

ANNUAL TOWN MEETING WARRANT

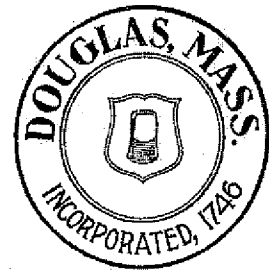
TOWN OF DOUGLAS COMMONWEALTH OF MASSACHUSETTS

**Monday, May 6, 2013
High School Auditorium
7:00 PM**

Worcester, SS

To any Constable of the Town of Douglas, Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify the inhabitants of the Town of Douglas who are qualified to vote in Elections and Town affairs to meet in the Douglas High School Auditorium, 33 Davis Street, in said Douglas, on **Monday, the Sixth of May 2013, A.D.** for an Annual Town Meeting commencing at 7:00 P.M.; for the following purposes:



1. Finance Committee Report	10. Blackstone Valley Vocational Regional School District – Approval of Debt - Renovation/Reconfiguring Project
2. FY14 Budget	11. Painting of Transfer Station Roof
3. FY 14 Supplemental Budget	12. Sealing & Repairing Transfer Station Driveway
4. Salaries of Elected Officials	13. Establishment of Other Post-Employment Benefits Account (OPEB)
5. FY14 Transfer Station Enterprise Fund	14. Sign Bylaw Amendment
6. FY14 Water/Sewer Enterprise Fund	15. Planning Board Revolver Account
7. Personnel Bylaw Classification & Update	16. Street Acceptance: Conservation Drive
8. Recurring Business	17. Street Acceptance: Old Farm Road
9. Adoption of Revised FY 14 – 18 Capital Improvement Plan	18. Sale or Lease of Old Grammar School

Article 1. Finance Committee Report:

To see if the Town will vote to hear and act upon the report and recommendations of the Finance Committee as presented and printed in the Finance Committee's Annual Town Meeting recommendations, or to take any other action relative thereto.

Article 2. FY14 Budget:

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow such sums of money as are necessary to fund the annual operating budget of the Town for Fiscal Year 2014, or take any other action relative thereto.

Article 3. FY14 Budget Supplement:

To see if the Town will vote to raise and appropriate the sum of \$1,400,000 for supplemental funding of the Fiscal Year 2014 Operational Budgets contingent upon the successful passage of a Proposition 2-1/2 Override Ballot Question, or take any other action relative thereto.

Article 4. Salaries of Elected Officials:

To see if the Town will vote to fix the salary and compensation of all elected officials of the Town as provided by Chapter 41 Section 108 of the Massachusetts General Laws, as amended, as follows:

Board of Assessors	\$2,900
Blackstone Valley Vocational School District Rep.	\$500
Moderator	\$250
Board of Selectmen	\$1,600
Clerk	\$63,356.08
Water/Sewer Commission	\$2,400

Or take any other action relative thereto.

Article 5. FY14 Transfer Station Enterprise Fund:

To see if the Town will vote to raise and appropriate and/or transfer the sum of **\$270,310** from Transfer Station charges and fees to operate and maintain the Transfer Station.

Salaries/Wages	\$36,810
Expenses	\$233,500
Total	\$270,310

Or take any other action relative thereto.

Article 6. FY14 Water/Sewer Enterprise Fund:

To see if the Town will vote to raise and appropriate and/or transfer the sum of **\$896,115** from Water & Sewer charges and fees, and transfer the sum of **\$261,119** from the reserved for debt account and transfer the sum of **\$25,000** from retained earnings for a total budget of **\$1,182,234** to operate and maintain the Water/Sewer Department.

Salaries/Wages	\$343,438
Expenses	\$552,677
Debt	\$261,119
Capital Outlay	\$25,000
Total	\$1,182,234

Or take any other action relative thereto.

Article 7. Personnel Bylaw Classification & Update:

To see if the Town will vote to approve the Personnel Classification and Compensation plans for Fiscal Year 2014, or to take any other action relative thereto.

