

Voter Information Bulletin

Town of Douglas

May 5, 2014

Special Town Meeting
Annual Town Meeting
Monday, May 5, 2014 at 7:00 PM
Douglas High School Auditorium

Finance Committee Budget Message for Fiscal Year 2015

A short review of Fiscal year 2014 shows the Town of Douglas moving, albeit slowly, in a positive direction. The completion of the new Elementary School and renovation of the Middle School will provide school space for many years. The FY2014 budget provided much needed funding to replace aging Police cruisers. During the year some Town positions have been changed to provide continued service with reduced costs. This has been an ongoing effort to maintain critical services to the Town and its residents. The auction of Town owned property in the fall enabled to bring these properties back on the Douglas tax rolls. The Treasurer/Collector along with other branches of the Finance Department worked to bring this large project to successful completion. Another auction is planned for 2015. The regional Veteran's agent has gained experience and education; he also enhanced the office staffing and is now providing first class comprehensive service to our veterans and their families with appreciated cost savings to the Town. Our Health Insurance costs have been maintained with the expected savings realized. Lastly, an effort to review and supplement our Economic Development efforts with assistance from WBDC, an area firm that has proven to be successful in start-up development, has been initiated by the Board of Selectmen.

There have been some unwelcome experiences over the past year that have added to the financial burdens of Douglas. First, the snow events this past year put enormous stress on the personnel, equipment, and finances of the Highway Department. The Town needs to replace some trucks and the backhoe. Snow removal on the main streets of Douglas relies on this machinery. Douglas seems to be plagued with roof leaks in the schoolsthis year was no different. Insurance has covered associated costs but added stress in handling these issues put time pressures on administrative personnel at the school and municipal offices and all volunteers of committees overseeing the large projects. Roof leaks were not limited to the schools. It has become apparent that the Municipal Center gymnasium roof is in need of replacement. Unhappily, the Municipal Center was impacted by a weekend furnace malfunction that sent elevated levels of Carbon Monoxide to various areas of the building. This affected students, teachers and municipal personnel and caused a medical emergency. This was repaired immediately. State Code does not require CO detectors in school buildings. However, in light of this incident, there was immediate action taken to install these detectors in all schools in Douglas. Notification was also given to area Towns and State law-makers of the apparent oversight in the Building Code. Needless to say, the need to replace the grossly inefficient 50 year old STEAM boiler has become urgent.

In taking a broader view of the year and attempting to learn from experiences, it has become apparent that it is time to invest in the infrastructure of Douglas. Our inability to provide adequate financial resources to maintain and replace our aging assets is costing us scarce dollars. This year we have some financial room to consolidate projects and undertake a re-vitalization effort for our Town buildings and departments. It is the hope of the Finance Committee that residents will look at this as an opportunity to invest in the future and save in the long run.

We strongly encourage your attendance and participation in the upcoming Town Meeting.

The FY 2015 Budget will be funded by the projected revenues below:

Revenue Source	
Tax Levy -	\$11,769,078
Debt Exclusions -	\$2,302,648
Transfer from Reserved for Reduction of Excluded Debt Account -	\$23,784
Local receipts -	\$1,297,246
State Aid -	\$9,120,016
Ambulance Receipts -	\$347,408
Free Cash -	\$481,951
P.O. Applied to Debt -	\$29,585

Estimated overlay requirement -	(\$100,000)
Article 8 Capital Funding -	(\$95,000)
Total Available Revenue -	\$25,176,716

The Town has historically relied on State Aid to supplement Town revenues to fund our budget. Residents should be aware that for the past 5 years, the State has reduced our financial aid by over \$300,000 per year. The priorities at the State level appear to not include maintaining or adding to what was called Local Aid to Cities and Towns. The other funding source that has been reduced significantly is PILOT funds (payments in lieu of taxes); Douglas State Forest and Wallum Lake State Park encompass approximately 25% of Douglas' land area. This has had a devastating effect on all Town departmental budgets and capital expenditures. Budget and salary reductions are the direct result of this loss of State funding.

Pam Holmes for the Douglas Finance Committee

Special Town Meeting Warrant Articles

Article 1.	Fiscal Year 2014 Budget Transfers/Amendments
Article 2.	Insurance Funds Transfer Related to Water Damage at the Intermediate Elementary School
Article 3.	Water/Sewer Enterprise Fund Transfer
Article 4.	Transfer Station Enterprise Fund Transfer

Article 1. Fiscal Year 2014 Budget Transfers/Amendments

To see if the Town will vote to amend the action taken on Article 2 of the Annual Town Meeting of May 6, 2013 by transferring from available funds the following sums of money to the following budget line items in the Fiscal Year 2014 Budget:

Snow & Ice Account	\$200,000
Council on Aging Wages	\$9,400
Treasurer Expense	\$8,800
Fire Expense	\$6,000
Ambulance Wages	\$5,420
Municipal Building Expense	\$13,000
Highway Expense	\$7,000
Selectmen Expense	\$2,500
Total	\$252,120

Or take any other action related thereto.

Explanation: The listed accounts require transfers to fund the remaining year and account for unforeseen budgetary pressures during this fiscal year.

Finance Committee recommends.

Article 2. Insurance Funds Transfer Related to Water Damage at the Intermediate Elementary School

To see if the Town will vote to transfer from the Insurance Reimbursement Receipts Reserved for Appropriation Account a sum not to exceed **\$350,000** to the Intermediate Elementary School Building Project Account (Middle School Repair Project), or take any other action related thereto.

Explanation: The Town has received funds from an insurance claim; we need to reimburse these funds to the School Building Project that paid for the repairs on an interim basis.

Finance Committee recommends.

Article 3. Water/Sewer Enterprise Fund Transfer

To see if the Town will vote to amend the action taken on Article 6 of the Annual Town Meeting of May 6, 2013 by transferring **\$25,000** from the Enterprise Fund Reserved for Water System Development Account to the FY14 Enterprise Fund Water Expense Account, or take any other action relative thereto.

