

**SPECIAL TOWN MEETING ON THURSDAY, NOVEMBER 15, 2001
AT 7PM AT DOUGLAS MIDDLE/HIGH SCHOOL**

Finance Committee Message

This Special Town Meeting presents nine articles for consideration. Since the Town has not closed out the finances for the past fiscal year, only one minor source of funding is available. The Town received a supplemental lottery distribution of \$53,648 from the State in the spring, but due to increased State fiscal pressures and lower than estimated lottery receipts, that amount will be reduced by approximately \$13,000 in the December quarterly payments to the Town. The current amount available to appropriate is \$25,000 in total. The Town does not have any available 'Free Cash' to appropriate at this time.

Respectfully Submitted,
Pamela Holmes, Finance Committee Chair

INDEX OF ARTICLES

- Article 1. Fund Additional Library Design Services
- Article 2. Fund Water Mains
- Article 3. Additional compensation – Town Treasurer
- Article 4. Municipal Charges Lien for Delinquent Ambulance Bills
- Article 5. Adoption of FY 03-08 Capital Improvement Plan
- Article 6. Amend Personnel Bylaws – Sick Leave Bank
- Article 7. Amend the Personnel and compensation Plans – Administrative Assistant Position
- Article 8. Sight Line Easement – West and Grove Street
- Article 9. Common Driveway Bylaw

Capital Improvements Committee Report

The Capital Improvements Committee reviews and offers recommendations concerning requests for Town and School capital projects. Prioritization of FY03 requests is based on current information. Appropriation for FY03 projects will occur at subsequent town meetings.

Priority	FY03 Requested Projects	Cost
03-1	<u>Senior Center Handicapped Ramp Improvement</u> - During inclement weather, access and maintenance to the Senior center becomes dangerous. Renovation to the entrance includes a roof and enclosure.	52,780
03-2	<u>Transfer Station Concrete Pads</u> - Addition of concrete pads for recycling containers.	11,000
03-3	<u>Stainless Steel Sanders</u> - (2) sanders to replace non-stainless versions	18,000
03-4	<u>Martin Road</u> - Stabilization of existing fields, improvement of drainage.	55,000
03-5	<u>Ambulance</u> - Replacement of 1995 ambulance	124,200
03-6	<u>Old Elem School Roof repair</u> - FY02 funding was appropriated for roof repair and soffit replacement. Upon subsequent investigation, removal of pigeon guano is necessary prior to repairs.	41,493
03-7	<u>Police Communication Equipment</u> - Existing low band system has inadequate range to cover the entire town. Range problem may be corrected with additional equipment being added to the cell tower now under construction. This request is for high band VHF/UHF system if low band system is not corrected. Prioritization to be updated early 2002 with cell tower completion.	69,126
03-8	<u>Catch Basin Cleaner</u> - Replacement of 1968 Cleaner	60,000
03-9	<u>New Sidewalk Construction</u> - 1) 200 foot extension from Main St west to Franklin St. 2) 955 foot extension from Town Hall south on Depot St.	48,000
03-10	<u>Middle/High School Garage</u> - construction of garage for storage of school equipment.	20,000
03-11	<u>Land Acquisition</u> - review of land under Ch 61 currently being undertaken. Plan for proposed acquisitions and funding strategy to be developed in FY03	100,000
03-12	<u>Acct'g Software Package</u> - Replacement of existing package. Prioritization to be updated when new Town Accountant is hired early 2002.	50,000
03-13	<u>Municipal Facilities Master Plan</u> - Phase 2: review and recommendations for projected future use of municipal buildings/land. Phase 1: development of long range maintenance plan for all municipal buildings was completed in FY01.	30,000
03-14	<u>Fire Chief's Vehicle</u> - Replacement of existing vehicle	18,895
03-15	<u>Chipper</u> - Replacement of Highway Dept chipper	27,000
03-16	<u>Roof repair Old Fire Station</u> - Stabilization of roof for continued use of old fire station as storage/garage for town equipment.	10,000
	FY03 Total	735,494

5 Year Projection of Capital Expenditures

Projects for the years 2004 thru 2008 have not been reviewed in depth by the Committee.

