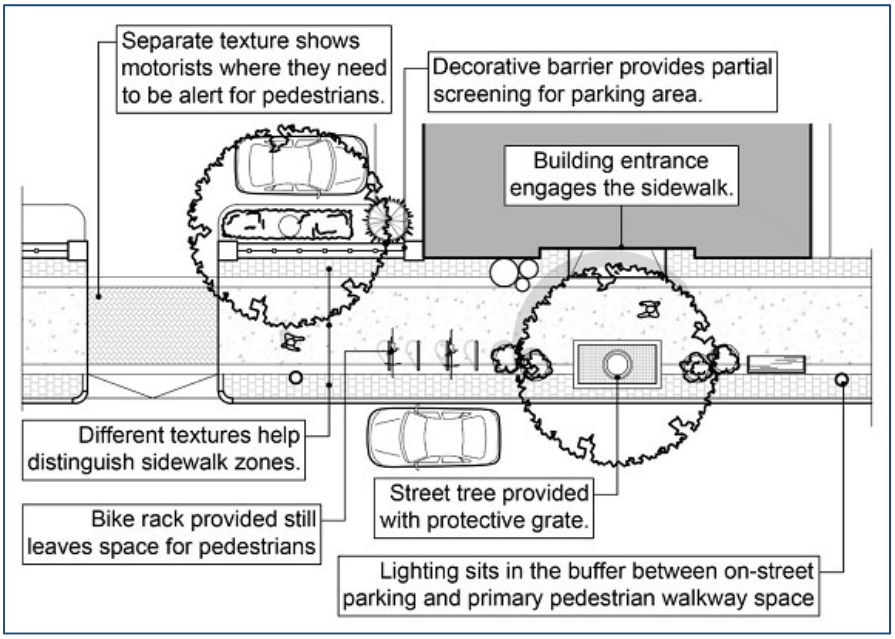


Figure 3: Frontage Diagram

5) Where a corner lot's legal frontage is on a side street, the frontage sidewalk shall be considered the sidewalk along the main pedestrian thoroughfare. Sidewalks on side streets shall have a minimum width of six (6) feet.

6) Sidewalks should be reinforced concrete, however, the Planning Board may approve varied finishes for the concrete or a mix of materials consistent with the purposes of the Town Center District including, but not limited to: brick, pavers, slate, or cobblestone in order to provide visual interest and to delineate sidewalk

areas that may be used for other functions such as outdoor seating. Standard asphalt coverage is not appropriate for sidewalk areas.

7) Travel lanes for automobiles shall not be located in the front yard except where access driveways are approved.

8) Sidewalk designs shall meet or exceed any sidewalk standards adopted by the Shrewsbury Department of Public Works, the Massachusetts Department of Transportation and the American with Disabilities Act. Sidewalks shall be constructed within the road right of way where possible.

9) Owners and developers shall work with Shrewsbury Electric and Cable Operations to incorporate electrical and broadband infrastructure to meet the aesthetic intent of the Town Center Zoning District, including furthering the goal of undergrounding new and existing utilities.

c. Landscaping

1) Applicants shall provide a landscape plan and maintenance agreement that includes, but is not limited to, a combination of fixed and/or moveable planters, street trees, decorative plantings (see Figure 4). Where feasible, street trees should be spaced along the sidewalk at an average frequency of one tree for every thirty (30) feet of frontage.

2) All areas of a site that are not rendered impervious through the development of structures, parking features, circulation features, or other hardscape features should be landscaped with vegetation.

3) Native species shall should be used wherever possible in landscaped areas and shall be Asian Longhorned Beetle Resistant.

Figure 4: Street Tree Plantings
Google Street View, Image Capture Oct 2019

4) Landscaping, trees, and plants must be planted in a growing condition according to accepted horticultural best practices and shall be maintained in a healthy growing condition. Where applicable, ANSI A300 Standards for Tree Care Operations, as revised, shall apply. All landscaping shown on plans shall be maintained by the owner and any dead or dying vegetation shall be replaced, no later than the following growing season, as long as the site plan remains valid.

5) Landscaped areas should be designed to remain functional and attractive during all seasons through a thoughtful selection of deciduous, evergreen, berrying, and flowering plant varieties. Caliper of trees shall ultimately be determined by the species chosen.

6) Turf is discouraged and, where it is used, must not be planted in strips less than five (5) feet wide. Turf seed mixes should be drought resistant. To achieve a high level of drought tolerance, turf seed mixes may include, but shall not be limited to, a predominance of fine fescues.

7) Plant varieties should be selected for cold-hardiness as well as resistance to drought, moisture, salt, urban conditions, or insects and other pests depending on the location of landscaping and the specific stressors anticipated for different areas of the site.

8) Plants should be selected so that landscaping can be maintained with minimal care and the need for irrigation, pesticides, or fertilizers can be minimized or eliminated.

d. Screening

1) All solid waste enclosures, service areas, mechanical equipment, and utilities must be screened from public view through the use of fencing and/or landscaping that is effectively opaque.

2) Chain link fencing is prohibited in front and side yards within the Town Center District unless it is necessary for security standards unique to the individual use, is vinyl coated, and is screened using evergreen trees (minimum six (6) feet in height) and/or shrubs.

e. Building Form (see Figures 9 and 10)

1) Multi-story buildings shall clearly articulate the base, middle (where applicable), and top of the building using cornices, borders of distinct material, or other articulating features on every visible surface of the building.

2) In new non-residential or mixed-use construction, ground floors in the Town Center District should be a minimum of eleven (11) feet from floor to ceiling to enhance the pedestrian streetscape, regardless of the overall building height (see Figures 9 and 10).

3) Buildings with facades longer than forty (40) feet shall articulate the facade with features common to traditional New England architecture that create visual interest. Features shall include a combination of two or more of the following: varied rooflines, distinct signage for multiple tenants, awnings, arcades, pilasters, columns, recessed spaces and/or entrances, and any other features that serve to add texture to these longer facades.

4) A complex of smaller scale buildings is preferable to a single large structure because the varied massing provides visual interest and human scale (see Figure 5).

