

**CERTIFIED MINUTES  
FOR THE  
ANNUAL TOWN MEETING  
May 6, 2024  
Town of Windsor  
Commonwealth of Massachusetts  
Berkshire, ss**

51 of the 705 inhabitants of the Town of Windsor qualified to vote in town affairs met at the Windsor Town Hall, located at 1927 Route 9, Windsor, Massachusetts, on **May 6, 2024**, at 7:00 PM, and then and there to acted upon the following:

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**[Consent Calendar- Articles 1-5]**

**Article 1:** To see if the Town will vote to choose a Moderator for the Annual Town Meeting if the elected Moderator is absent.

*The elected Moderator, Charles Sturtevant, was present and presided over the meeting.*

**All Articles were moved and seconded.**

*The Consent Calendar was taken as one, Articles 2 – 5.*

*Sue Jacobs moved to accept Articles 2-5. Glenn Roy seconded motion.*

**Article 2:** To see if the Town will vote to accept the reports of the Select Board, Treasurer, and other town officers.

**Article 2: The Town voted to accept the reports of the Select Board, Treasurer, and other town officers.**

**Article 3:** To see if the Town will vote to authorize the Select Board to apply for state or federal grants, and to expend any monies received, as outlined in the appropriate grant application(s).

**Article 3: The Town voted to authorize the Select Board to apply for state or federal grants, and to expend any monies received, as outlined in the appropriate grant application(s).**

**Article 4:** To see if the Town will vote to authorize the Select Board to apply for and accept State Grants from the Massachusetts Department of Transportation Highway Division pursuant to G.L. Ch. 90, and to expend those funds for the purposes of state-approved Chapter 90 projects, services, and purchases, or any other enabling authority.

**Article 4: The Town voted to authorize the Select Board to apply for and accept State Grants from the Massachusetts Department of Transportation Highway Division pursuant to G.L. Ch. 90, and to expend those funds for the purposes of state-approved Chapter 90 projects, services, and purchases, or any other enabling authority.**

**Article 5:** To see if the Town will vote, pursuant to the provisions of Section 53E 1/2 of Chapter 44 of the General Laws, to authorize the spending limits of the revolving funds established by the Town's General

Bylaws entitled “Revolving Funds,” for the fiscal year beginning July 1, 2024, as outlined in the chart below or take any other action relative thereto. Expenditures from said funds shall not exceed the amount of funds received in the respective accounts or authorized below, shall come from any funds received by the respective boards and officers for performing services, shall be used solely for the purpose of coordinating and carrying out the programs delineated and shall be approved by a majority vote of the respective boards or officers.

Inspectional Services Revolving Fund	\$15,000
Zoning Board Revolving Fund	\$ 2,000
Tax Title Collection Revolving Fund	\$ 5,000
Wetland Protection	\$ 2,000
Conservation Consultant Fee	\$ 2,500
Building Rental Revolving Fund	\$ 2,500
MLP Broadband Revolving Fund	\$ 5,000

**Article 5: The Town voted, pursuant to the provisions of Section 53E 1/2 of Chapter 44 of the General Laws, to authorize the spending limits of the revolving funds established by the Town’s General Bylaws entitled “Revolving Funds,” for the fiscal year beginning July 1, 2024, as outlined in the chart below or take any other action relative thereto. Expenditures from said funds shall not exceed the amount of funds received in the respective accounts or authorized below, shall come from any funds received by the respective boards and officers for performing services, shall be used solely for the purpose of coordinating and carrying out the programs delineated and shall be approved by a majority vote of the respective boards or officers.**

<b>Inspectional Services Revolving Fund</b>	<b>\$15,000</b>
<b>Zoning Board Revolving Fund</b>	<b>\$ 2,000</b>
<b>Tax Title Collection Revolving Fund</b>	<b>\$ 5,000</b>
<b>Wetland Protection</b>	<b>\$ 2,000</b>
<b>Conservation Consultant Fee</b>	<b>\$ 2,500</b>
<b>Building Rental Revolving Fund</b>	<b>\$ 2,500</b>
<b>MLP Broadband Revolving Fund</b>	<b>\$ 5,000</b>

**MODERATED DECLARED UPON VOTE: MOTION CARRIED. NO ONE OPPOSED.**

**Article 6:** To see if the Town will vote to raise and appropriate such sums of money as shall be deemed necessary for all charges and expenses of the Town for the fiscal year beginning July 1, 2024 and to vote to set the salaries and compensation of all elected officers of the Town in accordance with the provisions of Section 108 of Chapter 41 of the General Laws, effective July 1, 2024, as noted on the attached Schedule A, or take any other action relative thereto. *(The Select Board and the Finance Committee recommend this article as written.)*

**SEE ATTACHED [LINE ITEMS] SCHEDULE A**

*[Fiscal Year 2024 amounts are shown for comparative purposes. Please see the Line Items, Explanations, and Compensation section following this warrant for detailed information. Any voter who questions a specific line item need only flag it for discussion.]*