Explanation: This will extend the Water line an additional 450 feet along Northeast Main St. to the Uxbridge Town line. Partial funding is from a potential water customer.

Finance Committee will make recommendation at Town Meeting after receiving more information.

Article 4. Transfer Station Enterprise Fund Transfer

To see if the Town will vote to amend the action taken on Article 5 of the Annual Town Meeting of May 6, 2013 by transferring **\$1,000** from FY14 Transfer Station Expense to FY14 Transfer Station Salary, or take any other action relative thereto.

Explanation: This funds an effort to address the need for convenient sales of Transfer Station permits; a trial one-time salary using the Fire Station as a sales point.

Finance Committee recommends.

~ NOTES ~

Annual Town Meeting Warrant Articles

1. Finance Committee Report 2. FY15 Budget 3. Salaries of Elected Officials 4. FY15 Transfer Station Enterprise Fund 5. FY15 Water/Sewer Enterprise Fund 6. Personnel Bylaw Classification & Update 7. Recurring Business 8. Adoption of Revised FY 15 – 19 Capital Improvement Plan	9. Blackstone Valley Vocational Regional School Dist. – Approval of Debt - Renovation/Reconfiguring Project 10. Removal of Members from Appointed Boards 11. Zoning Change – RC-2 Dimensional Regulations 12. Zoning Change from Village Residential to Village Business 13. By Petition – Zoning Change – Monroe Street
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Article 1. Finance Committee Report:

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

Explanation: The statutory roll of the Finance Committee is to make recommendations to Town Meeting; providing the Town with a trusted body of volunteers who take time to review the budgetary requests and understand the financial position of the Town.

Finance Committee recommends.

Article 2. FY15 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 2015, or take any other action relative thereto.

TOWN OF DOUGLAS				
FY15 Budget Recommendation				
GENERAL FUND	FY13 Revised Budget STM 5/6/13	FY14 Revised Budget STM 11/18/13	FY15 Town Admin's Recomm.	FY15 Fin Com./BOS Recomm.

GENERAL GOVERNMENT

Selectmen				
Wages	164,400	164,976	170,351	170,351
Expenses	<u>12,633</u>	12,633	12,633	12,633
Subtotal:	177,033	177,609	182,984	182,984
Awards & Recognition	40	40	40	40
Town Hall Office Supplies	21,000	22,000	22,000	22,000
Town Reports	3,000	3,000	3,000	3,000
Town Counsel	<u>70,000</u>	75,000	75,000	75,000
Total Selectmen:	271,073	277,649	283,024	283,024

	FY13 Revised Budget STM 5/6/13	FY14 Revised Budget STM 11/18/13	FY15 Town Admin's Recomm.	FY15 Fin Com./BOS Recomm.
GENERAL FUND				
Finance Director/Accountant				
Wages	101,542	107,636	116,188	116,188
Expenses	1,900	1,900	2,050	2,050
Subtotal:	103,442	109,536	118,238	118,238
Audit	20,500	20,500	21,000	21,000
Finance Director/Accountant:	123,942	130,036	139,238	139,238
Assessors				
Wages	87,252	88,088	90,105	90,105
Expenses	33,618	34,368	34,498	34,498
Subtotal:	120,870	122,456	124,603	124,603
Revaluation		60,000		
Total Assessors:	120,870	182,456	124,603	124,603
Treasurer/Collector				
Wages	167,967	168,369	173,732	173,732
Expenses	49,520	55,970	65,970	65,970
Subtotal:	217,487	224,339	239,702	239,702
Tax Title	14,000	17,000	17,000	17,000
Total Treasurer/Collector:	231,487	241,339	256,702	256,702
Tax Taking	6,000	7,000	7,000	7,000
Total Tax Taking:	6,000	7,000	7,000	7,000
Finance Committee				
Wages	1,500	1,500	1,500	1,500
Expenses	4,000	4,000	4,200	4,200
Reserve Fund	38,500 ¹	50,000	50,000	50,000
Total Finance Committee:	44,000	55,500	55,700	55,700
Technology				
Wages	10,300	10,300	10,300	10,300
Expenses	37,850	45,932	59,000	59,000
Total Technology:	48,150	56,232	69,300	69,300

GENERAL FUND	FY13 Revised Budget STM 5/6/13	FY14 Revised Budget STM 11/18/13	FY15 Town Admin's Recomm.	FY15 Fin Com./BOS Recomm.
Town Clerk				
Wages	105,146	98,358	111,582	111,582
Expenses	<u>16,500</u>	<u>16,500</u>	<u>16,500</u>	<u>16,500</u>
Total Town Clerk:	121,646	114,858	128,082	128,082
Public Building Maintenance				
Wages	58,680	38,680	39,945	39,945
Expenses	<u>98,000</u>	<u>118,000</u>	<u>134,900</u>	<u>134,900</u>
Total Public Building Maintenance	156,680	156,680	174,845	174,845
Permanent Building Committee				
Wages	1,610	805	839	839
Expenses	<u>1,500</u>	<u>1,500</u>	<u>1,500</u>	<u>1,500</u>
Total Permanent Building Comm:	3,110	2,305	2,339	2,339
Community Development				
Wages	205,169	171,473	173,784	173,784
Expenses	<u>3,500</u>	<u>3,500</u>	<u>3,500</u>	<u>3,500</u>
Subtotal:	208,669	174,973	177,284	177,284
Planning Board	2,910	2,910	2,910	2,910
Economic Development	1,000	1,000	1,000	1,000
Zoning Board - Expenses	3,460	3,460	3,460	3,460
Open Space	100	100	100	100
Conservation Commission	<u>2,789</u>	<u>2,789</u>	<u>2,789</u>	<u>2,789</u>
Total Comm Development:	218,928	185,232	187,543	187,543
Other General Government				
Moderator	250	250	250	250
Housing Authority	<u>100</u>	<u>100</u>	<u>100</u>	<u>100</u>
Total Other General Government:	350	350	350	350
Total General Government:	1,346,236	1,409,637	1,428,726	1,428,726

