

Voter Information Bulletin

Town of Douglas

November 2011

Special Town Meeting

Monday, November 14, 2011 at 7:00 PM

Douglas High School Auditorium

Message from the Finance Committee

The November Special Town Meeting has fifteen articles on the warrant. These articles seek action from the Town Meeting to approve many items such as mid year budget adjustments and transfers in various accounts, the purchase of vital public safety equipment, the acceptance of a TIF and PILOT agreement, as well as changes to the Personnel Bylaw and Classification/Compensation Schedules, among others.

As always, the Finance Committee encourages your attendance and participation at Town Meeting to exercise your voting privileges.

Article 1.	Fiscal Year 2012 Budget Transfers/Amendments
Article 2.	Prior Year Bill
Article 3.	Firefighters' Union Contract Ratification
Article 4.	Purchase of New Ambulance
Article 5	Purchase, Installation, and Repair of Public Safety Radio Communication Equipment
Article 6.	Waterways - Douglas Dive Rescue Team Account
Article 7.	Transfer from School Building Schematic Design Account & School Feasibility Capital Account to the Stabilization Account
Article 8.	Massachusetts Clean Energy Project
Article 9.	Fiscal Year 2012 Water & Sewer Budget Transfers/Amendments
Article 10	Manchaug Street Sewer Extension Transfer
Article 11.	Acceptance of M.G.L. Chapter 60 Section 62A – Tax Title Agreements
Article 12.	TIF Agreement – Gilboa Properties LLC & Classic Envelope, Inc.
Article 13.	PILOT Agreement – Con Edison
Article 14.	Personnel Classification & Compensation Schedule Change
Article 15.	Personnel Bylaw Amendments

Article 1. Fiscal Year 2012 Budget Transfers/Amendments

To see if the Town will vote to raise and appropriate or transfer from available funds such sums of money as are necessary to fund the following amendments to Article 2 of the Annual Town Meeting of May 2, 2011 and continued to June 13, 2011:

Increase Police Wages by	\$12,102
Increase Police Expense by	\$3,454
Increase BFCC Wages by	\$750
Increase Debt Expense by	\$418,307
Increase Ambulance Wages by	\$22,000
Increase Veterans Expenses by	\$15,000

Or take any other action related thereto.

Explanation: This article seeks to adjust certain budgeted amounts for FY12. The increase in the Police wages and expenses are driven mainly from changes in the provisions of the new Police Union Contract. The increase in Debt Expense is required to pay the FY12 interest for the \$20,000,000 bond associated with the School Building Project. This is being requested at this time since bonds were not issued until July of 2011 and the exact amount of this interest payment was unknown at the time of the Annual Town Meeting in May. The Ambulance wages are increasing to fill a paramedic position that had been left vacant and not funded at the Annual Town Meeting. The Veterans Expenses are increasing to cover escalating costs associated with the payment of veteran benefits (the Town receives 75% reimbursement from the state for these expenses).

• **Finance Committee: RECOMMEND**

Article 2. Prior Year Bill

To see if the Town will vote to raise and appropriate or transfer from available funds the sum of **\$205.26** to pay for the following prior year bill:

Integrus Energy Services

\$205.26

Or take any other action related thereto.

Explanation: This bill is from fiscal year 2011 and was not paid due to timing of invoice receipt. The article seeks to transfer amounts from the current FY12 Street Lighting Account to pay this bill.

• **Finance Committee: RECOMMEND**

Article 3. Firefighter's Union Contract Ratification

To see if the Town will vote to raise and appropriate or transfer from available funds the sum of **\$3,038** to the Fire Wages Account and the sum of **\$4,054** to the Ambulance Wages Account and to ratify the provisions of the collective bargaining agreement negotiated with the Firefighters Union for the period of July 1, 2011 to June 30, 2014, or take any other action related thereto.

Explanation: This article seeks to fund changes to the Fire and Ambulance Wage accounts to pay for adjustments associated with the recently negotiated Firefighter's Union Contract.

• **Finance Committee: RECOMMEND**

Article 4. Purchase of New Ambulance

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow the sum of **\$160,000** for the purchase of a New Ambulance and associated equipment for the Fire/Ambulance Department, or take any other action related thereto.