**All line items in Article 6 were moved and seconded.  
All line items in Article 6 passed unanimously.**

**Article 6: The Town voted to raise and appropriate such sums of money as shall be deemed necessary for all charges and expenses of the Town for the fiscal year beginning July 1, 2024 and to vote to set the salaries and compensation of all elected officers of the Town in accordance with the provisions of Section 108 of Chapter 41 of the General Laws, effective July 1, 2024, as noted on the attached Schedule A.  
SEE ATTACHED [LINE ITEMS] SCHEDULE A**

**MODERATOR DECLARED ALL LINE ITEMS IN ARTICLE 6 PASSED UNANIMOUSLY.**

**Article 7:** To see if the Town will vote to raise and appropriate, pursuant to G.L. c.40 §6, the sum of \$40,000 to the Reserve Fund, to provide for extraordinary or unforeseen expenditures, with use of said funds subject to the approval of the Finance Committee or take any other action thereto. *(The Select Board and the Finance Committee recommend this article as written.)*

*Kim Tobin motioned to approve Article 7. Sue Jacobs seconded the motion.*

**Article 7: The Town voted to raise and appropriate, pursuant to G.L. c.40 §6, the sum of \$40,000 to the Reserve Fund, to provide for extraordinary or unforeseen expenditures, with use of said funds subject to the approval of the Finance Committee.**

**MODERATOR DECLARED UPON VOTE: MOTION CARRIED. NO OPPOSITION.**

**Article 8:** To see if the Town will vote to raise and appropriate the sum of \$10,000 for the Municipal Light Plant depreciation fund 490-9001 or take any other action relative thereto. *(The Select Board and the Finance Committee recommend this article as written.)*

*Explanation: Whip City Fiber has provided this sum as an estimate of what Windsor needs to allocate annually to a depreciation account that will enable the owner to replace obsolete equipment every ten years.*

*Sue Jacobs moved to approve Article 8 as presented. Kim Tobin seconded the motion.*

**Article 8: The Town voted to raise and appropriate the sum of \$10,000 for the Municipal Light Plant depreciation fund 490-9001.**

**MODERATOR DECLARED UPON VOTE: MOTION CARRIED. NO OPPOSITION.**

**Article 9:** To see if the Town will borrow \$671,000 to pay for two FY25 Capital expenditures, as shown in the attached “Capital Spending Plan – Borrowing (Schedule B),” and that to meet said appropriation the Treasurer, with the approval of the Select Board, is authorized to borrow said sum of money under M.G.L. c. 44, or another enabling authority, and to issue bonds and notes therefore, or take any other action relative thereto. *(The Select Board and the Finance Committee recommend this article as written.)*

**SEE ATTACHED CAPITAL SPENDING PLAN SCHEDULE B—BORROWING**

*Any item on the attached Capital Spending Plan Schedule B (ATTACHED) can be discussed separately upon the request of any voter. Please see the list for notations about specific items.*

**Michael MacDonald moved to change Article 9 to \$707,000. Kim Tobin seconded the motion.**

**Article 9: The Town voted to borrow \$707,000 to pay for two FY25 Capital expenditures, as shown in the attached “Capital Spending Plan – Borrowing (Schedule B),” and that to meet said appropriation the Treasurer, with the approval of the Select Board, is authorized to borrow said sum of money under M.G.L. c. 44, or another enabling authority, and to issue bonds and notes therefore.**

**MODERATOR DECLARED UNANIMOUS VOTE.**

**Article 10:** To see if the Town will raise and appropriate the sum of \$51,500 for FY25 Capital expenditures as shown in the attached Schedule C “Capital Spending Plan—Non-borrowing” subject to the approval of the Select Board, or take any other action relative thereto. *(The Select Board and the Finance Committee recommend this article as written.)*

**SEE ATTACHED CAPITAL SPENDING PLAN SCHEDULE C—NON-BORROWING**

*Any item on the attached Capital Spending Plan Schedule B--Non-Borrowing (ATTACHED) can be discussed separately upon the request of any voter. Please see the list for notations about specific items.*

**Michael MacDonald moved to change Article 10 to \$63,500. Jamie Hyatt seconded the motion.**

**Article 10: The Town voted to raise and appropriate the sum of \$63,500 for FY25 Capital expenditures as shown in the attached Schedule C “Capital Spending Plan—Non-borrowing” subject to the approval of the Select Board.**

**MODERATOR DECLARED UPON VOTE: MOTION CARRIED. NO OPPOSITION.**

**Article 12:** To see if the Town will vote to transfer the sum of \$141,700 from Certified Free Cash to pay principal on debt that will fall due in FY25, or take any other action relative thereto.

*Michael MacDonald moved to change Article 12 to \$136,700. Holly Higinbotham seconded the motion.*

**Article 12:** The Town voted to transfer the sum of \$136,700 from Certified Free Cash to pay principal on debt that will fall due in FY25.