FY04 Requested Projects	Cost
Rescue Truck	85,000
4 Wheel Drive 1-Ton Truck w/Plow	40,000
New Sidewalk Construction	28,000
Old Building removal	60,500
Martin Road Recreation	77,000
Municipal Bldg Electrical system	78,140
Municipal Center Renovations	64,220
Pavement Resealing -	15,000
Handicapped Ramp	20,625
Install 1st Floor Unisex Bathroom	13,750
Replacement Main Electrical Panel	45,000
FY04 Total	527,235

FY05 Requested Projects	Cost
Well Exploration	75,000
Dump Truck w/Plow (1) Replacing 1978 Truck	80,000
New Sidewalk Construction	28,000
Survey Equip	11,000
Martin Road Recreation	50,000
FY05 Total	244,000

FY06 Requested Projects	Cost
Dump Truck w/Plow (1) Replacing 1979 Truck	75,000
New Sidewalk Construction	28,000
Municipal Gym Windows	17,230
Martin Road Recreation	50,000
FY06 Total	170,230

FY07 Requested Projects	Cost
Replace ceiling tile	81,000
Replace bathroom fixtures	70,000
Sidewalk Tractor	64,500
Replace ceiling tile	42,000
Replace bathroom fixtures	30,000
New Sidewalk Construction	28,000
1/2 Ton, 2-Wheel Drive Pickup	22,000
Replace office roof; service bay roof	21,250
Replace ceiling tiles	14,850
Replace lighting and fire alarm	10,000
Municipal Bldg. Exterior Envelope Repair	17,006
Post Office Ext. Envelope Repair	27,137
Post Office Roof	59,267
Industrial Land Feasibility Study (possible repayment of loan from FY02)	25,000
FY07 Total	512,010

FY08 Requested Projects	Cost
FY08 Total	0

Project Requests Exceeding \$100,000 For Later Funding Determinations **	Cost
Sewer Plant Upgrade	4,806,000
Library Renovation & Addition (Eligible for State Reimbursement)	3,150,000
Replacement of 1931 Highway Garage	1,222,100
Davis Street Sewer Extension	800,750 *
Main Street Water Main (Franklin-North)	395,840 *
8" Gravity Sewer Line and Pump (C St to Pump Station)	336,400
Davis Street Water Main	337,555 *
Highway Garage Land Acquisition	220,000
School Connector Road	315,000
Downtown Improvements	**
Replacement of Police Station	2,000,000
Boiler, A/C	185,000
Replace Brush No. 1	150,000
Main Street Booster Station	100,000
Water Main (Mechanic, Manchaug, & Gilboa)	310,000
Replace Ladder No. 1	725,000

* Funded thru new High School construction appropriation and Article 2 of the 11/15/01 Special Town Meeting

** Costs to be determined based on results of design review in early 2002

Respectfully Submitted,
Paula Brouillette, Chairman
Anthony Gressak, Vice Chair
Betty A. Therrien, Secretary
Mitch Cohen
Glenn Gilbert
Shirley Moczynski
Bob Saster
Edward Therrien
Terri Feuersanger

Article 1. Fund Additional Library Design Services

To see if the Town will vote to appropriate and transfer from available funds the sum of \$6,000, or any other sum, for additional Library Design Services, or to take any other action relative thereto.

The original grant application for State assistance with funding this project was missing some critical information. This funding allows the Library to complete the package of information for resubmittal to the State.

Finance Committee recommends this article.

Article 2. Fund Water Mains

To see if the Town will vote to appropriate \$580,000, or some other amount, for the purpose of paying costs of laying a sixteen-inch water main from Franklin Street to the intersection of Northeast and North Streets, and thereafter, a twelve-inch water main along Route 16, all as needed to provide for the fire suppression requirements of the new school, including the payment of all other costs incidental and related thereto, to determine whether this sum shall be raised

by borrowing or otherwise, or to take any other action relative thereto.

This project was deferred by the School Building Committee and the Board of Selectmen last fall during the School Project review and subsequent approval by the Town. The water lines must be completed to provide the new school facility with adequate water for fire suppression. The project may be approved for a 40% Grant through the Rural Development Financing Authority. A waiver has been presented to the SBA for funding school-related pieces within the amount to be reimbursed to the Town.

