

Voter Information Bulletin

Town of Douglas

May 6, 2019

**Special Town Meeting
Annual Town Meeting
Monday, May 6, 2019 at 7:00 pm
Douglas High School Auditorium
33 Davis Street**

Finance Committee Message

The Town of Douglas continues to undergo many changes that will insure a stable and prosperous future. The Town's street lighting has been converted to use LED lights and will save the Town approximately \$30,000 per year. The Green Community program and the Community Partnership with the State have increased the opportunity for Grants to the Town and we are using these in strategic areas. A Public Safety Earmark Grant of \$100,000 was received to assist in purchasing a new ambulance. Town Meeting will be asked to supplement that amount with remainders from completed Capital Projects; thereby completing the financial investment. This work by the Fire Chief and the Finance Director is much appreciated and will supplement the Douglas Ambulance services. The Economic Development Committee has been hard at work on reviewing a multi - owner land area that could be used for business development; many people are involved with this effort.

In addition, on November 6, 2018, the Town refunded a school construction bond. As a result of this refunding, the Town reduced its total debt service cash flow requirements by \$1,076,408.74, which resulted in an economic gain of \$842,898.05.

Also, the Town and its employees have agreed to join a strategic joint purchasing group for health insurance. Instead of looking at a nearly 11% increase in health insurance premiums, we are looking at a 1.59% growth rate instead.

This year the Finance Committee has been challenged with educating three new members along with a budget process that has changed. We endeavor to complete our tasks for the Town and provide good information and solid recommendations to Town Meeting as required. Please join us to maintain our commitment to the Town to oversee the use of our tax dollars and the \$ 1.5 million override last year. We are in need of interested and dedicated new members.

Pamela Holmes, Chairwoman
Howard D'Amico, Vice-chairman
Carol Gogolinski
Michael Hutnak

Lynne Mussulli
Heather Morin
Dick Vanden Berg

Message from the Town Moderator

Volunteerism is the lifeblood of any community. From schools to sports, town government, and beyond, people volunteering their time and effort helps us accomplish great things. Recently our Finance Committee, the board who works with the town to put together the budget and this flyer, has contemplated decreasing the number of people that serve on the committee. The reason is we still need to appoint 2 people to the committee, and without those 2 people, it puts a greater burden on the other committee members to make sure they have quorum.

This is a very common theme among boards and committees. Whether you have a little time to dedicate, or more, please consider volunteering! Openings can be found on the Selectmen's Page at www.douglas-ma.gov.

☒ SPECIAL TOWN MEETING ☒

Article 1.	Fiscal Year 2019 Budget Transfers / Amendments
Article 2.	Increase FY19 Debt Principal & Interest
Article 3.	Snow & Ice Account Transfer
Article 4.	Fund Health Insurance Equity Portion
Article 5.	Ambulance Purchase
Article 6.	Library Security System Install

Article 1: Fiscal Year 2019 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 7, 2018 by transferring from available funds the following sums of money to the following budget line items in the Fiscal Year 2019 Budget:

Increase Selectmen Wages	\$3,000
Increase Highway Maintenance	\$25,000
Increase Ambulance Wages	\$16,000
Increase Building Department Expenses	\$8,000
Increase Board of Health Expenses	\$600
Increase School Transportation	\$60,000
Increase Community Development Expenses	\$7,000
Decrease Highway Wages	\$25,000
Decrease Nurse Wages	\$5,000
Decrease Insurance / Employee Benefits	\$40,600
Decrease Fire Wages	\$16,000
Decrease Norfolk County Agriculture	\$26,000
Decrease Assessors Expenses	\$2,000
Decrease Cemetery Expenses	\$2,500
Decrease Conservation Expenses	\$1,000
Decrease Planning Board Expenses	\$1,500

Explanation: The accounts listed above require an increase to the original budget to satisfy FY2019 operational needs. Funds are being transferred from other department accounts.

Finance Committee recommends.

Article 2: Increase FY19 Debt Principal & Interest

To see if the Town will vote to transfer the total sum of **\$316,271.26**, consisting of the sum of **\$2,259.40** from Article 4 - May 1, 2017 STM – Fire Rescue / Pumper Truck Account, the sum of **\$3,273.91** from the School Construction Project Funds (as approved by Article 1 at the Special Town Meeting of March 28, 2011), the sum of **\$1,539** from Article 5 – May 1, 2017 STM – Highway Catch Basin Cleaner Truck / Sander / Plow Account, and the sum of **\$309,198.95**, from the Reserved for Reduction of Excluded Debt Account, to the Total Debt Service Account.

