

Sherborn, Massachusetts

Annual Town Meeting

April 23, 2024

◆ Please bring this notice with you to the meeting ◆

Middlesex ss:

To either of the Constables of the Town of Sherborn in said county GREETINGS;

In the name of the Commonwealth of Massachusetts you are hereby directed to notify and warn the inhabitants of Sherborn qualified to vote in Town Meeting to meet in the LINDQUIST COMMONS at DOVER-SHERBORN REGIONAL DISTRICT HIGH SCHOOL in DOVER, MASSACHUSETTS on Tuesday, April 23, 2024, at 7:00PM, and to be adjourned, if necessary, to Thursday, April 25, 2024, to act on the following ARTICLES:

Sherborn Advisory Committee:

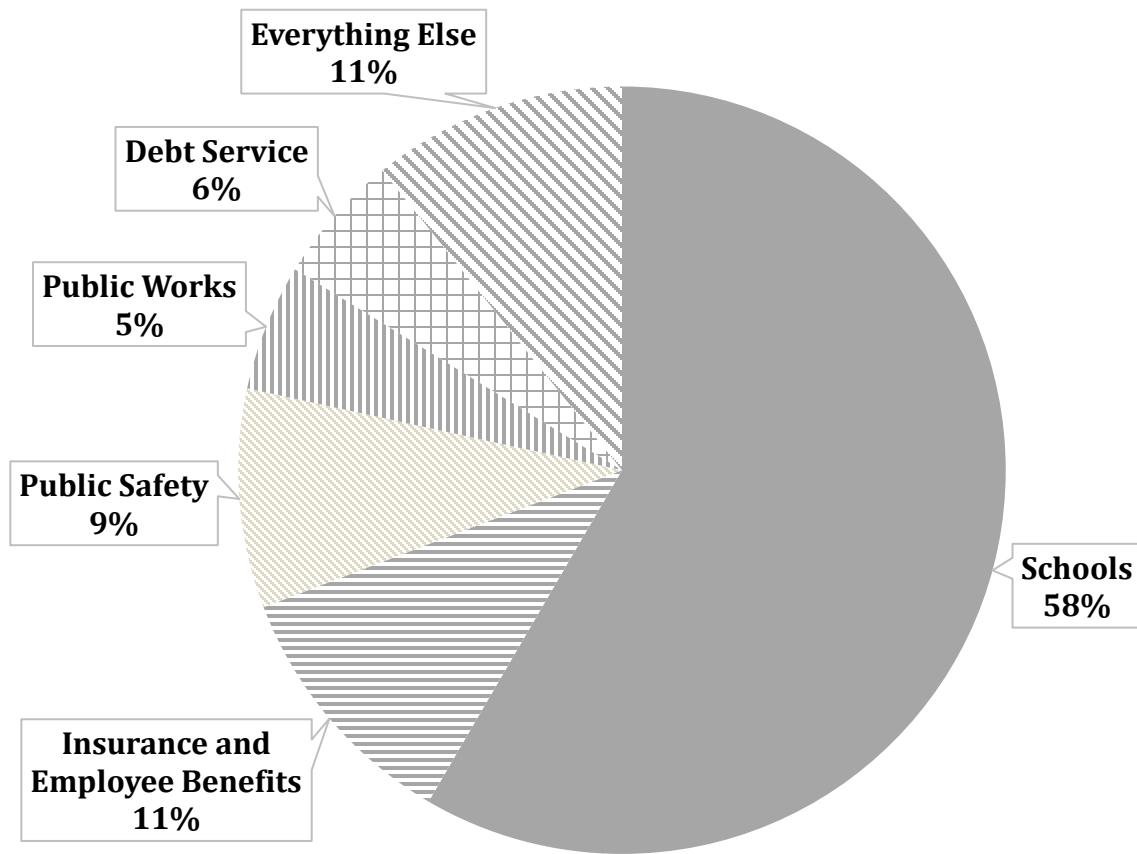
The budget environment for the Town has been challenging. The pandemic-related surge in inflation that started in 2021 has pushed up costs in almost every area. While the rate of cost increases has slowed, costs are not expected, in most cases, to drop back from elevated levels. These developments have exacerbated long-standing budget pressures. For many years, Advisory Reports have highlighted these pressures and pointed to difficult choices ahead. The fundamental challenge is balancing a desire for top-flight schools, high-quality municipal services, and maintaining our Town's historical rural character with a supporting tax base that draws predominantly from residential property taxes. Moreover, with Proposition 2-½ limits on property taxes not indexed for inflation, the Town's Excess Levy Capacity—the amount by which the Town's budget and property taxes are below Proposition 2-½ limits—while still adequate, has gotten progressively smaller in recent years. This state of affairs highlights the need, strongly supported by the Advisory Committee, for more intensive longer-term planning to clarify the choices the Town will face in the future.

The Proposed FY2025 Operating Budget

The proposed operating budget for FY2025 is \$34,223,135. This figure represents an increase of 3.76% from FY2024. Before digging into specifics, it is helpful to review some basic facts about the budget. As illustrated in the chart below, schools comprise about 60% of the budget.¹ Another roughly 30% consists of Insurance and Employee Benefits, Public Safety (primarily Police, Fire, and Ambulance services), Public Works, and Debt Service. The remainder of the Town's budget—including General Government—accounts for just over 10%.

¹ The school's share actually is higher than shown in the chart because benefits for Pine Hill School employees are included in the Insurance and Employee Benefits category.

Budget Shares FY2025



On the revenue side, about 90% of the Town's revenue is raised from property taxes, with the remainder from a mix of Local Receipts (including motor vehicle excise taxes) and State Aid. The budget also can draw from Stabilization and Special Revenue Funds as well as from Free Cash, though of course, each of those sources were themselves largely funded by Town taxpayers in prior years.

The biggest driver of the proposed increase for FY2025 is the School budget, accounting for 2.45 percentage points of the 3.76 percent overall increase. Increases in the School budget are driven significantly by rising costs for out-of-district special education placements and rising teacher and staff salaries that were part of a newly negotiated contract. Costs also have gone up noticeably for vocational schools (including Tri-County Vocational and Norfolk Agricultural), with an increase in the number Sherborn students attending these programs.

Elsewhere, budget increases reflect a mix of factors. The proposed budget includes a 3.5% cost-of-living increase for Town employees who are not covered by collective bargaining agreements. Even with this increase, and others in recent years, Town employees' salaries have risen more slowly than increases in the Consumer Price Index. Some Town Departments show noticeable increases and, in each case, there is a particular development driving that growth. For example, the proposed increase in the Select Board budget largely reflects an expansion of the Senior Tax Credit program in which seniors can receive a reduction in property taxes in exchange for work for the Town. The increase in the Information Technology budget largely owes to additional efforts to beef up cybersecurity and higher costs for software licensing. And, the jump in the Ambulance budget results primarily from an accounting change that should make requests for Supplemental funding at the end of the fiscal year much less likely. Going in the other direction, we also benefited from some favorable budget news, including that the increase in health insurance premiums for Town employees (including Pine Hill School) is just 2.2 percent, which is well below increases in recent years and those in many other group plans.

Property Tax Rate and Bills

For FY2024, the Town's tax rate decreased to \$16.95 per \$1,000 of assessed value, down from a high of \$20.57 in FY2016 and from \$18.01 in FY2023. The stepdown in FY2024 largely reflected a sizable increase in assessed property values. While that is welcome news for homeowners, average property tax bills have continued to move higher. With so much of the Town's budget funded by property taxes, increases in spending feed directly to property tax bills. With higher costs pushing up the budget in recent years, the average single-family property tax bill rose by 4.8% (\$863) in FY2024 on top of a 6.5% (\$1,082) increase in FY2023.

While much uncertainty attends any forecast of future tax rates and bills, our best guess at this point is that the tax rate will rise slightly in FY2025 and that average property tax bills will rise about 3.7% (\$695).

Budget Process and Advisory Committee Discussions

The Advisory Committee, the Select Board, and staff in Town Hall spent considerable time and effort preparing this proposed budget for Town Meeting. To shine some light on that process, a brief summary follows.

- Initial operating budgets were submitted to the Town Hall Finance team by December 31 of last year. Capital requests were submitted earlier in the fall.
- Town Administrator Jeremy Marsette and Finance Director Deb Siefring met with each budget maker to consider, discuss, and adjust requests. This part of the process hadn't happened in recent years and was an important and valuable addition.
- Following that, budgets were submitted to the Select Board and the Advisory Committee.
- In addition to its full-day Public Hearing on March 16, the Advisory Committee met seven times since the beginning of the year to review budgets, to ask questions, do our best to make sure that everything makes sense, and, where appropriate, request and suggest adjustments. The Select Board also discussed and evaluated budgets within their purview.
- In many cases, Advisory liaisons met with budget makers outside of regular meetings to work through, discuss, and challenge budget items.
- During that full process, operating budget requests were scaled back by a net of about \$650,000.
- Advisory also met with the proponent of each capital request and of each warrant article to evaluate each item.

The outcome of the above steps is the recommendations in this Report.

During the Advisory Committee's discussions, a few recurring themes emerged. First, a strong desire to ensure that spending requests were well justified and necessary to ensure quality municipal services in Town. Second, in discussions with the Regional Schools, Advisory members raised questions about whether the Regional Schools could target a lower level of Excess and Deficiency (known as E&D—funds that are left over from the prior year and basically the Region's Free Cash). At the end of FY2023, the Region's certified E&D was about \$1.1 million, about 4% of the budget. In the current year, the Regional Schools anticipate funding about \$350,000 of smaller capital projects out of that E&D, projects that are approved by the Dover-Sherborn School Committee but that do not come before Town Meetings in Dover and Sherborn. Third, Advisory discussed employee benefits and how they are accounted for in the budget. In recent years, a number of part-time employees have shifted from non-benefitted positions to benefitted positions. The average cost to the Town for benefits is about \$14,000 per year for each employee covered, but that amount does not appear in each Department's budget but rather in an overall insurance and benefits budget line. Advisory believes that accounting would be more transparent if Department budgets highlighted the cost of benefits when a position is proposed to shift from non-benefitted to benefitted.

Some Useful Facts and Budget Rules of Thumb

- \$18,000 of Town spending translates into 1 cent on the tax rate or about \$11 on the average property tax bill.
- For a **20-year** borrowing, every \$100,000 the Town borrows (assuming a 4.5 percent municipal bond interest rate) would boost average annual property tax bills by about *\$5 per year for 20 years for a total of about \$100.*²
- For a **10-year** borrowing, every \$100,000 the Town borrows (assuming a 4.5 percent municipal bond interest rate) would boost average annual property tax bills by a bit over *\$8 per year for ten years for a total of a bit over \$80.*
- The average single-family **property tax bill** in FY2024 was \$18,705
- The **average assessed single-family home value** in FY2024 was about \$1.1 million.
- The Town's **population** in 2023 was 4,579, and there were 1,495 **residential dwellings**.

*Dan Sichel, Chair
Michael Flanagan
Chelle Subber*

*Michael Winters, Vice Chair
Paul Pilotte
Natalie Weare*

*Wassim Bassalee
Nora Lynch Smith
Penn Young*

² These figures (and those for 10-year borrowing) are the basis of the numbers reported for each proposed capital item financed by borrowing. The exact timing across years of the effect on property tax bills would depend on the specific terms of the borrowing.