Finance Committee recommends this article.

Article 3. Additional Compensation—Town Treasurer

To see if the Town will vote to raise and appropriate and/or transfer from available funds the sum of \$1,000, or some other amount, to the Town Treasurer's salary account to provide compensation for becoming a Certified Massachusetts Municipal Treasurer as approved in Article 12

of the May 15, 2000 Annual Town Meeting, or to take any other action relative thereto.

The Town voted at the May 2000 Annual Town Meeting to provide additional compensation, as provided by law, to the Town Clerk, Collector and Treasurer upon certification in their respective field.

Finance Committee recommends this article.

Article 4. Municipal Charges Lien for Delinquent Ambulance Bills

To see if the Town will vote to adopt Massachusetts General Laws Chapter 40, Section 58—Municipal Charges Lien—as it pertains to delinquent ambulance services charges, or to take any other action relative thereto.

This article will allow the Town to place a lien on property to leverage payment of ambulance charges that are due to the Town.

Finance Committee recommends this article.

Article 5. Adoption of FY 03-08 Capital Improvement Plan

To see if the Town will vote to approve the Town of Douglas FY 03-08 Capital Improvement Plan as submitted by the Capital Improvement Committee, or to take any other action relative thereto.

This presents a report for FY03-FY08 from the Capital Improvement Committee. The final FY03 Capital Improvement Plan with requests for funding will be presented to the FY03 Annual Town Meeting in May 2002.

Finance Committee recommends acceptance of the Capital Improvement Report.

Article 6. Amend Personnel Bylaws—Sick Leave Bank

To see if the Town will vote to amend the Douglas Personnel Bylaw, as adopted by the Annual Town Meeting on May 17, 1986 and as amended at the May 16, 1992 Annual Town Meeting, by inserting in Section VIII, EMPLOYEE BENEFITS, a new Subsection C-I, SICK LEAVE BANK, to read as follows:

This allows certain employees to donate accrued sick time and establishes guidelines for the program.

Finance Committee recommends this article.

SICK LEAVE BANK

The Personnel Board shall establish a Sick Leave Bank, subject to the following terms and conditions:

1. ESTABLISHMENT: The Sick Leave Bank is designed for use by non-union, non-contract municipal employees who are undergoing a prolonged illness or disability or who must care for an immediate family member with an extended or catastrophic illness or injury. Prolonged illness or disability is construed to be an absence of twenty (20) consecutive working days or more. All transactions for the Sick Leave Bank shall be processed in increments of one (1) hour or more. Donors and recipients of the Sick Bank Leave must be permanent full or part time employees. The Sick Leave Bank shall be administered by the Personnel Board on a case by case basis and who shall have the right to waive requirements or establish additional criteria.

2. ELIGIBILITY: Employees are eligible to participate in the Sick Leave Bank if they are permanent full or part-time employees with at least one year of service, and have exhausted all of their own sick leave benefits, vacation days, personal days and compensatory time and who intend to return to work immediately after the prolonged illness or disability ceases. To be eligible, the employee may not be receiving workers compensation benefits or other disability or retirement benefits. If the recipient's situation qualifies for family and medical leave under the Family and Medical Leave Act (FMLA), any leave granted will be counted toward his/her FMLA leave entitlement. The employee must submit at his/her own expense a medical verification from a licensed physician with the application for the Sick Leave Bank and must submit monthly medical progress reports from a licensed physician (unless waived by the Personnel Board) for the duration of the leave. Only employees who contribute to the Sick Leave Bank are eligible to receive benefits from it.

3. JOINING: Any permanent full or part-time employee who has accrued a minimum of 8 sick days may join the Sick Leave Bank at its inception or during the annual benefits open enrollment period (February 1st — March 1st). New employees may join after their 7th month of employment or during the annual benefits open enrollment period and must have accrued a minimum of 8 sick days. Upon joining, the employee must immediately contribute a minimum of three (3) sick days (or the equivalent of three (3) work days and at least one (1) sick day per year. The total contribution per employee shall be at his/her discretion. Prior to retirement, an employee

may donate a maximum of twenty (20) days. Employees shall be considered members of the Sick Leave Bank for as long as they contribute the minimum sick days or until written notice of withdrawal is sent to the Personnel Board. No donated sick days shall be returned to the employee upon his/her withdrawal from the Sick Leave Bank.