MANAGEMENT Compensation Plan - FY14 Budget			
Grade	Position	Grade	Position
M-1		M-4	Fire Chief
			System Manager – Water & Sewer
M-2	Assistant Tax Collector		Town Accountant
	Municipal Facilities Maint. Mgr.		
	Principal Assessor	M-5	Highway Superintendent
			Town Engineer
M-3	Building Commissioner		
	Director Senior Center		
	Library Director		
	Planning & Conservation Agent		
	Treasurer / Collector		

COLA Increase – 1%

	1	2	3	4	5	6	7	8	9	10
1	38,809.73	39,682.95	40,575.82	41,488.78	42,422.27	43,376.77	44,352.75	45,350.69	46,371.08	47,414.43
2	48,511.03	49,602.53	50,718.58	51,859.75	53,026.59	54,219.69	55,439.64	56,687.03	57,962.49	59,266.64
3	60,641.64	62,006.08	63,401.22	64,827.74	66,286.37	67,777.81	69,302.81	70,862.12	72,456.52	74,086.79
4	69,735.60	71,304.65	72,909.01	74,549.46	76,226.82	77,941.93	79,695.62	81,488.77	83,322.27	85,197.02
5	74,968.41	76,655.20	78,379.94	80,143.49	81,946.72	83,790.52	85,675.81	87,603.51	89,574.59	91,590.02

OFFICE ADMINISTRATION Compensation Plan - FY14 Budget

Grade	Position	Grade	Position
OA-1	Library Assistant Meeting Minute Recorder	OA-4	Asst. Town Clerk Children's Librarian Adm. Sec/Comm Development Assessors' Admin Asst.
OA-2	Adm. Sec Water & Sewer Highway Clerk Circulation Librarian Principal Clerk – Fire, Bldg, Assessors	OA-5	Adm. Asst. to Town Admin/BOS Adm. Supervisor/Bd Health
OA-3	Admin Assist Treasurer/Collector Asst. to the Town Accountant Asst. Treasurer		

COLA Increase – 1%

Grade		1	2	3	4	5	6	7	8	9	10
1 Hourly		13.24	13.54	13.84	14.16	14.47	14.80	15.13	15.47	15.82	16.18
2 Hourly		15.91	16.27	16.63	17.01	17.39	17.78	18.18	18.59	19.01	19.43
3 Hourly		17.50	17.90	18.30	18.71	19.13	19.56	20.00	20.45	20.91	21.38
4 Hourly		20.11	20.56	21.02	21.50	21.98	22.48	22.98	23.50	24.03	24.57
5 Hourly		22.34	22.84	23.36	23.88	24.42	24.97	25.53	26.11	26.69	27.29

PUBLIC WORKS Compensation Plan - FY14 Budget

Grade	Position	Grade	Position
PM-1	Truck Driver/Laborer	PM-4	Group Leader
PM-2	Asst Water/Sewer Operator Highway Laborer Operator	PM-5	Water Operator Chief Operator Highway Mechanic
PM-3			

COLA Increase – 1%

		1	2	3	4	5	6	7	8	9	10
1 Hourly		\$16.95	\$17.33	\$17.72	\$18.12	\$18.53	\$18.94	\$19.37	\$19.80	\$20.25	\$20.71
2 Hourly		\$18.51	\$18.93	\$19.36	\$19.79	\$20.24	\$20.69	\$21.16	\$21.63	\$22.12	\$22.62
3 Hourly		\$19.42	\$19.86	\$20.31	\$20.76	\$21.23	\$21.71	\$22.20	\$22.70	\$23.21	\$23.73
4 Hourly		\$20.37	\$20.83	\$21.30	\$21.78	\$22.27	\$22.77	\$23.28	\$23.81	\$24.34	\$24.89
5 Hourly		\$22.49	\$23.00	\$23.52	\$24.05	\$24.59	\$25.14	\$25.71	\$26.28	\$26.87	\$27.48

MISCELLANEOUS Compensation Plan - FY14 Budget

Grade	Position	Grade	Position
MS-0	Library Page Cable Recording Assistant	MS-3	
MS-1	Senior Center Clerk Transfer Station Employees	MS-4	Senior Outreach Coordinator
MS-2	Cable Assess Coordinator		