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From the Moderator:

Town Meeting Procedures

The New England town meeting is considered by many to be a model of democratic process. To effect this process, the Moderator follows procedures that combine general laws of the Commonwealth, Sherborn by-laws, and rules of conduct developed by Sherborn's moderators over many years. By consistent application of these rules, our town meetings move smoothly, often expeditiously, and with the participation of all who wish to be heard.

Motions

- All motions and amendments must be within the scope of the article under consideration.
- The Moderator will always recognize a member of the Advisory Committee for the main motion on each article.
- Non-routine motions (such as amendments) must be in writing for the clerk's record.

Conduct of Debate

- You must be recognized by the Moderator.
- Once recognized, use one of the available microphones, and, before proceeding, state your name and address for the Clerk's record.
- Your comment should be specific to the substance of the motion on the floor.

Voting

- Voting will be done using electronic handsets. Voters will have 10 seconds from the instruction of the Moderator to record their votes, and the results of each vote will be displayed on the screen at the front of the auditorium. The Moderator will explain the voting process in detail at the start of the meeting and there will be a test run to ensure that all handsets are performing correctly.

Consent Calendar

At this meeting, we intend to present several Consent Calendars. The purpose of a Consent Calendar is to save time by dispensing with separate motions and separate votes on articles that can be expected to pass unanimously or nearly unanimously. These articles are: routine in nature; similar articles have passed unanimously or nearly unanimously in the past; and these articles are clearly explained in the *Advisory Committee Report*.

As always, any voter may call a "hold" on an article in a Consent Calendar and the Moderator will remove the article from the Calendar and it will be voted separately.

Town Election

Tuesday, May 14, 2024

Town Hall

7:00 a.m. to 8:00 p.m.

Recommendations on Warrant Articles

ARTICLE 1. ANNUAL REPORTS

To hear and act on the reports of the various Town Officers and Committees as contained in the Annual Town Report or otherwise presented. (*Select Board*)

Advisory Committee: A copy of the Annual Town Report is posted on the Town's website and hard copies are available to those residents who request them. Copies of this Report are also available for inspection and copying at Town Hall so that all interested citizens may review the contents of this comprehensive document. This article requests that residents accept delivery, in some form as described above, of the Annual Town Report; it does not ask residents to take any action based on its contents.

We recommend favorable action. (9-0)

ARTICLE 2. FY24 SUPPLEMENTAL APPROPRIATIONS (CURRENT FISCAL YEAR)

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money, and if so, what sum, for the purpose of supplementing the various line items of the Town's Fiscal Year 2024 budget, previously voted by the Town under Article 7 of the Warrant for the 2023 Annual Town Meeting or take any other action relative thereto. (*Select Board for the Advisory Committee*)

Advisory Committee: This article provides additional funding for unanticipated expenses that are now projected to be incurred in specific line items of the Town Fiscal Year 2024 Budget. The total supplemental requested is \$100,500. The specific amounts are as follows: snow and ice removal (\$40,500); Ambulance Services (\$60,000). The snow and ice amount is less than in some prior years. The supplemental for Ambulance service reflects fee revenue that came in below estimates; that shortfall has occurred for a number of years, and the proposed operating budget for FY25 has been adjusted so as to make supplemental requests for Ambulance service much less likely to occur in the future.

We recommend favorable action. (9-0)

ARTICLE 3. OTHER POST-EMPLOYMENT BENEFITS OPEB LIABILITY TRUST FUND

To see if the Town will vote to raise and appropriate, or transfer from available funds, a sum of money, and if so, what sum, for the purpose of funding the Other Post-Employment Benefits (OPEB) Liability Trust Fund or take any other action relative thereto. (*Select Board for the Advisory Committee*)

Advisory Committee: When eligible employees of the Town of Sherborn retire, they are entitled to receive OPEB (other post-employment benefits) such as healthcare and life insurance. These benefits accrue every year that an eligible employee works for the town, and so every year the town accrues a future OPEB liability to its employees. To meet this eventual liability the town periodically appropriates monies into an OPEB liability trust fund where it can be invested and grow over time. Funds in the OPEB trust fund are managed prudently as required by Massachusetts law.

Our town, like many others in the Commonwealth, has underfunded its OPEB obligations over the years and the growth of the OPEB liability trust fund has not always kept up with that of healthcare costs or life expectancies. This article gives the town an important tool to continue to bridge that gap. To that end, we propose transferring \$100,000 from Free Cash to the OPEB Trust Fund.

We recommend favorable action and that \$100,000 be transferred from Free Cash to the OPEB Liability Trust Fund. (9-0)

ARTICLE 4. CEMETERIES

To see if the Town will vote to raise and appropriate or transfer from available funds, a sum of money, and if so, what sum, to be used pursuant to M.G.L. Chapter 114, Section 15, for the improvement or embellishment of the cemeteries throughout the Town; for the care, preservation or embellishment of any lot or its appurtenances therein or take any other action relative thereto. (*Select Board for the Cemetery Commission*)

Advisory Committee: This article allows the transfer of funds from the Cemetery Enlargement Fund (generated from the sale of cemetery lots) to be used for the care, improvement, embellishment and enlargement of the cemeteries throughout the Town. The amount that would be transferred for FY2025 would be de minimis and there is ample balance from prior years to cover FY25 expenses.

We recommend no action. (9-0)

ARTICLE 5. REVOLVING FUNDS

To see if the Town will vote to set the Fiscal Year 2025 spending limit for each of the Revolving funds set forth in Chapter 28 of the General Bylaws, pursuant to the provisions of M.G. L. Chapter 44, Section 53E ½ or take any other action relative thereto. (*Select Board for the Advisory Committee*)

Revolving Funds	FY2025 Proposed
Council on Aging Programs	\$ 75,000.00 Limit
Board of Health Immunization Clinic	\$ 20,000.00 Limit
Town Forest Sale of Firewood	\$ 35,000.00 Limit
Farm Pond	\$160,000.00 Limit
Ambulance	\$170,000.00 Limit
Elder Housing	\$450,000.00 Limit
Recreation	\$250,000.00 Limit
DPW, Fire & Police Surplus Equipment	\$ 50,000.00 Limit
Total	\$1,210,000.00 Limit

Advisory Committee: A revolving fund is used to accumulate fees paid for specific Town Services and then those funds are used to pay related expenses. Revolving funds allow activities carried out by certain agencies and committees to be self-sustaining without the need for an annual operating budget appropriation, but the Town sets each fund's spending limit. The Council on Aging (COA) receives fees that it uses to provide home-delivery meals, transportation, and activities programs for Sherborn seniors. The Board of Health (BOH) operates a revolving fund for receipts paid and reimbursements received during the operation of the BOH sponsored immunization clinics. The Town Forest Committee receives fees from the sale of firewood. Farm Pond receives fees from the sale of stickers and boat permits. Elder Housing receives rents for the units at Woodhaven. Recreation receives fees from rental of its fields and from fees charged to participants in its various programs. The DPW, Fire and Police Surplus Equipment fund receives fees and receipts in connection with the sale of surplus equipment and materials. The Ambulance Revolving Fund receives revenues for services provided; its limit is reduced from the prior year to bring in line with anticipated revenues.

We recommend favorable action to authorize the use of these existing revolving funds at the above limits specified in the Warrant. (9-0)

ARTICLE 6. STABILIZATION FUNDS

To see if the Town will vote to raise and appropriate, or transfer from available funds, a sum of money, and if so, what sum, to Stabilization Funds or take any other action relative thereto.

(Select Board for the Advisory Committee)

Advisory Committee: The purpose of Sherborn's General Stabilization Fund and Capital Stabilization Fund is for the Town to put aside funds for future uses. These funds are an important component of the Town's total cash reserves, which support Sherborn's AAA municipal bond rating. We recommend that:

- \$100,000 of Free Cash be transferred to the General Stabilization Fund to support the Town's fiscal sustainability and toward the attainment of a best-practice target balance of 3% of the budget.
- \$159,500 of Free Cash be transferred to the Capital Stabilization Fund for future capital needs.

We recommend favorable action, and that \$100,000 be transferred from Free Cash to the General Stabilization Fund and \$159,500 be transferred from Free Cash into the Capital Stabilization Fund. (9-0)

ARTICLE 7. FY25 OMNIBUS BUDGET (NEXT FISCAL YEAR)

To see if the Town will vote to raise and appropriate, or transfer from available funds, such sums of money, for any and all Town expenses and purposes, including debt and interest; and to provide for a Reserve Fund; and to fix the salaries and compensation of all elected Officers of the Town as required by M.G.L. Chapter 41, Section 108; and to determine whether such salaries or compensation shall be made effective from July first of the current year; and to provide for the payment of, and raise or appropriate money for, any salary and compensation so voted or take any other action relative thereto. (*Omnibus Budget, Select Board for the Advisory Committee*)

Advisory Committee: As noted in the Introductory Letter, the proposed operating budget for FY2025 is \$34,223,135. This figure represents an increase of 3.76%, well below the 6.0% increase incurred in FY2024. For FY2025, the school budgets—which together account for about 60% of Town spending—account for 2.45 percentage points of the 3.76% increase. The balance of the increase owes to the COLA recommended for non-contract employees, the scheduled increases in Collective Bargaining Agreements for contract employees, higher benefits costs, and a range of other cost increases as discussed in the Introductory Letter. As noted in that Letter, the Advisory Committee devoted considerable time and energy to evaluating each Department's budget.

We recommend favorable action. (9-0)

DEPARTMENT	DESCRIPTION	FY2023	FY2024	FY2025	FY25 Adv Rec vs FY24 Budget	FY25 Adv Rec vs FY24 Budget
		Actual (1)	Budget	Advisory Recommendation	% Change	\$ Change
GENERAL GOVERNMENT						
SELECT BOARD						
122	SELECT BOARD-SALARIES	259,753	333,620	354,047	6.12%	20,427
122	SELECT BOARD-EXPENSES	49,768	28,900	28,200	-2.42%	(700)
	SELECT BOARD TOTAL	309,521	362,520	382,247	5.44%	19,727
LEGAL COUNSEL						
151	LEGAL COUNSEL					
ASSESSORS						
141	ASSESSORS-SALARIES	141,710	80,000	80,000	0.00%	-
141	ASSESSORS-EXPENSES	123,307	142,115	138,589	-2.48%	(3,526)
	ASSESSORS TOTAL	154,064	159,930	169,788	75.13%	13,384
TREASURER/COLLECTOR						
145	TREASURER/COLLECTOR-SALARIES	210,729	229,846	200,243	-12.88%	(29,603)
145	TREASURER/COLLECTOR-EXPENSES	22,247	28,750	21,695	-2.54%	(7,055)
	T/C TOTAL	232,976	258,596	221,938	-14.18%	(36,658)
FINANCE DEPT/ ACCOUNTING						
135	ACCOUNTANT - SALARIES	207,128	235,776	244,815	3.83%	9,039
135	ACCOUNTANT - EXPENSES	100,108	92,000	96,000	4.35%	4,000
	FINANCE DEPT / ACCOUNTING TOTAL	307,236	327,776	340,815	3.98%	13,039
ADVISORY COMMITTEE						
131	ADVISORY-SALARIES	490	523	541	3.50%	18
131	ADVISORY-EXPENSES	2,969	3,977	3,977	0.00%	-
	ADVISORY TOTAL	3,459	4,500	4,518	0.41%	18