**MODERATOR DECLARED UPON VOTE: MOTION CARRIED. NO OPPOSITION.**

**Article 13:** To see if the Town will vote to transfer the sum of \$59,544 from Certified Free Cash to the General Stabilization Fund, or take any other action relative thereto. (This article requires a majority vote.)

*Michael MacDonald moved to change Article 13 to \$64,554. Jamie Hyatt seconded the motion.*

**Article 13:** The Town voted to establish an EMS Service Director position in the Fire Department for a term of three years, per the attached job description (Schedule D).

**MODERATOR DECLARED UPON VOTE: MOTION CARRIED. NO OPPOSITION.**

**Article 14:** To see if the Town will vote to establish an EMS Service Director position in the Fire Department for a term of three years, per the attached job description (Schedule D), or take any other action relative thereto. *(The Select Board recommends this article as written.)*

*Chris Cozzaglio moved to approve Article 14 as written. Charlie Riley seconded the motion.*

**Article 14:** The Town voted to establish an EMS Service Director position in the Fire Department for a term of three years, per the attached job description (Schedule D).

**MODERATOR DECLARED UPON VOTE: MOTION IS CARRIED. NO OPPOSITION.**

**Article 15:** To see if the Town will vote to raise and appropriate the sum of \$2,000 for the annual stipend for the EMS Service Director, or take any other action relative thereto. This item requires a majority vote. *(The Select Board and the Finance Committee recommend this article as written.)*

*Chris Cozzaglio moved to bypass Article 15 because we already approved the stipend when we approved line 81. Jamie Hyatt seconded the motion.*

**MODERATOR DECLARED UPON VOTE: MOTION CARRIED. NO OPPOSITION.**

**Article 16:** To see if the Town will vote to approve the Central Berkshire Regional School District Amended Regional Agreement as presented by the School Committee, which is on file at the Town Clerk's Office, Superintendent of Schools Office, and the Windsor Public Library.

*Jessica Buoymaster made a motion to accept Article 16. Kim Tobin seconded the motion.*

**Article 16: The Town voted to approve the Central Berkshire Regional School District Amended Regional Agreement as presented by the School Committee, which is on file at the Town Clerk's Office, Superintendent of Schools Office, and the Windsor Public Library.**

**MODERATOR DECLARED UPON VOTE: MOTION CARRIED. NO OPPOSITION.**

*Meeting Adjourned 8:14 PM*

**A TRUE COPY ATTEST**

\_\_\_\_\_ Date: May 7, 2024  
Sandra G. Kalmus  
Windsor Town Clerk

**SCHEDULE A**  
**Town of Windsor: FY25 Budget as Approved**

		FY22	FY23	FY24	FY25	
		Actual	Actual	Approved	Approved	% change FY24- 25
	<b>GENERAL GOVERNMENT</b>	<b>237407</b>	<b>269043</b>	<b>308081</b>	<b>310841</b>	<b>0.9</b>
28	<b>Gen Govt Salaries</b>	<b>94205.8</b>	<b>118081</b>	<b>135350</b>	<b>145924</b>	<b>7.8</b>
29	Assessor	22457	24051	25470	26132	2.6
30	Assessors (board)	3400	4097	4337	4450	2.6
31	Conservation Commission Agent	3514.51	3750.38	4236	4346	2.6
32	Selectboard Assistant	11934	0	0	0	
33	Selectboard members	8328.96	8920	9444	9690	2.6
34	Tax Collector	13201	14138	14972	15361	2.6
35	Town Administrator		28600	36345	44345	22.0
36	Town Building Custodial	2961	3342	3539	3631	2.6
37	Town Building Maintenance	255.36	2092.8	4800	4925	2.6
38	Town Clerk	8681	9297	9846	10102	2.6
39	Town Officers	1229.01	2577.6	4130	4237	2.6
40	Treasurer	16074	17215	18231	18705	2.6
41	Web Site Administration and Maint. Salary	2170	0	0	0	
42	<b>Gen Govt Expenses</b>	<b>143202</b>	<b>150963</b>	<b>172731</b>	<b>164917</b>	<b>(4.5)</b>
43	Accountant Expense	28800	28800	30000	30600	2.0
44	Assessors Expense	11919.5	9838.95	14807	17087	15.4
45	Audit	0	0	17500	0	(100.0)
46	Conservation Commission Expense	571.8	592.29	612	624	2.0
47	Finance Board Expenses	135	0	265	270	1.9
48	Legal Counsel	8358.24	3062.7	10000	15000	50.0
49	Mowing	9360	8525	0	0	
50	Office Copy Machine - Service Contract	0	0	550	561	2.0
51	Office Supplies/Postage	3047.76	3073.9	3183	3500	10.0
52	Planning Board Expense	0	0	371	378	1.9
53	Printing for Departments	1921	829.15	2003	2043	2.0
54	Selectboard Expenses	2439.39	2589.48	4992	5092	2.0
55	Software/IT Support	21684.9	21956	22395	22843	2.0
56	Tax Collector Expense	4003.28	4707.33	4745	4840	2.0