COLA Increase – 1%

	1	2	3	4	5	6	7	8	9	10
0 Hourly	\$8.00	\$8.38	\$8.57	\$8.76	\$8.96	\$9.16	\$9.37	\$9.58	\$9.80	\$10.02
1 Hourly	\$13.24	\$13.54	\$13.84	\$14.16	\$14.47	\$14.80	\$15.13	\$15.47	\$15.82	\$16.18
2 Hourly	\$15.91	\$16.27	\$16.63	\$17.01	\$17.39	\$17.78	\$18.18	\$18.59	\$19.01	\$19.43
3 Hourly	\$17.50	\$17.90	\$18.30	\$18.71	\$19.13	\$19.56	\$20.00	\$20.45	\$20.91	\$21.38
4 Hourly	\$20.11	\$20.56	\$21.02	\$21.50	\$21.98	\$22.48	\$22.98	\$23.50	\$24.03	\$24.57

PUBLIC SAFETY Compensation Plan - FY14 Budget

Grade	Position	Grade	Position
PS-1	vacant	PS-5	Assistant Fire Chief Deputy Fire Chief
PS-2	Basic Call Fire Fighter Lt. Fire Fighter Part-time Dispatcher *	PS-6	Part-time EMT (on call)
PS-3	Captain Fire Fighter Part-time Reserve Officer *	PS-7	Full-time 911 Trainer
PS-4	Full-time Dispatcher	PS-8	
		PS-9	Admin./Secretary/Dispatcher

COLA Increase – 1%

	1	2	3	4	5	6	7	8	9	10
1 Hourly										
2 Hourly	\$13.24	\$13.54	\$13.84	\$14.16	\$14.47	\$14.80	\$15.13	\$15.47	\$15.82	\$16.18
3 Hourly	\$15.91	\$16.27	\$16.63	\$17.01	\$17.39	\$17.78	\$18.18	\$18.59	\$19.01	\$19.43
4 Hourly	\$17.50	\$17.90	\$18.30	\$18.71	\$19.13	\$19.56	\$20.00	\$20.45	\$20.91	\$21.38
5 Hourly	\$18.36	\$18.77	\$19.20	\$19.63	\$20.07	\$20.52	\$20.98	\$21.46	\$21.94	\$22.43
6 Hourly	\$19.28	\$19.71	\$20.16	\$20.61	\$21.08	\$21.55	\$22.03	\$22.53	\$23.04	\$23.56
7 Hourly	\$20.26	\$20.72	\$21.18	\$21.66	\$22.15	\$22.64	\$23.15	\$23.68	\$24.21	\$24.75
8 Hourly	\$21.27	\$21.75	\$22.24	\$22.74	\$23.25	\$23.77	\$24.31	\$24.86	\$25.41	\$25.99
9 Hourly	\$22.35	\$22.85	\$23.37	\$23.89	\$24.43	\$24.98	\$25.54	\$26.12	\$26.71	\$27.31

Article 8. Recurring Business:

A. Assessor's To Work Additional Hours: To see if the Town will vote to authorize the Board of Assessors to appoint one or more of their members to work for compensation, in accordance with the provisions of the Town's Personnel Bylaw, and to establish such compensation to be paid said member for Fiscal Year 2014 or take any other action related thereto.

B. Ambulance Receipts Reserved for Appropriation: To see if the Town will vote to reserve all receipts received by the Town from ambulance user charges, user billings, and ambulance donations and gifts to the Ambulance Receipts Reserved Account, or take any other action related thereto.

C. Simon Fairfield Public Library: To see if the Town will vote to require that all funds received in Fiscal Year 2014 from State Aid Grants for the Public Library be transferred to a Special Account for the Simon Fairfield Public Library, or take any other action related thereto.

D. State and Federal Grants: To see if the Town will vote to authorize the Board of Selectmen to apply for and accept State or Federal grants they deem beneficial to the Town, provided that the Board of Selectmen shall hold a public hearing prior to the Board's acceptance of any such grant, if said grant requires the Town to meet future conditions or requirements, or take any other action related thereto.