(1) Actual Amounts Include Encumbrance, Reserve transfers & ATM Article for Supplements

DEPARTMENT	DESCRIPTION	Actual (1)	Budget	FY2025	FY2025	FY25 Adv Rec
				Advisory	Recommendation	vs FY24 Budget
CONSERVATION COMMISSION 171 171	CONSERVATION-SALARIES CONSERVATION-EXPENSES CONSERVATION COMMISSION	49,242 6,836 56,078	92,340 8,449 100,789	95,923 8,410 104,333	3.88% -0.46% 3.52%	3,583 (39) 3,544
PLANNING BOARD 175 175	PLANNING BOARD-SALARIES PLANNING BOARD-EXPENSES PLANNING BOARD TOTAL	51,159 1,121 52,280	54,838 1,570 56,408	58,464 3,200 61,664	6.61% 103.82% 9.32%	3,626 1,630 5,256
TOWN CLERK 161 161	TOWN CLERK-SALARIES (2) TOWN CLERK-EXPENSES TOWN CLERK TOTAL	131,118 8,212 139,330	155,050 9,000 164,050	161,907 9,000 170,907	4.42% 0.00% 4.18%	6,857 - 6,857
ELECTION & REGISTRATION 162 162	ELECTIONS-SALARIES ELECTIONS-EXPENSES ELECTION & REGISTRATION TOTAL	3,908 19,702 23,610	3,995 20,950 24,945	4,046 26,150 30,196	1.28% 24.82% 21.05%	51 5,200 5,251
IT- INFORMATION TECHNOLOGY 155 155	IT-SALARIES IT-EXPENSES IT TOTAL	17,600 115,366 132,966	20,800 130,400 151,200	21,611 141,500 163,111	3.90% 8.51% 7.88%	811 11,100 11,911
TOWN BUILDINGS 192 192	TOWN BUILDINGS-SALARIES TOWN BUILDINGS-EXPENSES TOWN BUILDINGS TOTAL	20,800 405,038 425,838	- 373,212 373,212	402,400 402,400	7.82% 7.82%	29,188 29,188
SUSTAINABILITY 196 196	SUSTAINABILITY -SALARIES SUSTAINABILITY -EXPENSES TOWN BUILDINGS TOTAL	66,872 1,758 68,630	71,375 1,260 72,635	72,635 - 72,635	1.77% -100.00% 0.00%	1,260 (1,260) -
GENERAL GOVERNMENT TOTAL		2,047,698	2,136,561	2,204,552	3.18%	67,991

(2) Includes Salary of Elected Official (Town Clerk): \$75,622.00

DEPARTMENT	DESCRIPTION	Actual (1)	Budget	Advisory Recommendation	% Change	FY25 Adv Rec	FY25 Adv Rec
						vs FY24 Budget	vs FY24 Budget
PROTECTION OF LIFE AND PROPERTY							
POLICE							
210	POLICE-SALARIES	2,037,806	1,956,285	1,998,031	2.13%	41,746	
210	POLICE- EXPENSES	134,764	156,140	149,590	-4.19%	(6,550)	
	POLICE TOTAL	2,172,570	2,112,425	2,147,621	1.67%	35,196	
FIRE & RESCUE							
220	FIRE & RESCUE-SALARIES	405,482	437,540	466,427	6.60%	28,887	
220	FIRE & RESCUE- EXPENSES	142,356	119,700	126,750	5.89%	7,050	
	FIRE & RESCUE TOTAL	547,838	557,240	593,177	6.45%	35,937	
AMBULANCE							
230	AMBULANCE-SALARIES	265,000	232,500	291,000	25.16%	58,500	
230	AMBULANCE- EXPENSE	0	0	0	0.00%	-	
	AMBULANCE TOTAL	265,000	232,500	291,000	25.16%	58,500	
INSPECTORS							
241	BLDG INSPECTORS-SALARIES	99,881	112,146	113,366	1.09%	1,220	
241	BLDG INSPECTORS-EXPENSES	13,566	14,956	15,516	3.74%	560	
	INSPECTORS TOTAL	113,447	127,102	128,882	1.40%	1,780	
	PROTECTION OF LIFE & PROP TOTAL	3,098,855	3,029,267	3,160,680	4.34%	131,413	

SCHOOLS	DEPARTMENT	DESCRIPTION	FY2023	FY2024	FY2025	FY25 Adv Rec
			Actual (1)	Budget	Advisory	vs FY24 Budget
301						
DOVER-SHERBORN REGIONAL SCHOOL DISTRICT						
	Salaries & other Compensations	18,109,716	18,811,625	19,405,945	3.16%	594,320
	Benefits	4,362,750	4,679,050	4,855,000	3.76%	175,950
	Other Expenditures	1,439,197	1,380,315	1,471,800	6.63%	91,485
	Transportation	1,030,800	1,039,200	1,068,000	2.77%	28,800
	Building & Ground Expenditures	1,246,150	1,272,950	1,352,250	6.23%	79,300
	Sub-total Operating	26,188,613	27,183,140	28,152,995	3.57%	969,855
	Debt Service	835,200	789,400	724,200	-8.26%	(65,200)
	Total Operating Expenses	27,023,813	27,972,540	28,877,195	3.23%	904,655
	Sherborn's Share of Operations					
	Operations Assessed to Sherborn	45.20%	46.45%	46.82%	4.00%	433,882
		10,121,290	10,846,079	11,279,961		
	Sherborn's Share of Debt Service					
	Exempt Debt Assessed to Sherborn	44.61%	46.05%	46.12%		
		372,583	363,519	334,001	-8.12%	(29,518)
	D/S REGIONAL ASSESSMENT	10,493,873	11,209,598	11,613,962	3.61%	404,364
	TRI-COUNTY VOCATIONAL	1,667	19,664	77,490	294.07%	57,826
	SHERBORN SCHOOL					
303	Salaries & Other Compensation	5,837,191	6,121,442	6,299,181	2.90%	177,739
	Other Educational Expenditures	382,334	406,700	406,725	0.01%	25
	Regular Education Transportation	237,783	239,879	245,854	2.49%	5,975
	Building & Ground Expenditures	269,227	272,550	281,050	3.12%	8,500
	Sub-Total In-District	6,726,535	7,040,571	7,232,810	2.73%	192,239
	Tuition	722,669	740,000	864,000	16.76%	124,000
	Transportation	163,781	145,000	145,000	0.00%	-
	Sub- Total Out of District (3)	886,450	885,000	1,009,000	14.01%	124,000
	SHERBORN SCHOOLS TOTAL	7,612,985	7,925,571	8,241,810	3.99%	316,239
303	NORFOLK COUNTY AGRICULTURAL HIGH SCHOOL	24,572	26,355	55,810	111.76%	29,455
316	SCHOOL TOTAL	18,133,097	19,181,188	19,989,072	4.21%	807,884

(3) Includes costs of students from Grade 6 through Age 21.

DEPARTMENT	DESCRIPTION	FY2023	FY2024	FY2025	FY25 Adv Rec vs FY24 Budget	FY25 Adv Rec vs FY24 Budget
		Actual (1)	Budget	Advisory Recommendation	% Change	\$ Change
PUBLIC WORKS						
DEPARTMENT OF PUBLIC WORKS (INCL STREET LIGHTING)						
420	DPW-SALARIES	594,362	689,034	712,672	3.43%	23,638
420	DPW-EXPENSES	597,763	551,980	569,900	3.25%	17,920
	DP&W TOTAL	1,192,125	1,241,014	1,282,572	3.35%	41,558
SNOW & ICE						
430	SNOW & ICE- SALARIES	32,122	35,649	36,362	2.00%	713
430	SNOW & ICE- EXPENSE	71,306	53,150	53,150	0.00%	-
	SNOW & ICE TOTAL	103,428	88,799	89,512	0.80%	713
SOLIDWASTE						
	SOLID WASTE EXPENSES	333,435	344,050	365,979	6.37%	21,929
RECYCLING						
433	RECYCLING EXPENSES	368	3,230	3,230	0.00%	-
	RECYCLING TOTAL	368	3,230	3,230	0.00%	-
CEMETERIES						
491	CEMETERIES-EXPENSES	82,500	89,500	89,500	0.00%	-
	CEMETERY TOTAL	82,500	89,500	89,500	0.00%	-
	PUBLIC WORKS TOTAL	1,711,856	1,766,593	1,830,793	3.63%	64,200

DEPARTMENT	DESCRIPTION	Actual (1)	Budget	FY2025	Advisory Recommendation	% Change	FY25 Adv Rec	FY25 Adv Rec
							vs FY24 Budget	vs FY24 Budget
HEALTH AND HUMAN SERVICES								
BOARD OF HEALTH								
512	BOARD OF HEALTH-SALARIES	158,003	150,551	164,719	9.41%	14,168		
512	BOARD OF HEALTH-EXPENSES	13,027	23,723	15,616	-34.17%	(8,107)		
	HEALTH TOTAL	171,030	174,274	180,335	3.48%	6,061		
COUNCIL ON AGING								
541	COUNCIL ON AGING-SALARIES	138,524	165,783	172,498	4.05%	6,715		
541	COUNCIL ON AGING-EXPENSES	24,411	28,650	31,900	11.34%	3,250		
	COUNCIL ON AGING TOTAL	162,935	194,433	204,398	5.13%	9,965		
VETERANS								
543	VETERANS-SALARIES	700	730	756	3.56%	26		
543	VETERANS-EXPENSES	3,085	6,130	6,104	-0.42%	(26)		
	VETERANS TOTAL	3,785	6,860	6,860	0.00%	-		
	HEALTH & HUMAN SERVICES TOTAL	337,750	375,567	391,593	4.27%	16,026		
CULTURE & RECREATION								
LIBRARY								
610	LIBRARY-SALARIES	352,185	428,309	446,057	4.14%	17,748		
610	LIBRARY-EXPENSES (4)	196,940	176,608	176,284	-0.18%	(324)		
	TOTAL	549,125	604,917	622,341	2.88%	17,424		
RECREATION								
650	RECREATION-SALARIES	1,200	15,000	36,698	144.65%	21,698		
650	RECREATION-EXPENSES	148,800	135,000	113,302	-16.07%	(21,698)		
	TOTAL	150,000	150,000	150,000	0.00%	-		
HISTORICAL COMMISSION								
691	HISTORICAL COMMISSION	3,400	2,800	3,850	37.50%	1,050		
	TOTAL	3,400	2,800	3,850	37.50%	1,050		
	CULTURE & RECREATION TOTAL	702,525	757,717	776,191	2.44%	18,474		

(4) Offset by Transfers to Library Expenses as follows:

Dowse Memorial Fund	\$2,309.00
Saltonstall Operating Fund	\$74,353.00
State Aid to Libraries	\$9,090.00
Total Offset	\$85,752.00

DEPARTMENT	DESCRIPTION	Actual (1)	Budget	Advisory	FY2025	FY2024	FY2023	FY2023	FY25 Adv Rec vs FY24 Budget	FY25 Adv Rec vs FY24 Budget
					Recommendation	% Change			\$ Change	
INSURANCE AND EMPLOYEE BENEFITS										
945	GENERAL INSURANCE	219,172	248,174		258,464				4.15%	10,290
910	EMPLOYEE BENEFITS INCL OPEB & RET (5)	3,123,637	3,310,068		3,430,549				3.64%	120,481
DEBT SERVICE	TOTAL DEBT SERVICE (6)	1,725,691	1,878,384		1,881,241				0.15%	2,857
RESERVE ACCOUNT	RESERVE ACCOUNT	-	300,000		300,000				0.00%	-
	GRAND TOTAL				34,223,135		32,983,519		3.76%	1,239,616

(5) Employee Benefits include OPEB Appropriation of \$100,000 to be transferred to the OPEB Trust Fund

(6) Debt Service will be offset by the following transfers:

Transfer from Elder Housing Maintenance Revolving \$42,062

Transfer from Fund Balance Reserve Debt Service - MSBA Reimbursement Amortization \$32,414.

