

TOWN OF PETERSHAM, MASSACHUSETTS

Report of the
Petersham Advisory Finance Committee
FOR FISCAL YEAR 2019

—•—
Special & Annual Town Meeting Warrants
FOR JUNE 4, 2018



ON THE COVER

Petersham Police Department

This year's cover highlights the Petersham Police Department. The Police Station is located at 15 East Street. Prior to the current location, the Department was located on the second floor of the Town Office brick building at 3 South Main Street.

In 2008, with support from local taxpayers and State grant funding, a former garage and police storage space directly across the street from the Fire Station was redesigned by Reinhardt Associates of Agawam and renovated by Diversified Construction Services of Amherst with assistance from town staff.

With its town center location, office space, conference room, and vehicle garage, the facility has served police officers and the community well. PHOTOS: N. ALLEN





TOWN OF PETERSHAM, MASSACHUSETTS

**Report of the Petersham Advisory Finance Committee
For Fiscal Year 2019**

Special & Annual Town Meeting Warrants

JUNE 4, 2018 PETERSHAM TOWN HALL

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Glossary

Cherry Sheet: The Cherry Sheet is the official notification by the state Commissioner of Revenue to municipalities and school districts of estimated state aid to be paid and charges to be assessed over the next fiscal year. As the state budget process unfolds updated local aid proposals are posted. Final Cherry Sheets are issued once the state budget is enacted by the Legislature and approved by the Governor. In the past, the Cherry Sheet came to the towns on cherry red paper, now it is all electronic.

Excess Levy Capacity: If a community sets its property tax levy, exclusive of amounts that are subject to debt exclusions, below its levy limit, the difference between those is referred to as excess levy capacity. This is an additional amount of money a community can choose to raise for that given year and still remain under the Proposition 2-1/2 levy limit.

Free Cash: This is the money that the town appropriated at town meeting the year before that was unspent during the fiscal year. At the end of the fiscal year it is accounted for and the books are sent to the State Department of Revenue (DOR) to be certified. Once the amount is certified it can be used either during the current fiscal year or in the budget for the next year. It can only be appropriated by Town Meeting. If it is not appropriated, it goes back into Free Cash for the next year. While the amount varies considerably from year to year, typically we have around \$100,000 in Free Cash annually.

Levy Limit: The levy limit is the maximum amount a community can tax in a given year, exclusive of any amounts that are voted as debt excluded. The annual increase in the levy limit in any given year is limited to 2.5% by State law.

Property Tax Levy: The property tax levy is the revenue a community actually raises through real and personal property taxes in a given year. The property tax levy is the largest source of revenue for Petersham. This figure includes previously voted commitments to projects utilizing debt and capital exclusions such as the school construction projects and vehicle purchases.

ReCap Sheet: A document submitted by cities and towns to the DOR in order to set the local property tax rate. The recap sheet shows all estimated revenues and actual appropriations that affect the property tax rate.

Reserve Fund: Every year, the town sets aside a reserve fund that can be appropriated by the Advisory Finance Committee together with the Selectboard at their discretion. This allows for unanticipated expenditures by any department that are not provided for in the budget. The advantage of this is that we do not have to call a Special Town Meeting to meet these expenses, but it allows for only limited amount of money to be used. If we need more we need to call a Town Meeting.

Revolving Fund: Certain departments collect fees for a particular service, such as the Board of Health will collect a fee for the design review of a septic system. The Board may then hire a professional septic engineer to review the plans to make sure they are in compliance with the state's Title 5 Regulations and local codes. The fees are put into the revolving funds and the inspector's fee is paid out of this fund.

Stabilization Fund: This is an amount of money that the town sets aside to use if there are emergency needs or if there are capital outlay expenses that need to be covered. It can only be appropriated at a Town Meeting by a 2/3 vote of the voters present at the meeting. Remember that Petersham has a requirement that at least 10% of the registered voters must be present for a quorum before the meeting can begin.

Town of Petersham

Annual Town Meeting – June 4, 2018

Report to the Voters from the Advisory Finance Committee
 Fiscal Year 2019 (July 1, 2018 to June 30, 2019)

Dear Voters, Please read this Report prior to the Special & Annual Town Meetings at Petersham Town Hall on Monday, June 4, 2018, at 7:30 PM. When questions arise, the Advisory Finance Committee, Selectboard, School Committees, and/or others, will answer your questions as best they can.

The sum of the GENERAL BUDGET (Sheets shown on Report pages 7– 11) and the Special Articles (shown on Report page 13) is the TOTAL PETERSHAM BUDGET FOR FISCAL YEAR 2019 and is shown in summary below.

The Advisory Finance Committee has drafted a TOTAL PETERSHAM BUDGET that is under Proposition 2-1/2, and will NOT require an override election if all our recommendations are followed.

Respectfully submitted –

Ross France, *Chair*; Paul Youd, *Vice Chair*; Don Clarkson, *Clerk*; Mark Bishop; Richard Cavanaugh

SUMMARY TOTAL PETERSHAM BUDGET FOR FISCAL YEAR 2019

		FY2019 AFC RECOMMENDED BUDGET	FY2019 ORIGINAL BUDGET
Selectboard's Budget - Appropriation		\$1,445,475	\$1,451,276
Ralph C. Mahar Regional School District - Appropriation	pp. 11 & 28–30	768,307	768,307
Montachusett Regional Tech School District - Appropriation	pp. 11 & 31–32	40,505	40,505
Petersham Center School - Appropriation	pp. 11 & 26–27	1,509,171	1,509,171
	TOTAL GENERAL BUDGET	3,763,458	3,769,259
	TOTAL SPECIAL ARTICLES	421,202	439,337
	TOTAL PETERSHAM BUDGET	\$4,184,660	\$4,208,596
TOWN REVENUE:			
Massachusetts State Aid - Includes Chapter 70 Reimbursement of	\$432,723	\$623,723	\$623,723
Less: School Choice Outgoing		(65,907)	(65,907)
Local Receipts		726,377	726,377
Stabilization Fund		-	-
Free Cash		148,367	148,367
Overlay Excess		-	-
Specified Funds		87,630	87,630
Prop. 2-1/2 Levy Limit	\$2,653,493 * Tax Levy <input type="text" value="100.00%"/>		\$2,653,492
Debt Exclusion - Petersham Center School Building Construction	101,380		
Debt Exclusion - Ralph C. Mahar Regional School Building Construction	19,611		
Debt Exclusion - Nichewaug Inn & Academy Asbestos Removal	42,262		
Total Tax Levy with Debt Exclusion		2,816,745	2,816,745
Less: Overlay Reserve		(50,000)	(50,000)
	TOTAL POTENTIAL REVENUE AT THE LEVY LIMIT	\$4,286,935	\$4,286,935
	RECOMMENDED AVAILABLE TAX LEVY NOT USED	\$102,275	\$78,339

Report by the Petersham Advisory Finance Committee

For Annual Town Meeting on June 4, 2018 / For Fiscal Year 2019

Summary

Our next fiscal year tax appropriation will be approximately \$306,000 more than last year, leading to an estimated increase of \$1.90/\$1,000 in the tax rate. The \$1.90 increase is an extraordinary increase of 11.6% over this year's tax rate.

Fiscal Goals and Efforts

The Town is in a good financial position due to our collective efforts to achieve the following fiscal goals:

1. The primary goal and responsibility of the Advisory Finance Committee (AFC) is to craft a budget that provides essential services within the constraints of Proposition 2-1/2. We cannot do this alone: it requires budgetary discipline from all of our Town departments. Each year we request that departments begin with a level-funded budget and justify any necessary increases. At the same time, we all realize that there will be inevitable increases due to factors beyond our direct control (including changes in state aid, health insurance rates, liability insurance rates, retirement costs, and variable assessments for Mahar and Montachusett Regional).
2. We strive to keep the general operating budget under the Proposition 2-1/2 levy limit, in order to be able to fund special Articles i.e., so-called "non-operating expenses."
3. We try to ensure that our Town employees are treated fairly and reasonably, recommending raises that are affordable and sustainable. This year we are recommending a 2.5% increase for all non-contract Town employees.
4. We avoid using Free Cash to pay for general operating expenses because the amount varies considerably from year to year. (This year we have \$148,367 after using \$29,272 for FY18 Snow removal.) We generally limit the use of Free Cash to payment for capital improvement Articles or to increase the Stabilization Fund.
5. We plan for future contingencies by means of the Stabilization Fund, which is our Town "savings account." The importance of these efforts was called out specifically in an S&P credit report on Petersham, which lauded our "strong liquidity" (that is the Stabilization Fund). Having a healthy Stabilization Fund was critical in our ability to finance major expenditures.

In planning for the Fiscal Year 2019 budget, we set our goal of keeping the total budget (General Budget + Special Articles) approximately \$150,000 under the Proposition 2^{1/2} levy limit. Maintaining such "excess levy capacity" enables the Town to deal with late-breaking revenue shortfalls. You will see a surplus at the bottom of the Report on page 3. This is an additional amount the Town could levy, but chooses not to.

The Fiscal Year 2019 Operating Budget

There are several budget requests that we call your attention to:

1. The Petersham Center School (PCS) budget request for Fiscal Year 2019 is significant. The requested increase in the appropriation from the PCS is about \$57,000 or about 3.9% over this year. This request could result in an increase of about \$0.39 on the tax rate.

The AFC understands that the PCS increase results primarily from wage step increases for PCS staff and a budgeted reduction in School Choice income of \$24,000. A couple of facts about PCS finances:

- a. 19% of expenses, or \$368,000 is for Special Education costs.
 - b. State Chapter 70 funding has only increased an average of 0.5% over the last 5 years.
2. The budget for students choosing out of the PCS increased by almost \$31,000 over this year. This request could result in an increase of about \$0.21 on the tax rate.
 3. The Ralph C. Mahar Regional School District (Mahar) budget request for Fiscal Year 2019 is notable. The requested increase in the appropriation from Mahar is about \$26,000 or about 3.5% over this year. This request could result in an increase of about \$0.18 on the tax rate.

The AFC understands that the increase primarily results from a decrease in School Choice revenue of about

\$392,000 and in part the result of an increase in the percentage of the number of Petersham students relative to students from the other Towns in the District.