Explanation: On November 6, 2018, the Town refunded the School Construction debt, resulting in reducing total Debt Service cash flow requirements in the amount of \$1,076,408.74. These transfers need to be made to pay FY19 principal and interest payments as a result of the refunding.

Finance Committee recommends.

Article 3: Snow & Ice Account Transfer

To see if the Town will vote to transfer the sum of **\$145,000** from Free Cash to the FY19 Snow & Ice Account.

Explanation: The Snow & Ice account was expended this winter and initiated monitored over-spending as allowed by State Law. This amount is required to fully fund and balance the account at year end.

Finance Committee recommends.

Article 4: Fund Health Insurance Equity Portion

To see if the Town will vote to transfer the sum of **\$227,370** from Free Cash to the Insurance / Employee Benefits Account to fund the equity buy-in required by the MASS Strategic Health Group, a regional joint purchasing group formed for the purpose of providing medical claims coverage for participating Town employees.

Explanation: The Health Insurance amounts for the Town have been rising at unsustainable rates. Various past solutions have provided temporary yearly savings. This newest change provides the Town with a long-term change in our Health Care plan that alters the process but retains the health care choices that the Town employees requested. This change was accomplished through a diligent process overseen by the Administrator and the Finance Director.

Finance Committee recommends.

Article 5: Ambulance Purchase

To see if the Town will vote to transfer from the following accounts, the sum of **\$145,000**, to supplement the purchase of a new ambulance and all associated equipment.

Transfer from Free Cash	\$86,933
Transfer from the Municipal Gym Door Replacement Account (Article 3 5/7/18)	\$7,408
Transfer from Police Floor Renovation Account (Article 9 5/1/17)	\$1,631
Transfer from Fire Station Bay Exhaust Account (Article 11 5/7/18)	\$6,736
Transfer from Cardiac Monitor Defibrillator Account (Article 3 11/6/17)	\$2,001
Transfer from Ambulance & Associated Equip Account (Article 11 5/7/18)	\$1,459
Transfer from School Tractor / Loader Account (Article 3 5/7/18)	\$1,087
Transfer from DHS A/C Compressor Account (Article 3 5/7/18)	\$730
Transfer from DMS Door Card Reader Account (Article 3 5/7/18)	\$3,061
Transfer from DHS Water Booster Account (Article 11 5/7/18)	\$4,272
Transfer from Brush Chipper Account (Article 3 5/7/18)	\$13,062
Transfer from Asphalt Hot Box Account (Article 3 5/7/18)	\$1,542
Transfer from F550 Dump Truck w/Plow Account (Article 3 5/7/18)	\$7,659
Transfer from F550 Dump Truck w/Plow Account (Article 11 5/7/18)	\$7,419

Explanation: These funds, plus an Earmark State Grant of \$ 100,000, provides funding for the purchase of a second new ambulance for the Town. Old equipment was failing and had become a liability to the Town.

Finance Committee recommends.

Article 6: Library Security System Install

To see if the Town will vote to transfer the sum of **\$9,800** from Free Cash, for the purchase and installation of a security system in the Simon Fairfield Library. Said system is to include motion detection, door contact sensors, and an alarm system to prevent break-ins, and all associated costs to include, but is not limited to an 8-channel CCTV monitoring system covering the interior of the Library as well as the parking lot and front area (including the book drop).

Explanation: The Town has been informed that the Library has been the subject of vandalism in the recent past. This will ensure more adequate security and asset protection.

Finance Committee recommends.

ANNUAL TOWN MEETING

1. Finance Committee Report	11. Short-Term Rental Law – M.G.L. c. 64G
2. FY20 Budget	12. Personnel Bylaw Amendment
3. Salaries of Elected Officials	13. General Bylaw Change – Editorial Revisions
4. Blackstone Valley Vocational Regional School District FY20 Budget	14. Interagency Permitting Board Filing - Removal of PDS Designation
5. FY20 Transfer Station Enterprise Fund	15. Interagency Permitting Board Filing - Additional PDS Designation
6. FY20 Water/Sewer Enterprise Fund	16. Zoning Bylaw Change – Editorial Revisions
7. FY20 PEG Access and Cable Receipts Reserved for Appropriation	17. Zoning Boundary (RA to IND) Modification
8. Recurring Business	18. Zoning Use & Boundary (VR to VB) Modification
9. Personnel Bylaw Classification & Update	19. P.I.L.O.T – Douglas Renewables, LLC
10. Adoption of Revised FY20-24 Capital Improvement Plan	20. P.I.L.O.T. – Wallum Lake Road Solar
	21. Road Acceptance – A Portion of Darling Way

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.