GENERAL FUND	FY13 Revised Budget STM 5/6/13	FY14 Revised Budget STM 11/18/13	FY15 Town Admin's Recomm.	FY15 Fin Com./BOS Recomm.
PUBLIC SAFETY				
Police				
Wages	1,385,674	1,383,228	1,388,833	1,388,833
Expenses	152,518	148,518	148,518	148,518
Cruiser		151,630	72,000	72,000
Total Police:	1,538,192	1,683,376	1,609,351	1,609,351
Fire				
Wages	178,092	176,307	179,415	179,415
Expenses	57,350	65,450	70,000	70,000
Total Fire:	235,442	241,757	249,415	249,415
Ambulance				
Wages	272,698	275,890	276,908	276,908
Expenses	80,500	70,500	70,500	70,500
Total Ambulance:	353,198	346,390	347,408	347,408
Building Dept				
Wages	119,282	119,121	92,729	92,729
Expenses	6,826	8,026	6,500	6,500
Total Building Dept:	126,108	127,147	99,229	99,229
Tree Warden				
Wages	600	600	600	600
Expenses	4,500	4,500	4,500	4,500
Total Tree Warden	5,100	5,100	5,100	5,100
Civil Defense				
Wages	325	325	325	325
Expenses	1,200	1,200	1,200	1,200
Total Civil Defense:	1,525	1,525	1,525	1,525
Sealer Weights & Measures				
Expenses	750	750	750	750
Total Sealer Weights & Measures:	750	750	750	750
Animal Control				
Expenses	24,900	24,900	24,900	24,900
Total Animal Control	24,900	24,900	24,900	24,900

GENERAL FUND	FY13 Revised Budget STM 5/6/13	FY14 Revised Budget STM 11/18/13	FY15 Town Admin's Recomm.	FY15 Fin Com ./BOS Recomm.
Total Public Safety:	2,285,215	2,430,945	2,337,678	2,337,678
PUBLIC WORKS				
Cemetery				
Expenses	9,885	9,885	10,000	10,000
Total Cemetery:	9,885	9,885	10,000	10,000
Highway				
Wages	411,554	416,068	421,050	421,050
Expenses	26,012	26,012	26,012	26,012
Subtotal:	437,566	442,080	447,062	447,062
Maintenance	121,200	121,200	121,200	121,200
Special Sign Acct	1,400	1,400	1,400	1,400
Snow & Ice	260,000	100,000	125,000	125,000
Total Highway:	820,166	664,680	694,662	694,662
Other Public Works				
Monitor Landfill	1,235	1,235	1,235	1,235
Monitor Wells	9,950	9,950	9,950	9,950
Street lighting	41,550	41,550	41,550	41,550
Total Other Public Works:	52,735	52,735	52,735	52,735
Total Public Works:	882,786	727,300	757,397	757,397
HEALTH & HUMAN SERVICES				
Board of Health				
Wages	48,627	42,501	38,900	38,900
Expenses	7,000	7,000	7,000	7,000
Subtotal Health:	55,627	49,501	45,900	45,900
Nurse				
Wages	14,701	14,979	14,979	14,979
Subtotal Nurse:	14,701	14,979	14,979	14,979

	FY13 Revised Budget STM 5/6/13	FY14 Revised Budget STM 11/18/13	FY15 Town Admin's Recomm.	FY15 Fin Com ./BOS Recomm.
GENERAL FUND				
Animal Inspection				
Wages	2,885	2,885	2,913	2,913
Expenses	350	350	350	350
Subtotal Animal Inspection:	3,235	3,235	3,263	3,263
 Total Board of Health:	 73,563	 67,715	 64,142	 64,142
Council on Aging				
Wages	78,765	79,569	82,020	82,020
Expenses	6,000	6,000	5,900	5,900
Total Council on Aging:	84,765	85,569	87,920	87,920
Veterans				
Expenses	10,015	15,015	16,515	16,515
Benefits	100,000	100,000	65,000	65,000
Total Veterans:	110,015	115,015	81,515	81,515
 Total Health & Human Services:	 268,343	 268,299	 233,577	 233,577
CULTURE & RECREATION				
Recreation				
Expenses	5,000	3,000	3,000	3,000
Total Recreation:	5,000	3,000	3,000	3,000
Library				
Wages	153,784	155,243	158,988	158,988
Expenses	48,397	48,397	50,000	50,000
Total Library:	202,181	203,640	208,988	208,988
 Memorial Day	 1,750	 1,750	 1,750	 1,750
 Total Culture & Recreation	 208,931	 208,390	 213,738	 213,738
Education				
Douglas Schools				
Personnel & Expenses	11,503,678	11,862,507	12,241,633	12,241,633
Transportation	860,878	846,246	1,049,855	1,049,855
Total Douglas Schools:	12,364,556	12,708,753	13,291,488	13,291,488