Transfer from Fund Balance Reserve Amortized Premium \$341.73

ARTICLE 8. CAPITAL IMPROVEMENT PLAN (FY25 CIP)

To see if the Town will vote to raise and appropriate, or transfer from available funds, or borrow pursuant to any applicable statute, a sum or sums of money, and if so, what sum or sums, for the purpose of capital expenditures of the Town of Sherborn; and to determine if any amount borrowed under this article shall be contingent upon the passage of a ballot question exempting the amounts required to pay for the bonds from the provisions of Proposition 2 1/2 or take any action relative thereto. (*Select Board for Various Departments*)

Exempt Borrowing Funded Capital Items

NO.	LEAD DEPT.	ITEM	AMOUNT
1.	Sherborn School Committee	Pine Hill School - HVAC	\$ 300,000
2.	DPW	Dump Truck/Snow Fighter	\$ 350,000
3.	DPW	Roadway Management	\$ 250,000
4.	DPW	Stormwater (MS4 Compliance)	\$ 150,000
5.	Select Board	Public Water Supply Treatment - PFAS	\$ 75,000
6.	Recreation	Jameson Field - Tennis/Pickleball Courts and Fencing	\$ 499,000
7.	Recreation	Jameson Field - Field 4 Renovation	\$ 100,000
8.	Select Board	Sherborn Historical Items Display and Preservation Space (Design)	\$ 100,000
		Total	\$1,824,000

Advisory Committee

Exempt Borrowing Line 8.1 – Pine Hill School HVAC: \$300,000. Request is to install new systems for ventilation, humidity control, and air conditioning in the Pine Hill School auditorium, library, and cafeteria. With climate change, more days at the beginning and end of the school year have been excessively hot and that extreme heat has limited effective instruction. The heat issue has become acute for about 5 to 10 days a year recently. In response, the school has rented mobile air conditioning units and, on one occasion, has bused students to the Sherborn Library. These temporary solutions are far less than ideal. Following careful study, the school administration believes that by improving the air situation in the Pine Hill cafeteria, library, and auditorium (in which even basic ventilation is inadequate), school days could be organized so that students would not spend the full day in overheated classrooms and could be in school for full days. In addition, these changes would make temperatures in the school more comfortable on days that are warm or hot even if not excessively so. We believe these changes would improve educational effectiveness at Pine Hill School. The cost estimate for the project is \$400,000, of which the school will finance \$100,000 out of its school building rental fund.

It is expected that repayment of borrowing for this item would add about \$15 per year to the average property tax bill for 20 years for a total of about \$300.

We recommend favorable action and that the Treasurer, with the approval of the Select Board, be authorized to borrow up to \$300,000 pursuant to General Laws Chapter 44, Section 7(1) or any other applicable statute; provided however, that this appropriation shall not take effect until the Town votes to exempt from the limitation on total taxes imposed by the General Laws Chapter 59, Section 21C(k)(Proposition 2 1/2) the amounts required to pay the principal and interest on the bonds and notes authorized by this vote. (9-0)

Exempt Borrowing Line 8.2 – Dump Truck/Snow Fighter: \$350,000. Request is for new dump truck/snow fighter. This vehicle would replace a 20-year-old vehicle that is in “rough” shape. New trucks should last longer now that the Town

Garage has a wash bay. Given order lags, if this request is approved at 2024 ATM, the truck would not arrive until winter 2025.

It is expected that repayment of borrowing for this item would add about \$29 per year to the average property tax bill for 10 years for a total of about \$290.

We recommended favorable action and that the Treasurer, with the approval of the Select Board, be authorized to borrow up to \$350,000 pursuant to General laws Chapter 44, Section 7(1) or any other applicable statute; provided however, that this appropriation shall not take effect until the Town votes to exempt from the limitation on total taxes imposed by the General Laws Chapter 59, Section 21C(k)(Proposition 2 1/2) the amounts required to pay the principal and interest on the bonds and notes authorized by this vote. (9-0)

Exempt Borrowing Line 8.3 – Roadway Management: \$250,000. This request marks the fourth year of a five-year Roadway Management Plan to address deteriorating road conditions in the Town. This funding, plus Chapter 90 money from the State, will allow renovation of several areas in significant disrepair, including roads as well as guardrails around Town that are severely deteriorated in some cases.

It is expected that repayment of borrowing for this item would add about \$12.50 per year to the average property tax bill for 20 years for a total of about \$250.

We recommended favorable action and that the Treasurer, with the approval of the Select Board, be authorized to borrow up to \$250,000 pursuant to General laws Chapter 44, Section 7(1) or any other applicable statute; provided however, that this appropriation shall not take effect until the Town votes to exempt from the limitation on total taxes imposed by the General Laws Chapter 59, Section 21C(k)(Proposition 2 1/2) the amounts required to pay the principal and interest on the bonds and notes authorized by this vote. (9-0)

Exempt Borrowing Line 8.4 – Stormwater (MS4 Compliance): \$150,000. Mandates by the EPA require infrastructure improvements to comply with regulations and address flooding and analysis of water quality in various areas of the town to help mitigate the phosphorus load into the Charles River. Most of the work to date has been for planning. This request covers additional work with the consultant to keep this project moving forward in line with the federal mandate.

It is expected that repayment of borrowing for this item would add about \$12.50 per year to the average property tax bill for 10 years for a total of about \$125.

We recommended favorable action and that the Treasurer, with the approval of the Select Board, be authorized to borrow up to \$150,000 pursuant to General laws Chapter 44, Section 7(1) or any other applicable statute; provided however, that this appropriation shall not take effect until the Town votes to exempt from the limitation on total taxes imposed by the General Laws Chapter 59, Section 21C(k)(Proposition 2 1/2) the amounts required to pay the principal and interest on the bonds and notes authorized by this vote. (9-0)

Exempt Borrowing Line 8.5 – Public Water Supply Treatment for Town Campus – PFAS: \$75,000. The Town is mandated to regularly test each public water supply site for PFAS (per- and polyfluorinated substances) or so-called “forever chemicals.” Town Hall Campus and Fire Station 1 now exceed the allowable limit. Pine Hill School is still under the current limit. Based on the testing results, people in Town Campus facilities and in the Fire Station currently are drinking bottled water. Accordingly, and particularly given that the allowable PFAS limit is expected to be lowered in the future, the Town needs, and is required to develop a short-term and long-term action plan to address this issue. The requested funds are to get the planning process started. A capital request is anticipated in a future year to implement the plan.

It is expected that repayment of borrowing for this item would add a bit less than \$4 per year to the average property tax bill for 20 years for a total of about \$75.

We recommended favorable action and that the Treasurer, with the approval of the Select Board, be authorized to borrow up to \$75,000 pursuant to General laws Chapter 44, Section 7(1) or any other applicable statute; provided however, that this appropriation shall not take effect until the Town votes to exempt from the limitation on total taxes imposed by the General Laws Chapter 59, Section 21C(k)(Proposition 2 1/2) the amounts required to pay the principal and interest on the bonds and notes authorized by this vote. (9-0)

Exempt Borrowing Line 8.6 – Tennis/Pickleball Courts and Fencing (Jameson Field): \$499,000. Request is to replace the four tennis courts and surrounding fencing at Jameson Field and to construct two pickleball courts on the site of the current practice backboard. One of the four new tennis courts also will have pickleball lines painted yielding two pickleball courts, and a new tennis backboard will be erected against the new fence around the main courts. The paths and parking also will be upgraded to be ADA compliant. The current tennis courts are reaching the end of their life expectancy and show significant deterioration that cannot be readily patched. The new courts should have a 25- to 30-year life expectancy.

The courts are used year-round by players of all ages, and pickleball has seen a surge of interest in Town. In addition, the courts are rented out for lessons and summer camps and could be at risk of losing future revenue if not repaired.

To keep project costs down, the court lights are not going to be replaced, given that the existing lights should be good for another three to five years. If approved, the planned timeline is for work to begin in fall 2024, with the project lasting 3 to 5 months.

It is expected that repayment of borrowing for this item would add about \$25 per year to the average property tax bill for 20 years for a total of about \$500.

We recommend favorable action and that the Treasurer, with the approval of the Select Board, be authorized to borrow up to \$499,000 pursuant to General laws Chapter 44, Section 7(1) or any other applicable statute; provided however, that this appropriation shall not take effect until the Town votes to exempt from the limitation on total taxes imposed by the General Laws Chapter 59, Section 21C(k)(Proposition 2 1/2) the amounts required to pay the principal and interest on the bonds and notes authorized by this vote. (8-0-1)

Exempt Borrowing Line 8.7 – Field 4 Renovation (Jameson Field): \$100,000. Request is to renovate Field 4, the largest field and the next planned field to be renovated. Costs include materials and grading. Advisory believes that this project could be delayed, particularly given the substantial cost of the tennis/pickleball courts project. The Recreation Commission indicated that waiting would not raise significant safety issues and that the tennis/pickleball court replacement/addition has higher priority.

It is expected that repayment of borrowing for this item would add about \$8 per year to the average property tax bill for 10 years for a total of about \$80.

We recommend no action. (8-0-1)

Exempt Borrowing Line 8.8 – Sherborn Historical Items Display and Preservation Space (Design): \$100,000. The town of Sherborn has traditionally provided town space for the Historical Society to store and display the town's historical items, following from the Dowse family 1914 original gift for the library and associated request that space be made available for the use of the Sherborn Historical Society. During the COVID pandemic, the space used for that purpose on the lower level of Town Hall was repurposed for staff use and the Town's historical items were sent to storage. The space in Town Hall is no longer available nor appropriate for storing and displaying items so a different space is needed for that purpose. The best available space is the unfinished area in the lower level of the Town's library. Accordingly, we recommend that \$100,000 be allocated to fund architectural plans with sufficient detail to go out to bid for a Sherborn Historical Items Display and Preservation Space to be located in the unfinished lower level of the library. These detailed plans would facilitate seeking private funding and grants in support of this project. Ultimately, financing for construction

of this Display and Preservation Space would be brought before the appropriate Boards and Committees and then to Town Meeting for its consideration. Discussion during Advisory's Public Hearing emphasized the importance of developing plans that identify different options for the fit and finish of the space so as to provide options at different price points.

It is expected that repayment of borrowing for this item would add about \$5 per year to the average property tax bill for 20 years for a total of about \$100.