Explanation: This relates to the duties of the Finance Committee: to present recommendations on Articles and the Budget for the next Fiscal Year.

Finance Committee recommends.

Article 2: FY20 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 2020.

Explanation: The Budget requested by the Town Administrator and Board of Selectmen to meet policy objectives has also been recommended by the Finance Committee.

Finance Committee recommends.

<u>FY20 Budget</u>	<u>FY18</u> Revised STM May 18	<u>FY19</u> Revised STM Nov 18	<u>FY20</u> Fin Com/ BOS/Town Admin Recommended Budget
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Selectmen			
Wages	\$172,989	\$180,528	\$192,889
Expenses	\$12,633	\$7,956	\$8,168
Subtotal:	\$185,622	\$188,484	\$201,057

Awards & Recognition	\$40	\$50	\$50
Town Hall Office Supplies	\$22,000	\$23,987	\$24,244
Town Reports	\$3,000	\$3,000	\$3,000
Town Counsel	\$75,000	\$76,085	\$77,170
Total Selectmen:	\$285,662	\$291,606	\$305,521

<u>FY20 Budget</u>	<u>FY18</u> Revised STM May 18	<u>FY19</u> Revised STM Nov 18	<u>FY20</u> Fin Com/ BOS/Town Admin
			Recommended Budget
Finance Director/Accountant/Audit			
Wages	\$126,530	\$131,596	\$135,013
Expenses	\$2,050	\$2,185	\$2,195
Subtotal:	\$128,580	\$133,781	\$137,208
Audit	\$23,500	\$23,500	\$23,500
Total Finance Director/Accountant/Audit	\$152,080	\$157,281	\$160,708
Assessors			
Wages	\$98,693	\$102,597	\$106,983
Expenses	\$34,498	\$36,611	\$37,396
Subtotal:	\$133,191	\$139,208	\$144,379
Revaluation			
Total Assessors:	\$133,191	\$139,208	\$144,379
Treasurer/Collector			
Wages	\$187,203	\$198,605	\$192,322
Expenses	\$57,726	\$63,483	\$59,165
Subtotal:	\$244,929	\$262,088	\$251,487
Tax Taking	\$5,500	\$5,000	\$5,000
Tax Title	\$17,000	\$21,210	\$19,210
Total Treasurer/Collector:	\$267,429	\$288,298	\$275,697
Finance Committee			
Wages	\$700	\$700	\$733
Expenses	\$5,000	\$5,000	\$5,000
Reserve Fund	\$40,500	\$50,000	\$50,000
Total Finance Committee:	\$46,200	\$55,700	\$55,733
Technology			
Expenses	\$87,888	\$145,570	\$111,586
Total Technology:	\$87,888	\$145,570	\$111,586
Town Clerk			
Wages	\$101,372	\$110,304	\$112,321
Expenses	\$14,300	\$16,250	\$16,250
Total Town Clerk:	\$115,672	\$126,554	\$128,571

<u>FY20 Budget</u>	<u>FY18</u> Revised STM May 18	<u>FY19</u> Revised STM Nov 18	<u>FY20</u> Fin Com/ BOS/Town Admin Recommended Budget
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Public Building Maintenance			
Wages	\$49,047	\$50,781	\$13,325
Expenses	\$154,189	\$155,623	\$155,739
Total Public Building Maintenance:	\$203,236	\$206,404	\$169,064
Permanent Building Committee			
Wages	\$600	\$600	\$633
Expenses	\$1,500	\$500	\$500
Total Permanent Building Comm:	\$2,100	\$1,100	\$1,133
Community Development			
Wages	\$183,214	\$183,671	\$189,926
Expenses	\$3,500	\$3,500	\$3,653
Subtotal:	\$186,714	\$187,171	\$193,579
Planning Board	\$2,910	\$3,677	\$3,736
Economic Development	\$1,000	\$1,000	\$4,233
Zoning Board - Expenses	\$3,460	\$3,460	\$3,460
Open Space	\$100	\$100	\$100
Conservation Commission	\$2,789	\$2,789	\$2,789
Total Comm Development:	\$196,973	\$198,197	\$207,897
Other General Government			
Moderator	\$250	\$250	\$250
Housing Authority	\$100	\$100	\$100
Total Other General Government:	\$350	\$350	\$350
Total General Government:	\$1,490,781	\$1,610,268	\$1,560,639