GENERAL FUND	FY13 Revised Budget STM 5/6/13	FY14 Revised Budget STM 11/18/13	FY15 Town Admin's Recomm.	FY15 Fin Com ./BOS Recomm.
Blackstone Valley Regional *				
Assessment	498,159	563,647	626,220 ²	614,993
Debt Assessment	56,895	55,559	54,177	54,177
Representative Expense	500	500	500	500
Total Blackstone Valley:	555,554	619,706	680,897	669,670
Medicaid Reimbursement	5,000	5,000	5,000	5,000
Norfolk County Agricultural	77,881	101,000	133,039	133,039
Total Education:	13,002,991	13,434,459	14,110,424	14,099,197
Total Insurance/ Employee Benefits	4,063,348	4,001,669	3,646,804	3,646,804
Total Debt Service	2,784,674	2,673,510	2,448,372	2,448,372
Total Capital Outlay			Capital Article	Capital Article
Total Special Articles	1,500	25,000		
Transfer to Stabilization		20,000		
Summary - Expenditures				
Total General Government:	1,346,236	1,409,637	1,428,726	1,428,726
Total Public Safety:	2,285,215	2,430,945	2,337,678	2,337,678
Total Public Works:	882,786	727,300	757,397	757,397
Total Health & Human Services:	268,343	268,299	233,577	233,577
Total Culture & Recreation	208,931	208,390	213,738	213,738
Total Education:	13,002,991	13,434,459	14,110,424	14,099,197
Total Insurance/ Employee Benefits	4,063,348	4,001,669	3,646,804	3,646,804
Total Debt Service	2,784,674	2,673,510	2,448,372	2,448,372
Total Capital Outlay	0	0	Capital Article	Capital Article
Total Special Articles	1,500	25,000	0	0
Total Transfers to Stabilization, Special Revenue Special Rev	0	20,000	-	-
TOTAL BUDGET REQUEST	24,844,024	25,199,209	25,176,716	25,165,489

¹ Net of transfers

² \$626,220 represents the certified budget request for Blackstone Valley Regional

Explanation: This is the total budget of the Town of Douglas for the Fiscal Year 2015. Please note that all line items are in agreement except the Blackstone Valley Regional Vocational Technical School. The Finance Committee is in disagreement with many fiscal policies of the school and feels that there is a need to review the request in greater detail than the budget process allows. This conforms to the process that is outlined in our agreement of over 1/2 CENTURY (50 years). We are hopeful that a majority of the 13 member district Towns will also use this process to open a much needed discussion with the BVT administration and school committee.

Finance Committee recommends the budget that we have presented.

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 41 Section 108 of the Massachusetts General Laws, as amended, as follows:

Board of Assessors	\$2,900
Blackstone Valley Vocational School District Rep.	\$500
Moderator	\$250
Board of Selectmen	\$1,600
Clerk	\$65,385.23
Water/Sewer Commission	\$2,400

Or take any other action relative thereto.

Explanation: By state law, these elected officials must have their salaries set by Town Meeting. The same amounts are embedded in the line items submitted in Article 2.

Finance Committee recommends.

Article 4. FY15 Transfer Station Enterprise Fund:

To see if the Town will vote to raise and appropriate and/or transfer the sum of **\$274,947** from Transfer Station charges and fees to operate and maintain the Transfer Station.

Salaries/Wages	\$50,597
Expenses	\$224,350
Total	\$274,947

Or take any other action relative thereto.

Explanation: Money from the Transfer Station fees are used to operate our Transfer Station.

Finance Committee recommends.

Article 5. FY15 Water/Sewer Enterprise Fund:

To see if the Town will vote to raise and appropriate, and/or transfer the sum of **\$881,925** from Water & Sewer charges and fees, and transfer the sum of **\$191,807** from the reserved for debt account, and transfer the sum of **\$65,000** from retained earnings, and transfer the sum of **\$10,000** from reserved for sewer system development, and transfer the sum of **\$75,000** from the reserved for water system development, for a total budget of **\$1,223,732** to operate and maintain the Water/Sewer Department.

Salaries/Wages	\$355,157
Expenses	\$591,768
Debt	\$191,807
Capital Outlay	\$85,000
Total	\$1,223,732

Or take any other action relative thereto.

Explanation: These Enterprise funds are controlled by the Water/Sewer Commissioners and will fund debt and operations of the Water/Sewer Department for Fiscal year 2015.

Finance Committee recommends.

Article 6. Personnel Bylaw Classification & Update:

To see if the Town will vote to approve the Personnel Classification and Compensation plans for Fiscal Year 2015, or to take any other action relative thereto.

MANAGEMENT Compensation Plan – FY15 Budget

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

								COLA Increase %	1.00%	
	1	2	3	4	5	6	7	8	9	10
1	39,197.83	40,079.78	40,981.57	41,903.66	42,846.49	43,810.54	44,796.27	45,804.19	46,834.78	47,888.57
2	48,996.14	50,098.55	51,225.77	52,378.35	53,556.86	54,761.89	55,994.04	57,253.90	58,542.11	59,859.31
3	61,248.06	62,626.14	64,035.23	65,476.02	66,949.23	68,455.59	69,995.84	71,570.74	73,181.09	74,827.66
4	70,432.96	72,017.70	73,638.10	75,294.95	76,989.09	78,721.34	80,492.57	82,303.66	84,155.49	86,048.99
5	75,718.09	77,421.75	79,163.74	80,944.92	82,766.19	84,628.42	86,532.56	88,479.55	90,470.34	92,505.92

OFFICE ADMINISTRATIVE Compensation Plan – FY15 Budget

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

								COLA Increase %	1.00%		
Grade	1	2	3	4	5	6	7	8	9	10	
1	Hourly	13.37	13.67	13.98	14.30	14.62	14.95	15.28	15.63	15.98	16.34
2	Hourly	16.07	16.43	16.80	17.18	17.56	17.96	18.36	18.78	19.20	19.63
3	Hourly	17.68	18.07	18.48	18.90	19.32	19.75	20.20	20.65	21.12	21.59
4	Hourly	20.31	20.77	21.24	21.71	22.20	22.70	23.21	23.73	24.27	24.81
5	Hourly	22.56	23.07	23.59	24.12	24.66	25.22	25.79	26.37	26.96	27.57