We recommend favorable action and that the Treasurer, with the approval of the Select Board, be authorized to borrow up to \$100,000 pursuant to General Laws Chapter 44, Section 7(1) or any other applicable statute; provided however, that this appropriation shall not take effect until the Town votes to exempt from the limitation on total taxes imposed by the General Laws Chapter 59, Section 21C(k)(Proposition 2 1/2) the amounts required to pay the principal and interest on the bonds and notes authorized by this vote. We also request that plans be solicited at various levels and price points. (7-2)

Minority Report: The Select Board seeks to provide a space for the Historical Society by building a museum in the basement of the original section of the Library. Last year, the Town paid \$13,000 for an initial design plan in order to get a detailed estimate of the complete construction cost of the project. That estimate came in at \$922,542, or \$525.36 a square foot, for what is an interior fit-out of a basement space within an existing town building. Subsequent to that estimate, the Historical Society made a request to the Capital Budget Committee in December 2023 for \$850,000 which would fund "the entire project from final design through bidding and construction."

However, it is now the position of proponents that this current \$100,000 capital request is required to estimate the cost of the project. We oppose this request for these reasons. It is not clear why, with all this having been done, spending \$100,000 is now needed. We are concerned that the \$100,000 will, in effect, become a down payment on the full project expenditure. We are concerned that the voters are potentially committing the Town to a project with an unknown cost, but one likely exceeding \$1,000,000 with borrowing costs factored in.

Free Cash Funded Capital Items

NO.	LEAD DEPT.	ITEM	AMOUNT
1.	Police Department	Police Vehicle	\$ 55,250
2.	Fire Department	Fire Turnout Gear	\$ 59,412
3.	DPW	Western Avenue Traffic Calming Design and Construction	\$ 75,000
4.	Select Board	Town Campus Security Improvements	\$ 50,000
5.	Select Board	Farm Pond Watershed Based Plan	\$ 32,000
	Total		\$271,662

Advisory Committee

Free Cash Line 8.1 – Police Vehicle: \$55,250. Request is to replace a Police Department patrol vehicle with a four-door sedan. The timing of this request is on the usual schedule for updating of the Police Department vehicle fleet. As an alternative to the requested sedan, a hybrid SUV was considered (hybrid sedans meeting the requirements for patrol vehicles are not currently available). The hybrid SUV option, however, was about \$19,000 more expensive than the sedan and not as good a fit for the Department's needs. In addition, the sedan and hybrid SUV have similar fuel economy ratings (and therefore likely similar carbon footprints) given that the SUV is a heavier vehicle.

We recommend favorable action, and that \$55,250 be transferred from Free Cash to be used for the Police Vehicle. (9-0)

Free Cash Line 8.2 – Fire Turnout Gear: \$59,412. Request is for twelve additional sets of turnout gear to serve as back-up sets for fire department members after their gear is contaminated in an emergency incident. Because this gear cannot be used again until it has been cleaned, the additional sets of gear are requested to help members get back in service faster following incidents, and in particular, electric vehicle fires, as past incidents have forced members out-of-service due to serious contaminants on the gear.

We recommend favorable action, and that \$59,412 be transferred from Free Cash to be used for Fire Turnout Gear. (9-0)

Free Cash Line 8.3 – Western Avenue Traffic Calming Design and Construction: \$75,000. Request is to fund design and construction of median islands in several key areas along Western Avenue. Speeds on Western Avenue are higher than desirable—both to the local residents and other users of the road—with a lot of truck traffic and many accidents. Over the past few years, the Department of Public Works has tested some traffic calming measures at a few key areas. These temporary islands proved to help reduce speeds and, if properly placed, can make crosswalks much safer. Moreover, the Town has been receiving funds from ADESA intended for traffic calming for some years, and this request would use some of those funds for their intended traffic-calming purpose.

We recommend favorable action, and that \$75,000 be transferred from Free Cash to be used for the Western Avenue Traffic Calming Design and Construction. (9-0)

Free Cash Line 8.4 – Town Campus Security Improvements: \$50,000. Request is for the installation/expansion of security cameras to address current security “blind spots” at the Town Library and Town Hall. This project would use enterprise-grade equipment and includes the hard wiring needed to link the expansion security cameras to current security infrastructure. The need for security cameras has been identified based on a recent security assessment. These improvements will help the Town meet our obligation to protect the assets and people in town.

We recommend favorable action, and that \$50,000 be transferred from Free Cash to be used for the Town Campus Security Improvements. (9-0)

Free Cash Line 8.5 – Farm Pond Watershed Based Plan: \$32,000. A MassDEP approved Watershed Based Plan (WBP) is required for the Town to become eligible to apply for future state mitigation grants. The requested funding would allow for completion of the plan and provide the means to pursue various grants for implementation. Farm Pond is one of the Town’s greatest treasures, and this plan will help us keep it as pristine as possible.

The request for FY2025 is for \$32,000 in funds to complete the WBP, which was initiated a year ago with an initial \$50,000 earmark to the Town from the State. The Town’s RFP on the WBP resulted in a \$82,000 bid that was awarded in late 2022. Field work by the consultant started this time last year, and will continue through 2024, with the final report and recommendations due out in early 2025.

We recommend favorable action and that \$32,000 be transferred from Free Cash to complete the Farm Pond Watershed Based Plan. (9-0)

ARTICLE 9. SUBSTANTIAL EQUIPMENT, SUPPLIES, AND SERVICE PURCHASES

To see if the Town will vote to raise and appropriate, or transfer from available funds, a sum or sums of money, and if so, what sum or sums, for the purpose of non-recurring substantial equipment, supplies, and services expenditures of the Town of Sherborn; or take any action relative thereto. (*Select Board for Various Departments*)

NO.	LEAD DEPT.	ITEM	AMOUNT
1.	Fire Department	Equipment for Electric Vehicle Firefighting	\$8,897
2.	Fire Department	Water Supply Valves	\$11,814
3.	Select Board	Server/Computer Upgrades and Replacement	\$15,000
4.	Select Board	Upgrade/Replace Town Based WiFi Equipment	\$12,000
5.	Select Board	Upgrade/Replace Audio/Video Switching System	\$10,000
6.	Select Board	Open Space & Recreation Plan Update	\$10,000
Total			\$67,711

Advisory Committee: These items represent a new category on the warrant. At the ATM in 2023, the Town voted to boost the threshold for an item to be considered a capital item from \$10,000 to \$25,000. Each item above is less than the \$25,000 threshold so none qualifies as a capital item. At the same time, these items are not annual expenses that would fit naturally into the operating budget, and we are recommending that they be financed with free cash. These items would have been considered capital in prior years when the threshold was just \$10,000.

Line Item 9.1 – Equipment for Electric Vehicle Firefighting: \$8,897. Request is for two specialized nozzles for extinguishing fires in electric vehicles (EVs) and for three specialized blankets to contain fires and fumes related to EVs. Fighting fires in electric and hybrid vehicles requires specialized materials and equipment, and, given the increasing number of electric vehicles that belong to Sherborn residents and that pass through the Town, it would be valuable to enhance the Department's capability to fight fires in these vehicles. Combatting fires in vehicles with large batteries is a serious and increasing challenge particularly if the vehicle fire occurs inside a garage.

We recommend favorable action and that \$8,897 be transferred from Free Cash to be used for Equipment for Electric Vehicle Firefighting. (9-0)

Line Item 9.2 – Water Supply Valves: \$11,814. Request is for three hydrant assist valves and three Double Clappered 5" Storz lock inlet x 5" Storz lock outlet valves for the Fire Department. These valves are needed to extend up long driveways and to span the long distances between hydrants that are common in Sherborn. These extended distances are one of the unique aspects of Sherborn, and adding new and replacing worn-out hose valves is part of maintaining the ability to fight fires as they actually occur here in town. These additional valves would allow for the same water supply setup on all fire apparatus, which would be important in the event that certain equipment is not available due to being tied up at another emergency and would ensure that fire apparatus could set up an incident in the correct way that would minimize negative outcomes

We recommend favorable action and that \$11,814 be transferred from Free Cash to be used for Water Supply Valves. (9-0)

Line Item 9.3 – Server/Computer Upgrades and Replacement: \$15,000. Request is to upgrade several key servers and workstations, some of which are more than 10 years old, to ensure continuity of IT services and to prevent catastrophic failures of servers and systems. This request is an important part of the Town's multi-year transition to more updated and functional IT infrastructure.

We recommend favorable action and that \$15,000 be transferred from Free Cash to be used for Server/Computer Upgrades and Replacement. (9-0)

Line Item 9.4 – Upgrade/Replace WiFi: \$12,000. Request is for upgrades and replacement of Town-based WiFi equipment to provide additional and more reliable WiFi in Town buildings. Over the past few years, a concerted effort has been made to improve the WiFi and wireless access to Town employees and residents within Town buildings. This would fund the replacement and upgrade of existing equipment at the police department, fire department, and DPW. (The current equipment is near the end of its usable life and no longer supports current security recommendations.)

We recommend favorable action and that \$12,000 be transferred from Free Cash to be used to Upgrade/Replace WiFi. (9-0)

Line Item 9.5 – Upgrade/Replace the Audio/Video Switching System: \$10,000. Request is to upgrade the audio and video switching and distribution equipment within the Town Hall meeting spaces. This update would allow for additional broadcast capabilities via DSCTV, as well as enable better hybrid meeting functionality.

We recommend favorable action, and that \$10,000 be transferred from Free Cash to be used to Upgrade/Replace the Audio/Video Switching System. (9-0)

Line Item 9.6 – Open Space & Recreation Plan Update: \$10,000. Request is for layout, copy editing, and printing of the Town's Open Space and Recreation Plan, which the State requires the Town to update every seven years. The Open Space Committee has started this update (to be published in 2025), and the requested funds would cover printing of 100 hard copies (substantially fewer hard copies than printed in past years). Many other Towns outsource the preparation and drafting of the Plan in contrast to Sherborn where this is being done by volunteers on the Committee.

We recommend favorable action, and that \$10,000 be transferred from Free Cash to be used for the Open Space & Recreation Plan Update. (8-0-1)

ARTICLE 10. OPIOID SETTLEMENT RECEIPTS

To see if the Town will vote to raise and appropriate or transfer from available funds in the Treasury (Free Cash) pursuant to G.L c.44 S53 Clause 4. Section 197 for the purpose of establishing a special revenue fund for Opioid Settlement receipts. These funds are to be used for programs and strategies to support opioid treatment and recovery, and to meet this appropriation, the sum of \$17,271.77 be transferred from Free Cash; or take any other action relative thereto. (*Select Board for the Advisory Committee*)

Advisory Committee: This article authorizes the creation of a fund for receipt of opioid settlement funds. These sums received by the Town (currently totaling \$17,271.77) must be used for programs and strategies to support opioid treatment and recovery. To use these funds, they must be transferred to a newly created special revenue fund. We view this as a “housekeeping” article.

We recommend favorable action and that \$17,271.77 be transferred from Free Cash to the newly created special revenue fund for Opioid Settlement receipts. (9-0)

ARTICLE 11. USE OF FREE CASH

To see if the Town will vote to appropriate from Free Cash a sum of money, and if so, what sum, to meet the appropriations for the ensuing fiscal year; and authorize the Assessors to use said sum in fixing the tax rate or take any other action relative thereto. (*Select Board for the Advisory Committee*)

Advisory Committee: This article authorizes additional uses of Free Cash not otherwise specified in this warrant. There are no proposed additional uses of Free Cash for FY25.