5) Where a large principal building is proposed, consideration should be given to incorporating several smaller tenant spaces and "storefronts" that front the roadway and main pedestrian thorougfare and add to the variety on the building facade. These smaller tenant spaces could be used to screen unadorned large business that do not typicaly incorporate pedestrian-oriented features on their own facades (see Figure 6).

6) Secondary facades, a building's walls that either do not face a public right-of-way or are not readily viewed from a public way, may be less detailed than the primary facade, but shall be characterized by design treatments that are generally consistent and comparable with the front facade's architectural style.

f. Building Entranceways and Orientation (see Figures 9 and 10)

1) All buildings shall have a principal facade and entry (with operable doors) facing a street or other area dedicated to pedestrian circulation. Buildings may have more than one principal facade and/or entry. Primary entrances not facing the property frontage should open onto sidewalks or other designated pedestrian areas that are at least eight (8) feet in width. The street facade must be designed to appear to be a principal point of entry for the building.

2) Buildings shall be oriented parallel with the front setback line to establish and preserve a consistent building line to maintain, where applicable, a consistent street wall/pedestrian face, where the building fronts need not be directly in line but maintain a consistent corridor along the frontage of the commercial/residential spaces.

3) Main entrances shall incorporate architectural and/or sidewalk features that draw attention to the entrance. These features shall include at minimum one or more of the following: covered porches, distinct sidewalk surfacing, porticos, recessed doorways, and awnings.

g. Roofline Form

1) The roof design for new buildings shall provide a variety of building heights and varied roofline articulation reflecting traditional New England architecture. These roof shapes include gables, gambrels, flat roofs, mansards and any jointed configuration of these styles. Decorative spires or towers may also be used to articulate rooflines and to provide focal points within a complex of principal buildings. (see Figures 5 and 9)

Figure 5: Multiple smaller-scale buildings create visual interest and break up monotony of the facade
Cape Cod Commission, "Contextual Design on Cape Cod" Oct. 1. 2009

Figure 6: A large principal building, a movie theater, in the rear with small front tenant spaces in front
Cape Cod Commission, "Contextual Design on Cape Cod" Oct. 1. 2009

2) Flat roofs shall include decorative design elements such as parapets or cornices that shield all views of any mechanical systems located on the roof from the street or from windows at a lower elevation in adjacent buildings.

3) For new buildings or replacement roofing, industrial style metal materials visible from the street shall not be permitted. Metal roofing materials that use decorative finishes and textures for visual accent may be allowed. Visible metal materials necessary for structural integrity, fastening, sealing or other essential purpose are also allowed.

4) Downspouts shall match or be complementary to gutters in material and finish.

5) Utilities and protuberances through or on the front facing roofs are highly discouraged and should generally be shielded from view.

h. Dormers (see Figure 7)

1) On pitched rooflines, dormers shall be used to break up roof surfaces and shall be provided at a minimum frequency of one per thirty (30) horizontal feet or fraction thereof.

2) Dormer styles may include doghouse, eyebrow, or shed dormers.

3) Windows shall fill the face wall of the dormer to the maximum extent practicable and match the windows in the rest of the building.

Figure 7: The dormer on the left shows the proper scale and form of a dormer window. The dormer on the right provides a window that is too small and shows no aesthetic detail.

i. Fenestration

1) Window bays in facades above the first floor (above street level) shall have a minimum width-to-height ratio of 1:2. Multiple bays may be placed immediately adjacent to one another in order to create larger window areas. This does not apply to dormers (see subsection "h").

2) Mullion pattern and thickness shall reflect traditional New England design with broad decorative surfaces between windows. Mullion finishes that would be highly reflective or industrial in nature are not allowed.

3) Windows on the ground floor shall begin no lower than two (2) feet above street level and shall extend at a minimum height of seven (7) feet from street level.

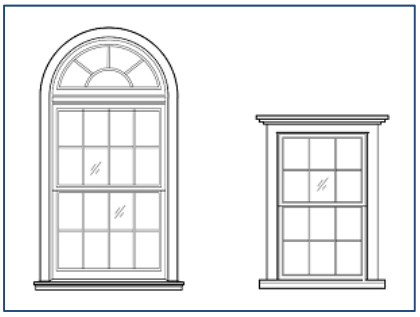


Figure 8: These windows show how different treatments still comply with the basic design standards.

4) Street level facades shall have a transparency of at least fifty (50) percent with transparent doors and windows.

5) Clear, non-reflective glass with minimal tinting shall be used at street level to allow unobstructed views of window displays and/or the interior of the building, reinforced with interior lighting.

j. Building Materials

1) Materials and building treatments shall be used that reduce the visibility of buildings from distant vantage points and shall be consistent and compatible with traditional New England design and construction.

2) Where more than one material is used for siding, traditionally heavier materials (stone, brick, concrete with stucco, etc.) shall be located below lighter materials (wood, fiber cement board, siding, etc). The change in material shall occur along a horizontal line, preferably at the floor level.

3) For finished siding and foundations, natural materials such as brick, stone, wood/concrete clapboards and shingles, and slate are allowed. Asphalt shingles or similar materials for roofing are allowed. High-quality cement-fiber siding designed to preserve the traditional aesthetic character of the district is also allowed. Vinyl siding shall be prohibited.

4) Finish colors should be used to differentiate between important features (e.g., foundations, entranceways, windows, decorative borders, etc.) and can be used to differentiate between building stories. Generally, it is preferable to use two or three colors inclusive of masonry. The main color(s) on a building should generally be nature blending, earth tone, neutral, or pastel in character. Bright colors should be limited to accent features and/or entranceways. High intensity colors, metallic colors, or fluorescent colors should not be used.