PUBLIC WORKS Compensation Plan – FY15 Budget

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

	1	2	3	4	5	6	COLA % Increase		1.00 %	
							7	8	9	10
1 Hourly	\$17.12	\$17.50	\$17.90	\$18.30	\$18.71	\$19.13	\$19.56	\$20.00	\$20.45	\$20.92
2 Hourly	\$18.70	\$19.12	\$19.55	\$19.99	\$20.44	\$20.90	\$21.37	\$21.85	\$22.34	\$22.84
3 Hourly	\$19.61	\$20.06	\$20.51	\$20.97	\$21.44	\$21.92	\$22.42	\$22.92	\$23.44	\$23.96
4 Hourly	\$20.57	\$21.04	\$21.51	\$21.99	\$22.49	\$22.99	\$23.51	\$24.04	\$24.58	\$25.14
5 Hourly	\$22.71	\$23.23	\$23.75	\$24.28	\$24.83	\$25.39	\$25.96	\$26.54	\$27.14	\$27.75

MISCELLANEOUS Compensation Plan – FY15 Budget

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

	1	2	3	4	5	6	COLA % Increase		1.00 %	
							7	8	9	10
0 Hourly	\$8.00	\$8.46	\$8.65	\$8.85	\$9.05	\$9.25	\$9.46	\$9.67	\$9.89	\$10.11
1 Hourly	\$13.37	\$13.67	\$13.98	\$14.30	\$14.62	\$14.95	\$15.28	\$15.63	\$15.98	\$16.34
2 Hourly	\$16.07	\$16.43	\$16.80	\$17.18	\$17.56	\$17.96	\$18.36	\$18.78	\$19.20	\$19.63
3 Hourly	\$17.68	\$18.07	\$18.48	\$18.90	\$19.32	\$19.75	\$20.20	\$20.65	\$21.12	\$21.59
4 Hourly	\$20.31	\$20.77	\$21.24	\$21.71	\$22.20	\$22.70	\$23.21	\$23.73	\$24.27	\$24.81

PUBLIC SAFETY Compensation

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

* Police part-time position have a one year probationary period.

								COLA % Increase	1.00 %	
	1	2	3	4	5	6	7	8	9	10
1	Hourly									
2	Hourly	\$13.37	\$13.67	\$13.98	\$14.30	\$14.62	\$14.95	\$15.28	\$15.63	\$15.98
3	Hourly	\$16.07	\$16.43	\$16.80	\$17.18	\$17.56	\$17.96	\$18.36	\$18.78	\$19.20
4	Hourly	\$17.68	\$18.07	\$18.48	\$18.90	\$19.32	\$19.75	\$20.20	\$20.65	\$21.12
5	Hourly	\$18.54	\$18.96	\$19.39	\$19.82	\$20.27	\$20.73	\$21.19	\$21.67	\$22.16
6	Hourly	\$19.47	\$19.91	\$20.36	\$20.82	\$21.29	\$21.76	\$22.25	\$22.75	\$23.27
7	Hourly	\$20.46	\$20.92	\$21.39	\$21.88	\$22.37	\$22.87	\$23.39	\$23.91	\$24.45
8	Hourly	\$21.48	\$21.97	\$22.46	\$22.97	\$23.48	\$24.01	\$24.55	\$25.10	\$25.67
9	Hourly	\$22.57	\$23.08	\$23.60	\$24.13	\$24.67	\$25.23	\$25.80	\$26.38	\$26.97

Explanation: The Town uses this salary matrix to guide salaries of non-union employees. Numbers within it have been increased by the recommended **COLA of 1 %**.

Finance Committee recommends.

Article 7. 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 2015 or take any other action related thereto.

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

C. Simon Fairfield Public Library: To see if the Town will vote to require that all funds received in Fiscal Year 2015 from State Aid Grants for the Public Library be transferred to a Special Account for the Simon Fairfield Public Library, or take any other action related thereto.

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

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

#	Department	Receipts	Expenditures
1	Simon Fairfield Library pursuant to MGL Chapter 44, § 53E ½	All fines received during Fiscal Year 2015 by the Simon Fairfield Library	The Simon Fairfield Library Board of Trustees may expend a sum not to exceed Five Hundred dollars (\$500) for the purpose of purchasing books, films and other library supplies and materials.
2	Home Composting Program pursuant to MGL Chapter 44, § 53E ½	All receipts received in connection with the Home Composting Program	The Board of Health may expend a sum not to exceed two thousand five hundred dollars (\$2,500) for the purpose of operating the Home Composting Program.
3	Planning Board & Engineering – MGL Chapter 44, §53E ½	Project fees received that are associated with staff review.	The funds may be expended without further appropriation by the Planning Board or Town Engineer for such consulting and project review costs. Expenditures from the fund may not exceed \$50,000.
4	Conservation – MGL Chapter 44, §53E ½	Project fees received that are associated with staff review.	The funds may be expended without further appropriation by the Conservation Commission or their Conservation Agent for such consulting and project review costs. Expenditures from the Fund may not exceed \$50,000.
5	Zoning Board of Appeals – MGL Chapter 44, §53E ½	Project fees received that are associated with staff review.	The funds may be expended without further appropriation by the Zoning Board of Appeals or Town Engineer for such consulting and project review costs. Expenditures from the fund may not exceed \$50,000.

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

G. Compensating Balance Agreements: To see if the Town will vote to authorize the Treasurer to enter into a compensating balance agreement or agreements for Fiscal Year 2015 pursuant to MGL Chapter 44 § 53F, or take any other action related thereto.

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

Explanation: These eight (8) authorizations are required by either State or local by law for various operations of Town Government. They are self-explanatory and voted on an annual basis.

Finance Committee recommends.

Article 8. Adoption of Revised FY 15 – 19 Capital Improvement Plan:

To see if the Town will vote to approve the Town of Douglas FY15 – 19 Capital Improvement Plan as submitted by the Capital Improvement Committee, and to raise and appropriate, transfer, and/or borrow the sum of **\$1,341,508** to fund the following Capital Projects, or take any other action relative thereto.