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57	Town Building Improvements and Grounds	17254.3	18013.1	10200	12374	21.3
58	Town Building Supplies	596.41	1048.08	1104	1126	2.0
59	Town Buildings - Heating	6458.42	6109.72	4500	6825	51.7
60	Town Clerk Expense	1517.75	4630.31	1500	1530	2.0
61	Town Treasurer's Interest/Certification Notes	0	0	0	0	
62	Treasurer Expense	3084.31	4474.01	5478	5588	2.0
63	Treasurer's Foreclosure	3796.75	10088.6	15000	15000	0.0
64	Utilities (electric only from FY21 onward)	9816.65	16144.6	18000	14000	(22.2)
65	Utilities (phone and internet only from FY21 onward)	5176.08	5061	5162	5265	2.0
66	Zoning Board Expense	0	0	364	371	1.9
67	Building demolition (STM 9/19 A6)	3260	0	0	0	
68	Miscellaneous		1418.54	0	0	
69						
70	<b><i>PUBLIC SAFETY</i></b>	<b><i>103141</i></b>	<b><i>113128</i></b>	<b><i>157681</i></b>	<b><i>158955</i></b>	<b><i>0.8</i></b>
71	<b><i>Police</i></b>	<b><i>35664.9</i></b>	<b><i>47583.1</i></b>	<b><i>63041</i></b>	<b><i>64595</i></b>	<b><i>2.5</i></b>
72	Salaries	24177.2	31148.9	48871	50142	2.6
73	Expenses	11487.7	16434.1	14170	14453	2.0
74	Cruiser	3316.16	2757.03	4493	4583	2.0
75	Training	1210.1	5634.16	1624	1656	2.0
76	Software license	504.88	325	624	636	1.9
77	Dalton Communication	1499	1328	2980	3040	2.0
78	General expenses	4957.58	6389.94	4449	4538	2.0
79	<b><i>Fire and Emergency Services</i></b>	<b><i>38011.5</i></b>	<b><i>36663.3</i></b>	<b><i>51865</i></b>	<b><i>50646</i></b>	<b><i>(2.4)</i></b>
80	<b><i>Salaries</i></b>	<b><i>4990.56</i></b>	<b><i>5434</i></b>	<b><i>5754</i></b>	<b><i>9793</i></b>	<b><i>70.2</i></b>
81	Emergency manager	1251.56	1430	1514	1553	2.6
82	Emergency services director	0	0	0	2000	
83	Fire chief	3739	4004	4240	6240	47.2
84	<b><i>Expenses</i></b>	<b><i>33020.9</i></b>	<b><i>31229.3</i></b>	<b><i>46111</i></b>	<b><i>40853</i></b>	<b><i>(11.4)</i></b>
85	Emergency management (general)	637.21	419.26	1185	1209	2.0
86	Emergency management repeater contract	0	1592	1624	1656	2.0
87	Fire department	28568.7	29218	40302	34988	(13.2)
88	Volunteer Fire Assistance Grant Counterpart	3815	0	3000	3000	0.0
89	<b><i>Other public safety</i></b>	<b><i>29465</i></b>	<b><i>28882</i></b>	<b><i>42775</i></b>	<b><i>43714</i></b>	<b><i>2.2</i></b>
90	<b><i>Salaries</i></b>	<b><i>10635</i></b>	<b><i>12677</i></b>	<b><i>13762</i></b>	<b><i>14120</i></b>	<b><i>2.6</i></b>
91	Animal Control Salary	639	1100	1500	1539	2.6
92	Building Commissioner Stipend	8976	10487	11106	11395	2.6
93	Zoning Enforcement Officer Stipend	1020	1090.04	1156	1186	2.6