4. An increase in utilization of health insurance for town employees and an increase in premiums of over 9% resulted in a budget increase of over \$27,000. This request could result in an increase of about \$0.18 on the tax rate.
5. The Police Department is providing part-time officers for two weekend evening shifts that previously were not covered at costs of over \$16,000. This request could result in an increase of about \$0.11 on the tax rate.

While the Advisory Finance Committee is recommending approval of the above items, please feel free to call for a “hold” when these items come up for a vote to hear the rationale for the specific budget item.

Additional noteworthy changes in the FY2019 general budget include:

1. County Retirement – \$12,916 increase.
2. Health Insurance-Retirees – \$12,353 premium rate increases.
3. Election and Registration Salaries – \$5,300 related to 2018 State elections.
4. Interest – \$3,700 increase includes interest on broadband financing.
5. Montachusett Technical RSD – assessment increased \$12,704 largely due to additional Petersham student.
6. Snow Removal – \$5,000 budget increase. Snow removal cost exceeded the budget this year by over \$29,000.

Overall, the Town’s general operating budget (not including special Articles) is \$224,203 more than last year, an increase of about 6.3%.

Special Articles and Free Cash

Among the noteworthy Special Articles are the following:

1. Article 21 (Police Chief – Contractual Obligations) The Police Chief is retiring and the Town is contractually obligated to pay his accumulated accrued benefits. The budget includes \$24,000 to provide for this obligation.

2. Article 29 (Cyclical Reassessment of Values) is required by the Commonwealth of Massachusetts. We recommend this Article in order to comply with State law.

3. Article 28 (Debt Service for asbestos abatement) The Town will borrow up to \$384,000 to pay for the abatement of asbestos in the Nichewaug Inn & Academy building approved previously in a Special Town Meeting. The budget includes \$42,262 for debt service, of which \$21,539 is coming from taxation. This request could result in an increase of about \$0.15 on the tax rate.

4. Article 31 (Fire hose replacement), Article 32 (Fire turnout gear), Article 33 (Handicap lift matching funds) and Article 34 (Highway Dept. truck) are Capital Improvement Planning Committee (CIPC) recommendations. We support these Articles as part of the Town’s ongoing capital improvement plan. All of these are funded with Free Cash, except Article 33 is funded from the Town Hall handicap ramp account.

5. Article 35 (Town Hall paving), Article 36 (Monument repair), Article 37 (Bandstand repair) and Article 38 (Town Common landscaping). We support these Articles as part of the Town’s ongoing improvement plans.

6. Article 40 (Stabilization Account funding). Following favorable action on Article 33, the AFC recommends increasing the funding of the Stabilization Account with the balance of the Town Hall handicap amp account.

Free Cash is \$177,640 this year. We have recommended using \$29,272 of Free Cash to close the current Fiscal Year 2018 Snow & Ice Account and \$148,367 for FY2019 CIPC projects as well as the Town Common landscaping and partial funding of the Reserve Fund.

Conclusion

This year’s total recommended budget is approximately \$230,000 more than the FY2018. In the absence of any other changes, voters can expect to see an increase in the tax rate of about \$1.90/\$1000 over this year.

At our Annual and Special Town meetings, voters raise and appropriate funds for Town services and expenses. The money voters agree to raise directly determines property taxes. The AFC seeks to recommend Articles based on how the requested appropriations affect the fiscal health of the Town and the well being of its residents. Ultimately, however, each of us must decide how much we are willing to pay for these services and expenses. In that sense, every Article at every meeting is Voter Preference and we urge you to consider all issues carefully when making an informed decision.

Town of Petersham Estimated Cherry Sheet

Estimated Cherry Sheet	FY2019	FY2018	FY2017
Education			
Chapter 70	432,723	431,323	429,223
State Fiscal Stabilization Fund	-	-	-
School Transportation	-	-	-
School Lunch	-	-	-
Sub-Total Education Items	432,723	431,323	429,223
Change from last yr >	0.3%	0.5%	0.8%
General Government			
Lottery	-	-	-
General Aid/Supplemental Lottery	-	-	-
Unrestricted General Government Aid	118,536	114,528	110,229
Annual Formula Local Aid	-	-	-
Room Tax Increase	-	-	-
Highway Fund	-	-	-
Veterans' Benefits	-	4,240	6,148
Exemptions: Vets, Blind & Surviving Spouse, Elderly	8,483	8,121	7,221
State Owned Land	58,708	64,067	64,128
Public Libraries	2,490	2,591	2,436
Sub-Total General Government	188,217	193,547	190,162
Change from last yr >	-2.8%	1.8%	5.4%
Total Estimated Cherry Sheet Receipts	620,940	624,870	619,385
Net Charges	(1,541)	(1,147)	(1,508)
Total State Aid	619,399	623,723	617,877
Change from last yr >	-0.7%	0.9%	2.3%
School Choice Sending	(65,907)	(35,000)	(40,000)
School Choice Incoming	351,738	374,450	403,775
Local Receipts			
Other Department Revenue	<u>Estimated</u>	<u>Estimated</u>	<u>Actual</u>
Motor Vehicle Excise	145,500	145,500	145,970
Penalties & Interest on Taxes & Excise	15,000	15,000	31,621
Payments in Lieu of Taxes - DCR	500,027	500,027	500,028
Payments in Lieu of Taxes – Heywood Healthcare	30,000	22,500	15,000
Fees	100	100	156
Rentals	250	250	250
Other Department Revenue (including Transfer Station Fees)	38,000	38,000	38,369
Licenses & Permits	4,000	4,000	3,805
Fines & Forfeits	500	500	8,645
Investment Income	500	500	1,601
Misc. Non recurring	-	-	-
Total Local Receipts	733,877	726,377	745,445
Change from last yr >	1.0%	-2.6%	0.0%

Town of Petersham – General Budget Fiscal Year 2019

	Sheet	Requested FY2019	RECOMMENDED FY2019	Budget FY2018	Budget FY2017	Budget FY2016	Budget FY2015
Moderator — Salary	1	-	-	-	-	-	-
Moderator Expenses	1	70	70	70	70	70	70
Selectboard – Salaries	2	7,867	7,867	7,673	7,485	7,300	7,121
Part-time Office Assistant – Salary	2	5,697	5,697	5,385	5,253	5,124	4,999
Part-time Office - All Depts. Floating Sec.- Salary	2	3,864	3,864	3,770	3,678		
Expenses	2	4,284	4,284	4,284	4,284	4,284	4,284
Legal Fees	3	7,000	7,000	7,000	7,000	7,000	7,000
Medicare	4	26,045	25,898	23,603	24,562	24,016	18,790
Unemployment	5	15,000	15,000	5,000	1,000	-	-
Administrative Coordinator – Salary	6	48,481	48,481	47,298	46,144	45,018	43,920
Administrative Coordinator – Overtime	7	878	878	856	835	814	794
Software Maintenance	8	-	-	-	-	-	-
Central Telephone System	9	13,500	13,500	13,500	13,500	11,000	11,000
Audit	10	-	-	-	-	-	-
Town Hall & Office Building Maintenance	11	4,500	4,500	4,500	4,500	4,500	4,250
Treasurer – Salary	12	20,500	17,380	15,980	15,590	15,209	14,838
Treasurer Expenses	12	4,385	4,385	4,285	4,185	4,085	3,960
Treasurer Account Bank Fees	13	1	1	1	1	1	1
Payroll Processing	14	3,500	3,500	3,500	3,400	3,400	3,400
Town Accountant – Salary	15	20,500	20,500	20,000	15,590	15,209	14,838
Accounting Clerk – Salary	15	2,102	2,102	2,050	2,000	2,000	2,000
Accountant Expenses	15	6,021	6,021	5,693	5,122	4,836	4,540
Printing (Town Reports, By-Laws, Valuation Books, Street Lists, etc.)	16	1,750	1,750	1,750	1,750	1,750	1,750
Tax Collector – Salary	17	15,721	13,757	13,421	13,110	12,807	11,811
Tax Collector – Expenses	17	18,066	18,066	18,066	18,065	18,065	15,630
Tax Collector – Account Bank Fees	18	-	-	-	-	-	-

Town of Petersham

General Budget Fiscal Year 2019 (continued)

	Sheet	<u>Requested FY2019</u>	<u>RECOMMENDED FY2019</u>	<u>Budget FY2018</u>	<u>Budget FY2017</u>	<u>Budget FY2016</u>	<u>Budget FY2015</u>
Board of Assessors – Salaries	19	8,673	8,673	8,460	8,253	8,050	7,852
Assistant Assessor – Salary	19	33,866	33,866	33,040	32,234	31,447	30,680
Expenses	19	18,892	18,892	18,325	18,710	14,330	16,990
Town Clerk – Salary	20	11,699	11,129	10,858	10,093	9,846	9,605
Town Clerk Part-time Assistant – Salary	20	667	667	650	634	618	602
Town Clerk – Expenses	20	4,559	4,559	2,959	2,909	2,909	3,109
Software & Software Maintenance	20	1,285	1,285	1,285	3,902		
Land Court Fees	21	1	1	1	1	1	1
Vital Statistics	22	100	100	100	100	100	75
Election & Registration – Salaries	23	8,000	8,000	2,700	5,400	4,100	6,100
Election & Registration – Expenses	23	1,725	1,725	1,650	1,650	1,350	1,350
Planning Board Admin – Salary	24	-	-	-	-	-	-
Planning Board – Expenses	24	-	-	-	-	300	300
Historic Commission – Expenses	25	85	85	85	85	85	85
Historic District Commission – Expenses	26	252	252	252	252	252	252
Advisory Finance Committee – Expenses	27	505	505	505	505	505	505
Town Hall & Town Office – Expenses	28	24,076	24,076	22,584	26,697	28,142	28,140
Zoning Board of Appeals - Expenses	29	460	460	500	500	500	500
Zoning Board – Consultant/Expenses	29	-	-	960	960	960	760
Computer Service	62	1,000	1,000	1,000	1,000	1,000	1,000
TOTAL GENERAL OFFICE & FINANCE:		345,577	339,776	313,599	311,009	290,983	282,902
Change over previous year>>		10.2%	8.3%	0.8%	6.9%	2.9%	-0.1%
		request vs. 2018	recomm. vs. 2018				

Town of Petersham – General Budget Fiscal Year 2019 (continued)