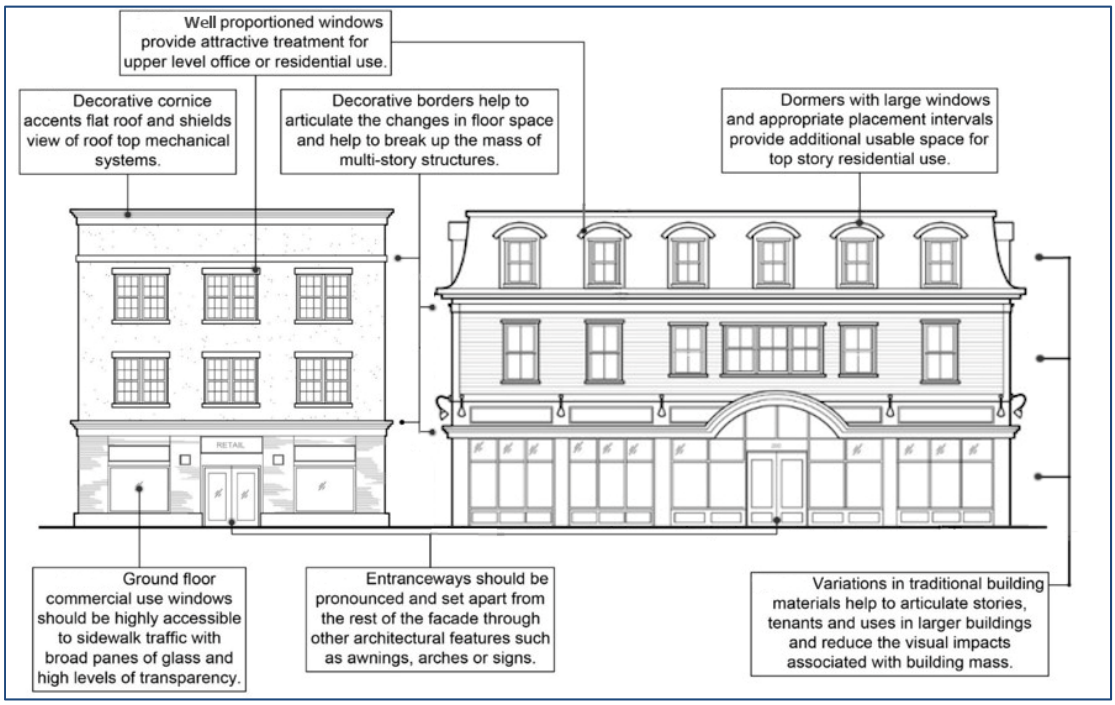


Figure 9: This image is designed to illustrate several of the Town Center Design Standards

k. Lighting

Figure 10: This image is designed to illustrate several of the Town Center Design Standards.
<u>Roofline Form</u>: The image shows the interplay between dormers and jointed roofs. In this case, a jointed gable configuration along the "doghouse" dormers reflects typical New England architecture.
<u>Ground Floor Design</u>: The ground floor is slightly taller than floors above it and incorporates a high level of transparency to visually connect people on the sidewalk with what is available inside the building.
<u>Entrances</u>: The entranceways to the building are made more prominent through the use of signage and different materials

1) Lighting for streets, parking areas, and civic/gathering spaces shall be decorative in shape, scale, and finish, with detailed, articulated treatments for the base, post, fixture, and crown. Where decorative street lighting is already installed, the design of proposed lighting standards and fixtures shall be consistent with or complementary to said lighting (see Figure 11).

2) Light poles and fixtures shall not exceed 20 feet in height. Height is measured from the base of the standard to the highest point of the structure. Structural features used to anchor light standards (e.g., concrete pilings) are not counted toward the maximum height but shall not protrude more than six (6) inches from the ground (see Figure11).

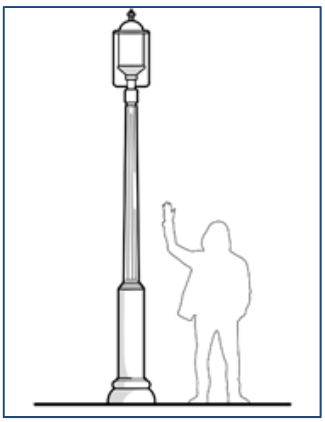


Figure 11: This illustration shows the proper scale and attention to aesthetic detail.

3) All exterior lights on private property shall be dark-sky compliant with full cut off or fully shielded/recessed lights, and designed, located, installed, and directed in such a manner as to minimize light trespass onto adjacent properties unless such trespass is intentional and meets the purposes of this district. Lighting fixtures for building security or display purposes shall similarly be top downward (not upward or sideways), and full cut off or fully shielded/recessed.

4) Lighting could be directed upwards as part of a landscaping scheme used to highlight important features including, but not limited to: steps, walkways, art installations, and the edge of buildings. Any proposal for upward lighting shall be accompanied by renderings and other visuals demonstrating the impact and effect of the lighting scheme on the building and its surroundings.

l. Signage

In addition to the requirements under Section VII.E.2. VII.E.1, the following standards and guidelines shall apply:

1) Permitted Signage

(a) Externally Illuminated or Front-lit Signs shall have downward-directed, steady, stationary light only, with fully-shielded decorative lamps that do not obscure the sign's graphics.

(b) Reverse Lit or Halo Lit Signs, illuminated by white light only. The source of light shall be completely concealed.

(c) Wall Mounted Signs and Projected Signs (a.k.a. Blade or Hanging Signs): One sign of each type shall be allowed per tenant on each elevation of a building with a customer entrance. The sign should be located no lower than 7'6" above the ground floor, but not higher than the top of the first floor. Each projected sign may be externally illuminated with two integrated lights (one light for each sign face or panel). The size of the projected sign shall not exceed six (6) square feet in area as measured on one face of the sign. Signs should not obscure architectural features or windows and should be integrated with the design of the building (see Figure 12).

Figure 12: Externally Lit Hanging Signs

(d) Window Signs shall not cover more than twenty-five percent (25%) of the window area.

(e) Awning signage is permitted only on the apron portion of the awning.

(f) Free-standing monument or structured signs not taller than five (5) feet above grade that incorporate design details, materials, and colors of the associated building(s). The base or support elements of freestanding signs should be integrated with the surrounding environment and should incorporate ornamental landscaping where possible.

(g) Sign colors should be selected to enhance sign legibility for both day and nighttime viewing. Contrasting colors can be used effectively to increase clarity. Sign colors and finishes should be compatible with the color of the building or development. Sign materials should be of high quality and compatible with the design of the building and facade on which they are placed.