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94	<b>Expenses</b>	<b>18830</b>	<b>16205</b>	<b>29013</b>	<b>29594</b>	<b>2.0</b>
95	Animal Control	0	0	530	541	2.1
96	Building Inspector	1330	1415	3397	3465	2.0
97	Fire Association Rent	14500	14790	15086	15388	2.0
98	Tree Warden	3000	0	10000	10200	2.0
99						
100	<b>EDUCATION</b>	<b>963905</b>	<b>999989</b>	<b>1079606</b>	<b>1114375</b>	<b>3.2</b>
101	<b>Central Berkshire RSD</b>	<b>875925</b>	<b>902287</b>	<b>957974</b>	<b>945273</b>	<b>(1.3)</b>
102	CBRSD Operating	802845	834694	870227	871804	0.2
103	CBRSD Capital	73080	67593	87747	73469	(16.3)
104	<b>Vocational</b>	<b>87980.3</b>	<b>97702</b>	<b>121632</b>	<b>169102</b>	<b>39.0</b>
105	Tuition	74716	78488	102500	147889	44.3
106	Transportation - employee salary	10890.6	15645	13492	17213	27.6
107	Town school bus maintenance	2373.74	3569	5640	4000	(29.1)
108						
109	<b>PUBLIC WORKS</b>	<b>438587</b>	<b>574772</b>	<b>614708</b>	<b>619080</b>	<b>0.7</b>
110	<b>Highway department</b>	<b>389770</b>	<b>524105</b>	<b>550183</b>	<b>562161</b>	<b>2.2</b>
111	<b>Salaries</b>	<b>172036</b>	<b>264870</b>	<b>309079</b>	<b>317115</b>	<b>2.6</b>
112	<b>Summer salaries</b>	<b>115135</b>	<b>155900</b>	<b>184962</b>	<b>189771</b>	<b>2.6</b>
113	Road Superintendent Salary	65613	75000	79425	81490	2.6
114	Summer Overtime	631.47	310.2	6415	6582	2.6
115	Summer Wages	44698.4	80590.1	99122	101699	2.6
116	Part-time Summer Wages	4191.6	0	0	0	
117	<b>Snow and ice wages</b>	<b>56901.8</b>	<b>108969</b>	<b>124117</b>	<b>127344</b>	<b>2.6</b>
118	Winter Overtime	9120.23	22569.2	24995	25645	2.6
119	Winter Road Wages	47781.6	86400	99122	101699	2.6
120	<b>Expenses</b>	<b>217734</b>	<b>259235</b>	<b>241104</b>	<b>245046</b>	<b>1.6</b>
121	Diesel Fuel	28054.3	43038.2	47500	47590	0.2
122	Equipment Maintenance	38166.6	38153.6	36123	36845	2.0
123	Garage Maintenance	8280.14	6077.86	12990	13250	2.0
124	Highway Clothing	1558.53	1952.42	2000	2040	2.0
125	Road Maintenance	56707.7	60072.3	61491	62721	2.0
126	Windsor Pond	1989	924.45	1000	1000	0.0
127	Snow and ice	82977.5	109016	80000	81600	2.0
128	<b>Transfer station and other</b>	<b>48816.4</b>	<b>50667.3</b>	<b>64525</b>	<b>56919</b>	<b>(11.8)</b>
129	Transfer Station Expense	40702.8	41595.7	52000	44100	(15.2)
130	Transfer Station Salary	5666.85	6071.57	7275	7464	2.6
131	Cemetery Expense	2446.67	3000	5250	5355	2.0

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132						
133	<b>HEALTH AND HUMAN SERVICES</b>	<b>10715</b>	<b>10136</b>	<b>16171</b>	<b>16743</b>	<b>3.5</b>
134	Board of Health Expense	612	160	2410	2458	2.0
135	Board of Health Contracted Agent	7803	8600	9030	9482	5.0
136	Public Health Nurse	1020	0	0	0	
137	COA Expense	0	80	530	530	0.0
138	COA Stiped	780	796	1500	1530	2.0
139	Veteran's Agent Salary	500	500	578	578	0.0
140	Veteran's Benefits	0	0	2123	2165	2.0
141	Veteran's Expense	0	0	0	0	
142						
143	<b>CULTURE AND RECREATION</b>	<b>8029.28</b>	<b>13575.8</b>	<b>18672</b>	<b>19252</b>	<b>3.1</b>
144	Library Director salary		7488	9912	10170	2.6
145	Library Expenses	2840.76	2980.01	3060	3858	26.1
146	Community luncheon	0	617.03	1200	1224	2.0
147	250th Town Celebration	1854.07	298.61	0	0	
148	Parks/Recreation Expense	3334.45	2192.18	4500	4000	(11.1)
149						
150	<b>DEBT SERVICE (principal and interest)</b>	<b>172125</b>	<b>168413</b>	<b>171583</b>	<b>167646</b>	<b>(2.3)</b>
151						
152	<b>RISK MANAGEMENT</b>	<b>49017</b>	<b>52264</b>	<b>54600</b>	<b>64005</b>	<b>17.2</b>
153	Insurance and bonding	49017	52264	54600	64005	17.2
154						
155	<b>EMPLOYEE BENEFITS</b>	<b>80835.7</b>	<b>101672</b>	<b>112761</b>	<b>124394</b>	<b>10.3</b>
156	Berkshire County Retirement	48637	53741	57503	64390	12.0
157	Employee Benefits - Health/Dental Insurance	26966.4	40337.2	44018	47099	7.0
158	Medicare	5232.32	7593.51	9100	10615	16.7
159	Unemployment	0	0	2140	2290	7.0
160						
161	<b>OTHER AMOUNTS TO BE RAISED</b>	<b>1516.29</b>	<b>1490.2</b>	<b>1753</b>	<b>1699</b>	<b>(3.1)</b>
162	Berkshire Regional Planning Commission	716.29	690.2	798	725	(9.1)
163	County Purchase	800	800	955	974	2.0