We recommend no action. (9-0)

ARTICLE 12. COMMUNITY PRESERVATION ACT (CPA)

To see if the Town will vote to 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; provided that the surcharge on real property shall be 1% of the annual real estate tax levy against real property commencing in fiscal year 2026; and to accept the following exemptions from such surcharge permitted under Section 3(e) of said Act: (1) the first \$100,000 of the value of each taxable parcel of residential real property; (2) property owned and occupied as a domicile by any person who qualifies for low income housing or low or moderate income senior housing in the Town, as defined in Section 2 of said Act; and (3) the first \$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. *(Select Board)*

Advisory Committee: The Community Preservation Act (CPA) became state law almost 25 years ago. For communities that choose to participate, the Act provides matching funds from the state for “quality-of-life” projects in Town, including for Open Space/Recreation, Historic Preservation, and Community Housing. A total of 196 communities in the Commonwealth have adopted CPA with 70% of the state’s population living in CPA communities. Participating towns have raised \$3.15 billion including matching funds since the programs started.

As proposed, adopting the CPA for Sherborn would entail a surcharge of 1% on property taxes, though the Town’s official tax rate would not change. The surcharge would not apply to the first \$100,000 of assessed values of residential, commercial, and industrial properties, and low-income residents and low- or moderate-income senior residents would be exempt from the surcharge. In FY23, this surcharge would have amounted to \$160 for the average-value single-family home in Town, calculated as 1% of the average single-family property tax bill with an adjustment for the exemption. That is, the surcharge is calculated as 1% of a property tax bill after accounting for the exemption, not 1% of a home’s assessed value.

The State would provide a match for the funds raised through the surcharge. Over the past five years, this match averaged 31% of the funds raised in participating towns. (The State funds the program from a \$50 surcharge on all real estate transactions and from general revenue funds. Thus, Sherborn residents are paying into the funds used for the State match, but we cannot benefit from it unless we adopt CPA.)

These funds could support many projects that the Town likely would undertake even without the financial support from the State, including renovation of recreational facilities, Farm Pond improvements, affordable housing projects, and so on. Indeed, given recent interest rates, financing projects that would be undertaken anyways via CPA funds would be less costly than financing by borrowing.

If the Town chooses to adopt the CPA, a committee would be established to make recommendations to Town Meeting on how the money would be spent and all projects would have to be approved by Town Meeting. All projects using the CPA funds would follow Sherborn’s normal planning and approval processes for expenditures, including the Boards and Committees that currently participate in decision making on capital projects.

We recognize that the Town has rejected the CPA in the past. A sizable majority of Advisory believes that now would be an advantageous time to adopt the CPA. Higher interest rates imply higher financing costs for projects that the Town chooses to undertake and, given budget pressures, the State match would provide welcome additional resources. In addition, if it turns out that CPA does not serve the Town’s interests, participation in the program can be withdrawn in the future.

We recommend favorable action and that Sherborn become a participant in the state’s Community Preservation Act (CPA). (7-2)

Minority Report: We have two objections to adopting the CPA. First, this is essentially a new 1% tax. We recognize that this is labeled as a surcharge and there are modest exemptions, but it nonetheless has the effect of a 1% tax increase. Second, the CPA legislation requires the creation of a standing committee tasked with finding opportunities to spend the funds

accumulated from this new 1% tax. We fear that the existence of a committee solely dedicated to spending money will lead to greater spending than would otherwise occur. We also observe that the matching contributions afforded to CPA communities have only shrunk over the last 20-plus years, with the State periodically stepping in to support the viability of the program with additional contributions.

ARTICLE 13. RETAIL LICENSE FOR SALE OF ALCOHOLIC BEVERAGES

To see if the Town will vote to authorize the Select Board to file a petition with the General Court to obtain special legislation to allow the Town to convert one (1) license for the sale of wine and malt beverages not to be drunk on premises to a license for the sale of all alcoholic beverages not be drunk on premises; such petition to include such additional provisions as the Select Board deems appropriate or take any other action relative thereto. (*Select Board*)

Advisory Committee: This article authorizes the process for enabling an establishment in Town (Art's Specialties, 11 South Main Street) to convert its existing license for selling wine and beer to also permit the sale of other alcoholic beverages. There are no public safety concerns, especially since this license does not permit drinking on premises, only the sale of alcoholic beverages.

We recommend favorable action. (9-0)

ARTICLE 14. AMEND SECTION 4.9 AFFORDABLE HOUSING

To see if the Town will vote to amend the Zoning Bylaws Section 4.9 (Affordable Housing) with text to be inserted shown in **bold** and text to be deleted shown in ~~strike-through~~-type, as follows:

A. Purpose and Intent. Affordable housing produced through this Section should comply with the requirements set forth in Mass. General Law (G.L.) Chapter 40B Sections 20-23 and related regulations, guidelines issued by Massachusetts ~~Department of Housing and Community Development (DHCD)~~, **Executive Office of Housing and Livable Communities (EOHLC)**, and other affordable housing programs developed by the Commonwealth of Massachusetts and/or the Town of Sherborn. ~~DHCD~~**EOHLC** each year provides formulations to define “Eligible Households”, “Affordable Housing”, “Subsidized Housing Inventory (SHI)” and similar terms used throughout this bylaw.

The purpose of this Affordable Housing Bylaw is to create housing opportunities in Sherborn for people of varying ages and income levels; to increase the supply of affordable housing for Eligible Households with low and moderate incomes; to promote a mix and geographic distribution of affordable housing throughout the town; to provide housing options for people who work in Sherborn; and to create housing units eligible for listing in the Subsidized Housing Inventory.

B. Applicability.

1. This Section shall apply to the following uses:
 - a. Any development of 62 or more ~~residential dwelling~~ **Dwelling units** ~~Units. Developments on properties that are contiguous and under common site control shall be considered a single development for purposes of this Section 4.9. Common site control may be established by showing that the same or a related person or entity holds title, ground lease, option, or contract for purchase with respect to such properties.~~
 - b. Any Subdivision development approved under Section 4.5 of these Zoning Bylaws.
 - c. Planned Unit Development (PUD) approved pursuant to a PUD special permit under Section 4.6 of these Zoning Bylaws.
 - d. Multidwelling EA Projects approved pursuant to a Preliminary Development Plan approved at Town Meeting in conjunction with a rezoning of land to EA, and a special permit under Section 5.6 of these Zoning Bylaws.
2. This Section shall not apply to the construction of single-family dwellings on individual lots if said lots were in existence prior to the effective date of this Section.

C. Mandatory Provision of Affordable Housing Units.

1. ~~In any development subject to this Section, the percentage of Affordable Housing Units required will be as specified in the following table, Affordable Housing Units Required by Project Size: Except as otherwise provided for in~~

Paragraph D 3, in any development subject to this section, 10% of the Dwelling Units in such development shall be Affordable Housing Units.

Affordable Housing Units Required by Project Size	
Project Size (Units)	Percent Affordable Units
2-5	Payment in lieu*
6 and over	15%

*For projects consisting of less than 6 Dwelling Units, see Paragraph D. 3.c below.

2. The Table above may generate a fractional Affordable Housing Unit. A fractional Affordable Housing Unit of 0.5 or higher shall be rounded up to the next whole number. Fractional housing units of less than 0.5 shall require a cash payment to the Sherborn Affordable Housing Trust as specified in Paragraph D.3. The Applicant may choose to have the fractional housing unit of less than 0.5 rounded up to the next whole number, rather than converted to a cash payment.

3. Any Affordable Housing Unit shall have a Deed Rider to regulate the future resale of the property.

D. Methods of Providing Affordable Housing Units. The Planning Board in consultation with the Sherborn Affordable Housing Board of Trustees, if in existence, may authorize one or more of the following methods for providing Affordable Housing Units, alone or in combination.

1. On-Site Units. Construction of Affordable Housing Units within the development shall be permitted by right. The following conditions shall apply:

- a. On-site Affordable Housing Units shall be in accordance with the requirements of the Local Initiative Program (LIP), a state housing initiative administered by the ~~DHCDE~~EOHLC to encourage communities to produce affordable housing for low- and moderate-income households.
- b. On-site Affordable Housing Units shall be as conveniently located to the development's common amenities as the market rate units.

2. Off-Site Units. Creation of Affordable Housing Units on a lot or parcel that is not included in the subject development may be approved by the Planning Board. The following conditions shall apply:

- a. An off-Site Affordable Housing Unit may be constructed by the Applicant or be an existing Dwelling Unit that is rehabilitated or re-purposed by the Applicant.
- b. Off-Site Affordable Housing Units need not be located in the same zoning district as the development. The required number of off-site Affordable Housing Units may be created at one or multiple locations, and may consist of a combination of newly-constructed and existing Dwelling Units, either rehabilitated or re-purposed.
- c. The location or locations of the Off-Site Affordable Housing Units shall be subject to approval by the Planning Board. Off-Site Affordable Housing Units may be constructed as (if new) or converted to (if existing) a duplex or multi-family building offering 2 or more ~~D~~welling ~~U~~nits. If in an area of single-family homes, the final result must be that the premises (including primary building, accessory structures, driveway, etc.) have the appearance of a single-family home as determined by the Planning Board. Exterior renovations/improvements shall reflect the character of the surrounding neighborhood.
- d. The Applicant shall provide a demonstration of site control, documenting that the Applicant or a related entity holds title, ground lease, option, or contract for purchase.
- e. The Applicant shall demonstrate that the land is developable and suitable for the number of Affordable Housing Units required in conformance with this Zoning Bylaw and any other relevant state and local regulations governing the property.
- f. The Applicant shall provide a demonstration of the necessary financing to complete the off-site development or rehabilitation.
- g. The Applicant shall provide an architect's conceptual site plan with unit designs and architectural elevations, and a demonstration that the site plan can meet the Site Plan Review standards set forth in Section 5.3 of this Zoning Bylaw.

- h. The Planning Board may require that the Applicant submit appraisals of the off-site property in question, as well as other data relevant to the determination of equivalent value.
- i. Off-Site Affordable Housing Units shall not be approved by the Planning Board unless it can be documented that the units will be approved by DHCDEOHLC to be added to the Town's Subsidized Housing Inventory (SHI).
- j. The DHCDEOHLC LIP (Local Initiative Program) Design and Construction Standards as may be amended shall apply.

3. Payment in lieu of Affordable Housing Units

- a. Such payments shall be made to the Sherborn Affordable Housing Trust if in existence.
- b. ~~For projects with 6 or more units, the payment shall be according to the following formula:~~

$$N \times (M-A) = \text{Required payment in lieu payment to the Affordable Housing Trust}$$

Where

N = the number of required ~~affordable~~Affordable housing Housing Units based on calculated pursuant to Section 4;9.C.

M = the median sales price for market rate housing units during the 24 months prior to the submission date of the project application. The value of M is determined by the Sherborn Board of Assessors.

A = the DHCDEOHLC determined selling price of an affordable unit for the housing type in the proposed development.

Example A: Project size is ~~40~~15 housing units. Based on ~~15~~10% affordable units, ~~1.5~~ affordableAffordable Housing Units are required, and must be rounded up to 2. Where $M = \$850,000$ and $A = \$250,000$, then $2 \times (\$600,000) = \$1,200,000$ payment in lieu of ~~affordable housing~~providing Affordable Housing Units. The applicant may decide to build 2 ~~affordable~~Affordable Housing Units instead of making a payment or build 1 ~~affordable~~Affordable Housing Unit and make a payment of \$600,000.