(h) Temporary banners provided they are only used for a period of thirty (30) days prior to and following the opening of a business or other establishment.

(i) Sandwich board signs no greater than six (6) square feet that do not interrupt the safe flow of pedestrian, cyclist or automobile traffic.

(j) The Planning Board may issue a Special Permit to allow for a Digital Message Board Sign provided that the individual letters or numbers on the message board do not change more than once per hour and shall not include flashing or moving lights.

2) Prohibited Signage

(a) Free-standing signs with clearance above the ground that is more than two feet above grade.

(b) Internally illuminated signs of any kind and signs made of plastic or vinyl.

(c) Illuminated signs with exposed neon tubing or exposed LEDs such as, for example, open face channel letters.

(d) Box style cabinet signs or "can signs" with illuminated, translucent background and silhouette, translucent or acrylic letters.

(e) Signs attached to any utility pole, vegetation, rocks, hydrants, or fences.

(f) Roof Signs or any sign projecting above the roof or parapet line.

(g) Off premise signs: All signs shall be located on the same lot as the main use which it is advertising.

(h) Signs or advertising devices that are animated, flash, make noise, or contain any visible moving parts, including, but not limited to, commercial balloon devices, high powered search lights, and L.E.D. signage. Indicators of time or temperature may move.

6. **Parking Standards**

a. Parking Report

Administrative Site Plan Review, Site Plan Approval applications, or a change in use in the Town Center District shall be accompanied by a Parking Report that demonstrates reasonable access to parking spaces on-site or a combination of on-site and off-site. The Parking Report shall include:

1) Size and type of all existing and proposed uses or activities on the property.

2) Proposed total number of parking spaces on-site and off-site.

3) Parking demand, including peak demand, shall include a calculation of the on-site uses as determined by the Zoning Bylaw and, where different, through the most recent estimates provided by the Institute of Transportation Engineers (ITE).

4) If applicable, a feasibility study of shared parking among different on-site uses demonstrating that there will be adequate parking for the combined uses at all times. The feasibility study shall incorporate analysis of peak parking demand that shows which uses will occur at different times of the day and on different days of the week.

5) Availability of alternative methods of travel to the site, including public transportation, and bike and pedestrian access.

6) Narrative explanation of how the demand analysis and proposed strategies justify the proposed total number of parking spaces.

b. Off-Street Parking

1) Parking shall be located behind principal buildings on the property and shall not be located on the side of a building or between the front facade of a building and a street or a public way.

2) The Planning Board may issue a Special Permit to allow for parking that is to the side of principle buildings due to unusual site constraints provided that parking is

not located within the maximum front setback or between the front plane of a building and a street or public way. Where a proposed surface parking area is adjacent to a sidewalk, internal walkway, or other pedestrian space, the applicant shall provide a landscaped buffer between the parking area and the pedestrian space as follows:

i. At a minimum, the landscaped buffer shall include a decorative barrier, which may be designed as brick or stone walls, decorative fencing, or a combination of these treatments (see Figure 13).

ii. In addition to and inclusive of a decorative barrier, to the extent practicable, the landscaped buffer shall include planted areas designed to provide separation between the surface parking area and the pedestrian space while allowing pedestrians to maintain visual awareness between the two areas (see Figure 13).

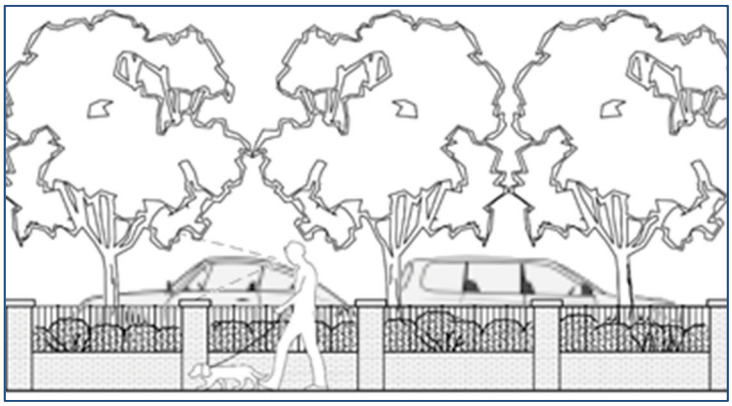


Figure 13: Decorative barrier separating sidewalk and parking area

3) For developments with proposed surface parking areas of ten (10) spaces or more, a minimum of ten percent (10%) of the designated parking area shall be landscaped. This calculation may include any landscaped borders surrounding the parking lot where the landscaped borders are predominantly ornamental vegetation and/or are specifically designed to provide stormwater treatment. Borders that are predominantly stone, turf, fencing, or screening shall not be counted toward this requirement.

4) The ends of parking aisles in surface lots that are more than fifteen (15) spaces in length must incorporate landscape islands at either end of the row. Each island shall include at least one tree that is two (2) inches in caliper at the time of planting. Where the length of a parking aisle exceeds twenty-five (25) spaces, additional landscaped islands must be installed at regular intervals. This interval must not be more than every thirteen (13) spaces.

c. Remote or Off-Site Parking

Parking for business and commercial uses may be located off-site to substitute for some or all of the required on-site parking spaces, provided the following criteria are met:

1) The off-site parking is located within 800 feet of the subject property line.
2) A safe and clearly defined pedestrian route between the off-site parking and the subject property is provided.
3) Any proposed on-site parking shall include parking spaces for people with disabilities in accordance with ADA standards.
4) Where off-site parking is proposed, a binding parking agreement and sufficient legal documentation providing access to, use of, and management of the designated off-site parking spaces shall be submitted to the Town as part of the Parking Report.

d. Shared Driveways and "Combined" Parking Lots

1) Abutting property owners are encouraged to coordinate parking layouts, including combining and connecting with adjacent parking lots, and coordinating access to their parking lots, including utilizing common curb-cuts and driveways under reciprocal easements. The Planning Board may permit such shared driveways, curb-cuts and combined parking lots if the applicant can demonstrate that the proposed design improves on-site or off-site circulation and/or results in a smaller parking area (see Figure 14).