PROTECTION OF PERSONS & PROPERTY

Building Inspector – Salary	32	-	-	-	10,546	10,037	9,792	
Building Inspector – Clerical Asst. Salary	32	2,730	2,730	2,628	4,063	3,500	2,500	
Building Inspector – Contracted Expenses	32	7,714	7,714	7,558	1,260	1,260	1,510	
Police Department:								
Chief – Salary	33	77,255	77,255	75,370	73,531	71,737	69,649	
Full-time Officer – Salary	33	54,473	54,473	53,144	51,847	50,582	49,348	
Full-time Officer – Overtime Wages	33	5,572	5,572	3,510	3,424	3,340	3,258	
Part-time Officers – Salaries	33	47,929	47,929	31,912	31,133	30,373	29,006	
Officers' Training	33	8,982	8,982	7,236	7,059	6,886	5,492	
Police Dept. – Expenses	33	39,355	39,355	35,803	35,803	35,803	35,539	
Fire Department:								
Chief – Salary	34	3,884	3,884	3,789	3,696	3,605	3,517	
Fire Dept. Members – Salaries	34	24,443	24,443	24,241	23,849	23,267	22,893	
Fire Dept. – Expenses	34	30,725	30,725	29,575	29,575	26,129	24,064	
Public Safety Communications								
Radio Repair	35	1,800	1,800	1,800	1,800	1,800	1,800	
IMC & LEAPS	35	3,610	3,610	3,075	3,075	2,780	2,995	
Forest Warden	36	25	25	25	25	25	25	
Tree Warden – Salary	37	3,000	3,000	3,000	3,000	2,500	2,500	
Tree Warden – Expenses	37	685	685	685	535	425	860	
Animal Control – Salary	38	3,005	3,005	2,005	1,954	1,954	1,954	
Animal Control – Expenses	38	1,425	1,425	1,425	1,425	1,425	1,425	
Insurance – Property, Liability, Workers' Comp, IOD	39	81,366	81,366	76,210	72,370	72,058	69,287	
Insurance – Nichewaung Inn & Academy property	39	5,720	5,720	7,837	7,256	-	-	
Emergency Management – Salary & Expenses	40	5,483	5,483	5,451	5,420	5,420	4,580	
Conservation Commission	41	-	-	-	-	-	-	
Hearing Enforcement Officer	64	-	-	-	-	-	-	
TOTAL PROTECTION PERSONS & PROPERTY:		409,181	409,181	376,279	372,646	354,906	341,994	
		Change over previous year>>	8.7%	8.7%	1.0%	5.0%	3.8%	5.2%

Town of Petersham – General Budget Fiscal Year 2019 (continued)

	Sheet	Requested FY2019	RECOMMENDED FY2019	Budget FY2018	Budget FY2017	Budget FY2016	Budget FY2015
HEALTH AND SANITATION							
Administration and Health							
Board of Health – Salaries	42	503	503	490	477	464	451
Board of Health – Admin. Assistant Salary	42	6,473	6,473	6,232	6,080	5,931	5,786
Board of Health – Expenses	42	2,700	2,700	2,700	2,700	2,700	2,700
Inspector of Animals - Salary	43	2,523	2,523	2,460	2,400	175	-
Transfer Station Operations	65	52,000	52,000	52,000	52,000	52,000	52,076
TOTAL HEALTH AND SANITATION:		64,199	64,199	63,882	63,657	61,270	61,013
Change over previous year>>		0.5%	0.5%	0.4%	3.9%	0.4%	1.0%
HIGHWAY DEPARTMENT							
Superintendent – Salary *	44	51,439	51,439	50,184	48,813	49,223	44,020
Highway Dept Other – Salaries *	44	96,479	96,479	94,125	91,955	91,766	80,076
*(48 weeks - additional 4 weeks from MA Chapt. 90)							
Town Barn Account – Expenses	45	8,150	8,150	8,485	8,485	8,485	8,485
General Highways – Expenses	46	50,000	50,000	50,000	54,000	50,770	50,770
Snow & Ice Removal	47	60,000	60,000	55,000	55,000	55,000	40,726
Street Lights	48	7,500	7,500	6,500	6,500	6,500	6,305
TOTAL HIGHWAY DEPT.:		273,568	273,568	264,294	264,753	261,744	230,382
Change over previous year>>		3.5%	3.5%	-0.2%	1.1%	13.6%	1.7%
		request vs. 2018	recomm. vs. 2018				
CHARITIES & VETERANS BENEFITS							
District Veteran Agent – District Allocation	49	3,483	3,483	3,851	3,655	3,978	} 7,589
Veteran Agent – Salary	49	-	-	-	-	-	
Veterans – Benefits	49	9,000	9,000	9,000	9,000	7,800	
TOTAL VETERANS BENEFITS:		12,483	12,483	12,851	12,655	11,778	7,589
Change over previous year>>		-2.9%	-2.9%	1.5%	7.4%	55.2%	5.6%

Town of Petersham – General Budget Fiscal Year 2019 (continued)

UNCLASSIFIED								
Library	50	9,420	9,420	9,300	9,190	9,050	8,933	
Bandstand Lighting	51	325	325	325	325	325	325	
Town Clock	52	73	73	73	73	73	73	
County Retirement	53	151,368	151,368	138,452	135,553	125,965	193,098	
Memorial Day	55	645	645	645	645	495	495	
Care of Common	56	7,680	7,680	7,680	7,680	6,696	6,696	
Interest – Includes Broadband Loan Interest	57	9,100	9,100	5,400	-	644	5,000	
Cemetery Commission – Salary *NEW*	59	720	720	-	-	-	-	
Cemetery Commission – Cemetery Care Contract	59	20,985	20,985	20,523	20,523	20,523	19,196	
Cemetery Commission – Expenses	59	3,050	3,050	300	350	300	-	
Healthcare Insurance – For full-time employees	60	49,120	49,120	22,005	72,837	70,814	64,376	
Healthcare Insurance – For retirees	63	66,782	66,782	54,429	65,000	51,381	46,710	
High Tree Work – Pruning, Removal, Planting	61	27,000	27,000	27,000	25,000	14,000	14,000	
TOTAL UNCLASSIFIED:		346,268	346,268	286,132	337,176	300,266	358,902	
Change over previous year>>		21.0%	21.0%	-15.1%	12.3%	-16.3%	15.6%	
TOTAL SELECTBOARD'S BUDGET:		1,451,276	1,445,475	1,317,037	1,361,896	1,280,947	1,282,782	
Change over previous year>>		10.2%	9.8%	-3.3%	6.3%	-0.1%	5.8%	
EDUCATION BUDGET								
RALPH C. MAHAR REGIONAL SCHOOL DISTRICT		768,307	768,307	742,371	759,205	827,339	851,928	
		3.5%	3.5%	-2.2%	-8.2%	-2.9%	5.9%	
MONTACHUSETT TECHNICAL SCHOOL DISTRICT		40,505	40,505	27,801	54,180	64,257	57,511	
		45.7%	45.7%	-48.7%	-15.7%	11.7%	-33.7%	
PETERSHAM CENTER SCHOOL								
Regular Education and General Expense		1,554,738	1,554,738	1,503,229	1,425,810	1,427,209	1,426,483	
Special Needs Education Expense		367,704	367,704	368,098	343,715	233,943	251,526	
PETERSHAM CENTER SCHOOL BUDGET TOTAL		1,922,442	1,922,442	1,871,327	1,769,525	1,661,152	1,678,009	
Less: Known Income + Choice carryover		(63,271)	(63,271)	(44,831)	(77,851)	(71,906)	(93,757)	
Less: Incoming School Choice		(350,000)	(350,000)	(374,450)	(384,684)	(365,994)	(361,000)	
Reserve – from Incoming School Choice*		-	-	-	-	-	-	
PETERSHAM CENTER SCHOOL APPROPRIATION		1,509,171	1,509,171	1,452,046	1,306,990	1,223,252	1,223,252	
		3.9%	3.9%	11.1%	6.8%	0.0%	0.4%	
TOTAL EDUCATION BUDGET APPROPRIATION:		2,341,751	2,341,751	2,222,218	2,120,375	2,114,848	2,132,691	
▶ GRAND TOTAL GENERAL BUDGET:		3,769,259	3,763,458	3,539,255	3,482,271	3,395,795	3,415,473	
Grand Total General Budget – Change over previous year >>		6.5%	6.3%	1.6%	2.5%	-0.6%	2.8%	
ALL 3 School Budgets – Change over previous year >>		4.3%	4.3%	4.8%	0.3%	-0.8%	1.1%	

**Town of Petersham
Special Articles Fiscal Year 2018 Special Town Meeting**

FY2018 – RECOMMENDED ARTICLES AND FUNDING SOURCES

	ARTICLE	APPROPRIATE	RAISE BY TAXATION	From Free Cash	REQUESTED AMOUNT
Snow Removal Deficit	1	\$29,272.47	\$	\$29,272.47	\$29,272.47
TOTAL SPECIAL ARTICLES		\$29,272.47	\$	\$29,272.47	\$29,272.47

Town of Petersham

Special Articles Fiscal Year 2019 Annual Town Meeting

FY2019 – RECOMMENDED ARTICLES AND FUNDING SOURCES

Description	ARTICLE #	Type	TOTAL APPROPRIATE	RAISE BY TAXATION	From Stabilization Fund	From Free Cash	From Surplus Overlay	From Specified Fund	Requested Amount	Estimated Effect on Tax Rate*
Chief of Police - Contractual retirement obligation	21		\$24,000	\$24,000					\$24,000	\$0.17
Council on Aging	22		1,000	1,000					1,000	0.01
Summer Petersham Brass Band Concerts	23		1,800	1,800					1,800	0.01
Debt Service - Petersham Center School Construction	25	DE	101,380	101,380					101,380	0.71
Debt Service - Mahar RSD Construction	26	DE	19,611	19,611					19,611	0.14
Debt Service - Mahar RSD Dam Repair	27		2,167	2,167					2,167	0.02
Debt Service - Nichewaug Hazardous Material Abatement	28	DE	42,262	21,539				20,723	42,262	0.30
Assessors - Cyclical Reassessment of Values	29		8,725	8,725					8,725	0.06
Nichewaug Inn & Academy Maintenance Account	30		2,500	2,500					2,500	0.02
CIPC Fire Dept. - Hose replacement 4th of 5 years	31		5,000			5,000			5,000	
CIPC Fire Dept. - Turnout gear - 2 nd of 2 years	32		25,000			25,000			25,000	
CIPC Town Hall – Handicap lift matching grant funds	33		20,000					20,000	20,000	
CIPC Highway Dept. - Truck with dump body, plow, sand	34		80,000			80,000			80,000	
CIPC Town Hall - Paving repair Town Hall parking	35		10,000					10,000	10,000	
World War I monument – Repair and upgrade	36		4,850					4,850	4,850	
Bandstand - Maintenance repairs	37		4,900					4,900	4,900	
Town Common – Landscaping	38		4,850			4,850			4,850	
Reserve Fund	39		35,000	1,483		33,517			1,483	0.25
Stabilization Fund	40		27,157					27,157	27,157	
Citizen - Farmers Market concerts	43		1,000	1,000					1,000	0.01
Citizen - Town Hall - Lift	44								47,152	
Citizen - Stipend for specific certified elected town officials	48								4,500	0.03
TOTAL SPECIAL ARTICLES			\$421,202	\$185,205		\$148,367		\$87,630	\$439,337	\$1.71
Proposed General Total Budget			\$3,763,458						\$3,769,259	
GRAND TOTAL BUDGET			\$4,184,660						\$4,208,596	

* if raised by taxation

About the Consent Calendar for Annual Town Meeting

A number of years ago, the Selectboard and the Moderator implemented a “Consent Calendar.” This is part of an effort to make our Town Meeting more productive and save time for discussion of the key issues.