Explanation: This article seeks to transfer \$160,000 from the Stabilization Account to purchase a new ambulance to replace an eleven year old ambulance. It is the intent of this article for the Ambulance Receipts Reserved for Appropriations Account to transfer the \$160,000 back to the Stabilization Account within three years of this purchase, thereby saving the cost of borrowing for this purchase. This article has been recommended by the Capital Improvement Committee.

• **Finance Committee: RECOMMEND**

Article 5. Purchase, Installation, and Repair of Public Safety Radio Communication Equipment

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow the sum of **\$150,000** for the purchase, installation, and repair of Public Safety Radio Communication Equipment, or take any other action related thereto.

***Explanation:** This article seeks to transfer \$150,000 from the Stabilization Account for the purchase, installation, and repair of the Town's public safety radio communication equipment. The current communication system has been experiencing serious problems and has failed several times posing serious safety concerns for the town's public safety personnel as well as the public. In addition, the FCC is requiring that all local public safety communications change the band frequency upon which they operate. This article has been recommended by the Capital Improvement Committee.*

• **Finance Committee: RECOMMEND**

Article 6. Waterways - Douglas Dive Rescue Team Account

To see if the Town will vote to transfer the sum of **\$6,000** from the Waterway Improvement RRA to a Waterway Dive Rescue Team Account for the purpose of paying costs associated with the purchase of supplies, equipment and training, or take any other action related thereto.

***Explanation:** This article seeks to fund supplies, equipment, and training for the Dive Rescue Team.*

• **Finance Committee: RECOMMEND**

Article 7. Transfer from School Building Schematic Design & School Feasibility Capital Account to Stabilization Account

To see if the Town will vote to transfer **\$306,695.23** from the School Building Schematic Design Account (Art. 1, STM 11/15/10), and **\$3,561** from the School Feasibility Capital Account (Art. 10, ATM 5/5/08), for a total of **\$310,256.23** to the Stabilization Account, or take any other action related thereto.

***Explanation:** This article would transfer monies received as reimbursement from the Massachusetts School Building Authority to the stabilization account as well as the unexpended balance of the Schematic Design Account.*

• **Finance Committee: RECOMMEND**

Article 8. Massachusetts Clean Energy Project

To see if the Town will vote to raise and appropriate or transfer from available funds the sum of **\$6,000** to fund the grant match for the wind turbine study, or take any other action related thereto.

***Explanation:** This article seeks to fund the grant match to an \$85,000 Clean Energy Grant that the Town received to conduct a wind study for the possible construction of a wind turbine to supply electricity to school and municipal buildings.*

• **Finance Committee: RECOMMEND**

Article 9. Fiscal Year 2012 Water & Sewer Budget Transfers/Amendments

To see if the Town will vote to transfer the sum of **\$220,968** from the Water/Sewer Reserved for Debt Account and to make the following amendments to the Fiscal Year 2012 Water/Sewer budget.

Decrease Salaries/Wages by	\$17,538
Increase Debt by	\$238,506

Or take any other action related thereto.

***Explanation:** This article seeks to adjust certain budgeted amounts for FY12. The decrease in wages is a result of a temporary vacancy and a decrease in office staff hours. The increase in debt expense is due to Water Refunding (refinancing) which reduced the term of the water loans which will result in significant savings.*

• **Finance Committee: RECOMMEND**

Article 10. Manchaug Street Sewer Extension Transfer

To see if the Town will vote to transfer the sum of **\$37,363.83** from the Water/Sewer Retained earnings to the Manchaug Street Sewer Extension Capital Project Account, or take any other action related thereto.

***Explanation:** This article seeks to transfer funds from the Water and Sewer Enterprise Fund to the Manchaug Street Sewer Extension Capital Project Account. The monies collected for this project were deposited into the Water and Sewer Enterprise Fund and need to be transferred to said account in order to be applied towards the project costs.*

• **Finance Committee: RECOMMEND**

Article 11. Acceptance of M.G.L. Chapter 60 Section 62A – Tax Title Agreements

To see if the Town will vote to add a new Section 2(b) of Article 2 of the General By-laws as follows, or take any other action relative thereto:

“Pursuant to General Laws, Chapter 60, Section 62A, payment agreements between the Treasurer and persons entitled to redeem parcels in tax title are hereby authorized. Such agreements shall be for a maximum term of no more than five years. Each agreement will require a minimum payment at the inception of 25% needed to redeem the parcel. During the term of the agreement the treasurer may not bring an action to foreclose the tax title unless payments are not made in accordance with the schedule set out in the agreement or timely payments are not made on other amounts due the municipality that are a lien on the same parcel.”