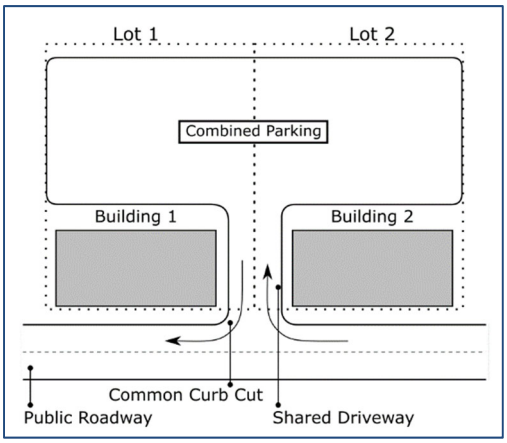


Figure 14: Rear combined parking

7. **Accessory Dwelling Units**
Accessory dwelling units in the Town Center District shall be subject to the following standards and requirements:

a. There shall be not more than one accessory dwelling unit on a lot.

b. Any building extensions or alterations shall maintain the appearance of a Single Family Dwelling when viewed from a street.

c. The gross floor area of the accessory dwelling unit shall not be less than 300 square feet of gross floor area and shall not exceed the lesser of forty percent of the gross floor area of the principal unit or 800 square feet.

d. The accessory dwelling unit shall be clearly and distinctly separated from the principal unit by separate entrances either from the exterior of the building or from a common hallway located within the building.

e. Any stairways to an accessory dwelling unit located above the ground floor of a building shall be enclosed within the exterior walls of the building.

f. There shall be not more than one driveway or curb cut providing access to the accessory dwelling unit, except for half circular or horseshoe driveways.

g. A minimum of one parking space shall be provided for the accessory dwelling unit.

h. The owner of the property shall occupy either the principal dwelling unit or the accessory dwelling unit. For the purposes of this section, the "owner" shall be one or more individuals residing in a dwelling unit who holds legal or beneficial title and for whom the dwelling unit is the primary residence for voting and tax purposes.

i. The accessory dwelling unit shall not be held in, or transferred into separate ownership from the principal unit under a condominium form of ownership, or otherwise.

j. The accessory dwelling unit may be located within a detached building that is located on the same lot as the building with the principal dwelling unit.

k. A lot containing a building with a principal unit and an accessory dwelling unit within a detached building shall not be further divided resulting in the separation of the principal unit and the accessory dwelling unit, unless both resulting lots and the buildings thereon meet all minimum area, frontage, width and yard requirements of the applicable zoning district.

l. The accessory dwelling unit in a detached building shall be installed on a permanent foundation.

m. The accessory dwelling unit in a detached building shall only be located in the side and rear yard.

n. No accessory dwelling unit permitted under this Section shall be constructed and occupied without Building and Occupancy Permits issued by the Building Commissioner.

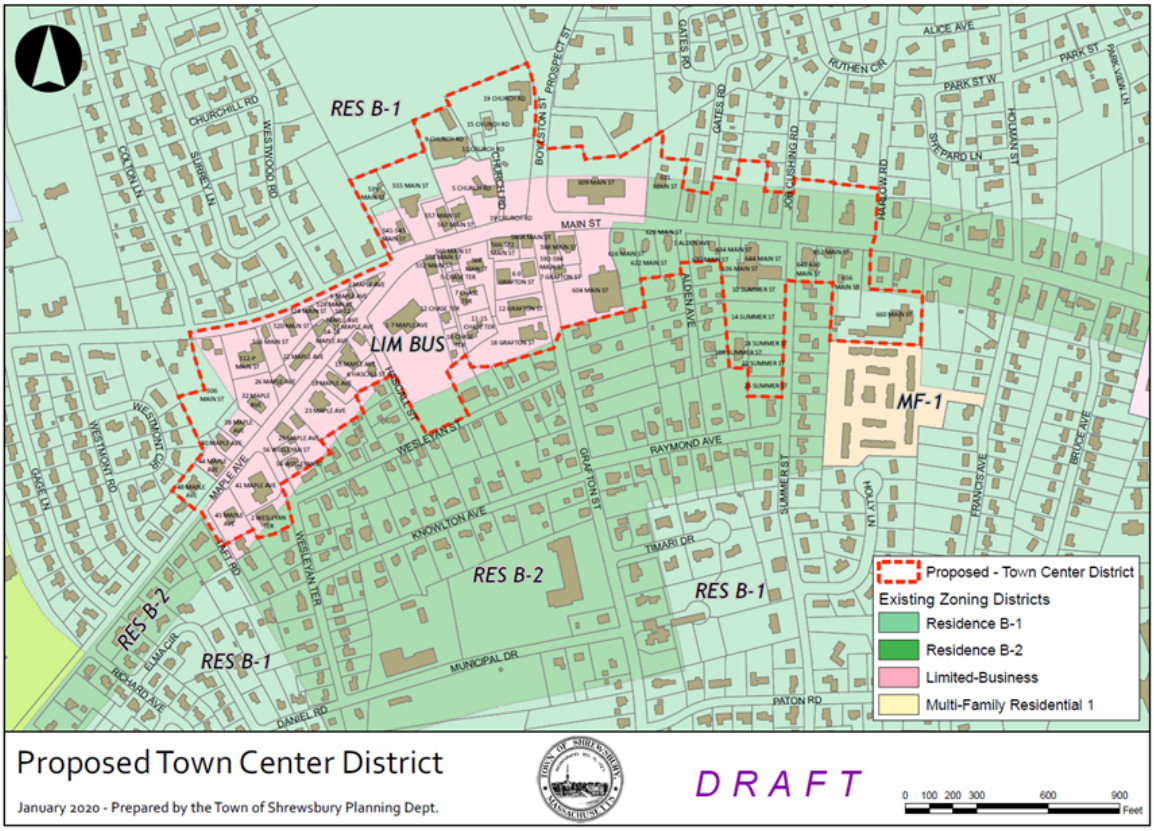
The purpose of Article 33 is to introduce a subsection of the Zoning Bylaw that is dedicated to articulating the Town's vision for the development of a traditional New England-style village center. The article language provides specific guidance for developers, Planning Board members and residents when evaluating a proposed project in the town center and lays out detailed markers for pedestrian, building and aesthetic design. The Planning Board and Planning and Economic Department consider this article to be vital toward creating an economically and socially vibrant Town Center.