Each year there are a number of Warrant Articles for which past experience suggests that the action will be routine, non-controversial, and predictable. At this Annual Meeting, these Articles will be selected for inclusion in the Consent Calendar. As one of the first items of business, there will be a motion to take all of these Articles as printed in this Warrant (see Articles 2–18 on following pages 16–18) and act upon these as a group by a single, brief, affirmative main motion, referred to as the Consent Calendar.

The use of the Consent Calendar speeds the passage of Warrant Articles which the Selectboard and Moderator, in consultation with Town Counsel and the Advisory Finance Committee, believe should generate no controversy and can be properly voted without debate.

At the motion of the Consent Calendar, the Moderator will call out the number of each of the Articles, one by one. If any voter has doubt about passing any motion, or wishes an explanation of any Article included in the Consent Calendar, the voter should say the word “hold” in a loud voice when the Article number is called by the Moderator. The Moderator will then inquire as to whether the request to hold is for a question or for debate. If the purpose of the request was merely to ask a question, an attempt to obtain a satisfactory answer will be made, and if this occurs the Article will remain on the Consent Calendar. If the purpose of the request was to hold the Article for debate, the Article will be dropped from the Consent Calendar and restored to its original place in the Warrant to be brought up, debated, and voted on in the usual way.

After calling the individual Articles on the Consent Calendar, the Moderator will ask that all Articles remaining be PASSED AS A UNIT by a unanimous vote after a brief affirmative main motion is made inclusive of all Articles remaining on the Consent Calendar.

No voter should hesitate to exercise their right to remove an Article from the Consent Calendar for discussion in the regular Warrant. It is the view of the voters as to the need for debate that is supreme, not that of the Town officials who prepared the Consent Calendar. It is hoped that voters will remove Articles from the Consent Calendar only in cases of genuine concern.

THE CONSENT CALENDAR WILL BE TAKEN UP AS ONE OF THE FIRST ORDERS OF BUSINESS AT THE ANNUAL TOWN MEETING.

As noted, all Special and Annual Town Meeting Articles are found in this Warrant (see pages 16–24). Please review the proposed Articles for the Consent Calendar, the regular Warrant Articles, and the Advisory Finance Committee comments which follow.

Please do your homework before coming to Town Meeting. If you have any questions about the Articles included in the Consent Calendar, regular Warrant, motions, or procedures, please feel free to call the Administrative Coordinator (978-724-3353) or the Moderator (978-724-0400) before the Meeting.

The voters at Petersham Annual Town Meeting will also be asked by the Moderator at the beginning of the Meeting to vote the following action:

That on Articles which require a 2/3s vote, the Moderator will not be required to take an actual count, again to save time, unless the Moderator so chooses. A test vote may, or may not, be taken to determine whether the binding vote could be unanimous. If not, a call for those opposed may be taken first and counted and those voting in the affirmative would then be called for and the count would be estimated. However, if at any time seven (7) voters question the count, an actual count will be taken.

Town of Petersham
SPECIAL TOWN MEETING WARRANT
June 4, 2018

ARTICLE 1.

To see if the Town will vote to appropriate from available funds, take from the Stabilization Fund, or otherwise provide the sum of **\$29,272.47 to eliminate the Fiscal Year 2018 Snow and Ice Account deficit**; or act in relation thereto.

— RECOMMENDED

— END OF SPECIAL TOWN MEETING WARRANT —

. . .

Town of Petersham
ANNUAL TOWN MEETING WARRANT
June 4, 2018

ARTICLE 1.

To receive the reports of Town Officers and Committees and act thereon.

— BEGINNING OF CONSENT AGENDA —

ARTICLE 2. CONSENT

To see if the Town will vote to authorize the **Treasurer to enter into compensating balance agreements** during Fiscal Year 2018, as permitted by Massachusetts General Laws (MGL), Chapter 44, Section 53F; or act in relation

ARTICLE 3. CONSENT

To see if the Town will vote **to use the income of the William B. Spooner Fund** as of March 31 of the current fiscal year at the **Petersham Memorial Library** for Fiscal Year 2019; or act in relation thereto.

ARTICLE 4. CONSENT

To see if the Town will vote for the **Treasurer to use the Elizabeth Newton Charities Trust Fund and Elizabeth Newton Deserving Poor Trust Fund for assistance to Petersham veterans** approved for benefits by Massachusetts Department of Veteran's Services through the Local Veterans' Service Office for Fiscal Year 2019; or act in relation thereto.

ARTICLE 5. CONSENT

To see if the Town will vote **for the Conservation Commission to use the accumulated interest from the Evelyn V. Murphy Conservation Fund** as of March 31 of the current fiscal year for Fiscal Year 2019; or act in relation thereto.

ARTICLE 6. CONSENT

To see if the Town will vote **for the Conservation Commission to use the accumulated interest from the Lewis and Corrine Babbitt Wildlife Sanctuary Fund** as of March 31 of the current fiscal year, to be used at the Sanctuary for Fiscal Year 2019; or act in relation thereto.

ARTICLE 7. CONSENT

To see if the Town will vote to re-authorize a Revolving Fund pursuant to state law MGL, Chapter 44, Section 53E½ to be expended by the Treasurer **for fees due to the Electrical Inspector, Gas Inspector, and Plumbing Inspector**; the Accountant shall be authorized to effect transfers from this account as required to cover vouchers submitted for payment upon verification that the disbursement requested does not exceed receipts to date; and expenditures from said Revolving Fund shall not exceed **\$20,000.00** for Fiscal Year 2019; or act in relation thereto.

ARTICLE 8. CONSENT

To see if the Town will vote to re-authorize a Revolving Fund pursuant to state law MGL, Chapter 44, Section 53E½ to be expended by the Treasurer **for fees due to the Fire Chief**; the Accountant shall be authorized to effect transfers from this account as required to cover vouchers submitted for payment upon verification that the disbursement requested does not exceed receipts to date; and expenditures from said Revolving Fund shall not exceed **\$2,500.00** for Fiscal Year 2019; or act in relation thereto.

ARTICLE 9. CONSENT

To see if the Town will vote to re-authorize the **Town Clerk to deposit fee income generated from certificates, DBA's, Dog Fees, Genealogy, etc.** into a Revolving Fund account **for payment of fees due** as submitted for payment by the Town Clerk pursuant to the provisions of state law MGL, Chapter 44, Section 53E½, said fund to be established from receipts of said income; and expenditures shall not exceed **\$2,600.00** for Fiscal Year 2019; or act in relation thereto.

ARTICLE 10. CONSENT

To see if the Town will vote to authorize the **Tax Collector to deposit fee income generated from collection of taxes** into a Revolving Fund account **for payment of fees due as submitted for payment by the Tax Collector** pursuant to the provisions of state law MGL, Chapter 44, Section 53E ½, said fund to be established from receipts of said income; and expenditures shall not exceed **\$10,000.00** for Fiscal Year 2019; or act in relation thereto.

ARTICLE 11. CONSENT

To see if the Town will vote to re-authorize a Revolving Fund, pursuant to state law MGL, Chapter 44, Section 53E½ for deposits of all receipts **for grave openings and from which the Selectboard and Cemetery Commission may make expenditures to pay the costs thereof**; and expenditures from said Revolving Fund shall not exceed **\$6,000.00** for Fiscal Year 2019; or act in relation thereto.

ARTICLE 12. CONSENT

To see if the Town will vote to re-authorize a Revolving Fund pursuant to state law MGL, Chapter 44, Section 53E½ for deposits of **fees collected under the Petersham School Committee Fee Schedule for use of the Petersham School Building**, to be expended **by the Petersham School Committee for the purpose of repairs to the Building and replacement of equipment associated with the use of the Facility**; and expenditures from said Revolving Fund shall not exceed **\$2,000.00** for Fiscal Year 2019; or act in relation thereto.

ARTICLE 13. CONSENT

To see if the Town will vote to authorize a Revolving Fund, pursuant to state law MGL, Chapter 44, Section 53E½ to be expended by the **Conservation Commission to pay for services and fees charged for the filing of hearing applications, to include retrieval fees, legal notices, clerical fees, postage fees, and the carrying out of duties required**; said fund to be established from receipts collected by the Conservation Commission and expenditures from said Revolving Fund not to exceed **\$5,000.00** for Fiscal Year 2019; or act in relation thereto.

ARTICLE 14. CONSENT

To see if the Town will vote to re-authorize a Revolving Fund pursuant to state law MGL, Chapter 44, Section 53E½ for **deposits of fees collected under the Planning Board Rules and Regulations Fee Schedule, to be expended by the Planning Board for the purpose of carrying out its duties**; and expenditures from said Revolving Fund shall not exceed **\$1,000.00** for Fiscal Year 2019; or act in relation thereto.