Water & Sewer-Water Booster Station Replacement	\$250,000
Municipal Center - HVAC Replacement	\$400,000
Municipal Center – Gym Roof Replacement	\$110,000
Municipal Center – 1 st Floor Window Replacement	\$70,000
Highway - Dump truck with Plow & Sander	\$163,988
Highway - Backhoe	\$123,000
Financial Software	\$91,020
Highway- 1 Ton Pickup Truck with Plow	\$35,000
Fire – Jaws of Life	\$33,000
Fire – Car 1	\$41,000
High School/Primary School – Security Cameras	\$12,500
High School – Water Heater Repairs	\$12,000
Total	\$1,341,508

Explanation: The approved FY 2015 Capital Projects and funding mechanisms were submitted to and reviewed by the Finance Committee. The funding of these items will begin to address some crucial public safety needs of the Town. The necessity of updating the Financial software is unanimously understood and supported. It is intended that the energy savings realized at the Municipal Center will increase the financial resources of the Town.

Finance Committee recommends.

FY 2015 Capital Improvement Committee Report

The Capital Improvement Committee reviews, prioritizes and offers recommendations concerning all requests for funds for capital projects submitted by School and Town Departments. This plan/list represents all departmental capital requests received by the Capital Committee as of this date.

FY-2015 to FY-2019 Capital Plan/List			
Department	Item Requested	FY-Year	Estimated Cost
FY2015 Proposed for Funding			
Water & Sewer Dept.	Booster Station Replacement	2015	\$250,000
Municipal Center	HVAC Replacement	2015	\$400,000
Municipal Center	Gymnasium Roof Replacement	2015	\$110,000
Municipal Center	First Floor Window Replacement	2015	\$70,000
Highway Department	Dump truck with Plow & Sander	2015	\$163,988
Highway Department	Backhoe	2015	\$123,000
Finance Department	Update of Financial Software	2015	\$91,020
Highway Department	Pickup truck Replacement 4X4 w/plow	2015	\$35,000
Fire Department	Jaws of Life	2015	\$33,000
Fire Department	Car 1 Replacement	2015	\$41,000
School Department	High/Primary School Security Cameras	2015	\$12,500
School Department	High School Water Heater Repairs	2015	\$12,000
FY- 2015 Unfunded			
Building Maintenance	Old Fire Station – Exterior Restoration	2015	\$50,000
Municipal Center	Architectural Plans & Fire Suppression	2015	\$72,000
Fire Department	Rescue Pumper	2015	\$460,000
Fire Department	SCBA Replacement	2015	\$170,000
Water & Sewer Dept.	Sewer Dept. Master Plan Upgrade	2015	\$150,000
Water Department	Church Street Water Tank Painting	2015	\$350,000
Water & Sewer Dept.	North Street 16" Water Main	2015	\$280,000
School Department	Seal Coat & Paint High School Driveway and Parking Lot	2015	\$48,600
School Department	High School I-Beam Painting	2015	\$17,140
School Department	High School Gym Interior Repainting	2015	\$213,000
School Department	Primary School Gym Interior Repainting	2015	\$136,575
School Department	High Sch. Gym Floor Painting & Refinish	2015	\$19,170
School Department	Primary School Bathroom Fixture Replacement	2015	\$11,760
FY- 2016			
Administration	Replace Phone System	2016	\$20,000
Municipal Center	Interior Renovation 1 st & 2 nd Floor	2016	\$100,000
Municipal Center	Masonry Repointing & Repair	2016	\$135,000
Building Maintenance	Post Office/Sr. Ctr. Window Replacement	2016	\$110,000
Building Maintenance	Post Office/Sr. Ctr. Parking Lot Paving	2016	\$15,000
Highway Department	Brush Chipper	2016	\$41,000
Water & Sewer Dept.	Gilboa Street - 3,000 feet of 12 inch Water Line	2016	\$470,000

Department	Item Requested	FY-Year	Estimated Cost
FY- 2017			
Municipal Center	Replace Roof Over the Main Building	2017	\$140,000
Municipal Center	Replace First Floor AC Units	2017	\$50,000
Highway Department	Vactor Catch Basin Truck	2017	\$305,000
FY- 2018			
Municipal Center	First Floor Electrical System Upgrade	2018	\$115,000
Municipal Center	Replace Elevator Wing Roof	2018	\$15,000
Municipal Center	Repave Municipal/Police Parking Lot	2018	\$60,000
Building Maintenance	Old Elementary School – Masonry Repairs	2018	\$50,000
Highway Department	Portable Air Compressor	2018	\$22,000
Highway Department	Boom Flail Mower	2018	\$32,000
Water & Sewer Dept.	North Street – 4,350 feet of 12 inch Water Line	2018	\$675,000
FY - 2019			
Building Maintenance	Update Master Facilities Plan	2019	\$10,000
Highway Department	Dump Truck W/ Plow & Sander	2019	\$163,988
Debt Exclusion Projects		FY2015 - FY2019	
Library	ADA & Building Upgrade	TBD	\$2.1 Million
Fire Department	Fire Station Addition	TBD	TBD
Highway Department	New Highway Garage	TBD	TBD
Police Department	New Police Station	TBD	TBD
Recreation	Martin Road Recreation Area	TBD	TBD
Water & Sewer Dept.	Rte. 16 Sewer Line	TBD	TBD
Water & Sewer Dept.	Construct New Tank in North End of Douglas	TBD	TBD

Article 9. Blackstone Valley Vocational Regional School District- Approval of Debt – Renovation Project

To see if the Town will vote to approve the total **\$2.9 million** debt authorized by the Blackstone Valley Vocational Regional District School Committee on April 17, 2014 for costs of adding to, equipping, reconstructing and making extraordinary repairs to the regional school, including all costs incidental and related thereto, with the Town's apportioned share of debt payments computed in accordance with the Regional Agreement and commencing in fiscal year 2016. The approval of this debt shall be contingent upon a vote of the Town to exclude the Town's allocable share of this debt from the limitations of Chapter 59, Section 21C of the General Laws, also known as Proposition 2-1/2. Or take any other action relative thereto.