Recommended by the Finance Committee

ARTICLE 34

To see if the Town will vote to amend the Zoning Map of the Town of Shrewsbury by creating and establishing the boundaries for a new Town Center District, or to take any other action in relation thereto.

Motion: I move that the Town vote to amend the Zoning Map of the Zoning By-Laws of the Town of Shrewsbury, as follows, by inserting the map Town Center District.



The purpose of Article 34 is to delineate the boundaries of the Town Center District. Please see attached exhibit titled Article 34.

Recommended by the Finance Committee

ARTICLE 35

To see if the Town will vote to amend the Zoning By-Law of the Town of Shrewsbury Section VI, Table I – Use Regulation Schedule, to allow for marijuana cultivator and craft marijuana cultivator cooperative in the Limited Industrial Zoning District, or to take any action in relation thereto.

Motion: I move that the Town vote to amend the Zoning By-Law of the Town of Shrewsbury as follows:

1. Change the existing uses "Marijuana Cultivator" and "Craft Marijuana Cultivator Cooperative" in Section VI – Table I - Use Regulation Schedule from "N" to "SP-PB" in the Limited Industrial zoning district:

	Rur AA	**Rur A**	**Rur B**	**Res A**	**Res B-1**	**Res B-2**	**MF -1**	**MF -2**	**Apt**	**LB**	**CB**	**LCB**	**LI**	**NB**	**O-R**	**LO-R**
Marijuana Cultivator	N	N	N	N	N	N	N	N	N	N	N	N	~~N~~ **SP-PB**	N	SP-PB	SP-PB
Craft Marijuana Cultivator Cooperative	N	N	N	N	N	N	N	N	N	N	N	N	~~N~~ **SP-PB**	N	SP-PB	SP-PB

The current zoning districts where "Marijuana Cultivator" and "Craft Marijuana Cultivator Cooperative" are allowed are the most restrictive in terms of land area where these businesses may locate in Shrewsbury. Allowing "Marijuana Cultivator" and "Craft Marijuana Cultivator Cooperative" to operate in the Limited Industrial zoning district by Special Permit would mirror the current zoning districts where marijuana Independent Testing Laboratories and Marijuana Product Manufacturers are allowed, and would provide greater flexibility for potential marijuana cultivation businesses.

Recommended by the Finance Committee

ARTICLE 36

To see if the Town will amend the Zoning Map for the Town of Shrewsbury by changing the zoning designation of the following parcels: Assessors Map 07, Parcel 044000, Assessors Map 07 Parcel 041001, Assessors Map 14 Parcel 01000, Assessors Map 13 Parcel 066000, Assessors Map 13 Parcel 065000, Assessors Map 13 Parcel 051000, Assessors Map 13 Parcel 050000, Assessors Map 13 Parcel 040000, Assessors Map 13 Parcel 043000, Assessors Map 13 Parcel 045000, together with that portion of the property shown as Assessors Map 07 Parcel 041000, Assessors Map 08 Parcel 009000, Assessors Map 14 Parcel 010000, Assessors Map 13 Parcel 039000, which is currently zoned Commercial Business to be zoned Limited Industrial as shown on the Exhibit plan Labeled Plan for Article 36 as on file with the Office of the Town Clerk , or take any other action in relation thereto.

Motion: I move that the Town vote to amend the Zoning Map of the Town of Shrewsbury as follows:

a. Amend the Zoning Map of the Town of Shrewsbury by changing the zoning designation of the following parcels from the Commercial Business zoning district to the Limited Industrial zoning district: Assessors Map 07, Parcel 044000, Assessors Map 07 Parcel 041001, Assessors Map 14 Parcel 01000, Assessors Map 13 Parcel 066000, Assessors Map 13 Parcel 065000, Assessors Map 13 Parcel 051000, Assessors Map 13 Parcel 050000, Assessors Map 13 Parcel 040000, Assessors Map 13 Parcel 043000, Assessors Map 13 Parcel 045000, together with that portion of the property shown as Assessors Map 07 Parcel 041000, Assessors Map 08 Parcel 009000, Assessors Map 14 Parcel 010000, Assessors Map 13 Parcel 039000; and as shown on the Exhibit plan Labeled Plan for Article 36 as on file with the Office of the Town Clerk, or take any other action in relation thereto.

This article was requested by the property owner and sponsored by the Board of Selectmen to facilitate the comprehensive development of under-utilized parcels on the Route 70 corridor of Shrewsbury.

Recommended by the Finance Committee

ARTICLE 37

To see if the Town will vote to adopt Chapter 148, Sec. 26H of the General Laws MGL 148 Section 26H requiring sprinklers in Boarding Houses, or take any other action in relation thereto.

Motion: I move the Town vote to accept Chapter 148, Sec. 26H of the General Laws requiring sprinklers in Boarding Houses.

Per the Shrewsbury Town Clerk's office, the Town has not accepted this law for boarding houses and lodging houses. Shrewsbury is one of very few communities in the Commonwealth that did not accept this general law for sprinklers in boarding and lodging houses. MGL 148 section 26H requires sprinkler system in lodging and boarding houses where lodgings are let to 6 or more unrelated persons. From the Building Inspector's research, it appears that this local adoption law was first available in 1989. The town may have decided not to accept it at that time because lodging and boarding houses were not "allowed" in town or there were no existing properties identified as a lodging or boarding house. This law applies to existing lodging houses and boarding houses and requires that a sprinkler system be installed within 5 years of adoption of the law. The building code is now more restrictive and requires sprinkler systems in this type of use.

Recommended by the Finance Committee

ARTICLE 38

To see if the Town will vote to amend the General Bylaw to add a section that regulates donation containers and the process for such uses, or take any other action in relation thereto.

Motion: I move the Town vote to amend the General Bylaw to add a section that regulates donation containers and the process for such uses as follows:

DONATION COLLECTION BINS FOR NOT FOR PROFIT AND PROFIT ORGANIZATIONS AND INDIVIDUALS

Purpose and Intent.