ARTICLE 15. CONSENT

To see if the Town will vote to re-authorize a Revolving Fund pursuant to state law MGL, Chapter 44, Section 53E½ for **deposits of fees collected under the Zoning Board of Appeals Rules and Regulations Fee Schedule, to be expended by the Zoning Board of Appeals for the purposes of carrying out its duties**; and expenditures from said Revolving Fund shall not exceed **\$3,000.00** for Fiscal Year 2019; or act in relation thereto.

ARTICLE 16. CONSENT

To see if the Town will vote to re-authorize a Revolving Fund, pursuant to state law MGL, Chapter 44, Section 53E½ **to be expended by the Board of Health, to pay for consulting services as required by the Board of Health, said fund to be established from receipts collected by the Board of Health for fees for its services**; and expenditures from said Revolving Fund shall not exceed **\$10,000.00** for Fiscal Year 2019; or act in relation thereto.

ARTICLE 17. CONSENT

To see if the Town will vote to re-authorize a Revolving Fund, pursuant to state law MGL, Chapter 44, Section 53E½ and pursuant to Local Cultural Council Regulations at 962 CMR 2:05, **for deposits of local funds collected by the Petersham Cultural Council, to be expended by the Petersham Cultural Council for the purpose of carrying out its duties**; and expenditures from said Revolving Fund shall not exceed **\$3,000.00** for Fiscal Year 2019; or act in relation thereto.

ARTICLE 18. CONSENT

To see if the Town will vote **to accept and expend Chapter 90 Funds from the State**, said expenditures to be 100% reimbursed by the State; or act in relation thereto.

– RECOMMENDED

— END OF CONSENT AGENDA —

ARTICLE 19.

Fiscal Year 2019 OPERATING BUDGETS

To see if the Town will vote to raise and appropriate, appropriate from available funds, take from the Stabilization Fund, approve subject to Proposition 2 1/2 Over-ride, or any combination thereof, all necessary sums of money **to pay Town Charges and Expenses for the Fiscal Year 2019** as per budgets submitted by the several Town Departments and as approved by the Advisory Finance Committee or any other amounts deemed to be sufficient; or act in relation thereto.

– RECOMMENDED

ARTICLE 20.

To see if the Town will vote to fix the salaries of all Elective Town Officers as provided in Section 108 of Chapter 41, General Laws as amended: Moderator **\$0**; Town Treasurer **\$17,380.00**; Town Clerk **\$11,129.00**; Tax Collector **\$13,757.00**; Selectboard, Chair, **\$2,855.00**; two members **\$2,505.00** each; Board of Assessors, Chair, **\$3,235.00**, Clerk, **\$2,800.00**, other member, **\$2,636.00**; Trustee of Library **FREE**; Constables **\$12.50/PER HOUR**; Board of Health chair, **\$203.00**, other members, **\$150 each**; or act in relation thereto.

– RECOMMENDED

ARTICLE 21.

To see if the Town will vote to raise and appropriate, appropriate from available funds, take from the Stabilization Fund, borrow, or any combination thereof, the sum not to exceed **\$25,000.00** for **employee contractual obligations incurred for the Chief of Police**; or act in relation thereto.

– RECOMMENDED

ARTICLE 22.

To see if the Town will vote to raise and appropriate, appropriate from available funds, take from the Stabilization Fund, borrow, or any combination thereof, the sum of **\$1,000.00** to be used for **Council on Aging activities**; or act in relation thereto.

– RECOMMENDED

ARTICLE 23.

To see if the Town will vote to raise and appropriate, appropriate from available funds, take from the Stabilization Fund, borrow, or any combination thereof, the sum of **\$1,800.00 for six (6) Petersham Brass Band concerts** at \$300.00 per concert, to be held during the summer; or act in relation thereto.

– VOTER PREFERENCE

ARTICLE 24.

To see if the Town will vote to take the accumulated interest from the Consolidated Cemetery Fund 1 and 2, the E.M. Cook Cemetery Trust Fund, the L.L. Pond Cemetery Fund, and the William Smith Cemetery Fund for deposit into the Cemetery Repair Fund, said fund to be expended by the Cemetery Commission for **Cemetery improvements**; or act in relation thereto.

– RECOMMENDED

ARTICLE 25.

To see if the Town will vote to raise and appropriate, appropriate from available funds, take from the Stabilization Fund, borrow, or any combination thereof, the sum of **\$101,380.00** to pay the Fiscal Year 2019 **principal and interest due on the construction note for the Petersham Center School building project**; or act in relation thereto.

– RECOMMENDED

ARTICLE 26.

To see if the Town will vote to raise and appropriate, appropriate from available funds, take from the Stabilization Fund, borrow, or any combination thereof, the sum of **\$19,611.00** to pay the Fiscal Year 2019 **principal and interest due on the construction note for the Ralph C. Mahar Regional School District school building**; or act in relation thereto.

– RECOMMENDED

ARTICLE 27.

To see if the Town will vote to raise and appropriate, appropriate from available funds, take from the Stabilization Fund, borrow, or any combination thereof, the sum of **\$2,167.00** to pay the Fiscal Year 2019 **principal and interest on the note for repairs to the Ralph C. Mahar Regional School District dam**; or act in relation thereto.

– RECOMMENDED

ARTICLE 28.

To see if the Town will vote to raise and appropriate, appropriate from available funds, take from the Stabilization Fund, take from the Board of Health Revolving Fund, take from the Asbestos Removal Account No. 015925.001, borrow, or any combination thereof, the sum of **\$42,262.00** to pay the **principal and interest due on the note for asbestos removal at the Nichewaug Inn & Academy building**; or act in relation thereto.

– RECOMMENDED

ARTICLE 29.

To see if the Town will vote to raise and appropriate, appropriate from available funds, take from the Stabilization Fund, borrow, or any combination thereof, the sum of **\$8,725.00** for the **Board of Assessors to contract for services for the update of values of all real estate for Fiscal Year 2020**, as required by State law; or act in relation thereto.

– RECOMMENDED

ARTICLE 30.

To see if the Town will vote to raise and appropriate, appropriate from available funds, take from the Stabilization Fund, borrow, or any combination thereof, the sum of **\$2,500.00** for **deposit in the existing General Fund Account No. 015925.046 Nichewaug Inn & Academy Maintenance for general maintenance of the property**; or act in relation thereto.

– RECOMMENDED

ARTICLE 31.

To see if the Town will vote to raise and appropriate, appropriate from available funds, take from the Stabilization Fund, borrow, or any combination thereof, the sum of **\$5,000.00** for **payment of year five of five of hose replacement for the Fire Department**; or act in relation thereto.

– RECOMMENDED

ARTICLE 32.

To see if the Town will vote to raise and appropriate, appropriate from available funds, take from the Stabilization Fund, borrow, or any combination thereof, the sum of **\$25,000.00** for **payment of year two of two of new turnout gear for the Fire Department**; or act in relation thereto.

– RECOMMENDED

ARTICLE 33.

To see if the Town will vote to raise and appropriate, appropriate from available funds, take from the Stabilization Fund, take from the HandicapAcc/TownHall/Town Office Account No. 015192.003, borrow, or any combination thereof, the sum of **\$20,000.00** for **construction and installation of a three-stop handicap accessible lift for exterior and interior access at Petersham Town Hall**; and that said appropriation be designated as matching grant funding and be subject to and in combination with a positive grant award notification of a Municipal ADA Improvement Grant from the Massachusetts Office of Disabilities or other granting authority; or act in relation thereto.

– RECOMMENDED

ARTICLE 34.

To see if the Town will vote to raise and appropriate, appropriate from available funds, take from the Stabilization Fund, borrow, or any combination thereof, the sum of **\$80,000.00 for a new Highway Department Ford F550 truck with dump body, plow, and sander**; or act in relation thereto.

– RECOMMENDED

ARTICLE 35.

To see if the Town will vote to raise and appropriate, appropriate from available funds, take from the Stabilization Fund, take from the Town Hall Window Shutters Account No. 015192.021, take from the Town Hall Bldg. Exterior Account No. 015192.025, borrow, or any combination thereof, the sum of **\$10,000.00 for regrading, repair, paving, and parking lot striping at Town Hall northern parking area**; or act in relation thereto.

– RECOMMENDED

ARTICLE 36.

To see if the Town will vote to raise and appropriate, appropriate from available funds, take from the Stabilization Fund, borrow, or any combination thereof, the sum of **\$4,850.00 for repair and upgrade of the existing World War I monument** located on Petersham South Common; or act in relation thereto.

– RECOMMENDED

ARTICLE 37.

To see if the Town will vote to raise and appropriate, appropriate from available funds, take from the Stabilization Fund, borrow, or any combination thereof, the sum of **\$4,900.00 for maintenance repairs at the Bandstand** on Petersham Common; or act in relation thereto.

– RECOMMENDED

ARTICLE 38.

To see if the Town will vote to raise and appropriate, appropriate from available funds, take from the Stabilization Fund, borrow, or any combination thereof, the sum of **\$4,850.00 for regrading, repair, loam, and seed at locations around Town Common edges**; or act in relation thereto.

– RECOMMENDED

ARTICLE 39.

To see if the Town will vote to raise and appropriate, appropriate from available funds, take from the Stabilization Fund, borrow, or any combination thereof, the sum of **\$35,000.00 for deposit into the Reserve Fund** for Fiscal Year 2019; or act in relation thereto.

– RECOMMENDED

ARTICLE 40.

To see if the Town will vote to raise and appropriate, appropriate from available funds, transfer, take from the HandicapAcc/TownHall/Town Office Account No. 015192.003, borrow, or any combination thereof, a certain amount **for deposit into the Stabilization Fund**; or act in relation thereto.

– RECOMMENDED

ARTICLE 41.

To see if the Town will vote **to amend the Town of Petersham Zoning By-laws**, currently codified as Article XVI in the Town’s General By-laws, as follows, such changes being shown in a copy of the full Zoning By-laws on file in the office of the Town Clerk; or act in relation thereto:

- A. by removing them from the General By-laws and establishing them as a separate document entitled “Town of Petersham Zoning By-laws” with its own table of contents;
- B. by moving and re-numbering the following sections and subsections as follows:
 - Subsection 5.D, Telecommunication and Cellular Towers – renumber as Section 16
 - Subsection 5.E, Earth Removal/Sand and Gravel Extraction – renumber as Section 17
 - Subsection 5.F, Solar Electric Installations – renumber as Section 18
 - Section 5.B, Subdivisions – renumber as Section 19
 - Section 1.1, Townwide Rate of Development – renumber as Section 20
- C. by deleting from Section 4, Dimensional Requirements, the words, “See TABLE OF DIMENSIONAL REQUIREMENTS, Page 42A”, inserting the existing table from page 42A in its place with deleted text shown below in ~~strike through~~, and eliminating page 42A.