E. Separate Account Funds: To see if the Town will vote to continue the following account funds and to authorize the expenditure of funds from said fund for the below indicated purposes and not to exceed amount, or to take other actions related thereto:

#	Department	Receipts	Expenditures
1	Simon Fairfield Library pursuant to MGL Chapter 44, § 53E ½	All fines received during Fiscal Year 2014 by the Simon Fairfield Library	The Simon Fairfield Library Board of Trustees may expend a sum not to exceed Five Hundred dollars (\$500) for the purpose of purchasing books, films and other library supplies and materials.
2	Home Composting Program pursuant to MGL Chapter 44, § 53E ½	All receipts received in connection with the Home Composting Program	The Board of Health may expend a sum not to exceed two thousand five hundred dollars (\$2,500) for the purpose of operating the Home Composting Program.
3	Planning Board & Engineering – MGL Chapter 44, §53E ½	Project fees received that are associated with staff review.	The funds may be expended without further appropriation by the Planning Board or Town Engineer for such consulting and project review costs. Expenditures from the fund may not exceed \$50,000.
4	Conservation – MGL Chapter 44, §53E ½	Project fees received that are associated with staff review.	The funds may be expended without further appropriation by the Conservation Commission or their Conservation Agent for such consulting and project review costs. Expenditures from the Fund may not exceed \$50,000.
5	Zoning Board of Appeals – MGL Chapter 44, §53E ½	Project fees received that are associated with staff review.	The funds may be expended without further appropriation by the Zoning Board of Appeals or Town Engineer for such consulting and project review costs. Expenditures from the fund may not exceed \$50,000.

F. Acceptance of Chapter 90: To see if the Town will vote to authorize to accept and enter into contracts for the expenditure of funds to be allotted by the State under authorization of Chapter 90 of the Massachusetts General Laws (as pertaining to Highway Funds), for the construction, reconstruction and improvement of Town roads, said funds may be borrowed in anticipation of State Revenue, and expended without further appropriation under the direction of the Highway Superintendent with the approval of the Board of Selectmen, or take any other action related thereto.

G. Compensating Balance Agreements: To see if the Town will vote to authorize the Treasurer to enter into a compensating balance agreement or agreements for Fiscal Year 2014 pursuant to MGL Chapter 44 § 53F, or take any other action related thereto.

H. Acceptance of Easements: To see if the Town will vote to authorize the Board of Selectmen to acquire by gift, an easement or easements for the purpose of construction, installation, maintenance and repair of municipal drainage, sewer and water systems, and roadway, or take any other action relative thereto.

Article 9. Adoption of Revised FY 14 – 18 Capital Improvement Plan:

To see if the Town will vote to approve the Town of Douglas FY14 – 18 Capital Improvement Plan as submitted by the Capital Improvement Committee, or take any other action relative thereto.

Article 10. Blackstone Valley Vocational Regional School District- Approval of Debt – Renovation Project

To see if the Town will vote to approve the \$2,900,000 debt authorized by vote of the Blackstone Valley Vocational Regional School District on March 7, 2013 to pay costs of renovating and reconfiguring the District High School, including the payment of all other costs incidental and related thereto, or take any other action relative thereto.

Article 11. Painting of Transfer Station Roof

To see if the Town will vote to transfer from Transfer Station Retained Earnings the sum of \$5,550 to the Transfer Station Enterprise Fund for the purpose of painting and performing repairs to the Transfer Station roof, or take any other action relative thereto.

Article 12. Sealing & Repairing Transfer Station Driveway

To see if the Town will vote to transfer from Transfer Station Retained Earnings the sum of \$6,500 to the Transfer Station Enterprise Fund for the purpose of sealing and repairing the Transfer Station driveway, or take any other action relative thereto.

Article 13. Establishment of Other Post Employment Benefits Account (OPEB)

To see if the Town will vote to accept MGL Chapter 32B, Section 20 authorizing the Town Treasurer to establish a separate fund to be known as the "Other Post Employment Benefits (OPEB) Liability Trust Fund". The purpose of the fund will be to endeavor to reduce the unfunded actuarial liability of health care and other post-employment benefits to zero as of an actuarially acceptable period of years and to meet the normal cost of all such future benefits for which the Town of Douglas is obligated, or take any other action relative thereto.

