Voter Information Bulletin

Town of Douglas | **June 2002**

Annual Town Meeting ~ Continued
Monday June 24, 2002 at 7:00 PM
Douglas Middle / High School Auditorium

The Finance Committee is pleased to present a balanced budget for Fiscal Year 2003. The protracted budget process and split dates for Annual Town Meeting will hopefully be unnecessary next year. Fiscal stability at the State level will ensure that communities can receive early notification of budgeted State revenues. Professional personnel within our Administrative and Financial offices will also refine and consolidate the process.

This budget uses $160,000 from Free Cash as revenues; funding a Capital item, catch basin cleaner ($60,000). Capital items totaling almost $600,000 were voted earlier in the year. The FY03 budget funds the Douglas Schools above the minimum required amount by about $125,000. The total Education budget has increased by $356,000; this includes funding the first year of debt for the Blackstone Valley Vocational Building Project at $89,376. Insurances and Employee Benefits have increased $283,402 from the FY02 level.

As we move into the next fiscal year, the Finance Committee anticipates some Free Cash to be certified in the fall. When this amount becomes apparent, the Finance Committee will be ready to propose an amount to be voted to the Stabilization Fund which will assist the Town with possible prolonged need to pay short-term debt on our New School Project.

Warrant Article Listing

1. Acceptance of Finance Committee Report
2. FY03 Budget
3. Elected Officials
4. FY03 Transfer Station Enterprise Fund
5. FY03 Water / Sewer Enterprise Fund
6. Waste Water Treatment Facility Improvements
7. Amend Article VI - Water / Sewer Bylaw
8. Recurring Business
9. Purchase Used Fire Rescue Truck
10. Purchase New Ambulance
11. Transfer Fire Salary to Ambulance Salaries
12. Adoption of Revised FY 03-08 Capital Improvement Plan
13. Personnel Classification
14. Transfer Audit Fees
15. Transfer Fees for WWII Memorial
16. Transfer Fees to Reserve Fund for Library Architect
17. Bylaw Changes
18. Prior Year Bills

*** Bolded Articles will be addressed at this meeting.**
All others were addressed May 20, 2002.

Finance Committee Recommendations

Please see inside flyer for more information.

1. Recommend
2. Recommend
3. Recommend w/ wording change
4. Recommend
5. Recommend
6. Article passed 5/20/02
7. Article defeated 5/20/02
8. Article passed 5/20/02
9. Recommend w/ wording change
10. Recommend w/ wording change
11. Recommend w/ wording change
12. Recommend
13. Recommend
14. Recommend w/ wording change
15. Article passed 5/20/02
16. Article postponed indefinitely 5/20/02
17. Article passed 5/20/02
18. Recommend w/ wording change

General Government	FY 2002 Approved	FY03 Selectmen Recommendations	FY03 FinCom Recommendations
Selectmen			
Wages	115,558.00	124,194.00	124,194.00
Expenses	21,600.00	32,600.00	32,600.00
Awards & Recognition	1,000.00	0.00	0.00
Town Hall Office Supplies	19,800.00	20,000.00	20,000.00
Town Reports	3,500.00	4,000.00	4,000.00
Town Counsel	85,000.00	75,000.00	75,000.00
Total Selectmen	246,458.00	255,794.00	255,794.00
Accountant			
Wages	52,708.00	82,035.00	82,035.00
Expenses	4,780.00	5,050.00	5,050.00
Audit	16,000.00	20,000.00	20,000.00
Total Accountant	73,488.00	107,085.00	107,085.00
Assessors			
Wages	82,483.00	89,220.00	89,220.00
Expenses	6,630.00	6,630.00	6,630.00
Reval	8,900.00	0.00	0.00
Special Mapping	0.00	0.00	0.00
Total Assessors	98,013.00	95,850.00	95,850.00
Collector			
Wages	34,904.00	41,060.00	41,060.00
Expenses	16,225.00	17,145.00	17,145.00
Tax Title	2,600.00	3,000.00	3,000.00
Total Collector	53,729.00	61,205.00	61,205.00
Treasurer			
Wages	57,391.00	65,965.00	65,965.00
Additional Compensation	1,000.00	1,000.00	1,000.00
Expenses	12,150.00	12,150.00	12,150.00
Tax Title	9,000.00	9,000.00	9,000.00
Total Treasurer	79,541.00	88,115.00	88,115.00
Finance Committee			
Reserve Fund	25,000.00	30,000.00	30,000.00
Expenses	7,297.00	7,297.00	7,297.00
Personnel Records	500.00	500.00	500.00
Total Fin Comm	32,297.00	37,297.00	37,297.00
Technology			
Wages	10,200.00	0.00	0.00
Expenses	50,936.00	41,087.00	41,087.00
Total Technology	61,136.00	41,087.00	41,087.00