~~See TABLE OF DIMENSIONAL REQUIREMENTS, Page 42A~~

TABLE OF DIMENSIONAL REQUIREMENTS

	Minimum Lot Area	Minimum Lot Frontage on a Street	Minimum Front	Yard Rear (b) (c)	Depth Side (b) (c)	Maximum Height (d)	Maximum Building
Residential Use	1.5 acres (63,340 sf)	150 ft	40 ft	40 ft	20 ft	2.5 stories or 35 ft	20%
Business Use	1.5 acres (63,340 sf)	150 ft	50 ft	50 ft	50 ft	2.5 stories or 35 ft	20%
Rear Lots	1.5 acres plus access strip	40 ft on street 150 ft width of lot at front of house	40 ft	40 ft	20 ft	2.5 stories or 35 ft	20%

– VOTER PREFERENCE

ARTICLE 42

To see if the Town will vote **to amend the Town of Petersham General By-laws**, as follows, such changes being shown in a copy of the full By-laws on file in the office of the Town Clerk; or act in relation thereto:

Article 42 Bylaw text continued to next page >

A. Correct the page numbers in the Table of Contents to reflect prior amendments and revise the Table of Contents text as shown in the copy on file with the Town Clerk, including as shown below for the following Article, with the deleted text shown in strikethrough and the new text shown as underlined:

Article XVI ~~Zoning By-laws Deleted and replaced by a separate document...~~37

B. Reword the text for Article X as follows:

**ARTICLE X
EARTH REMOVAL BY-LAW
~~DELETED AND REPLACED BY ARTICLE XVI, ZONING BY-LAW SECTION 5.E.~~
MOVED TO ZONING BY-LAW**

C. In Article XVIII, Stretch Energy Code, delete the initial listing of sections after the title as follows: ~~Section 1 – Definitions Section 2 – Purpose Section 3 – Applicability Section 4 – Stretch Code~~; and insert the word “Section” before each numbered section.

D. For Article XIX, Local Licenses and Permits, Denial, Revocation, or Suspension, revise the title so that it reads as follows:

**ARTICLE XIX
LOCAL LICENSES AND PERMITS; DENIAL, REVOCATION, OR SUSPENSION
~~FOR FAILURE TO PAY MUNICIPAL TAXES OR CHARGES~~**

– VOTER PREFERENCE

ARTICLE 43. CITIZEN PETITION – ROY NILSON, LEAD PETITIONER

To see if the Town will vote to raise and appropriate, appropriate from available funds, take from the Stabilization Fund, borrow, or any combination thereof, the sum of **\$1,000.00 to support the Petersham Friday Market and its 2018 program of up to 20 live music performances** to be held on the town common; or act in relation thereto.

– VOTER PREFERENCE

ARTICLE 44. CITIZEN PETITION – POLLY PILLSBURY, LEAD PETITIONER

That the existing Town account of **\$47,152.32**, identified by the Town Accountant as No. 015192.003 - 'HandicapAcc/TownHall/Town Office', voted by the town citizens in 2016 for the construction of a Town Hall exterior ramp be made available if needed **to fund the construction of a mechanical lift inside the southwest corner of the Town Hall.**

– NOT RECOMMENDED

ARTICLE 45. CITIZEN PETITION – TREASURER, TAX COLLECTOR, TOWN CLERK, AND BOARD OF ASSESSORS, LEAD PETITIONERS

To see if the Town will vote to accept the provisions of Mass General laws Chapter 41, Section 19K which provides **an annual stipend to the Town Clerk** for becoming certified by the Massachusetts Town Clerks Association or act in relation thereto.

– NOT RECOMMENDED

ARTICLE 46.

**CITIZEN PETITION – TREASURER, TAX COLLECTOR, TOWN CLERK,
AND BOARD OF ASSESSORS, LEAD PETITIONERS**

To see if the Town will vote to accept the provisions of Mass General laws Chapter 41 Section 108P which **provides an annual stipend to Collectors and Treasurers** who have obtained certification by the Massachusetts Collectors and Treasurers Association or act in relation thereto.

– NOT RECOMMENDED

ARTICLE 47.

**CITIZEN PETITION – TREASURER, TAX COLLECTOR, TOWN CLERK,
AND BOARD OF ASSESSORS, LEAD PETITIONERS**

To see if the Town will vote to accept the provisions of Mass General laws Chapter 59, Section 21A which **provides an annual stipend to Assessors and Assistant Assessors** who have obtained certification from the International Association of Assessing Officers or the Association of Massachusetts Assessors or act in relation thereto.

– NOT RECOMMENDED

ARTICLE 48.

**CITIZEN PETITION – TREASURER, TAX COLLECTOR, TOWN CLERK,
AND BOARD OF ASSESSORS, LEAD PETITIONERS**

To see if the Town will vote to raise and appropriate the sum of **\$4,500.00 to pay the stipends of certified Town Officials as accepted in the previous three articles** or act in relation thereto.

– NOT RECOMMENDED

— END OF ANNUAL TOWN MEETING WARRANT —

. . .

Summary of Town Appropriation for Proposed School Budgets 2018–2019 School Year

TOTAL PETERSHAM CENTER SCHOOL

BUDGET ASSESSMENT

FOR PETERSHAM SCHOOL YEAR 2018–2018

Operating Education Budget Assessment \$ 1,509,171

Total Building Construction Debt Assessment \$ 101,380

Total Proposed Appropriation at Town Meeting \$ 1,610,551

TOTAL RALPH C. MAHAR REGIONAL SCHOOL DISTRICT

BUDGET ASSESSMENT

FOR PETERSHAM, SCHOOL YEAR 2018–2019

Operating Education Budget Assessment \$ 768,307

Total Building Construction Debt Assessment \$ 19,611

Total Dam Project Debt Assessment \$ 2,167

Total Proposed Appropriation at Town Meeting \$ 790,085

TOTAL MONTACHUSETT VOCATIONAL TECHNICAL SCHOOL

BUDGET ASSESSMENT

FOR PETERSHAM, SCHOOL YEAR 2018–2019

Operating Education Budget Assessment \$ 36,449

Total Transportation & Capital Debt Assessment \$ 4,056

Total Proposed Appropriation at Town Meeting \$ 40,505

Petersham Center School Proposed Fiscal Year 2019 Budget, 2018–2019 School Year

Petersham Center School Proposed FY2019 Budget and Budget History

Fiscal Year	General Fund Budget	School Choice Budget	Total Budget	Increase	Chapter 70 Aid	Increase	Direct Budget Town Appropriation	Increase
FY 2019 Proposed	1,509,171	350,000	1,859,171	43,653	432,723	1,400	1,076,448	55,725
2018	1,452,046	363,472	1,815,518	88,728	431,323	2,100	1,020,723	142,956
2017	1,306,990	419,800	1,726,790	105,638	429,223	3,465	877,767	80,273
2016	1,223,252	397,900	1,621,152	33,900	425,758	1,450	797,494	(4,450)
2015	1,226,252	361,000	1,587,252	35,149	424,308	1,425	801,944	7,911
2014	1,216,916	335,187	1,552,103	64,159	422,883	1,500	794,033	62,955
Change from 2014	292,255	(14,813)	307,068	19.78%	9,840	2.33%	282,415	35.57%

Petersham Center School Proposed FY2019 Budget

FY 2019 Proposed Budget

	Object Code	FY 2019 Proposed Budget	2018 Budget	\$ Change	% Change Compared to FY 2018 Budget	FY 2019 % of Total Budget	FY 2018 % of Total Budget
GENERAL FUND							
ADMINISTRATION	1000	53,755	41,512	12,243	29.49%	3.56%	2.86%
INSTRUCTION AND BUILDING LEADERSHIP	2000	648,563	648,490	73	0.07%	43.00%	44.65%
OTHER SCHOOL SERVICES	3000	4,933	2,790	2,143	76.81%	0.33%	0.19%
TRANSPORTATION	3000	108,096	110,150	(2,054)	-1.86%	7.16%	7.59%
OPERATIONS AND MAINTENANCE	4000	184,597	171,641	12,956	7.55%	12.23%	11.82%
EMPLOYEE BENEFITS	5000	218,251	226,342	(8,091)	-3.57%	14.46%	15.59%
SPECIAL EDUCATION	9000	290,566	251,121	39,445	15.71%	19.25%	17.29%
TOTAL EXPENDITURES - GENERAL FUND		\$ 1,509,171	\$ 1,452,046	\$ 57,125	3.93%	100.00%	100.00%
SCHOOL CHOICE							
INSTRUCTION AND BUILDING LEADERSHIP	2000	215,397	231,108	(15,711)	-6.80%	61.54%	63.58%
OTHER SCHOOL SERVICES	3000	58,761	50,039	8,722	17.43%	16.79%	13.77%
OPERATIONS AND MAINTENANCE	4000	35,392	34,008	1,384	4.07%	10.11%	9.36%
SPECIAL EDUCATION	9000	40,450	48,317	(7,867)	-16.28%	11.56%	13.25%
TOTAL EXPENDITURES - SCHOOL CHOICE		\$ 350,000	\$ 363,472	\$ (13,472)	-3.71%	100.00%	100.00%
GRANTS & REVOLVING							
INSTRUCTION AND BUILDING LEADERSHIP	2000	14,436	2,832	11,604	409.75%	22.82%	5.07%
OTHER SCHOOL SERVICES	3000	12,147	-	12,147	100.00%	0.63%	0.00%
SPECIAL EDUCATION	9000	36,688	52,977	(16,289)	-30.75%	57.99%	94.93%
TOTAL EXPENDITURES - GRANTS/REVOLVING		\$ 63,271	\$ 55,809	\$ 7,462	13.37%	81.43%	100.00%
TOTAL BUDGETED EXPENDITURES		\$ 1,922,442	\$ 1,871,327	\$ 51,115	2.73%		