Article 14. Sign Bylaw Amendment

To see if the Town will vote to make the following changes to the Sign Bylaw:

- 1) Renumber the entire Bylaw to 9.X.X in logical sequence.
- 2) Amend title: "Section 10.2.3 ENFORCEMENT" to read "Section 9.2.3 ENFORCEMENT AND WAIVER"
- 3) Add the following new sections:

"9.2.3.3 Any person receiving a notice referred to in section 9.2.3.1 above, or who has been denied an application under 10.2.1.3, may, within 21 days apply to the Board of Selectmen for a waiver of any provisions of the Sign Bylaw. The Board shall hold a hearing on such application within 30 days of receipt of the waiver application, and provide at least 7 days advance notice of such hearing to the applicant. The Board shall issue a written decision no later than 7 days after the date of the hearing. Failure to observe these deadlines shall result in constructive approval of the application. These deadlines may be extended with the written consent of the applicant. Repetitive petitions shall not be permitted within a period of two years from the hearing date.

9.2.3.3.1 In making its determination with respect to any non-commercial sign, there shall be a presumption that the provisions of the Sign By-law should be waived. Any finding by the Board of Selectmen that public health, welfare, or safety, require the disapproval of a waiver request for a non-commercial sign shall be voted by the Board, and the Board's votes shall include findings that provide the factual reasons for the denial."

Or take any other action relative thereto.

Article 15. Planning Board Revolver Account:

To see if the Town will vote pursuant to Chapter 44, Section 53E1/2 to authorize a revolving fund for Planning Board fees received pursuant to the provisions of Section 7.2.8 (6) of the Flexible Development Bylaw, as well as Impact Fees associated with Subdivision Approvals, said fund to be under the direction of the Planning Board to be expended for the purposes authorized in the Flexible Development Bylaw and infrastructure purposes, not to exceed a total of \$30,000 or take any other action relative thereto.

Article 16. Street Acceptance: Conservation Drive

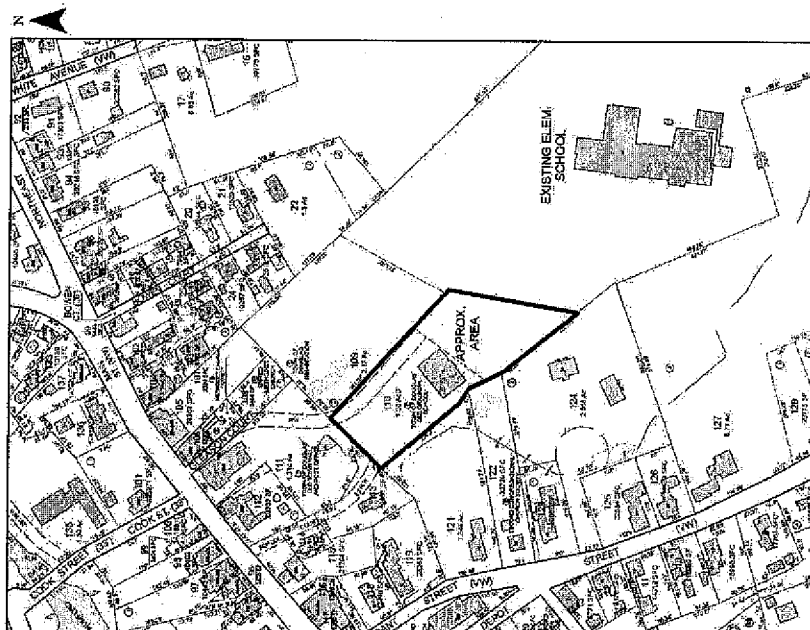
To see if the Town will vote to accept as a public way, "Conservation Drive" as heretofore laid out by the Board of Selectmen as shown on the plan entitled "Street Acceptance Plan of Conservation Drive, Douglas, MA", dated April 9, 2013, and prepared by Spatial Data and Design, a copy of which is on file with the Town Clerk, and will further vote to authorize the Board of Selectmen to acquire, by gift, purchase or eminent domain, rights sufficient to use said Conservation Drive for all purposes for which public ways are used in the Town of Douglas, and further, to authorize the Board of Selectmen to enter into all agreements and take all related actions necessary or appropriate to carry out such acquisitions, on such terms and conditions as the Board of Selectmen deems appropriate, or take any other action related thereto.