	FY 2002 Approved	FY03 Selectmen Recommendations	FY03 FinCom Recommendations
Clerk			
Wages	49,762.00	58,500.00	58,500.00
Expenses	5,166.00	9,905.00	9,905.00
Total Clerk	54,928.00	68,405.00	68,405.00
Muni Buildings			
Wages	34,265.00	38,565.00	38,565.00
Expenses	76,075.00	92,555.00	92,555.00
Total Muni Bldg	110,340.00	131,120.00	131,120.00
Comm Development			
Wages	126,048.00	139,885.00	139,885.00
Expenses	39,764.00	21,100.00	21,100.00
Planning Board	3,876.00	3,876.00	3,876.00
Master Plan Implementation	4,800.00	4,800.00	4,800.00
Economic Development	10,000.00	10,000.00	10,000.00
Zoning Board - Wages	3,344.00	6,000.00	6,000.00
Zoning Board - Expenses	2,122.00	4,115.00	4,115.00
Open Space	1,000.00	1,000.00	1,000.00
Conservation Commission	3,260.00	3,260.00	3,260.00
Total Comm Development	194,214.00	194,036.00	194,036.00
Other Gen Govt			
Moderator	250.00	250.00	250.00
Octoberfest	1,500.00	1,500.00	1,500.00
Total Other Gen Govt	1,750.00	1,750.00	1,750.00
Total General Govt.	1,005,894.00	1,081,744.00	1,081,744.00
Public Safety			
Police			
Wages	791,763.00	857,724.00	857,724.00
Expenses	100,850.00	102,775.00	102,775.00
Cruiser	25,000.00	25,000.00	25,000.00
Total Police	917,613.00	985,499.00	985,499.00
Fire			
Wages	119,811.00	129,333.00	129,333.00
Expenses	45,740.00	47,740.00	47,740.00
Total Fire	165,551.00	177,073.00	177,073.00
Ambulance			
Wages	56,225.00	62,149.00	62,149.00
Expenses	17,900.00	19,400.00	19,400.00
Total Ambulance	74,125.00	81,549.00	81,549.00

	FY 2002 Approved	FY03 Selectmen Recommendations	FY03 FinCom Recommendations
Building Dept			
Wages	77,774.00	84,914.00	84,914.00
Expenses	6,206.00	6,206.00	6,206.00
Total Bldg Dept.	83,980.00	91,120.00	91,120.00
Trees			
Wages	600.00	600.00	600.00
Expenses	6,000.00	6,600.00	6,600.00
Total Tree Dept.	6,600.00	7,200.00	7,200.00
Civil Defense			
Wages	300.00	300.00	300.00
Expenses	0.00	1,500.00	1,500.00
Total Civil Defense	300.00	1,800.00	1,800.00
Sealer Weights & Measures			
Expenses	0.00	1,500.00	1,500.00
Total Sealer Weights & Measures	0.00	1,500.00	1,500.00
Total Public Safety	1,248,169.00	1,345,741.00	1,345,741.00
Health & Human Services			
Board of Health			
Wages	31,776.00	33,926.00	33,926.00
Expenses	9,295.00	9,295.00	9,295.00
	41,071.00	43,221.00	43,221.00
Nurse	12,357.00	24,461.00	24,461.00
	0.00	0.00	0.00
	12,357.00	24,461.00	24,461.00
Animal Inspection			
	1,347.00	1,415.00	1,415.00
	300.00	300.00	300.00
	1,647.00	1,715.00	1,715.00
Total Board of Health	55,075.00	69,397.00	69,397.00
Council on Aging			
Wages	31,968.00	36,946.00	36,946.00
Expenses	7,400.00	7,400.00	7,400.00
Total COA	39,368.00	44,346.00	44,346.00