Example B: If Project size is 40 housing units. Based on 15% affordable units, 6 affordable housing units are required. Where $M = \$850,000$ and $A = \$250,000$, then $6 \times (\$600,000) = \$3,600,000$ payment in lieu of affordable housing. The applicant may decide to build 5 affordable units and make a payment of \$600,000 or any other proportional combination.

- c. ~~For projects with fewer than 6 units, the payment shall be according to the following formula:~~ $TU/6 \times (M-A) = \text{Required in lieu payment to Affordable Housing Trust}$

Where

TU = Total Units proposed.

M & A are the same as above.

Example C: Project size (TU) is 4 housing units. $TU/6 = 0.66667$. Where $M = \$850,000$ and $A = \$250,000$, then $TU/6 \times (\$600,000) = \$400,000$ payment in lieu of affordable housing. The applicant may decide to build 1 affordable unit instead of making a payment. Projects that voluntarily provide an Affordable Housing Unit shall be exempt from such payment.

- d. ~~Payments in lieu of Affordable Housing units shall not be accepted as part of a rental development, either mixed use or multifamily development.~~
- e. ~~The timing of payments in lieu shall be made according to the table "Schedule for Completion of Affordable Housing Units" set forth in Paragraph H1 herein.~~

E. Location and Comparability of Affordable Housing Units

1. The permit application for the proposed development shall include a plan showing the proposed locations of the Affordable Housing Units.
2. Newly constructed on and off-site Affordable Housing Units shall:
 - a. Comply at a minimum with the DHCDEOHLC LIP Design and Construction Guidance as it may be amended, including the requirement that Affordable Housing Units, except for size, shall be indistinguishable from market-rate units as viewed from the exterior.
 - b. Be equivalent to the market-rate units in terms of design, quality of construction and workmanship, mechanical, plumbing, heating and cooling systems, roofing, insulation, windows and energy efficiency;
 - c. Include a garage(s) and/or parking space if the market-rate units include a garage(s) and/or parking space;

- d. Contain good quality and highly durable interior finishes, flooring, lighting and plumbing fixtures, and appliances that are consistent with contemporary standards for new housing and installed with equivalent workmanship to the market rate units.
- e. Provide product and system warranties equivalent to those supplied for market rate units.

3. Off-site rehabilitated units for affordable housing shall comply at a minimum with the following criteria:

- a. Exterior renovations/improvements shall reflect the character of the surrounding neighborhood.
- b. The ~~DHCDEOHL~~C's LIP Design and Construction Standards as may be amended shall apply.

4. Newly constructed Affordable Housing Units shall contain at least the minimum amount of interior living space, excluding basement space, as specified in the ~~DHCDEOHL~~C LIP Design and Construction Guidance.

5. In the case of existing off-site ~~Dwelling~~ Units purchased and resold or rented as Affordable Housing Units with an appropriate deed restriction, the Planning Board may make reasonable exceptions for the size and number of bedrooms.

6. The owners and tenants of market-rate and on-site Affordable Housing Units shall have the same rights and privileges to use any common amenities within the development.

7. The Building Commissioner may inspect the premises to ensure that the developer has complied with these requirements and if necessary, require reasonable changes to achieve compliance.

F. Affordable Purchase and Rental Prices.

1. The initial affordable purchase price shall comply with the ~~DHCDEOHL~~C LIP Guidelines in effect when the Regulatory Agreement is filed with ~~DHCDEOHL~~C. The Regulatory Agreement is a comprehensive agreement among the Town, developer and ~~DHCDEOHL~~C, which defines the responsibility for monitoring and enforcing the affordable unit in perpetuity. It determines the calculations used to determine an affordable purchase price that is be consistent with the terms, rates, fees, down payments, and other requirements of first-time homebuyer mortgage products available from lending institutions licensed by the Commonwealth of Massachusetts in accordance with the requirements of ~~DHCDEOHL~~C.
2. In a rental project, the initial affordable rent shall comply with applicable ~~DHCDEOHL~~C requirements and LIP Guidelines.

G. Applicant Responsibilities.

1. Marketing Plan for Affordable Housing Units. The Applicant shall select Qualified Purchasers and Renters via lottery under an Affirmative Fair Housing Marketing Plan prepared and submitted by the Applicant and approved by the Planning Board in consultation with the Sherborn Affordable Housing Trust. The marketing plan shall comply with LIP Guidelines in effect on the date of filing the Regulatory Agreement with ~~DHCDEOHL~~C.
2. Regulatory Agreement. For both ownership and rental projects, the Applicant shall prepare the Regulatory Agreement in consultation with and for approval by the Town of Sherborn and ~~DHCDEOHL~~C. Said Regulatory Agreement will be executed by ~~DHCDEOHL~~C, the Town of Sherborn, and the Applicant. The Applicant shall record the Regulatory Agreement with the Middlesex County Registry of Deeds or Registry District of the Land Court.
3. Deed Restriction. The Applicant shall prepare a Deed Rider for each Affordable Housing Unit that is consistent with that used in the LIP and the Regulatory Agreement to be recorded with the Middlesex County Registry of Deeds or Registry District of the Land Court.

H. Timing of Construction of Affordable Housing Units.

1. On-site Affordable Housing Units shall be constructed in accordance with table below. Proportionality shall be determined by the number of building permits issued for affordable and market-rate units. In accordance with the table, Affordable Housing Units shall not be the last units to be built in any development that is subject to this Section.

Schedule for Completion of Affordable Housing Units	
Percent Market-Rate Units	Percent Affordable Units
Up to 30%	None required
30% plus 1 unit	At least 10%
Up to 50%	At least 30%
Up to 75%	At least 50%
75% plus 1 unit	At least 70%
Up to 90%	100%

2. Construction or rehabilitation of Off-Site Affordable Housing Units shall follow the same schedule as for on-site units in the Schedule for Completion of Affordable Housing Units table.
3. In the case of payments in lieu of Affordable Housing Units, the following methods of payment may be used at the option of the Applicant:
 - a. The total amount due shall be paid upon the release of any lots or, in the case of a development other than a subdivision, upon the issuance of the first building permit; or,
 - b. The total amount due shall be divided by the total number of market rate units in the development. The resulting quotient shall be payable at, or prior to, the closing of each market rate unit; or,
 - c. A combination of the above methods if approved by the Planning Board.

I. Preservation of Affordability.

1. Homeownership and rental Affordable Housing Units provided under this Section shall be subject to the requirements of guidelines issued by ~~DHCDEOHL~~ and a ~~DHCDEOHL~~ approved Deed Rider that complies with LIP requirements as they may be amended for inclusion in the Chapter 40B Subsidized Housing Inventory and is enforceable under G.L. Chapter 184, Section 26 or G.L. Chapter 184, Sections 31-32. Affordable Housing Units required by and provided under the provisions of this Section shall remain affordable to the designated income group in perpetuity, or for as long as legally permissible.
2. No building permit for any unit in a development subject to this Section shall be issued until the Town has approved the Regulatory Agreement and the Applicant has submitted it to ~~DHCDEOHL~~. Further, the building permit representing fifty-one percent of the development shall not be issued until the Regulatory Agreement has been approved by ~~DHCDEOHL~~ and recorded with the Middlesex County Registry of Deeds or Registry District of the Land Court.
3. For homeownership units, issuance of the certificate of occupancy for any Affordable Housing Unit is contingent on a ~~DHCDEOHL~~-approved Deed Rider signed by the qualified purchaser and recorded with the Middlesex County Registry of Deeds or Registry District of the Land Court.
4. Subsequent resale of an Affordable Housing Unit shall be made to a qualified affordable housing purchaser in accordance with the deed restriction.
5. The purchaser of an Affordable Housing Unit shall execute a Deed Rider in a form provided by the ~~DHCDEOHL~~, granting, among other things, the Town of Sherborn the right of first refusal to purchase the property in the event that a subsequent qualified purchaser cannot be found.

or take any other action relative thereto. (*Board of Selectmen for the Planning Board*)

Advisory Committee: This article would amend the Town's Affordable Housing Zoning Bylaw (Section 4.9). The current bylaw creates "so-called" inclusionary zoning which is one tool the Town can use to encourage additional affordable housing in a way that allows the Town to maintain control over the development process in contrast to the 40B process in which the Town has limited ability to control the type or direction of a project. Initially developed on the heels of the Town's first Housing Production Plan in 2017, this bylaw requires that 15% of units in a development be affordable (or that the developer make a payment to the Town "in-lieu" of building the affordable units) and that this requirement would kick in for projects with two or more units. To date, no developer has been interested in projects in Town under this bylaw suggesting that the formula is not working as intended. Accordingly, the Planning Board would like to amend the bylaw to change the 15% requirement to 10% and to boost the minimum project size to which the bylaw would apply from 2 units to 6 units. The other marked changes to the bylaw are updates or housekeeping changes that would not have substantive effects.

Making these changes would increase the likelihood of a developer completing a project under this bylaw. Some other towns incentivize affordable housing with tools not currently workable in Sherborn, so the proposed bylaw changes are one thing that we can do to support affordable housing. The change to a 10% affordable unit requirement also would make this bylaw align with the requirements in the MBTA Communities zoning that the Town will need to consider in the next year.

With respect to the proposed developments on Coolidge Street, those projects would be subject to the zoning bylaws in effect when the developer presents the Town with a full plan (which has not yet occurred).

We recommend favorable action. (9-0)

ARTICLE 15. AN AMENDMENT TO THE “LONGEVITY POLICY” ADOPTED AT THE 2023 ATM

....to amend the longevity policy adopted at the Annual Town Meeting of 2023 by removing the provision to exclude a benefit eligible elected employee and to provide for the inclusion of a benefit eligible elected employee who meets all the other necessary requirements designated in the accepted policy...and to add \$518.00 to the 2025 budget of the Town Clerk for this purpose.

(Citizen’s Petition: Nancy Hess and 55 others)

Advisory Committee: This article amends the “Longevity Policy” adopted at the 2023 ATM so that benefit-eligible elected employees would be eligible for longevity payments. Currently, this would allow the elected Town Clerk to receive longevity payments in parallel with other eligible employees with the same longevity of Town service.

We recommend favorable action. (9-0)

Capital Budget Committee Report for Fiscal Year 2025

Peter Moores (*Chair*), Coralinda Lincoln, Nora Lynch Smith (*Advisory Member*), Michael Flanagan (*Alternate*)

The duties of the Capital Budget Committee are set forth in Chapter 6 of Sherborn's General By-laws. The Committee, appointed by the Town Moderator, "...shall consider all matters relating to proposed expenditures of money for capital improvements and may make recommendations to the Town and all Town Boards, Officers and Committees with reference to such expenditures." The By-laws define a capital improvement as "...a physical betterment or item of equipment having a useful life, of at least five years, and a cost of twenty-five thousand dollars (\$25,000) or more."

The Committee is responsible for evaluating each capital request on its individual merit, regardless of its proposed source of funding. We do not rank individual requests against each other or against other noncapital funding requests. We do, however, ask any department or sponsor with multiple capital requests to list each proposed project in order of that department's own priorities. We also evaluate any request in light of the town's six-year capital budget plan and the town's future needs and anticipated expenditures.