This bylaw is enacted to promote public safety, health and welfare, of the residents of the Town of Shrewsbury, and to ensure a clean and attractive condition of the Town by regulating the location, method of maintenance, frequency of disposal and registration of "Donation Collection Bins."

DEFINITIONS

For the purpose of this General Bylaw, the words and phrases used herein shall have the following meaning, except in those instances where the context clearly indicates a different meaning:

A. **Donation Collection Bin: (Hereafter "Bin") A closed receptacle or container designed or intended for the donation, collection and temporary storage of clothing, shoes, textiles, books or other goods or materials, which is accessible to and allows the public to deposit said items without assistance**
B. **Property Owner: The person or entity having legal title to real property and/or the person shown as the owner on the current assessment rolls of the Town and/or recorded at the Worcester District Registry of Deeds.**
C. **Person of Lawful Possession of Property: Party that has express or implied authority through employment, by contract or apparent authority to act for the Property Owner so as to bring the Owner into contractual relationships with other parties.**
D. **OPERATOR: Any natural person or other legal entity, including but not limited to, not for profit or for profit corporations, partnerships, joint ventures who either own, operate or are otherwise in control of the collection box.**
E. **INDIVIDUAL: Any person or persons, including any person registered with the Town of Shrewsbury as doing business under another name, who is not a legal entity recognized by the Commonwealth of Massachusetts and/or is not registered with the Secretary of the Commonwealth, Department of Corporations.**

PERMITS, STANDARDS AND PROHIBITIONS.

A. **It shall be unlawful for any person, firm or corporation to erect, place, maintain or operate a Donation Collection Bin within the Town of Shrewsbury without first obtaining an annual permit from the Board of Selectmen. The information required on the application may change by vote of the Board of Selectmen**

B. **A permit issued under this Bylaw shall be valid for one year and will be renewable for one-year periods. An application for license shall be provided on a yearly basis to the Board of Selectmen.**

C. **The Town shall not grant a permit to place, use or employ a Donation Collection Bin**

if it determines that the placement of the Bin would constitute a public safety or public health hazard, a nuisance, or would be detrimental to parking at the site. The Board of Selectmen reserves the right to deny any request to site a Bin at their discretion. A letter with the reason for denial will be sent to the applicant.

D. Donation Collection Bins are permitted in any district except all Residential zoning districts. Bins are not allowed on vacant lots or lots with buildings which do not have a valid Town-issued certificate of occupancy.

E. The Bin shall be appropriately located with required setbacks from property lines for the district in which it is located, and shall be placed on a paved or similarly prepared surface. The Donation Collection Bin shall be placed such that there is safe and convenient pedestrian and vehicular access to it.

F. The Bin shall be of the type that is enclosed by use of a receiving door and locked so that the contents may not be accessed by anyone other than those responsible for the retrieval of the contents.

G. The front of every Bin shall display the name, address and telephone number of the Owner and Operator of the bin. Lettering must be a minimum of 2 inches.

H. Permittee must maintain the aesthetic presentation of the Donation Collection Bin in a neat and clean condition including paint, readable signage and general state of good repair, free of trash, debris, refuse or like material. The area around the Donation Collection Bin must be kept free of debris and trash, and cleaned weekly or more frequently if required and as may be requested by the Town of Shrewsbury.

I. Each Bin must be regularly (minimum of once per week) emptied of its contents so that it does not overflow. Used clothing or other donated goods and materials may not be placed on the surrounding area and if they are must be removed immediately and not later than 24 hours of notification by the Town of Shrewsbury.

J. If a Bin becomes damaged or vandalized, it shall be repaired, replaced or removed within five (5) days of notice of such condition, unless the damage is such as to constitute a danger to persons or property in which case it shall be made safe within 24 hours of notice of such condition by the Town of Shrewsbury.

Fees Required.

A. The application fee for a Donation Collection Bin shall be $55.00 for each bin. The license period for each Donation Collection Bin shall be January 1 through December 31 of each year.

B. The renewal application fee for a Donation Collection Bin shall be $55.00 for each bin.

C. Upon the granting of a license, a permit (sticker) issued to the applicant shall be affixed to the Bin. The permit (sticker) shall be clearly placed on the same side as the chute used to deposit donated items.

Applicability.

A. The provisions of the Bylaw shall apply to both existing and future Donation Collection Bins within the Town of Shrewsbury. Property owners with existing Bins prior to the effective date of this Bylaw shall come into compliance as follows:

Within forty-five (45) days of the effective date of this Bylaw, the Operator shall file an application for a license as required for each. The application shall demonstrate how the existing Bin complies with this Bylaw or show the proposed changes that shall be completed to achieve compliance. Within seventy-five (75) days after the effective date of this Bylaw, each existing Bin shall be brought into compliance with this Bylaw or removed by the Owner/ Operator.

Violations, Penalties and Enforcement.

A. Any person or entity who violates any provision of this Bylaw shall be subject to a penalty (fine) of $50.00 for the first offense and $100.00 for each subsequent offense.

B. Each violation shall be deemed and taken to be separate and distinct violations. For every day which the Donation Collection Bin is not in compliance shall be considered a separate violation.

C. In the event the Operator does not perform per PERMITS, STANDARDS AND PROHIBITIONS, item H. and I. the Property Owner or Person of Lawful Possession of Property shall be held responsible for removing articles that will not fit into the collection box and keeping the area around the Bin free of debris and trash. The Board of Selectmen may assess fines not to exceed $100.00 per Section A to the Property Owner or Person of Lawful Possession of Property for failure to remove excess articles and clean the area immediately upon receipt of written notification from the Board of Selectmen.

D. All notices shall be sent to both the property owner and operator.

This article seeks to create a new section with the general bylaws to regulate the location and general maintenance of collection bin bylaws. It places direct responsibility on the property and bin owners to receive approval prior to placing a bin anywhere in the Town. Further it provides the ability to enforce violations related to the bins including time when materials are deposited around and not in the bins.