**FY25 Compensation (annual amount unless noted)**

**Elected Officials**

Constable	\$16.30/Hr
Moderator	\$100/meeting
Select Board	\$3230 (per member)
Town Clerk	\$10,102

**Appointed Officers with Annual Salary/Stipend**

Administrative Assessor	\$26,132
Animal Control Officer	\$1539
Assessors	\$1483 (per assessor)
Building Inspector	\$11,395
COA Outreach	\$1530
Custodian	\$3631
Emergency Manager	\$1553
Emergency Services Director	\$2000
Fire Chief	\$6240
Highway Superintendent	\$81,490 OT after 45 hours
Library Director	\$10,170
Select Board Assistant	\$0
Tax Collector	\$15,361
Town Administrator	\$44,345
Treasurer	\$18,705
Zoning Enforcement Officer	\$1186

**Appointed Officers/Employees with Hourly Wages**

Poll Workers	\$16.30
Building Maintenance	\$18.94
Conservation Comm Agent	\$23.74
Highway Worker 1 <sup>st</sup> grade	\$32.60
Highway Worker 2 <sup>nd</sup> grade	\$32.60
Police Admin Officer	\$25.10
Police Chief	\$31.81
Police Officer	\$23.06
Transfer Station Attendant	\$17.94

Vocational Bus Driver            \$19.01

**SCHEDULE B**  
**CAPITAL SPENDING – BORROWING**

This article would allow the Town to borrow \$671,000 for two expenditures:

*Any voter may flag an item on this list for discussion prior to the vote.*

- No more than \$504,000 to purchase and equip a Fire Engine/Tanker, to be paid for either in installments or as a lump sum, including all costs incidental and related thereto.

*Our current Fire Department equipment is outdated and does not meet state-mandated standards. This vehicle would actually replace two outdated pieces of equipment, a 1998 KME engine and 1984 department-built tanker.*

- \$167,000 for the Town’s share of a matching grant (totaling \$670,000) to construct a culvert on Cheshire Road, including all costs incidental and related thereto.

*This \$670,000 grant requires that the Town provide a 25% match. Please note that the Town has applied for two grants for this project, and the matching funds will only be utilized if a grant is awarded and is required as a match.*

**SCHEDULE C**  
**CAPITAL SPENDING – NON- BORROWING (Page One)**

This article would allow the Town to transfer from Free Cash the amount of \$51,500 to pay for the following capital expenditures, unless the Town votes to make changes to this Schedule C:

*Any voter may flag an item in this list for discussion prior to the vote.*

- \$5,000 to purchase and install required software for the Assessor, including all costs incidental and related thereto.

*This software purchase is mandated by current state law.*

- \$13,000 to purchase and install required software for the Police Department, including all costs incidental and related thereto.

*This software purchase is mandated by current state law.*

- \$1,000 to fund a comprehensive building assessment of the Historical Museum, including all costs incidental and related thereto.

*It has been determined that prior to any further capital expenditures on the Historical Museum building, a full building assessment must be conducted to better understand the needs of the building and the necessity of further improvements.*

- \$15,000 to maintain and repair gates, stones and walls in the Town's cemeteries, including all costs incidental and related thereto.

*The Cemetery Commission is researching grant opportunities to fund maintenance and repair projects in the Town's cemeteries in future years, and this Town funding will serve as evidence of the Town's commitment to its historic cemeteries.*

**SCHEDULE C**  
**CAPITAL SPENDING – NON- BORROWING**  
**Page Two**

- \$10,000 to purchase turnout gear for the Fire Department, including all costs incidental and related thereto.

*This is part of a three-year project, approved initially for FY24, to ensure that all members of the Fire Department have fully updated gear. Please note that the Fire Chief has applied for grant funding which may defray some of this cost.*

- \$12,000 for the Town’s share of a matching grant to enable the Fire Department to purchase and install radios, including all costs incidental and related thereto.

*This is part of a three-year project—initially approved in FY24-- to purchase upgraded radios for use by the Fire Department. The FD has submitted a grant requesting \$70,000, to be matched by \$12,000 from the Town, to complete the upgrade of radios. In FY24, the FD purchased \$24,000 worth of radios as voted by the Town at the Annual Town Meeting last year. If the grant is not awarded, the \$12,000 will be applied to another grant application in FY25 for the same radios, or it will be returned to Free Cash.*

- \$7,500 to be used for payment of costs associated with Green Committee grant-funded projects.

*Traditionally, the Town has allotted this sum to be available to pay for costs related to grants awarded by the DOER (the Department of Energy Resources) for projects that would enhance the use of energy in Town Buildings.*

## SCHEDULE D

**Job Title:** E.M.S. Service Director

**Organization:** Windsor Volunteer Fire Department

**Location:** Windsor, Massachusetts

**Position Type:** part time/Stipend

**About Us:** The Windsor Volunteer Fire Department is a dedicated and community-driven organization committed to providing emergency services to Windsor and surrounding areas. This position plays a crucial role in overseeing and enhancing our ambulance services to ensure the highest standards of patient care.