Each sponsor of a capital request is asked to provide the following information for the Committee's consideration:

- A clear description of the project with available quantitative data;
- A statement explaining the need for or benefit of the project, including whether it satisfies one of the following possible reasons: replaces an aged or poor functioning item, addresses health and safety, meets a regulatory mandate, reduces future costs, or enhances services in a cost-effective manner;
- An indication that alternative solutions and funding sources have been investigated;
- Three quotes; or one quote from state bid list; or one quote from existing, approved supplier;
- Information showing an alignment with a recent engineering study, if applicable; and
- A six-year forecast of future capital requests.

ARTICLE 8 Capital Improvement Plan

A. Exempt Borrowing Funded Capital Items

1. Pine Hill School - HVAC. This request is for the acquisition and installation of HVAC systems that will replace the existing heating and ventilation systems existent in certain large education spaces within the Pine Hill School, including the auditorium, cafeteria, and the library. The new HVAC systems will provide air conditioning capabilities that were previously unavailable. The new HVAC units will have a life expectancy of approximately 20 years and can be utilized even if Pine Hill School is renovated before the expected lifespan of the units is complete. Total of \$300,000 for the new HVAC systems. ***We recommend favorable action.***

2. Department of Public Works - Dump Truck/Snow Fighter. This request is to replace a 2003 International 7500 dump truck with plow with a new dump truck/snow fighter to be acquired from a supplier on a state contract. The dump truck is expected to last longer than the 20 years of the old truck due to new DPW maintenance facilities. Total of \$350,000 for a new vehicle and associated truck equipment. ***We recommend favorable action.***

3. Department of Public Works Roadway Management. This request is for funding supplemental to Chapter 90 state funding to address deteriorating road conditions in the Town. This funding, plus Chapter 90 money, will allow renovation of several areas in significant disrepair. The repairs to the roadways have an expected lifespan of more than five years. Total of \$250,000 for roadway renovations. ***We recommend favorable action.***

4. Department of Public Works Stormwater (MS4 Permit Compliance). This request is to fund another year of a multi-year program to comply with EPA mandates for phosphorus reduction in the Charles River Watershed. AECOM, located in Manchester, New Hampshire, is the consultant for Sherborn's Storm Water Management Program to comply with the Municipal Separate Storm Sewer System (MS4) Permit. Total of \$150,000 is the estimated cost of compliance for FY25. ***We recommend favorable action.***

5. Select Board - Public Water Supply Treatment Re: PFAS. This request is for the design and permitting of water treatment for removal of poly-fluoroalkyl substances (PFAS) at several town facilities. These sites include Town Hall Campus, Fire Station 1, Woodhaven Elder Housing/Leland Farms, and Pine Hill Elementary. Total of \$75,000 to develop the design and permitting of PFAS removal. **We recommend favorable action.**

6. Recreation – Tennis/Pickleball Courts and Fencing by Jameson Field. This request is to renovate the tennis courts by Jameson Field, including replacing the fencing around the courts and making them more accessible for those with mobility challenges, and to replace the practice bounce-back wall adjacent to the existing tennis courts with two pickleball courts. The existing tennis court was installed more than 20 years ago, and the renovated tennis court has a life expectancy of approximately 30 years. Total of \$499,000 will renovate tennis courts, improve accessibility, and create two new pickleball courts. **We recommend favorable action.**

7. Recreation – Jameson Field 4 Renovation. This request is for the renovation of the Jameson 4 baseball field and diamond. Jameson 4 is the only full-sized baseball field in Sherborn and one of the only two full-sized diamonds in Dover-Sherborn. The renovation to Jameson 4 field is part of Recreation's multi-year plan to renovate each of the fields at Jameson to improve their safety and playability. The renovations have a life expectancy of eight to twelve years. Total of \$100,000 to renovate Jameson 4 baseball field. **We recommend favorable action.**

8. Select Board – Sherborn Historical Items Display and Preservation Space (Design). This request is for the estimated costs of the architectural design and specifications for the creation of a display and preservation space for Sherborn historical items to be located in the basement of the library. Sherborn has a rich history and possesses numerous historical documents, pictures, and artefacts marking and recording that history. Sherborn's former space for storing and displaying these historical items in the basement of the Town Hall is no longer available because the space was converted to office and storage space for various town departments. Total of \$100,000 to create architectural designs and specifications that can be used for grant petitions and contract bidding. **We recommend favorable action.**

B. Free Cash Funded Capital Items

1. Police Department – Police Vehicle. This request is for the department's long-term replacement cycle for police vehicles. The proposed vehicle for purchase is an internal combustion engine 4-door sedan police vehicle with associated police vehicle equipment. The new vehicle will replace a 2017 Police Interceptor with a v6 gas engine. The expected lifespan of the new police vehicle is more than five years. Total of \$55,250 to replace police vehicle. **We recommend favorable action.**

2. Fire Department – Fire Turnout Gear. This request is to purchase twelve additional sets of fire turnout gear to serve as backup sets for members of the fire department. Turnout gear consists of equipment department members wear to protect themselves while fighting fires and can become contaminated by various toxic carcinogens in smoke. Turnout gear can be professionally cleaned to remove those toxins, and the additional sets of gear will be available for fire fighters while gear is being cleaned. The fire turnout gear has a life expectancy of more than five years. Total of \$59,412 for twelve additional sets of fire turnout gear. **We recommend favorable action.**

3. Department of Public Works – Western Avenue Traffic Calming Design and Construction. This request is for the design and construction of multiple calming measures to slow traffic and increase safety along Western Avenue in Sherborn. Multiple engineering studies have been completed noting the safety risks and high rate of speed along Western Avenue. Results from those studies showed that temporarily installed splitter islands did reduce speeds and increase safety at a few key areas. The town's conclusion is that properly placed splitter islands and similar measures can make crosswalks much safer in the area of the Barber Reservation and Fessenden Fields. The new measures would have a life expectancy of more than five years. Total of \$75,000 for the design and construction of calming measures on Western Avenue. **We recommend favorable action.**

4. Select Board – Town Campus Security Improvements. This request is to fund the initial implementation of up to six additional security cameras to cover the Town Hall and Library entrances and adjacent parking areas. A recent security

assessment has identified the need for additional security cameras for locations and areas on the Town Campus that are not already covered by cameras located in or around the police station. Total of \$50,000 for the acquisition, installation, and connection of the security cameras to the current system. **We recommend favorable action.**

5. Select Board – Farm Pond Watershed Based Plan. This request is to complete funding for the 2023-2024 Watershed Based Plan for Farm Pond. The town has received \$50,000 from the state to conduct a comprehensive Watershed Based Plan with detailed assessment of the drivers behind the recent years water quality deterioration and cyanobacteria at Farm Pond. The full work will cost a total of \$82,000. The requested amount of \$32,000 will complete funding for the plan. A MassDEP approved watershed based plan is required to apply for any future Farm Pond improvement grants. Total of \$32,000 to complete the watershed based plan for Farm Pond. **We recommend favorable action.**

ARTICLE 9 Substantial Equipment, Supplies, and Service Purchases

1. Fire Department – Equipment for Electric Vehicle Firefighting. This request is to acquire a fire equipment to assist in extinguishing and mitigating electric vehicle fires. Electric vehicle fires are an increased threat in Sherborn due to the increasing number of electric or hybrid vehicles. EV fire blankets are pieces of equipment that help contain the fire when an electric or hybrid car battery catches fire. The blankets can only be used once. Extended length fire nozzles would assist firefighters by being able to reach directly to areas of an electric vehicle where batteries are stored on board, like the bottom undercarriage, in the event of a battery fire. If acquired, these items will enable the department to adopt new standard operating procedures for combatting electric vehicle battery fires. Total of \$8,897 for electric vehicle firefighting equipment. **We recommend favorable action.**

2. Fire Department – Water Supply Valves. This request is to purchase additional water supply valves so that the Sherborn fire department will have the same water supply setup for all fire apparatus. The two types of requested valves are hydrant assist valves and Siamese valves. The additional valves enable the fire department to equip all trucks with the same capabilities to link hoses and access hydrants to combat house and building fires in town, especially for those at properties with either long driveways or otherwise limited access. Currently, the fire department does not have enough valves to supply all trucks, which could cause delayed firefighting capabilities when the department is responding to multiple calls or when the truck without the requisite valves responds first to a call. Total of \$11,814 for water supply valves for the fire department. **We recommend favorable action.**

3. Select Board – Server/Computer Upgrades and Replacement. This request is to upgrade a number of town-based servers which house both credential and file storage. The current servers are beyond their expected service life and pose a risk to town functions if equipment failure was to occur. The project would fund two replacement servers and up to five new PC's or laptops, including ancillary equipment to avoid any failure or permanent loss of data/function. Total of \$15,000 for server and computer upgrades to town hardware. **We recommend favorable action.**

4. Select Board – Upgrade/Replace Town Based WIFI Equipment. This request is to replace and upgrade the existing equipment for WIFI and wireless access at the police, fire, and public works departments which are all beyond their usable life and no longer support current security recommendations. Funds would be used to purchase new access points, along with support licenses and small cabling needs for connectivity. Total of \$12,000 for replacement and upgrade to multiple two departments' WIFI equipment. **We recommend favorable action.**

5. Select Board – Upgrade/Replace Audio/Video Switching System for Town Hall. This request is to upgrade and improve the audio and video switching and distribution within the meeting space at the town hall to allow for additional broadcast capabilities via DSCTV as well as to display hybrid meeting output to multiple video displays sources at the same time. This upgrade should improve the meeting space and allow for residents attending in-person to better hear and view the meeting proceedings. Total of \$10,000 for audio/video switching upgrades at the Town Hall. **We recommend favorable action.**

6. Open Space & Recreation Plan Update. This request is to pay for the layout, copy editing, and printing of the update to the Open Space & Recreation Plan. The plan update will be drafted on behalf of the Town by Sherborn's Open

Space Committee in conjunction with other Sherborn boards and committees. Total of \$10,000 for finalizing and printing the update to the Open Space & Recreation Plan. **We recommend favorable action.**

NOTES:

From the Town Clerk's Office – Voting Information

Vote by Mail for the May 14th Annual Town Election will be available to anyone that previously filled out an application and checked off that they wish to receive a Vote by Mail ballot for all 2024 elections. Ballot packets should be mailed out to applicants by the end of April. Polls on May 14th will be open for in person voting, from 7am-8pm. For those that have not already submitted an application for 2024, the 2024 Vote by Mail Application form is on the Town Clerk's page of the Town website, www.sherbornma.org under Town Clerk documents.

The September State Primary will be held on Tuesday, September 3, 2024, and Early Voting in Person will be available the week before the Primary. The Presidential Election will be held on Tuesday, November 5, 2024, and Early Voting in Person will be held for 2 weeks before the election. Please check the calendar on the Town website for times and dates as we get closer to the elections. Anyone that requested a Vote by Mail ballot for the Primary and/or the Presidential Election will receive ballot packets for those elections.

Please call the Town Clerk's office (508-651-7853) with any questions or if you are unsure if you have requested a Vote by Mail ballot for any of the upcoming elections.

**Report of the Sherborn Advisory Committee
2024 ANNUAL TOWN MEETING
Sherborn, MA 01770**

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Sherborn, MA 01770
Permit No. 6

**RESIDENT
SHERBORN, MA 01770**

Please bring this report with you to
The 2024 Annual Town Meeting
Tuesday, April 23, 2024, 7PM
Lindquist Commons
Dover Sherborn Regional High School