	FY 2002 Approved	FY03 Selectmen Recommendations	FY03 FinCom Recommendations
Veterans			
Wages	3,638.00	3,638.00	3,638.00
Expenses	1,005.00	1,005.00	1,005.00
Benefits	8,500.00	8,500.00	8,500.00
Total Veterans	13,143.00	13,143.00	13,143.00
Total Health & Human Services	107,586.00	126,886.00	126,886.00
Public Works			
Cemetery			
Wages	0.00	0.00	0.00
Expenses	5,500.00	8,000.00	8,000.00
Total Cemetery	5,500.00	8,000.00	8,000.00
Highway			
Wages - regular	318,395.00	343,861.00	343,861.00
Wages - OT (not Snow)	8,652.00	0.00	0.00
Expenses	33,200.00	33,200.00	33,200.00
Cap Items	55,714.00	55,651.00	55,651.00
Maintenance	139,230.00	143,730.00	143,730.00
Special	3,000.00	6,000.00	6,000.00
Snow & Ice	82,805.00	84,535.00	84,535.00
Total Highway	640,996.00	666,977.00	666,977.00
Other Public Works			
Monitor Landfill	2,000.00	2,000.00	2,000.00
Monitor Wells	9,000.00	9,000.00	9,000.00
Remove Hazardous Materials	9,000.00	0.00	0.00
Streetlighting	42,350.00	43,000.00	43,000.00
Total Other Public Works	62,350.00	54,000.00	54,000.00
Total Public Works	708,846.00	728,977.00	728,977.00
Culture & Recreation			
Recreation			
Wages	6,400.00	6,400.00	6,400.00
Expenses	27,031.00	27,031.00	27,031.00
Total Recreation	33,431.00	33,431.00	33,431.00
Library			
Wages	91,094.00	100,431.00	91,094.00
Expenses	35,522.00	38,338.00	35,522.00
Total Library	126,616.00	138,769.00	126,616.00

	FY 2002 Approved	FY03 Selectmen Recommendations	FY03 FinCom Recommendations
Memorial Day	1,075.00	1,075.00	1,075.00
	1,075.00	1,075.00	1,075.00
Total Culture & Recreation	161,122.00	173,275.00	161,122.00
Education			
Douglas Schools			
Personnel & Expenses	7,910,915.00	7,957,041.00	7,957,041.00
Transportation/Fixed Assets	527,907.00	638,737.00	638,737.00
Total Douglas Schools	8,438,822.00	8,595,778.00	8,595,778.00
Blackstone Valley Regional			
Assessment	527,062.00	631,750.00	631,750.00
Ongoing Capital		4,956.00	4,956.00
New Construction		89,376.00	89,376.00
Representative Expense	500.00	500.00	500.00
Total Blackstone Valley	527,562.00	726,582.00	726,582.00
Total Education	8,966,384.00	9,322,360.00	9,322,360.00
Insurance/Employee Benefits			
Ins - Prop, Liab & Work Comp	102,767.00	137,805.00	137,805.00
Unemployment	20,000.00	20,000.00	20,000.00
Ins - Health & Life	888,268.00	1,074,716.96	1,074,716.96
Retirement/Medicare	338,480.00	400,396.00	400,396.00
Total Employee Benefits	1,349,515.00	1,632,918.00	1,632,918.00
Debt Service			
Long-Term Principal	775,167.00	480,923.00	480,923.00
Long-Term Interest	203,745.00	161,383.00	161,383.00
Short-Term Interest	321,300.00	725,080.00	725,080.00
Total Debt Service	1,300,212.00	1,367,386.00	1,367,386.00
Total Capital Outlay	273,509.00	60,000.00	60,000.00
Summary			
Total General Govt.	***1,005,894.00***	***1,081,744.00***	***1,081,744.00***
Total Public Safety	***1,248,169.00***	***1,345,741.00***	***1,345,741.00***
Total Health & Human Services	***107,586.00***	***126,886.00***	***126,886.00***
Total Public Works	***708,846.00***	***728,977.00***	***728,977.00***
Total Culture & Recreation	***161,122.00***	***173,275.00***	***161,122.00***
Total Education	***8,966,384.00***	***9,322,360.00***	***9,322,360.00***
Total Employee Benefits	***1,349,515.00***	***1,632,918.00***	***1,632,918.00***
Total Debt Service	***1,300,212.00***	***1,367,386.00***	***1,367,386.00***
Total Capital Outlay	***273,509.00***	***60,000.00***	***60,000.00***
	15,121,237.00	***15,839,287.00***	***15,827,134.00***