**Responsibilities:**

- **Leadership and Administration:**
  - Provide strategic leadership in the planning, development, and execution of ambulance services within the Windsor volunteer fire department.
  - Supervise and coordinate the activities of ambulance personnel, ensuring compliance with department policies and state regulations.
  - Oversee the recruitment, training, and evaluation of ambulance staff, fostering a positive and professional work environment.
- **Emergency Medical Services (EMS) Oversight:**
  - Ensure that ambulance services meet or exceed industry standards and are in compliance with all applicable laws and regulations.
  - Collaborate with local health agencies, hospitals, and emergency services to enhance the efficiency and effectiveness of EMS operations.
  - Stay informed about advancements in emergency medical procedures and technologies, incorporating best practices into department protocols.
- **Fleet Management:**
  - Manage the maintenance and readiness of ambulance vehicles and equipment to ensure their operational efficiency.
  - Develop and implement a preventive maintenance program to extend the lifespan of ambulance assets.
- **Community Engagement:**
  - Act as a liaison between the volunteer fire department and the community, participating in public education and outreach programs related to emergency medical services.

## **SCHEDULE D, CONTINUED**

- Foster positive relationships with local organizations and stakeholders to enhance the department's visibility and support within the community.

### **Qualifications:**

- Current certification as an Emergency Medical Technician (EMT) or Paramedic in the state of Massachusetts.
- Strong leadership and interpersonal skills, with the ability to inspire and motivate a team of volunteers.
- Excellent organizational and communication skills.
- Familiarity with state and federal regulations governing EMS.



**Windsor Finance Committee Statement on the FY25 Budget and the FY25-29  
Medium-Term Expenditure Framework**

For the past five years, the Finance Committee has tried to contain all spending, both operational and capital, within a financial envelope consistent with our property tax levy growing no more than 3 percent a year. We've been fairly successful at this. For the last five fiscal years, the total property tax levy has increased an average of 2.8 percent per year, compared with an average of 3.7 percent during the previous 15.

By managing our financial reserves, we kept the growth in the levy low while funding sizeable increases in wages and salaries to offset Covid-induced inflation, meeting an increase in our school district budget obligations, servicing the \$1.35 million loan for the broadband network, and financing another \$737,624 in other capital spending over the past five fiscal years. While the Town has been told it will receive approximately \$850,000 from the Federal Communication Commission Connect America Fund, this money has been subject to numerous delays. As a result, the timing of its disbursement is uncertain and it is not included in our medium term forecast.

The Capital Planning Subcommittee worked with department heads to develop a 5-year capital spending plan, categorizing proposed projects into high, medium and low priority. Departmental capital spending requests for the next five years totaled 2.069 million (see attached table). Even with the CAF money, we project that accommodating all these requests would require increases in the tax levy on the order of 9 percent a year for FY26 and FY27. As a result, the proposed FY25 capital spending plan (which only funds only high-priority items) might require levy growth rates of approximately 3.5-4.0 percent for a couple of years in the absence of the CAF money. However, we are presenting an FY25 budget that is consistent with the 3 percent levy growth target. The Capital Planning Subcommittee will continue to address this dilemma in collaboration with town residents and department heads.

While inflation has retreated to near-pre-pandemic levels and energy prices have declined from recent peaks, interest rates (and hence the cost of borrowing) remain elevated. Our operating budget surpluses (revenues less expenditures excluding capital and amortization) have fallen over the past few years as we've increased appropriations for salaries and road maintenance. This means that there is less room for capital spending without increasing the rate of growth of the total tax levy above the current target.

**FY25 Overview**

Highlights of our projections and proposals for the FY25 budget are:

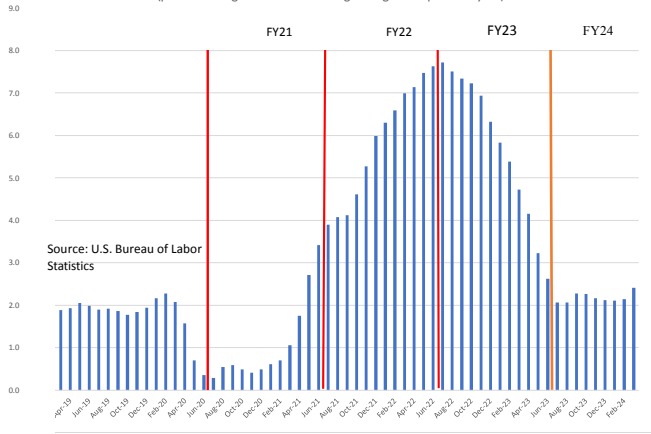
- **Revenue projections**
  - Tax levy up 3 percent for FY25 (and then 4.7 percent per year for 2 years in the absence of CAF money)
  - Other local receipts up 55 percent (the effect of larger broadband surpluses)