***Explanation:** This article seeks to add a provision to the General By-laws which would enable the Treasurer/Collector to enter into payment agreements with taxpayers who are in tax title. (Tax Title: The process by which the Town has secured its interest on a parcel by placing a recorded lien on a parcel for back taxes owed. The lien will be redeemed once the tax title account has been paid in full.)*

• **Finance Committee: RECOMMEND**

Article 12. TIF Agreement – Gilboa Properties LLC & Classic Envelope, Inc.

To see if the Town will vote to approve the Tax Increment Financing Agreement between the Town, Gilboa Properties, LLC, and Classic Envelope, Inc., substantially in the form as is on file with the Town Clerk prior to the Town Meeting (the “TIF Agreement”), pursuant to GL c. 40, §59, and to authorize the Town

Administrator to submit the TIF Agreement, Tax Increment Financing Plan, and Certified Expansion Project Application to the Massachusetts Economic Assistance Coordinating Council all relating to the project as described in the TIF Agreement to be located in the 120 Gilboa Street Economic Opportunity Area, and to take such other actions as may be necessary to obtain approval of the Certified Expansion Project Application, the Tax Increment Financing Plan and TIF Zone and to implement the TIF Agreement, or to take any other action related thereto.

Explanation: *This article seeks the approval of a Tax Increment Financing Agreement with Gilboa Properties and Classic Envelope on the value of the improvements necessary to renovate the former Interface property on Gilboa Street.*

• **Finance Committee: RECOMMEND**

Article 13. PILOT Agreement – Con Edison

To see if the Town will vote to approve a PILOT agreement pursuant to Massachusetts General Law Chapter 59 Section 38H between the Town and Con Edison Development, substantially in the form as is on file in the Office of the Town Clerk prior to the Town Meeting, or take any other action related thereto.

Explanation: *This article seeks the approval of a Payment in Lieu of Taxes Agreement with Con Edison for a 2 Megawatt Solar Farm.*

• **Finance Committee: RECOMMEND**

Article 14. Personnel Classification & Compensation Schedule Change

To see if the Town will vote to make the following changes to the Personnel Classification & Compensation Plan (changes in bold and highlighted):

OFFICE ADMINISTRATIVE Compensation Plan - FY12 Budget

<i>Grade</i>	<i>Position</i>	<i>Grade</i>	<i>Position</i>
OA-1	Jr. Clerk Assessors Library Assistant Meeting Minute Recorder	OA-3	Adm. Sec/Comm Development Assessors' Admin Asst. Asst. Tax Collector Asst. to the Town Accountant Asst. Treasurer
OA-2	Adm. Sec Bd Selectmen Adm. Sec Water & Sewer Highway Clerk Circulation Librarian Principal Clerk -Fire, Building, Assessors Senior Clerk	OA-4	Adm. Supervisor/Bd Health Asst. Town Clerk Children's Librarian
		OA-5	Adm. Asst. to Exec Adm./BOS

COLA Increase % **1.50%**

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Grade	1	2	3	4	5	6	7	8	9	10
1 Hourly	12.92	13.21	13.51	13.81	14.12	14.44	14.77	15.10	15.44	15.79
2 Hourly	15.52	15.87	16.23	16.59	16.96	17.35	17.74	18.13	18.54	18.96
3 Hourly	17.07	17.46	17.85	18.25	18.66	19.08	19.51	19.95	20.40	20.86
4 Hourly	19.62	20.06	20.51	20.97	21.45	21.93	22.42	22.93	23.44	23.97
5 Hourly	21.79	22.28	22.78	23.30	23.82	24.36	24.90	25.46	26.04	26.62

MISCELLANEOUS Compensation Plan - FY12 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 Access Coordinator Assessor Lister		

