TO: Board of Selectmen

FROM: Justin Sultzbach, Town Manager

DATE: April 11th, 2022

RE: Draft Warrant

Board Members,

Attached you will find a Draft Warrant for the May 16, 2022 Annual and Special Town Meeting. In all you will find four (4) articles for the Special Town Meeting, and twenty two (22) articles for the Annual Town Meeting. I wanted to take a moment to highlight some of these items that are still in flux and will be finalized in advance of the Final Warrant Presentation.

**Special Town Meeting**

-We are still seeing some prior year’s bills trickle into my office. A final number will be determined in the coming days, however we don’t anticipate any large scale expenses.

-The Snow & Ice Deficit figures are still settling given the late winter we have experienced. An effort will be made to absorb some of this expense through year end transfers, however a portion may need to be funded through the use of Free Cash.

-The Sewer Enterprise Fund saw a significant unforeseen mid-year increase in chemical costs that will require roughly $50,000 in supplemental funding. This is in part due to fluctuating material costs in the market due to supply chain issues from the COVID 19 pandemic. Traditionally this ebb and flow in cost would be covered by retained earnings, further highlighting the need to build up reserves in our enterprise accounts. Given retained earnings are depleted, this expense will need to be covered either through the use of Free Cash or ARPA funds.

**Annual Town Meeting**

-The document in its entirety is being reviewed by legal counsel – particularly to tighten some language but also confirm the percentage of votes required for any given article (majority, 2/3rds, etc).

-Articles 7 and 8 are the Water and Wastewater Budgets. These final figures are awaiting a determination from the Board of Selectmen regarding rates for FY23, and will be updated following that vote in time for the Final Warrant Presentation. Article 16 addresses the need to restructure $400,000 in debt payments for the Sewer Enterprise Fund for FY23, a maneuver that will need to occur regardless of which rate the BoS selects.

-As referenced in previous meetings, the Capital Improvement Plan has been reduced to four (4) articles. They are sorted based on funding source, however individual items can still be pulled from the line and examined (or removed/reduced) on Town Meeting floor.

-Articles 18, 19, and 20 address proposed changes to the General Bylaws, Zoning Bylaws, and Town Charter. Supporting documents for these proposals are included in your packet.

This document is in draft form, and all input regarding alterations is welcomed.

Thank you,

Justin Sultzbach