Petersham Center School

Proposed Fiscal Year 2019 Budget, 2018–2019 School Year *(continued)*

Petersham Center School FY2019 Preliminary Proposed Spending Plan Analysis of Major Increases and (Decreases)

Account Description	Increase Decrease	Additional Detail	Notes
ADMINISTRATION			
Shared Administration Employees Superintendent, Director of Finance, Human Resources/Payroll Grants Manager and Data Specialist	8,050	8,050	Change in rolling cost share percentage based on FTE employees and student enrollment: from 7.22% in 2018 to 8.99% in 2019
INSTRUCTIONAL SERVICES			
Teacher - Salary, Academic Teachers 8 Teachers in this section, avg salary \$64,272	30,734	17,095 13,639	Wage increases Pay differential due to staffing change in 2018
Enrichment Activities	(2,500)	(2,500)	Offer Enrichment as a fee based program only
STEAM Teacher	8,952	8,952	.20 position shared with Orange Elementary Schools
Curriculum Coordinator	8,483	8,483	Shared Union 73 Employee, not included in 2018 budget
Instructional Materials and Supplies	500	500	Leveled Literacy Intervention (LLI) materials to be funded from Title I Funds, if available
OTHER SCHOOL SERVICES			
School Nurse Salary	8,719	8,719	Increase in Nurse salary upon DESE certification. Paid from School Choice funds
OPERATIONS AND MAINTENANCE			
Utilities and oil	11,502	11,502	Increase related to current market conditions
Maintenance of Buildings	5,000	5,000	Anticipated repairs to sprinkler system piping and HVAC handlers
SPECIAL EDUCATION			
Special Education Administration	11,362	3,624 7,738	Change in rolling cost share percentage based on FTE employees and student enrollment from 7.22% in 2018 to 8.99% in 2019 Shared secretarial position with RC Mahar. First year sharing this cost.
Special Education Tutor	(10,560)	(10,560)	Current tutoring for a student in sixth grade
OT/PT Medical Therapeutic Services	(10,063)	(10,063)	Collaborative effort in sharing services with Orange Elementary Schools
Fiscal 2018 Circuit Breaker receipts without extraordinary relief \$25,168			

Ralph C. Mahar Regional School District Proposed Fiscal Year 2019 Budget, 2018–2019 School Year

Ralph C. Mahar Regional School District Proposed FY 2019 Town Assessments

FISCAL 2019 REGIONAL ASSESSMENT CALCULATION USING PRELIMINARY STATE DATA									
FISCAL 2019 Regional Assessment Calculations									
TOWN ASSESSMENTS	ENROLLMENT	OPERATING AND CAPITAL RATIO	MINIMUM REQUIRED CONTRIBUTION	ASSESSMENT ABOVE MINIMUM	CHOICE CHARTER ASSESSMENT	NET TRANSPORTATION ASSESSMENT	TOTAL OPERATING ASSESSMENT	DEBT ASSESSMENT	TOTAL ASSESSMENT
New Salem	56	8.9172%	\$ 377,323	\$ 183,014	\$ 53,149	\$ 54,236	\$ 667,722	\$ 22,585	\$ 690,307
Orange	488	77.7070%	1,618,441	1,594,835	463,157	472,628	4,149,061	196,812	4,345,873
Petersham	54	8.5987%	488,279	176,478	51,251	52,299	768,307	21,778	790,085
Wendell	30	4.7771%	186,854	98,043	28,473	29,055	342,425	12,099	354,524
Total	628	100.0000%	2,670,897	2,052,369	596,030	608,218	5,927,514	253,275	6,180,789
FISCAL 2018 REGIONAL ASSESSMENT CALCULATION ON FINAL STATE BUDGET									
FISCAL 2018 Regional Assessment									
TOWN ASSESSMENTS	ENROLLMENT	OPERATING AND CAPITAL RATIO	MINIMUM REQUIRED CONTRIBUTION	ASSESSMENT ABOVE MINIMUM	CHOICE CHARTER ASSESSMENT	NET TRANSPORTATION ASSESSMENT	TOTAL OPERATING ASSESSMENT	DEBT ASSESSMENT	TOTAL ASSESSMENT
New Salem	55	8.6342%	\$ 347,189	\$ 159,189	\$ 50,543	\$ 54,747	\$ 611,668	\$ 22,520	\$ 634,187
Orange	500	78.4929%	1,600,154	1,447,174	459,479	497,699	4,004,506	204,724	4,209,230
Petersham	53	8.3203%	487,508	153,400	48,705	52,756	742,369	21,701	764,070
Wendell	29	4.5526%	166,722	83,936	26,650	28,867	306,174	11,874	318,048
Total	637	100.0000%	2,601,573	1,843,700	585,376	634,068	5,664,717	260,819	5,925,536
INCREASE (DECREASE) IN ASSESSMENT									
New Salem	1	0.2830%	30,134	23,825	2,607	(511)	56,054	65	56,120
Orange	(12)	-0.7859%	18,287	147,660	3,678	(25,071)	144,555	(7,912)	136,643
Petersham	1	0.2785%	771	23,077	2,546	(457)	25,937	78	26,015
Wendell	1	0.2245%	20,132	14,107	1,823	188	36,250	225	36,476
Total	(9)	0.0000%	\$ 69,324	\$ 208,669	\$ 10,654	\$ (25,850)	\$ 262,797	\$ (7,544)	\$ 255,253
								% INCREASE/(DECREASE)	
New Salem									8.85%
Orange									3.25%
Petersham									3.40%
Wendell									11.47%
Total									4.31%

Ralph C. Mahar Regional School District

Proposed Fiscal Year 2019 Budget, 2018–2019 School Year (continued)

R.C. Mahar Regional School District



FY19 Executive Summary

"The Ralph C. Mahar Regional School, in collaboration with families, envisions a quality learning environment which values academic excellence that enables students to reach their full potential in a rapidly changing global society."

Challenges and Changes for 2018/2019 School Year:

- Increases in health care costs
- Contractual salary increases; district currently in negotiations with teaching and non-teaching personnel
- Demands relative to college and career readiness
- Efforts on behalf of various social, emotional and behavioral needs
- Increases in Special Education costs related to IEPs

Reduced appropriation budget with targeted spending

The Final Budget represents a reduction of \$107,480 or .75% in overall spending when considering the General Fund and School Choice Budgets.



Very small increases in Chapter 70 State Aid

The Final Budget reflects a very small increase of \$18,840 or .35% in Chapter 70 funding from the Commonwealth of Massachusetts.

Reliance on Use of Excess and Deficiency and School Choice as Operating Resources

This Final Budget calls for the use of \$250,000 in E&D (\$175,000 less than what was used in FY18). The decrease in applied E&D is the result of a continued drawdown of our financial reserves due to an increase spending in contractals and fixed cost spending with limited increases in state fundin . An additional Budget of \$1,343,000 from school choice, a decrease of 22.60% less the amount used in fiscal year 2018, will be funding teachers' salaries, co-curricular stipends, a resource officer and capital expenditures.

Ralph C. Mahar Regional At-A-Glance	
Enrollment	628
Special Education	17%
Economically Disadvantaged	40%
High Needs	28%
Highly Qualified Teachers	98%
Licensed Educators	72.5
Paraprofessionals	12
Building Principal	2
Non-Teaching Personnel	24
Students Per Computer	1:1
School Choice In	121
School Choice Out	63
Gateway Students at MWCC	84
Pathway Students at MWCC	37
4 Year Graduation Rate	84%
5 Year Graduation Rate	89%

Academic Programming and Offerings

- Innovations School for the Commonwealth at MWCC
- Virtual High School
- Grade 8 Algebra
- Innovations Team established to guide high school into making a programmatic shift over next three years
- Implementation of tech books
- 1:1 Chromebooks for grades 7-12
- New courses: School for Applied Research, Journalism, Street Percussion, Dronebotics, Maker & Functional Spanish for Modern Society
- Internship with Starrett for HS seniors
- Capital Skills Grant to purchase materials for students to earn employment credentials
- Student led help desk
- Middle school humanities - arts integration; reading and writing in context
- Virtual and blended learning opportunities
- Drop-out prevention program -- PM Program



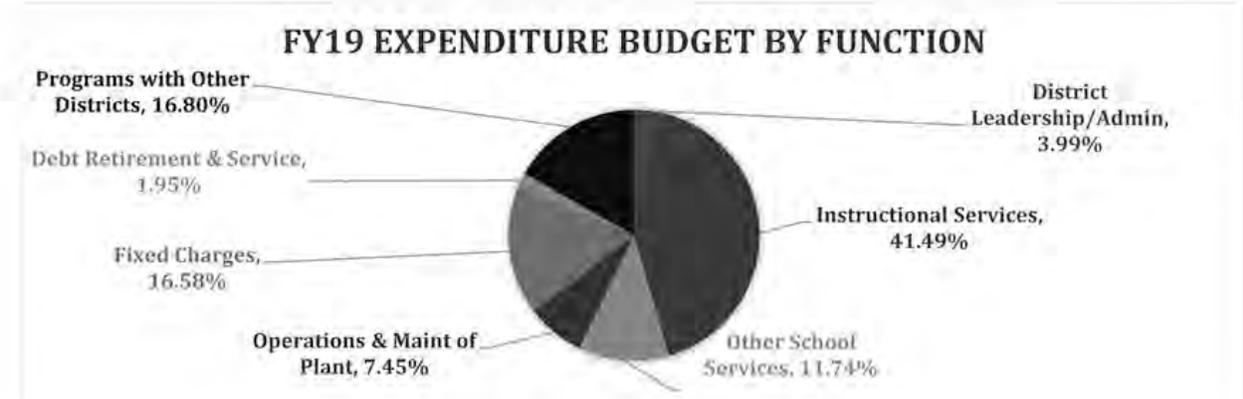
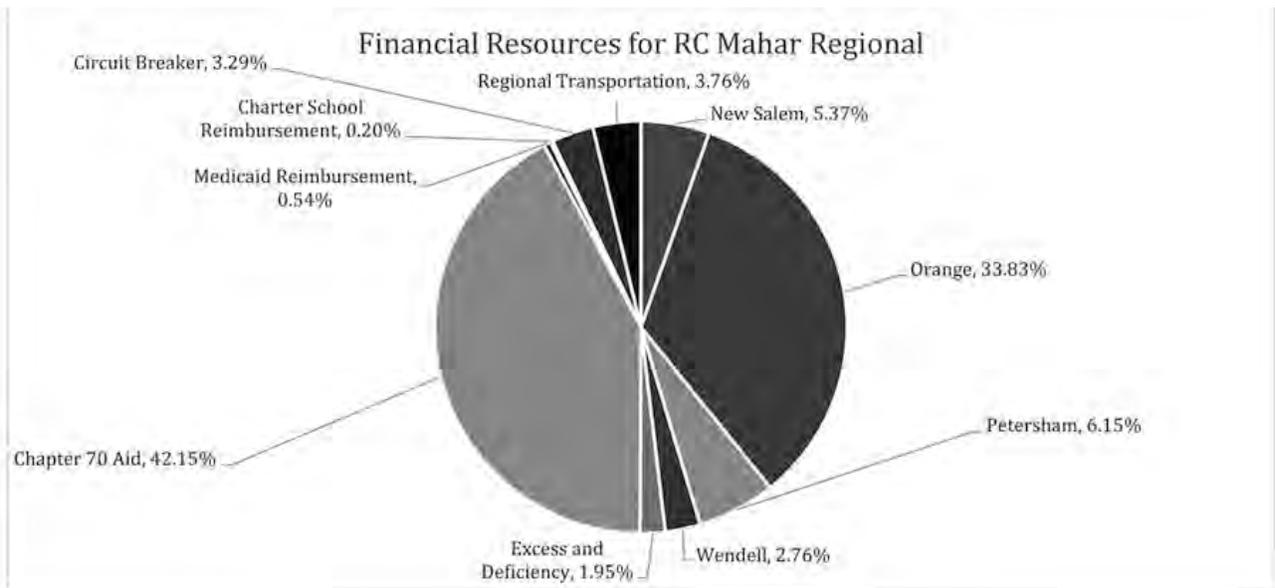
Non-Academic Programming and Student Well-Being

