

Voter Information Bulletin

Town of Douglas

May 2002

Annual Town Meeting
Monday, May 20, 2002 at 7:00 PM
Douglas Middle / High School Auditorium

The Town of Douglas is dependent on State funding for over 40% of its revenues. Since the State Legislature has yet to finalize the State Budget for FY03, the Board of Selectmen will be delaying the presentation and vote on the Fiscal Year 2003 Budget until a later date; June 24th at 7:00 PM. Most of the Warrant articles will also be postponed to that date.

The Finance Committee will present its recommendations for the Fiscal Year 2003 Budget in a second publication. In this flyer you will find recommendations for those Warrant Articles that will be voted upon during the first part of our Annual Town Meeting on May 20th.

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

Finance Committee Recommendations

Please see inside flyer for more information.

6. Recommend

7. No recommendation

8. Recommend

15. Recommend

17. No recommendation

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.

"Due to the uncertainty faced by the Town with respect to State funding, there are no proposed Budget totals. The Board of Selectmen and Finance Committee will continue work on the budget and a proposed budget will be posted at least 2 weeks prior to the June 24th "Continued" meeting. A second information flyer will also be sent out with the Finance Committee recommendations"

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:

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

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.

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.

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.

The Sewer plant must operate under State guidelines since it discharges into the Mumford River. It currently is under State order to improve treatment of this discharge.

Finance Committee RECOMMENDS this article.

By approving this article now, the Town will have the opportunity to pay only 2% interest on this loan through the State.

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. *This will allow members of the Water/Sewer Commission to hold other elected positions.*

Finance Committee voted to give No Recommendation

This article has no financial impact.

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.

The above article consists of measures that are voted on a yearly basis. They include approvals of various work arrangements and the form of accounting and process for the expenditure of funds in different accounts.

Finance Committee RECOMMENDS this article.

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.

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.

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.

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.

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.

1 MANAGEMENT POSITIONS

Grade	Position	Grade	Position
M-1		M-4	Fire Chief
M-2	Director Senior Center Asst Assessor Town Clerk		System Manager Water & Sewer Town Accountant
	Town Treasurer	M-5	Town Engineer Hwy Superintendent
M-3	Town Collector 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 Jr. Clerk Assessors	OA-3	Dispatcher Asst Tax Collector Asst Town Clerk
OA-2	Principal Clerk: Fire, Building, Assessors Hwy Clerk		Asst Treasurer Adm Sec/Comm Development
	Adm. Sec Board Selectmen Senior Clerk	OA-4	Adm. Secretary/Dispatcher Adm. Supervisor/Bd Health Adm. Asst. to Exec Adm./ Selectmen.

OFFICE ADMINISTRATIVE 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

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.

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 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.

The Board of Selectmen voted to fund this request from Veterans of WWII.

The Finance Committee RECOMMENDS this article.

The bronze plaque that serves as a memorial to veterans who fought in WWII has been refurbished and will be set in stone and placed in Memorial Square at Depot St. and Martin Rd.

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.

This article corrects the numbering of the Town's bylaws.

Finance Committee voted to give No Recommendation

This article has no financial impact.

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.



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

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Monday, May 20, 2002
Douglas Middle/High School Auditorium**