- **Wages and salaries**
  - An across-the-board wage and salary increase of 2.6 percent based on the same methodology we used previously based on recent inflation developments (see the Finance Committee’s FY23 statement on the town website)
  - Additional salary increases for the town administrator and fire chief
  - A new position (emergency service manager)
  
- **Other expenditures**
  - CBRSD school assessment for FY25 down about 1 percent
  - Electricity bill to fall relative to the FY24 appropriation because of a lower actual expenditure in FY24 than expected.
  - Most other line items to rise by 2 percent
  - Capital spending of \$775,500 (mostly debt financed - see attachment)
  
- **Transfers to Funds**
  - \$40,000 to the reserve fund
  - \$10,000 to the broadband depreciation reserve
  - \$4,690 to stabilization
  
- **Use of Financial Reserves**
  - \$201,254 from free cash to pay down debt and increase stabilization balance
  - Financial reserves fall to \$496,808

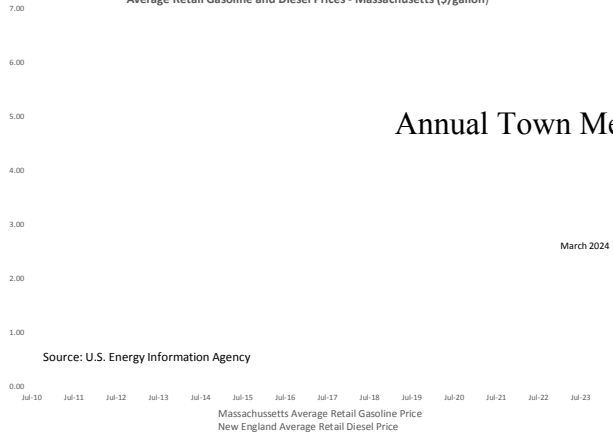
**The Medium-Term Expenditure Framework**

Based on the expenditures proposed for FY25, the total tax levy is projected to rise 3 percent in FY25 and then 4.7 percent for the next three years as the capital plan for FY25 will require substantial borrowing. If the CAF money arrives before the end of FY25, we will likely not need to exceed our levy target in FY26 and FY27, unless we undertake additional capital spending in subsequent years. The medium-term outlook is outlined in the charts and tables attached below.

New England CPI  
(percent change in 3-month moving average from previous year)

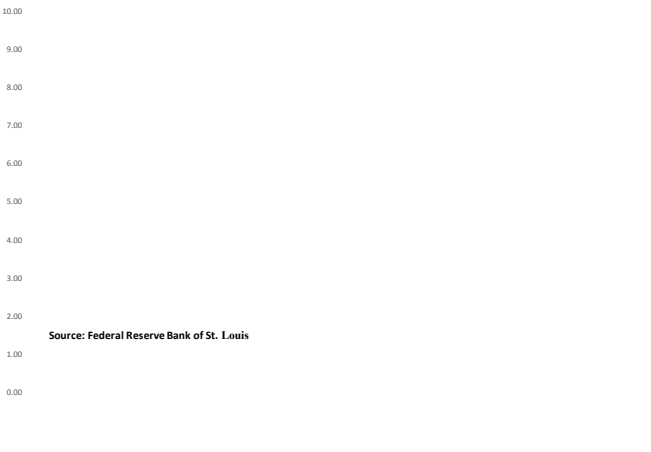


Average Retail Gasoline and Diesel Prices - Massachusetts (\$/gallon)



# Annual Town Meeting Warrant May 6, 2024

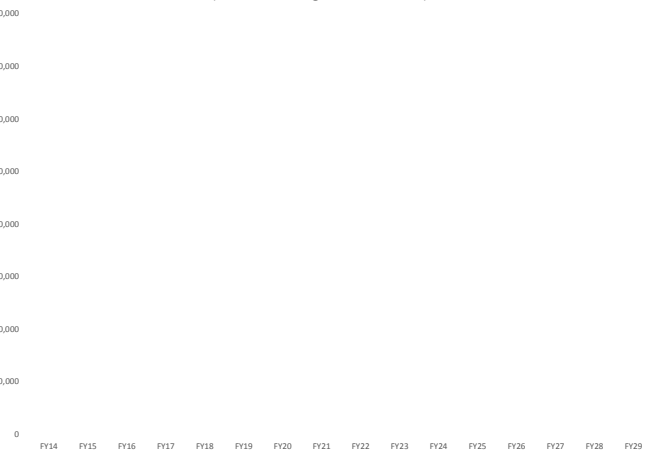
Interest Rate on 10-Year U.S. Government Securities



Operating Balance (Total revenue less expenditures excluding transfers to funds, amortization of debt, and capital spending - dollars)



Total Spending  
(dollars - excluding transfers to funds)



Employment Costs  
(Dollars)