4. **RECIPIENTS:** Any eligible employee may apply to the Sick Leave Bank after exhausting all of his/her leave benefits. Employees must use the standard Application for Sick Leave Bank and submit it to the Personnel Board. Each submittal must be accompanied by a verification from a licensed physician along with monthly progress reports from said physician for the length of the benefit period. No employee may receive more than fifty (50) additional sick leave days in one calendar year and a maximum of eighty (80) additional sick leave days in two consecutive calendar years. Anyone receiving benefits from the Sick Leave Bank is responsible for all medical and other payroll deductions. Recipients must sign a Sick Leave Bank Agreement in which the employee states his/her intent to return to service immediately after the prolonged illness or disability.

5. **DEFAULT:** Employees using the benefits of the Sick Leave Bank must sign a Sick Leave Bank Agreement in which he/she states his/her intent to return to service immediately after the prolonged illness or disability for a minimum length of Sick Leave and to meet all the terms of the bylaw requirements. Default of this signed Agreement for reasons other than death or retirement of the employee, will result in refunding by the employee to the Town of Douglas in full amount of the salary represented by the sick leave from the Sick Leave Bank.

Or to take any other action relative thereto.

This allows certain employees to donate accrued sick time and establishes guidelines for the program.

Finance Committee recommends this article.

Article 7. Amend the Personnel and compensation Plans – Administrative Assistant Position

To see if the Town will vote to amend the Personnel Classification and Compensation Plans, as adopted in Article 21 of the May, 2001 Annual Town Meeting, by inserting the

position of "Administrative Assistant—Selectmen's Office" in the "Office Administrative Classification Plan" under "Grade OA-4", or to take any other action relative thereto.

Upon recommendation of the Administrator and the Board of Selectmen, the position in the Selectmen's office will change to Administrative Assistant. This establishes the position within the Personnel Classification Plan

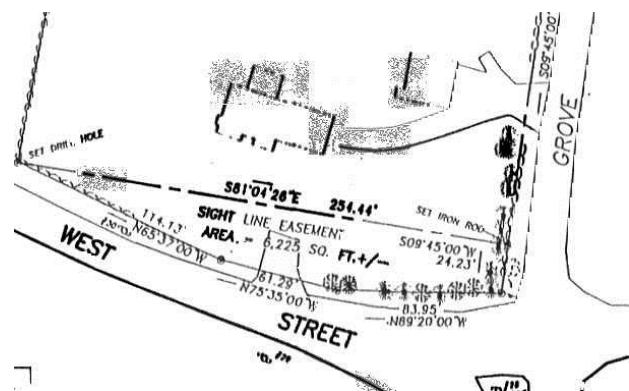
Finance Committee recommends this article.

Article 8 Sight Line Easement—West and Grove Streets

To see if the Town will vote to authorize the Board of Selectmen to acquire by gift, purchase, eminent domain or otherwise and to accept the grant to the Inhabitants of the Town of a permanent sight line easement in, upon, under, and over the area shown as "Sight Line Easement" on a plan of land entitled "Plan of Easement across Land of Ronald A. Nedroscik and Carol A Nedroscik" scale 1" =40', dated August 16, 2001, prepared by Jim Kasierski, PLS, Inc., 82 Dresser Hill Road, Charlton, MA 01507, upon such terms and conditions as the Board shall determine appropriate, for the purpose of providing and maintaining a safe sight line for pedestrian and motor vehicle traffic entering and exiting Grove Street, a public way, and further, to see if the Town will vote to raise and appropriate and/or transfer from available funds a sum sufficient for said purpose, or to take any other action relative thereto.

The article provides a solution to 15 years of safety concerns at the intersection of Grove Street and West Street. This allows the Town to acquire an easement that should provide improved visibility to motor vehicle traffic.

Finance Committee does not have sufficient information to recommend this article. We deferred recommendation on this article to our meeting on 11/15/01 at 6:30.