COLA % Increase 1.50%

	1	2	3	4	5	6	7	8	9	10
0 Hourly	\$8.00	\$8.18	\$8.36	\$8.55	\$8.74	\$8.94	\$9.14	\$9.35	\$9.56	\$9.77
1 Hourly	\$12.92	\$13.21	\$13.51	\$13.81	\$14.12	\$14.44	\$14.77	\$15.10	\$15.44	\$15.79
2 Hourly	\$15.52	\$15.87	\$16.23	\$16.59	\$16.96	\$17.35	\$17.74	\$18.13	\$18.54	\$18.96
3 Hourly	\$17.07	\$17.46	\$17.85	\$18.25	\$18.66	\$19.08	\$19.51	\$19.95	\$20.40	\$20.86
4 Hourly	\$19.62	\$20.06	\$20.51	\$20.97	\$21.45	\$21.93	\$22.42	\$22.93	\$23.44	\$23.97

- All employees currently in the MS Compensation classification who are currently receiving an hourly wage higher than that presented above for their relevant grade and step, shall remain at their current hourly wage until such time that the compensation plan exceeds their current hourly wage.

Or take any other action related thereto.

Explanation: This article seeks to add several job classifications to the Personnel Classification and Compensation Schedule. These positions currently exist but have not yet been formally placed on the schedule.

• **Finance Committee: RECOMMEND**

Article 15. Personnel By-Law Amendments

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

Delete the following in section II F.:

“The Personnel Board shall appoint a Personnel Assistant, who is not a member of the Board, who shall be responsible for the administration of this Bylaw and any classification and compensation plans and such rules and regulations regarding such plans as may be promulgated by the Personnel Board. The Personnel Assistant shall maintain adequate personnel records of all employees occupying positions subject to this Bylaw and any classification and compensation plans. He or she shall furnish the Board with information and make recommendations as to initial classification, approval of reports, the settlement of grievances, and any other actions relevant to this Bylaw.”

And replace with the following:

“II F. The Town Administrator shall be responsible for the administration of this Bylaw and any classification and compensation plans and such rules and regulations regarding such plans as may be promulgated by the Personnel Board. The Town Administrator or his designee shall maintain adequate personnel records of all employees occupying positions subject to this Bylaw and any classification and compensation plans. He or she shall furnish the Board with information and make recommendations as to initial classification, approval of reports, the settlement of grievances, and any other actions relevant to this Bylaw.”

Delete the second paragraph of section V. B.:

“Holiday pay for full-time, non-exempt employees shall be paid at the scheduled hours for that day. Holiday pay for part-time employees shall be the prorated schedule of hours. Temporary seasonal employees shall not receive holiday pay.”

And replace with the following

“Holiday pay for full-time, part-time, and non-exempt employees shall be paid for the hours normally scheduled for that day. Temporary, fill-in, and seasonal employees shall not receive holiday pay.”

Add the following at the end of the first paragraph of section V. C. Sick Days:

“Temporary, fill-in, and seasonal employees shall not receive sick pay.”

Delete the fourth sentence of paragraph 2 of section V. D. Tuition Reimbursement:

“The Town may require the employee to sign an agreement to remain with the Town for a period of up to two years after completion of the course, or else be willing to reimburse the Town for the funds.”

And replace with the following:

“The Town shall require the employee to sign an agreement to remain with the Town for a period of up to two years after completion of the course, or shall reimburse the Town for the funds.”

Delete the last paragraph of section V. D. Tuition Reimbursement:

“Reimbursement: To receive reimbursement you must submit a fully executed copy of the Educational Assistance Request Form. Forms can be found in the Personnel Policies and Procedures for the Town of Douglas, (Attachment F) along with proof of payment to the educational institution with official grade utilizing the Expense Report (Attachment G).”

And replace with the following:

“Reimbursement: To receive reimbursement a fully executed copy of the Educational Assistance Request Form along with proof of payment to the educational institution and official grade must be submitted.”

Add the following to the end of the first paragraph of section V. E. Bereavement Leave:

“Temporary, fill-in, and seasonal employees shall not receive bereavement pay.”