Article 1. Finance Committee Report
To see if the Town will vote to hear and act upon the report of the Finance Committee as presented at and printed in the Finance Committee's Annual Town Meeting recommendations, or to take any other action related thereto.
Finance Committee RECOMMENDS this article.

Article 2. FY03 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 2003, or take any other action relative thereto.
Finance Committee RECOMMENDS this article by line item.

Article 3. 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 41m §108 of the Massachusetts General Laws, as amended, as follows:

	#1	#2
Board of Assessors	2,900.00	**2,900.00**
Blackstone Valley Vocational School District Rep.	500.00	**500.00**
Collector	39,743.00	**33,990.00**
Moderator	250.00	**250.00**
Board of Selectmen	1,600.00	**1,600.00**
Clerk	39,743.00	**33,990.00**
Treasurer	42,487.00	**38,013.00**
Water/Sewer Commission	2,400.00	**2,400.00**

The final recommendations for salaries are listed in bold #2 above and are included in Article 2 amounts.
Finance Committee moves to recommend elected official salaries as included in Article 2.

Article 4. FY03 Transfer Station Enterprise Fund Budget
To see if the Town will vote to raise and appropriate the sum of $284,970 from Transfer Station charges and fees to operate and maintain the Transfer Station, or take any other action thereto.
This is the contracted amount needed to fund operation of the Transfer Station for FY03.
Finance Committee RECOMMENDS this article.

Article 5. Water/Sewer Enterprise Fund
To see if the Town will vote to approve the sum of $ 398,692 to operate and maintain the Water/Sewer Department from the following sources: 1) to raise and appropriate $378,692 from Water/Sewer user charges, 2) to transfer $9,000 from Water Development Fees, and 3) to transfer $11,000 from Sewer Development Fees; and further to see if the Town will vote to approve the sum of $194,057 to pay Water/Sewer Debt and Interest from the following sources: 1) to transfer $120,571 from the Fund Balance Reserved for Water Well Bond Charges and 2) to transfer $73,486 from Water/Sewer Unreserved Fund Balance.
This funds the FY03 Water/Sewer Enterprise with money collected by this department.
Finance Committee RECOMMENDS this article.

Article 6. Wastewater Treatment Facility Improvements
To see if the Town will vote to raise appropriate a sum of $6,500,000 for the construction of Wastewater Treatment Facility Improvements; to determine whether this appropriation shall be raised by borrowing from the Massachusetts Water Pollution Abatement Trust or otherwise, provided that this appropriation and debt authorization shall be contingent upon the passage of a Proposition 2 ½ debt exclusion referendum under General Laws Chapter 59, paragraph 21C (k), or to take any other action relative thereto.
Article passed 5/20/02

Article 7. Amend Article VI Water / Sewer Bylaw:
To see if the Town will vote to amend Article VI. Water-Sewer Department, Section 2 (a) of the General Bylaws by deleting the following sentence: "No member of the Board shall hold any other elective Town office" or to take any other action thereto.
Article defeated 5/20/02

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 2003.

B. 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 2003 pursuant to MGL Chapter 44 § 53F, or to take any other action related thereto.

C. 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.

D. Simon Fairfield Public Library: To see if the Town will vote to require that all funds received into the General Fund during the Fiscal Year 2003 from State Aid Grants for the Public Library be transferred to the Special Interest Bearing Account for the Simon Fairfield Public Library and further, that all fines received during Fiscal Year 2003 by the Simon Fairfield Library be retained by the library for the purpose of purchasing books, films and other library supplies and materials, or take any other action related thereto.