- Safe School Climate Committees and Initiatives
- Programs: Peer Mediation, SADD, SOS, TAB,
- Project Purple as well as a variety of community partnerships
- Proactive efforts with the Orange Police Department and the District Attorney's Office in support of at-risk youth
- Telemedicine Pilot with Heywood Health
- Broad range of athletics and clubs that not only extend the school day but provide opportunities to build key soft skills in:

communication	decisiveness
self-motivation	ability to work under
leadership	pressure & time management
responsibility	flexibility
teamwork	negotiation
problem solving	conflict resolution

Ralph C. Mahar Regional School District

Proposed Fiscal Year 2019 Budget, 2018–2019 School Year *(continued)*






BUDGET SUMMARY

RCM General Fund Budget: **\$12,846,9779**
(2.27% increase)

Financing Sources: **\$6,666,190**

Total Member Assessments: **\$6,180,789**

New Salem:	\$690,307	8.85% increase	\$56,120
Orange:	\$4,345,873	3.25% increase	\$136,643
Petersham:	\$790,085	3.40% increase	\$26,015
Wendell:	\$354,524	11.47% increase	\$36,476

Preparing each town's assessment is a multi-step process:

- Each member town's Minimum Required Contribution (MRC) is determined by the Commissioner of Education in accordance with Chapter 70/State Aid.
- Any additional share of the region's Net School Spending that exceeds the total required contribution, is to be allocated to each member town pursuant to the assessment provisions of the regional school district agreement (RCM is calculated by enrollment figures/percentages as of October 1).
- Transportation and other non-Net School Spending costs are allocated to each member town based on regional agreement (or enrollment).
- And finally, capital and debt costs are allocated to each member town pursuant to the assessment provisions of the regional agreement (by enrollment).

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MRC + Trans/Debt minus remain + Capital and Debt + State Aides Incurred = Member Assessment
    
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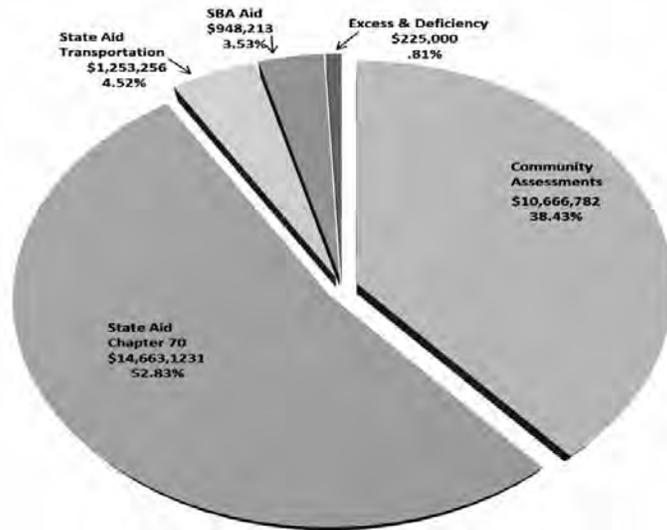
Montachusett Regional Vocational Technical School Proposed Fiscal Year 2019 Budget, 2018–2019 School Year

Community Assessments Montachusett Regional Vocational Technical School

COMMUNITIES	FY2019 FOUNDATION ENROLLMENT	FISCAL YEAR 2019					PROPOSED ASSESSMENT FY'2019	FY2018 FOUNDATION ENROLLMENT	APPROVED ASSESSMENT FY'2018	CHANGE FY'18 - FY'19
		FOUNDATION BUDGET	(1)	(2)	(3)	(4)				
			REQUIRED MINIMUM CONTRIBUTION	TRANSPORT/ OPERATING ASSESS.	CAPITAL ASSESS.	BONDS				
Ashburnham	64	1,036,362	453,055	32,377	11,405	10,455	507,292	58	449,794	57,498
Ashby	29	469,602	271,317	14,671	4,482	4,108	294,578	34	307,365	(12,787)
Athol	89	1,441,191	227,324	45,024	16,734	15,339	304,420	86	271,250	33,171
Barre	44	712,499	281,894	22,259	8,964	8,216	321,333	42	306,124	15,209
Fitchburg	385	6,234,367	1,584,973	194,766	66,382	60,848	1,906,968	398	1,874,921	32,047
Gardner	179	2,898,576	919,373	90,553	27,922	25,594	1,063,443	163	909,345	154,098
Harvard	5	64,773	53,888	2,529	10,516	9,639	76,572	8	112,453	(35,881)
Holden	76	1,230,680	731,753	38,447	34,325	31,463	835,988	73	760,267	75,722
Hubbardston	69	1,117,328	610,854	34,906	6,815	6,247	658,822	75	665,027	(6,205)
Lunenburg	82	1,327,839	746,213	41,483	18,948	17,368	824,011	92	876,381	(52,370)
Petersham	3	48,579	36,450	1,518	1,324	1,214	40,505	2	27,793	12,712
Phillipston	23	372,443	194,854	11,635	1,910	1,751	210,150	26	213,481	(3,331)
Princeton	24	388,636	313,439	12,141	5,003	4,586	335,169	20	277,734	57,434
Royalston	18	291,477	109,956	9,106	1,498	1,373	121,932	15	86,641	35,291
Sterling	66	1,068,749	778,475	33,388	12,306	11,280	835,450	68	853,782	(18,332)
Templeton	101	1,635,509	617,353	51,094	10,743	9,848	689,039	97	635,178	53,861
Westminster	70	1,133,521	651,501	35,412	13,055	11,967	711,934	74	745,577	(33,642)
Winchendon	160	2,590,906	817,243	80,942	16,189	14,821	929,176	165	940,963	(11,788)
Total	1487	24,063,038	9,399,915	752,251	268,500	246,116	10,666,782	1496	10,314,076	352,706

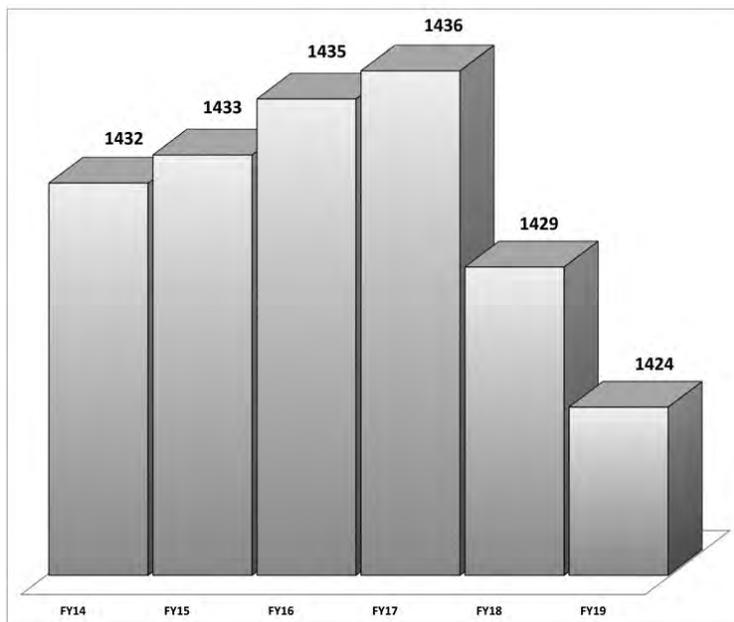
**Montachusett Regional Vocational Technical School
Proposed Fiscal Year 2019 Budget, 2018–2019 School Year (continued)**

FY19 Revenue by Source



ENROLLMENT TRENDS

TOTAL ENROLLMENT OF STUDENTS ATTENDING MONTY TECH FY 2014 - 2019
(October 1 Headcounts)





ANNUAL TOWN MEETING
PETERSHAM, MASSACHUSETTS

MONDAY, JUNE 4, 2018
7:30 PM
PETERSHAM TOWN HALL

The Special Town Meeting begins at 7:30 PM

**The Annual Town Meeting immediately
follows the Special Town Meeting.**

All welcome.
*Please come to vote on
your town's annual budget.*

Dear Reader:

All registered residents are encouraged to attend Petersham Town Meeting. If you are not a registered voter in the Town of Petersham, you must receive permission from the Town Moderator to gain admittance to the main floor. If you have questions or need assistance, please inquire with Town Meeting checkers at the front door.

Please bring this report with you for reference at Town Meeting.

TOWN OF PETERSHAM
ADVISORY FINANCE COMMITTEE
P.O. Box 486
Petersham, Massachusetts 01366-0486