Delete the last sentence of section V. E. Bereavement Leave:

“An exception to above can be made at the discretion of the department head.”

Delete section VI. Personal Leave in its entirety:

“All full-time employees are entitled to three (3) days of personal leave with pay each fiscal year to be earned and taken in the same manner as vacation benefits for the purpose of attending to personal business which unavoidably conflicts with the employee's work schedule or to observe religious holidays. Except in circumstances that prevent advance notice, employees shall request leave at least seventy-two (72) hours in advance. Personal leave that is not utilized by June 30th of the year in which it is credited shall be forfeited.”

And replace with the following:

“All full-time employees are entitled to three (3) days of personal leave with pay each fiscal year to be earned and taken in the same manner as vacation benefits for the purpose of attending to personal business which unavoidably conflicts with the employee's work schedule or to observe religious holidays. All regular part-time employees are entitled to two (2) days of personal leave with pay. Personal leave that is not utilized by June 30th of the year in which it is credited shall be forfeited.”

Or take any other action related thereto.

Explanation: *This article seeks to make wording changes to the Personnel Bylaw in several areas. The main focus of these changes is to further clarify the distinction between part-time employees, and fill-in, temporary, and seasonal employees with respect to the provision of employee benefits.*

• **Finance Committee: RECOMMEND**

Message from the Town Moderator

When your government is made up of your neighbors, you are more likely to get results that have the best interest of the community in mind. Recently I accepted the resignations of Jim Roche of the Finance Committee and William McConnell of the Building and Facilities Construction Committee. I would like to publicly thank both of them for their hard work and dedication to their respective committees and the town of Douglas as a whole. Both of them served for many years. I also wish them both the best in the future.

The Finance Committee works with the Town Administrator, Finance Director, and department heads to prepare budget articles that go before Town Meeting. We are very fortunate in the town of Douglas to have an excellent Finance Committee with diverse professional experience. If you have a background in accounting, management, budget preparation, etc, this committee could be a good fit for you.

The Building and Facilities Construction Committee helps to oversee town building projects over \$10,000. Someone with a background in architecture, construction, engineering, etc would be a good fit for this committee.

These are just some of the committees that have current openings. If you are interested in getting involved, please send me an email at kmenard@douglasma.org or contact Administrative Assistant Suzanne Kane in the Selectmen's Office at skane@douglasma.org.

See you at Town Meeting.

VOLUNTEERS NEEDED

The Board of Selectmen continue to search for volunteers to serve on the town's various boards and committees. The commitment of our dedicated and enthusiastic volunteers is what helps shape the community of Douglas. If you are interested in volunteering for a position on one of the town's boards or committees, please complete the "Application of Boards/Committees" on the town's website at www.douglasma.org under the "Forms & Application's" section of the Bulletin Board.

Current openings are posted at the Municipal Center, 29 Depot Street and can be found on the town's website under the "Openings" section of the Bulletin Board. The current openings are:

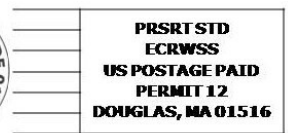
Board/Committee	Term	Meeting Times
• Cable Advisory Committee	3 years	2 nd and 4 th Monday's at 7:00 pm
• Capital Improvement Committee		
1- Department Rep.	1 year	Check with Town Clerk for meeting dates
1 – Citizen at Large	3 years	
• Cultural Council	3 years	Check with Town Clerk for meeting dates
Cannot server more than 6 years at one time.		
• Economic Development Commission	3 years	2 nd Monday at 7:00 pm
• Library Trustee – Elected	3 years	4 th Tuesday at 7:00 pm
Fill Vacancy till next Election		
• Octoberfest Committee	3 years	Check with Town Clerk for meeting dates
• Personnel Board – Clerks Apt.	3 years	Check with Town Clerk for meeting dates

Learn more about the board/committee you are interested in by attending a meeting. All meetings are open to the public. You can also view videos of meetings on the town's website under Cable Programming/Online Programs.

NOTES



Town of Douglas
29 Depot Street
Douglas, MA 01516



CURRENT RESIDENT
DOUGLAS, MA 01516

Special Town Meeting
Monday, November 14, 2011
Douglas High School Auditorium