E. 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.

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

#	Department	Receipts	Expenditures
1	Animal Control pursuant to MGL Chapter 44, § 53E ½	All receipts received in connection with the operation of the Dog Control Program	The Animal Control Officer may expend a sum not to exceed Twenty Six Thousand Six Hundred Thirty dollars ($26,630) for the purpose of operating & maintaining the Animal Control Program including the operation & maintenance of a Town or regional animal kennel, if any provided.
2	Board of Health Sanitation Fee Account	All receipts from the various sanitation fees paid to the Town	The Board of Health may expend a sum not to exceed Forty Thousand dollars ($40,000) for the purpose of offsetting the cost of operating the Board of Health.

G. 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 under the direction of the Highway Superintendent.
<u>Article passed 5/20/02</u>

Article 9. Purchase Used Fire Rescue Truck
To see if the Town will vote to raise and appropriate a sum of money ($12,500) for the purpose of purchasing a Used Fire Rescue Truck with accessories and said sum to be transferred from the Receipts Reserved for Appropriations Ambulance and further authorized the Board of Selectmen to accept $12,500 from the Fire Fighters Association.
This article combines funds from 2 sources, other than the tax rate, to purchase a Fire Rescue vehicle.
<u>The Finance Committee moves that the Town appropriate $25,000 for the purpose of purchasing a Used Fire Rescue Truck with accessories, of which $12,500 to be transferred from the Receipts Reserved for Appropriations Ambulance Fund and further authorize the Board of Selectmen to accept $12,500 from the Fire Fighters Association.</u>

Article 10. Purchase New Ambulance
To see if the Town will vote to raise and appropriate a sum of money ($125,000) for the purpose of purchasing a New Ambulance and said sum to be transferred from the Receipts Reserved for Appropriations – Ambulance.
This vehicle will replace our current ambulance. Funds are derived from ambulance charges.
<u>Finance Committee recommends that the Town APPROPRIATE this money from Receipts Reserved for Appropriations – Ambulance.</u>

Article 11. Ambulance Salaries Transfer
To see if the Town will vote to transfer the sum of 4,200 from the Ambulance Reserve Account (GL # 025-000-325.110) to the Ambulance Part Time Wages Account (GL # 001-221.000-702.000) or to take any other action thereto.
This article should state that this is for the current fiscal year (FY02) the transfer is from Fire Salary Account to the Ambulance Part Time Wages account because of increased ambulance activity.
<u>The Finance Committee recommends and moves that the Town transfer the amount of $4,200 from the FY02 Fire Salary Account to the FY02 Ambulance Part Time Wages Account.</u>

Article 12 Adoption of Revised FY 03-08 Capital Improvement Plan

To see if the Town will vote to approve the Town of Douglas FY 03-08 Revised Capital Improvement Plan as submitted by the Capital Improvement Committee, or to take any other action relative thereto.
(SEE EXPLANATION AND RECOMMENDATION BELOW REPORT)

Capital Improvements Committee Report

The Capital Improvements Committee reviews and offers recommendations concerning requests for Town and School capital projects. Appropriation for FY03 projects is indicated in "FY03 Action Taken" column.

Priority	FY03 Requested Projects	Cost	FY03 Action Taken
03-2	**Transfer Station Concrete Pads** - Addition of concrete pads for recycling containers.	11,000	STM 4/5/02
03-3	**Stainless Steel Sanders** - (2) sanders to replace non-stainless versions	18,000	Funded thru Dept
03-5	**Ambulance** - Replacement of 1995 ambulance	124,200	Funded thru Dept
03-6	**Old Elem School Roof repair** - FY02 funding was appropriated for roof repair and soffit replacement. Upon subsequent investigation, removal of pigeon guano is necessary prior to repairs.	169,000	STM 4/5/02
03-8	**Catch Basin Cleaner** - Replacement of 1968 Cleaner	60,000	Proposed, ATM 6/24/02
Added	**School Connector Road**	183,000	STM 4/5/02
Added	**Library Roof**	124,000	STM 4/5/02
Added	**Rescue Truck** - originally scheduled for FY04	25,000	Funded thru Dept
03-15	**Chipper** - Replacement of Highway Dept chipper	27,000	Funded thru Dept
03-16	**Roof repair Old Fire Station** - Stabilization of roof for continued use of old fire station as storage/garage for town equipment.	10,000	STM 4/5/02
	FY03 Total	751,200	
	Funded thru STM 4/5/02	497,000	
	Funded thru Dept	194,200	
	Balance FY2003 Requests	60,000	

5 Year Projection of Capital Expenditures
Unfunded projects from FY03; FY04 thru FY08 projects which have not been reviewed in depth by the Committee.