Recommended by the Finance Committee

ARTICLE 39

To see if the Town will vote to raise and appropriate or transfer from available funds in the Treasury a sum of money to be paid to the Lake Quinsigamond Commission to fund the expenses associated with the management of Lake Quinsigamond, or to take any other action in relation thereto.

Motion: I move that the Town vote to transfer $30,000 from Free Cash to be paid to the Lake Quinsigamond Commission to fund the expenses associated with the management of Lake Quinsigamond.

This funding will be used in conjunction with funding provided by the City of Worcester, Town of Grafton and/or Commonwealth of Massachusetts to fund weed control or other lake improvement activities on Lake Quinsigamond. This appropriation includes funding for invasive weed management in the all aspects of the Lake including Newton Pond which is a part of the watershed.

Recommended by the Finance Committee

ARTICLE 40

To see if the Town will vote to receive the reports of Town officers and committees and to act thereon, or take any other action in relation thereto.

Motion: I move that the Town vote to receive the report(s) of the various Town Committees as presented.

This article provides an opportunity for public boards and committees to provide an annual update to Town Meeting should an update not be provided in the Annual Report.

Recommended by the Finance Committee

ARTICLE 41

To see if the Town will vote to choose the trustees of the Wright and Harlow Charitable Fund or, take any other action in relation thereto.

Motion: I move that the following individuals be named trustees of the Wright and Harlow Charitable Trust Fund:

Gail E Claflin
William A Davis
Dawn M Shannon
Robert H Claflin, Jr
Sandra E. Wright
Stanley R. Holden

This is an annual action by Town Meeting to appoint trustees to administer this fund. The current fund total is $4,785.90.

Recommended by the Finance Committee

DocuSign Envelope ID: 94F49320-01BB-4468-8302-2B31101BC80F

And you are directed to serve this Warrant by posting an attested copy thereof at the Municipal Office Building on Maple Avenue and at the Post Office in said Shrewsbury seven days at least before the time of holding said meeting. Fail not and make due return on this Warrant with your doing thereon to the Town Clerk of Shrewsbury before the meeting aforesaid.

Given under our hands this 26th day of May, 2020.

DocuSigned by:
Maurice DePalo
25E08E9411027A19
DocuSigned by:
Beth Casavant
DocuSigned by:
John D. Lebo
DocuSigned by:
Jim Kane
D56B09737A94FE
DocuSigned by:
John R. Samia
CF3CE281F1A54CE

BOARD OF SELECTMEN

Worcester, ss

Shrewsbury, Massachusetts

This is to certify that I have served the foregoing Warrant by posting an attested copy thereof at the Municipal Office Building on Maple Avenue and at the Post Office, in said Shrewsbury, as therein directed, seven days before the time of holding said meeting.

5/29/2020

Constable

TRANSFERS FROM RESERVE FUND

July 1, 2018 - June 30, 2019

GENERAL GOVERNMENT

Operating Support			
01015909	510340	Medicare Match	4,819.99
01015909	572030	MIS Support	60,000.00
Fire Department			
01022003	510160	Extra Duty	56,397.50
01022004	520130	Professional Services	7,480.00
01022008	580120	Equip - Not Classified	18,000.00
01024404	570030	Travel	1,100.00
Emergency Mgmt			
01029108	580060	Radio Equipment	9,258.00

PUBLIC WORKS

Street Lighting			
01042404	520010	Utility - Electric	1,152.53

CULTURE AND RECREATION

Parks & Recreation			
01065003	510010	S & W - Full Time	10,000.00
		Total:	168,208.02

SOME COMMON TOWN FINANCE TERMS

APPROPRIATION

An amount of money voted to be spent for specific purposes.

ARTICLES

Each of the numbered items of business in the Warrant is called an Article. Articles for a town meeting are submitted to the selectmen by boards, departments, and by citizens of Shrewsbury. All Articles must be voted upon; none can be withdrawn from the Warrant.

CHERRY SHEET

The cherry colored form received each year from the state listing the town's State Aid and county and state charge against the town.

FISCAL YEAR

July 1st through June 30th and normally designated by the year in which it ends.

FREE CASH – AVAILABLE FUNDS

Surplus revenue less all uncollected taxes from prior years. A source for funds at special town meetings, special projects or lowering the tax rate. Actual amount is determined at the close of each fiscal year. Free Cash should be thought of as being the town's "Savings Account"

GENERAL FUND

The fund into which the general (not-earmarked) revenues of the town are deposited and from which money is appropriated to pay the general expenses of the municipality.

LOCAL RECEIPTS

Money collected by the town departments for Automobile Excise taxes, licenses issued by the clerk's office, Parks and Recreation activities, etc.

OVERLAY

The amount raised by the Assessors in excess of appropriations and other charges to cover abatements granted and avoiding fractions.

OVERLAY SURPLUS

The accumulated amount of the not used overlay for various years which may be used for extraordinary or unforeseen purposes or voted into the Reserve Fund.

OVERRIDE

A referendum question on the ballot in a general election which allows a town to assess taxes in excess of the allowable 2 ½ % yearly increased allowed by law. Override questions must specify the purpose of the override and require a majority vote for approval.

RESERVE FUND

A fund to provide for extraordinary or unforeseen expenditures. A sum may be appropriated at the Annual Town Meeting not to exceed5% of the tax levy of the preceding year.

SPECIAL EDUCATION (SPED)

Special Education is a program that serves students who have disabilities that impair learning. The town is partially reimbursed through Chapter 70 based on availability of funds and through recently enacted circuit breaker legislation.

SURPLUS REVENUE

The amount by which cash, accounts receivable and other assets exceed liabilities and reserve (a bookkeeping item not be confused with Available Funds.) Actual amount is determined at the close of each fiscal year.

TAX LEVY

The revenue a community can raise through real estate and personal taxes. This is limited by Proposition 2 ½ but can be increased by an override.

TRANSFER

The authorization to use an appropriation for a different purpose or from the Reserve Fund for extraordinary or unforeseen expenditures.

WARRANT

The list of items, known as Articles, to be considered at the town meeting is called the Town Warrant. The only business that may be considered is that listed in the Town Warrant.