Article 9 Common Driveway Bylaw

To see if the Town will vote to amend its Zoning Bylaw by inserting a new Section X, as follows:

X Common Driveway Bylaw

10.01 Purpose

The purpose of this Bylaw is to promote public safety; avoid the alteration of the physical appearance of the land; minimize the alteration of wetland resource areas and topographical characteristics, including the removal of rock outcrops, significant fill or grading, removal of trees and other vegetation, or the removal of buildings of historical or architectural merit. All driveways shall be constructed in a manner ensuring reasonable and safe access for all vehicles including, but not limited to, emergency, fire and police vehicles.

10.02 Applicability

a. Shared driveways, serving not more than two lots are allowed by right.

b. Common driveways serving between three and four lots may be allowed by special permit in all zoning districts.

10.03 Authority

a. The Planning Board shall be the Special Permit Granting Authority (SPGA) for common driveways.

b. The Planning Board will consider recommendations from the Police Chief, the Fire Chief, the Highway Superintendent and the Town Engineer.

c. The Planning Board may establish and assess reasonable fees for the permit application.

d. Strict compliance with the requirements of this Bylaw may be waived when, in the judgment of the Planning Board, such action is in the public interest and not inconsistent with the Common Driveway Bylaw. In waiving strict compliance, the Board may require such alternative conditions as will serve substantially the same objective as the standards being waived.

10.04 Administration

a. The submittal package shall include the Special Permit Application Form, a certified abutters list for all property owners within 300-feet of the properties being served, a plan showing the proposed driveway presented at a suitable scale to show the scope and intent of the proposed project, and the permit Application fee as identified in Section 0.

b. Applicants for common driveway approval shall submit twelve (12) copies of the application package to the Planning Board office. Within three (3) days thereafter the Planning Board shall forward a copy of the application to the Police Chief, Fire Chief, Highway Superintendent, and the Town Engineer.

c. Abutter notification, advertising and the hearing process shall be in conformance with the requirements of the State Zoning Act Chapter 40A, Section 9 - Special Permits.

10.05 Design Requirements

a. Lots to be served shall have at least the minimum required frontage on a town way as required by the Zoning Bylaw in effect at the time they were created.

b. Lots to be served by a common driveway must meet the dimensional standards of the Zoning Bylaw in effect at the time they were created.

c. The common driveway shall be located entirely within the boundaries being served thereby.

d. The Grade of the Common Driveway shall not exceed 10% unless the Planning Board shall grant a special permit after a determination that said driveway will provide safe and reasonable access for vehicles.

e. The Driveway Centerline intersection with the street centerline shall not be less than 45 degrees.

10.06 Construction and Operational Requirements

a. The Common Driveway shall have a minimum cleared width of eighteen (18) feet if less than or equal to Three Hundred (300) feet in length, and Twenty-two (22) feet if greater than 300 feet in length.

b. Driveways shall be constructed with a durable material, graded and suitably maintained to the extent necessary to avoid any nuisance by reason of erosion or water flow onto adjoining property.

c. A paved apron shall be constructed at the Common Driveway – street intersection to ensure that dirt and debris is not tracked into the street.

d. No parking shall be allowed on the common driveway.

10.07 Legal Considerations

a. Proposed documents shall be submitted to the Planning Board demonstrating, to the satisfaction of the Planning Board, that, through easements, restrictive covenants or other appropriate legal devices, the maintenance, repair, snow removal and liability of the common driveway shall remain perpetually the responsibility of the private parties or their successors-in-interest.

b. Said documents shall be recorded at the Registry of Deeds, and a copy of said recorded documents shall be provided to the Planning Board prior to issuance of a building permit.

c. A covenant shall be entered into between the Owner or Developer and the Town, in a form acceptable to the Planning Board, prohibiting the issuance of an occupancy permit until such time as the common driveway has been constructed in accordance with this Bylaw.

Or to take any other action relative thereto

This article has no financial implications to the Town and was not considered by the Finance Committee.

Finance Committee has no recommendation on this article.

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**Town of Douglas
29 Depot Street
Douglas, MA 01516**

**PRESORTED
STANDARD
US POSTAGE PAID
DOUGLAS, MA
PERMIT NO 12**

RESIDENT

DOUGLAS, MA 01516

**Special Town Meeting
Thursday, November 15, 2001
Douglas Middle/High School Auditorium**