Article 17. Street Acceptance: Old Farm Road

To see if the Town will vote to accept as a public way, "Old Farm Road" as heretofore laid out by the Board of Selectmen as shown on the plan entitled "Old Farm Road Acceptance Plan of Land in Douglas, Massachusetts", dated November 19, 2012 and revised through April, 2013, and prepared by J. D. Marquedant & Associates, Inc., a copy of which is on file with the Town Clerk, and will further vote to authorize the Board of Selectmen to acquire, by gift, purchase or eminent domain, rights sufficient to use said Old Farm Road for all purposes for which public ways are used in the Town of Douglas, and further, to authorize the Board of Selectmen to enter into all agreements and take all related actions necessary or appropriate to carry out such acquisitions, on such terms and conditions as the Board of Selectmen deems appropriate, or take any other action related thereto.

Article 18. Sale or Lease of Old Grammar School

To see if the Town will vote to transfer care, custody and control of the so-called "Old Grammar School" property shown on Assessors Map 163, Parcel 110, and a portion of Map 164, Parcel 13, to the Board of Selectmen for general municipal purposes and for purposes of disposal by sale or lease, and to authorize the Board of Selectmen to convey such property on such terms as it deems appropriate, or take any other action related thereto.

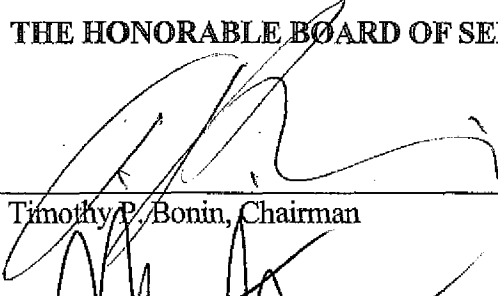


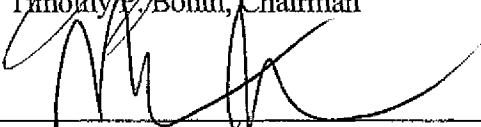
YOU ARE HEREBY DIRECTED to serve this Annual Town Meeting Warrant by posting an attested copy thereof in the Municipal Center and at least two (2) other places in the Town of Douglas to which the public has general access, at least seven (7) days before the time of holding said meeting.

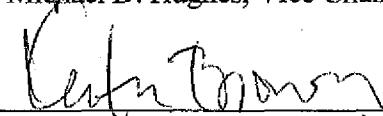
HEREOF FAIL NOT and make due return of this Warrant with your doings thereon to the Town Clerk, the Time and Place of said meeting.

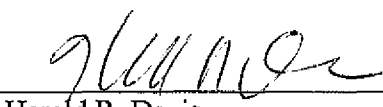
GIVEN UNDER OUR HANDS THIS SECOND DAY OF APRIL, 2013, A.D.

THE HONORABLE BOARD OF SELECTMEN



Timothy P. Bonin, Chairman

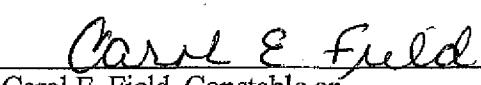
Michael D. Hughes, Vice Chair

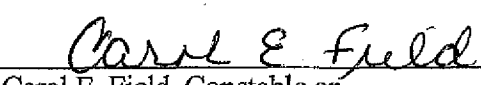
Keith F. Brown

Harold R. Davis

Jeffrey D. LaPorte

I have this day posted an attested copy of the Warrant for the Annual Town Meeting in the Municipal Center and at least two other places in the Town to which the public has general access as directed.



Carol E. Field, Constable or
Debra Blain, Constable

Date

4.9.2013