Explanation: The Vocational/Technical School has presented a plan to add 3 new programs to the BVT. There is an expectation of an additional 200 students from district Towns. The costs associated with attending BVT have changed dramatically since the inception of the agreement some 50 years ago. The State Education Reform Law and other vocational law additions and changes have also impacted student populations and costs. Currently, BVT has control over numbers of students from each Town with no 'stop gap' for Towns that may be financially impacted to the detriment of other Town departments. The Finance Committee believes that these issues must be addressed before adding student capacity to the BVT.

Finance Committee does NOT RECOMMEND.

Article 10. Removal of Members from Appointed Boards

To see if the Town will vote to amend the Town By-laws by deleting Section 4 of Article 2 in its entirety and replacing it with the following:

“Non-Attendance by Members of Appointed Boards and Committees

2.4.1 Purpose and Scope:

The business of the Town requires the active participation of the members of its appointed boards, committees, and commissions (hereinafter collectively referred to as “board”).

2.4.2. Excused and Unexcused Absence Defined:

An “excused absence” is defined as one where the absent board member gives the board chairperson notice prior to the meeting that he or she will be absent from that meeting. An “unexcused absence” is defined as one where the absent member fails to notify the chairperson of the board prior to the meeting from which the member will be absent. The chairperson is not required to do anything other than to report to the board at its meeting whether a prior notice of absence was or was not given by the absent member.

2.4.3. Minutes Requirements:

Each board to which this bylaw applies shall list membership attendance in its minutes for each meeting by identifying the members present and absent. For each absent member, the minutes must state whether the member absence was “excused” or “unexcused”.

2.4.4. Automatic Removal:

A member with four (4) consecutive unexcused meeting absences during any fiscal year shall be deemed to have resigned. Written notice will be given by the board chairperson to the former member with copies to the Town Clerk, Board of Selectmen, and appointing authority.

2.4.5. Exceptions:

The provisions of this bylaw shall not apply where law has otherwise specified a mechanism for the removal of a member.” Or take any other action relative thereto.

Explanation: Currently the Town has no ability to remove a non-participating member of a committee or board. This would open up a position to be filled by a new and productive appointee. Since quorums must be met in order to operate a fully functional group, this bylaw would provide a mechanism for removal of members who choose not to, or become unable to, attend meetings.

Finance Committee recommends.

Article 11. Zoning Change – RC-2 Dimensional Regulations

To see if the Town will vote to amend the table included in Appendix B – Town of Douglas Dimensional Regulations within the Town of Douglas Zoning By-law, Douglas, Massachusetts, adopted by Town Meeting, October 25, 2004 and revised thru May 2, 2011 by revising the following row within the table from:

ZONING DISTRICT	USE	MIN. LOT AREA SQ. FT. OR AS NOTED	MIN. LOT FRONTAGE ON PUBLIC STREET	MIN. YARD SIZES IN FEET			MAXIMUM HEIGHT	
				FRONT	SIDE	REAR	FEET	STORIES
RC-2	Single-family dwelling	90,000	200	50	25	25	35	2 1/2

to:

ZONING DISTRICT	USE	MIN. LOT AREA SQ. FT. OR AS NOTED	MIN. LOT FRONTAGE ON PUBLIC STREET	MIN. YARD SIZES IN FEET			MAXIMUM HEIGHT	
				FRONT	SIDE	REAR	FEET	STORIES
RC-2	Single-family dwelling	60,000	150	50	20	25	35	2 1/2

Or take any other action relative thereto.

Planning Board Recommends

Explanation: The RC2 area of Douglas was recommended, accepted and approved as part of the Master Plan. The Finance Committee was split in its recommendation. We believe that this type of zoning change should be studied and undertaken only after a full review of the Town's zoning needs and wishes.

Finance Committee does NOT RECOMMEND.

Article 12. Zoning Change from Village Residential to Village Business

To see if the Town will vote to amend the Zoning Map incorporated into its Zoning By-laws by changing the zoning designation of the following parcel of land from Village Residential to Village Business, to wit:

A parcel of land in Douglas, Massachusetts, situated on the southerly side of Main Street, being bounded and described as follows:

Beginning at the point created by the westerly edge of Assessors Map 163, Parcel 111 where the existing Village Business and Village Residential Zones meet;

Thence: Northeasterly, a distance of 430 feet, more or less, along the existing Village Business and Village Residential common zoning district boundary line to the easterly boundary line of Assessors Map 163, Parcel 105;