	FY04 Requested Projects	Cost
Originally FY03	**Senior Center Handicapped Ramp Improvement** - During inclement weather, access and maintenance to the Senior center becomes dangerous. Renovation to the entrance includes a roof and enclosure.	52,780
Originally FY03	**Martin Road** - Stabilization of existing fields, improvement of drainage.	55,000
Originally FY03	**Police Communication Equipment** - 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

Originally FY03	**New Sidewalk Construction** - 1) 200 foot extension from Main St west to Franklin St. 2) 955 foot extension from Town Hall south on Depot St.	48,000
Originally FY03	**Middle/High School Garage** - construction of garage for storage of school equipment.	20,000
Originally FY03	**Land Acquisition** - review of land under Ch 61 currently being undertaken. Plan for proposed acquisitions and funding strategy to be developed in FY03	100,000
Originally FY03	**Acct'g Software Package** - Replacement of existing package. Prioritization to be updated when new Town Accountant is hired early 2002.	50,000
Originally FY03	**Municipal Facilities Master Plan** - 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
Originally FY03	**Fire Chief's Vehicle** - Replacement of existing vehicle	18,895
	Highway 4 Wheel Drive 1-Ton Truck w/Plow	40,000
	FY04 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
	Middle/High School - pavement	15,000
	VFW - Handicapped Ramp	20,625
	VFW - Install 1st Floor Unisex Bathroom	13,750
	Municipal Bldg - Replacement Main Electrical Panel	45,000
	FY04 Total	886,036

FY05 Requested Projects	Cost
Well Exploration	75,000
Dump Truck w/Plow (1) Replacing 1978 Truck	80,000
FY05 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
FY06 New Sidewalk Construction	28,000
Municipal Gym Windows	17,230
Martin Road Recreation	50,000
FY06 Total	170,230

FY07 Requested Projects	Cost
Middle/HS - Replace ceiling tile	81,000
Middle/HS - Replace bathroom fixtures	70,000
Sidewalk Tractor	64,500

New Elementary - Replace ceiling tile	42,000
New Elementary - Replace bathroom fixtures	30,000
FY07 New Sidewalk Construction	28,000
Highway - 1/2 Ton, 2-Wheel Drive Pickup	22,000
Highway Garage - Replace office roof; service bay roof	21,250
Town Hall - Replace ceiling tiles	14,850
VFW - 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**

Requested Funding Year	Project Requests Exceeding $100,000 For Later Funding Determinations **	Cost	FY03 Action Taken
2003	Sewer Plant Upgrade	6,500,000	ATM 5/20/02
2003	Main Street Water Main (Franklin-North)	395,840	*
2003	8" Gravity Sewer Line and Pump (C St to Pump Station)	336,400	*
2003	Davis Street Water Main	337,555	*
2003	Downtown Improvements		**
2004	Davis Street Sewer Extension	800,750	
2004	Highway Garage Land Acquisition	220,000	
2004	Library Renovation & Addition (Eligible for State Reimbursement)	3,150,000	
2004	Replacement of 1931 Highway Garage	1,222,100	
2004	Replacement of Police Station	2,000,000	
2004	Municipal Bldg - Boiler, A/C	185,000	
2005	Highway - Replace Brush No. 1	150,000	
2005	Main Street Booster Station	100,000	
2006	Water Main (Mechanic, Manchaug, & Gilboa)	310,000	
2007	Fire - 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

This article reflects the changes made to the Capital Plan during the past year and recent Town Meeting votes. The Capital Plan is comprised of asset acquisition, maintenance and construction.

The Finance Committee recommends the Capital Plan as presented.