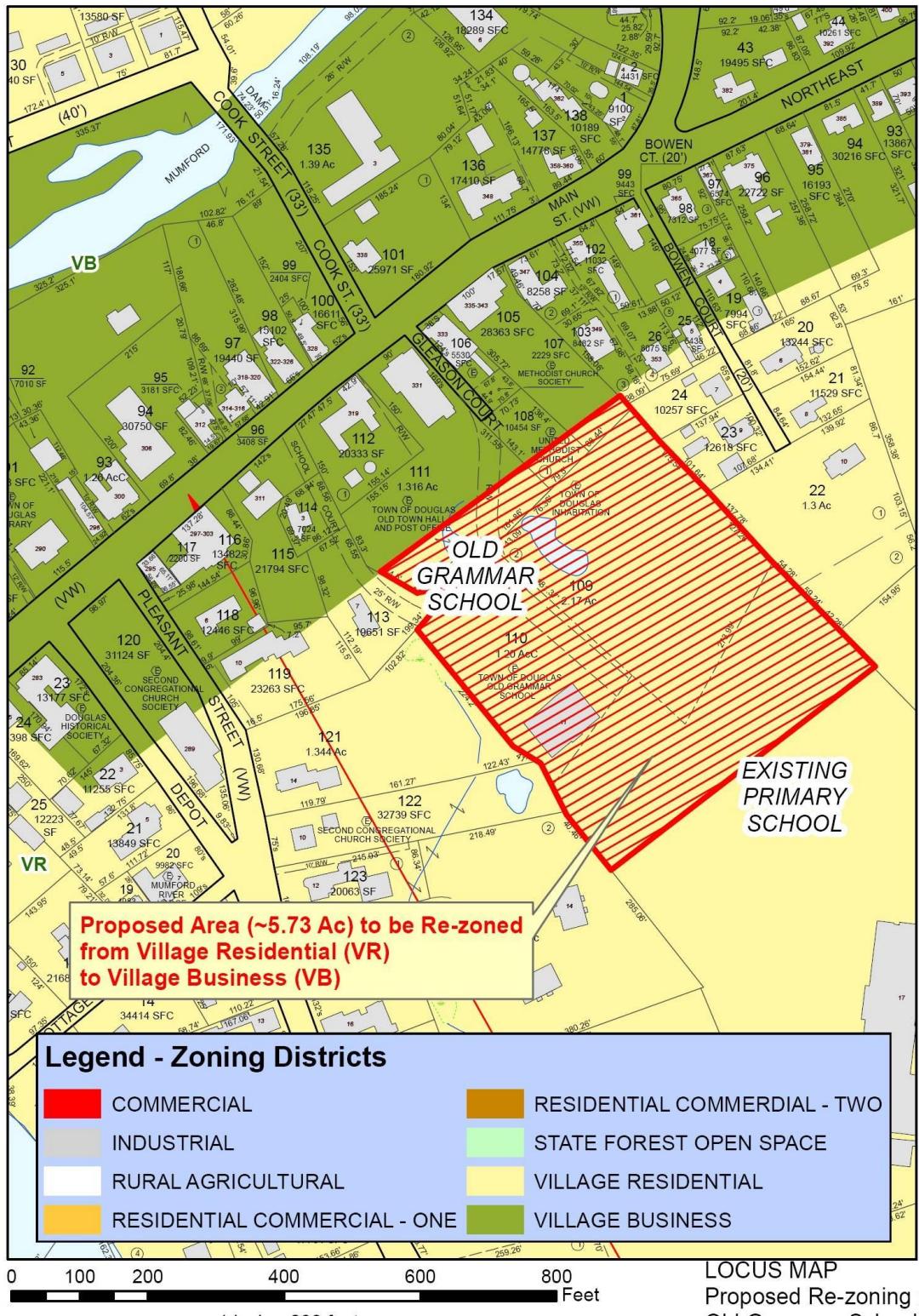
Thence: Southeasterly, a distance of 550 feet, more or less, along the easterly boundary line of Assessors Map 163, Parcel 105; Assessors Map 163, Parcel 109; and Assessors Map 164, Parcel 13 to a point that is located 800 feet from the southerly edge of the Main Street, Route 16 Layout;

Thence: Southwesterly, a distance of 485 feet, more or less, offset 800 feet from the southerly edge of the Main Street, Route 16 Layout to a point created at the westerly edge of Assessors Map 164, Parcel 13;

Thence: Northwesterly, a distance of 207 feet, more or less, along the westerly boundary line of Assessors Map 164, Parcel 13; Assessors Map 163, 110; and Assessors Map 163, Parcel 111, to the point of beginning;

Containing 5.7 acres of land, more or less;

Or take any other action relating thereto.



Planning Board Recommends

Explanation: This relates to the Old Elementary School on Gleason Court that is currently being studied for re-use by the Town. Changing the designation increases the appropriate uses for this building and site and also completes a recommendation of the accepted 2004 Master Plan.

Finance Committee recommends.

Article 13. By Petition – Zoning Change – Monroe Street

To see if the Town will vote to amend the Zoning Map incorporated into its Zoning By-laws by changing the zoning designation of the following parcel of land from Industry to Rural-Agricultural, to wit:

A parcel of land in Douglas, Massachusetts, situated on the easterly side of Monroe Street, being bounded and described as follows:

Beginning at the northwest corner of said parcel of land, at a point on the centerline of Monroe Street, bounded northerly by land of the Commonwealth of Massachusetts, formerly the location of the New York, New Haven and Hartford Railroad and now sometimes known as the Southern New England Trunkline Trail;

Thence: Southeasterly, a distance of 3,720 feet, more or less, bounded northerly by said land of the Commonwealth of Massachusetts, to the boundary line between the Town of Douglas and the Town of Uxbridge;

Thence: Southerly, a distance of 674 feet, more or less, along said town boundary line, to the boundary line between the current Industry zoning district and the current Rural Agricultural zoning district;

Thence: Northwesterly, a distance of 3,395 feet, more or less, along said zoning boundary line, to the centerline of Monroe Street;

Thence: Northerly, a distance of 973 feet, more or less, following the centerline of Monroe Street, to the point of beginning; Containing 58 acres of land, more or less;

Or take any other action relating thereto.

Planning Board Recommends

Explanation: The land that has been zoned for Commercial and Industrial in the Town of Douglas is primarily confined to 4 areas; 2 areas are located far from necessary infrastructure. This article includes land associated with the potentially more developable Davis Street area and will rezone 58 acres of zoned business development land in the Town to Residential Agricultural designation. As we currently struggle to meet our yearly financial needs, it is not prudent to reduce the size of this valuable Commercial/Industrial site that could bring much needed tax relief to the Town of Douglas.

Finance Committee does NOT RECOMMEND.

NOTES

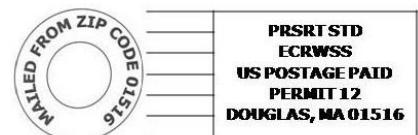
NOTES

ARRIVE EARLY; it takes time to check in!

Please bring this flyer with you to Town Meeting.

DOUGLAS

Town of Douglas
29 Depot Street
Douglas, MA 01516



**CURRENT RESIDENT
DOUGLAS, MA 01516**

**Annual & Special Town Meeting
Monday, May 5, 2014
Douglas High School Auditorium**