Article 13. Personnel Classification

To see if the Town will vote to approve the following personnel classification and compensation plans; or to take any other action relating thereto.
(SEE EXPLANATION AND RECOMMENDATION BELOW REPORT)

1 MANAGEMENT POSITIONS

Grade	Position	Grade	Position
M-1		M-4	Fire Chief
M-2	Director Senior Center		System Manager Water & Sewer
	Asst Assessor		Town Accountant
	Town Clerk	M-5	Town Engineer
	Town Treasurer		Hwy Superintendent
	Town Collector		
M-3	Building Commissioner		
	Library Director		
	Planning & Conservation Agent		

MANAGEMENT Compensation Plan – FY 03 Proposed COLA Increase % 5.00%

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
1	29741	30410	31095	31794	32510	33241	33990	34754	35536	36335
2	37176	38013	38868	39743	40637	41552	42486	43443	44419	45419
3	46471	47517	48586	49679	50796	51939	53108	54303	55525	56774
4	53441	54644	55874	57131	58416	59730	61074	62449	63854	65290
5	57450	58742	60064	61416	62797	64210	65654	67132	68643	70187

2 OFFICE ADMINISTRATIVE POSITIONS

Grade	Position	Grade	Position
OA-1	Library Assistant	OA-3	Dispatcher
	Jr. Clerk Assessors		Asst Tax Collector
			Asst Town Clerk
OA-2	Principal Clerk:		Asst Treasurer
	Fire, Building, Assessors		Admn Sec/Comm Development
	Hwy Clerk	OA-4	Adm. Secretary/Dispatcher
	Adm. Sec Board Selectmen		Adm. Supervisor/Board of Health
	Senior Clerk		Adm. Asst. to Exec Adm./ Selectmen.

OFFICE ADMINSTRATIVE Compensation Plan - FY 03 Proposed COLA % Increase 5.00%

	Grade	1	2	3	4	5	6	7	8	9	10
1	Hourly	10.15	10.38	10.62	10.86	11.1	11.35	11.6	11.87	12.14	12.41
	Weekly	304.5	311.4	318.6	325.8	333	340.5	348	356.1	364.2	372.3
	Annual	15,910.13	16,270.65	16,646.85	17,023.05	17,399.25	17,791.13	18,183.00	18,606.23	19,029.45	19,452.68
2	Hourly	12.19	12.46	12.74	13.03	13.32	13.62	13.92	14.24	14.56	14.89
	Weekly	365.7	373.8	382.2	390.9	399.6	408.6	417.6	427.2	436.8	446.7
	Annual	19,107.83	19,531.05	19,969.95	20,424.53	20,879.10	21,349.35	21,819.60	22,321.20	22,822.80	23,340.08
3	Hourly	13.41	13.7	14.02	14.33	14.65	14.98	15.32	15.67	16.01	16.38
	Weekly	402.3	411	420.6	429.9	439.5	449.4	459.6	470.1	480.3	491.4
	Annual	21,020.18	21,474.75	21,976.35	22,462.28	22,963.88	23,481.15	24,014.10	24,562.73	25,095.68	25,675.65
4	Hourly	15.41	15.76	16.12	16.47	16.85	17.23	17.62	18.02	18.42	18.84
	Weekly	462.3	472.8	483.6	494.1	505.5	516.9	528.6	540.6	552.6	565.2
	Annual	24,155.18	24,703.80	25,268.10	25,816.73	26,412.38	27,008.03	27,619.35	28,246.35	28,873.35	29,531.70

3	PUBLIC WORKS POSITIONS										
		Grade	Position			Grade	Position				
		PM-1	Truck Driver/Laborer			PM-3	Municipal Facilities Maint. Mgr				
		PM-2	Ast Water/Sewer Operator			PM-4	Group Leader				
			Hwy Laborer Operator			PM-5	Water Operator				
							Chief Operator				
	PUBLIC WORKS Compensation Plan – FY 03 Proposed							COLA % Increase		5.00%	
		1	2	3	4	5	6	7	8	9	10
1	Hourly	13	13.29	13.6	13.9	14.21	14.53	14.86	15.19	15.53	15.89
	Weekly	520	531.6	544	556	568.4	581.2	594.4	607.6	621.2	635.6
	Annual	27,170.00	27,776.10	28,424.00	29,051.00	29,698.90	30,367.70	31,057.40	31,747.10	32,457.70	33,210.10
2	Hourly	14.18	14.49	14.82	15.15	15.49	15.83	16.19	16.56	16.94	17.31
	Weekly	567.2	579.6	592.8	606	619.6	633.2	647.6	662.4	677.6	692.4
	Annual	29,636.20	30,284.10	30,973.80	31,663.50	32,374.10	33,084.70	33,837.10	34,610.40	35,404.60	36,177.90
3	Hourly	14.88	15.21	15.56	15.91	16.26	16.63	17	17.39	17.78	18.18
	Weekly	595.2	608.4	622.4	636.4	650.4	665.2	680	695.6	711.2	727.2
	Annual	31,099.20	31,788.90	32,520.40	33,251.90	33,983.40	34,756.70	35,530.00	36,345.10	37,160.20	37,996.20
4	Hourly	15.62	15.97	16.34	16.71	17.07	17.46	17.85	18.26	18.67	19.09
	Weekly	624.8	638.8	653.6	668.4	682.8	698.4	714	730.4	746.8	763.6
	Annual	32,645.80	33,377.30	34,150.60	34,923.90	35,676.30	36,491.40	37,306.50	38,163.40	39,020.30	39,898.10
5	Annual	35,883.75	36,691.20	37,516.50	38,360.70	39,223.80	40,106.85	41,008.80	41,931.75	42,874.65	43,839.60

5	FIRE POSITIONS										
		Grade	Position								
		F-1	Firefighter/EMT								
	FIRE Compensation Plan – FY03 Proposed							COLA % Increase		5.00%	
		1	2	3	4	5	6	7	8	9	10
1	Hourly	14.11	14.43	14.75	15.09	15.42	15.77	16.13	16.5	16.86	17.24
	Weekly	564.48	577.08	590.1	603.54	616.98	630.84	645.12	659.82	674.52	689.64
	Annual	29,494.08	30,152.43	30,832.73	31,534.97	32,237.21	32,961.39	33,707.52	34,475.60	35,243.67	36,033.69

This is the Personnel Board recommendation for changes to the Classification and Compensation Plan. As indicated in the chart, the COLA of 5% has been applied to all salaries above.

The Finance Committee recommends this article .

The Finance Committee voted to send a letter to the Board of Selectmen to recommend that future COLA amounts be tied to the Social Security Index amount; currently 2.6%.

Article 14. Transfer Audit Fees

To see if the Town will vote to transfer $15,000 from Free Cash to the Town Audit - Contractual Services Account (GL Account # 001.136.000.801.000), or to take any other action related thereto.
This references the current fiscal year (FY02)and the need to fund the required audit.
The Finance Committee recommends and moves that the Town transfer $15,000 from Free Cash to the FY02 Town Audit Account.

Article 15. WWII Veterans Memorial

To see if the Town will vote to transfer $9,788 from Free Cash to the Veterans Service Account (GL Acct. # 001.543.000.955.000) for the purpose of erecting a memorial to the Veterans of WWII, or to take other actions related thereto.
Article passed 5/20/02

Article 16. Transfer fees to Reserve Fund – Library Architect

To see if the Town will vote to transfer $2,000 from Free Cash to the Reserve Fund (GL Account # 001.131.000.725.000).
Article postponed indefinitely 5/20/02

Article 17. Bylaw Changes
To see if the Town will vote to approve amending the General Bylaw:
A. Change Article 10 – Signs to Article 9 – Signs.
B. Change Section 8 of Article Two to Section 9.
C. Number the Wetland Bylaw as Article 8.
Article passed 5/20/02

Article 18. Prior Year Bills
To see if the Town will vote to authorize payment of prior year bills from free cash totaling $6,629.68, or to take any other action related thereto:
A. to Mass Interaction in the amount of $4,247.18 for internet services and
B. to ASAP Software in the amount of $1,500.00 for GEOTMS training.
C. to Robert D. Farley Associates in the amount of $882.50 for architectural and engineering services.
The above bills are due to vendors from FY01; it is a function that should take place in this FY02 fiscal year. The payments should be made to ensure the Town's good credit.
The Finance Committee recommends and moves that the Town authorize payment in FY02 of prior year bills from Free Cash totaling $6,629.68 to the vendors listed in Article 18.

DOUGLAS

Town of Douglas
29 Depot Street
Douglas, MA 01516

BULK RATE
U.S. POSTAGE PAID
PERMIT NO. 12
DOUGLAS, MA 01516

RESIDENT

DOUGLAS, MA 01516

Annual Town Meeting ~ Continued
Monday, June 24, 2002
Douglas Middle/High School Auditorium