Police			
Wages	\$1,506,065	\$1,526,623	\$1,584,171
Expenses	\$129,887	\$148,490	\$153,810
Cruiser		\$79,500	\$122,500
Total Police:	\$1,635,952	\$1,754,613	\$1,860,481

<u>FY20 Budget</u>	<u>FY18</u> Revised STM May 18	<u>FY19</u> Revised STM Nov 18	<u>FY20</u> Fin Com/ BOS/Town Admin
			Recommended Budget
Fire			
Wages	\$362,464	\$405,621	\$378,267
Expenses	\$75,000	\$104,904	\$114,253
Total Fire:	\$437,464	\$510,525	\$492,520
Ambulance			
Wages	\$332,286	\$288,844	\$329,621
Expenses	\$88,500	\$90,537	\$93,413
Total Ambulance:	\$420,786	\$379,381	\$423,034
Building Dept			
Wages	\$84,776	\$79,885	\$87,082
Expenses	\$5,650	\$30,055	\$32,655
Total Building Dept:	\$90,426	\$109,940	\$119,737
Tree Warden			
Wages	\$600	\$600	\$600
Expenses	\$9,500	\$10,000	\$20,300
Total Tree Dept:	\$10,100	\$10,600	\$20,900
Civil Defense			
Wages	\$325	\$325	\$325
Expenses	\$1,200	\$4,800	\$4,800
Total Civil Defense:	\$1,525	\$5,125	\$5,125
Sealer Weights & Measures	\$750	\$750	\$750
Animal Control	\$23,458	\$25,000	\$25,000
Total Public Safety:	\$2,620,461	\$2,795,934	\$2,947,547
Cemetery	\$10,000	\$22,260	\$9,410
Highway			
Wages	\$416,925	\$439,091	\$481,483
Expenses	\$26,012	\$30,212	\$31,392
Subtotal:	\$442,937	\$469,303	\$512,875

<u>FY20 Budget</u>	<u>FY18</u> Revised STM May 18	<u>FY19</u> Revised STM Nov 18	<u>FY20</u> Fin Com/ BOS/Town Admin
			Recommended Budget
Maintenance	\$129,450	\$136,821	\$138,614
Special Sign Acct	\$1,400	\$1,483	\$1,566
Snow & Ice	\$350,000	\$155,000	\$199,950
Total Highway:	\$923,787	\$762,607	\$853,005

Other Public Works			
Monitor Landfill	\$1,400	\$2,200	\$1,600
Monitor Wells	\$9,950	\$9,950	\$9,950
Street lighting	\$44,000	\$45,414	\$17,643
Total Other Public Works:	\$55,350	\$57,564	\$29,193
Total Public Works:	\$989,137	\$842,431	\$891,608

Board of Health			
Wages	\$35,118	\$35,751	\$37,759
Expenses	\$7,300	\$7,513	\$7,557
Subtotal Health:	\$42,418	\$43,264	\$45,316
 Nurse Wages	 \$13,486	 \$13,000	 \$13,000
 Animal Inspection	 	 	
Wages	\$3,213	\$3,269	\$3,269
Expenses	\$650	\$650	\$650
Subtotal Animal Inspection:	\$3,863	\$3,919	\$3,919
 Total Board of Health:	 \$59,767	 \$60,183	 \$62,235

Council on Aging			
Wages	\$78,980	\$80,727	\$87,318
Expenses	\$5,900	\$5,900	\$5,921
Total Council on Aging:	\$84,880	\$86,627	\$93,239

Veterans			
Expenses	\$17,000	\$17,350	\$20,850
Benefits	\$90,000	\$87,000	\$75,000
Total Veterans:	\$107,000	\$104,350	\$95,850
 Total Health & Human Services:	 \$251,647	 \$251,160	 \$251,324

<u>FY20 Budget</u>	<u>FY18</u> Revised STM May 18	<u>FY19</u> Revised STM Nov 18	<u>FY20</u> Fin Com/ BOS/Town Admin
			Recommended Budget
Recreation Expenses	\$3,000	\$3,000	\$3,000
Library			
Wages	\$158,406	\$164,380	\$171,282
Expenses	\$56,512	\$63,192	\$62,636
Total Library:	\$214,918	\$227,572	\$233,918
Memorial Day	\$1,750	\$1,750	\$1,750
Parks			
Expenses			\$500
Total Parks:	\$0	\$0	\$500
Total Culture & Recreation	\$219,668	\$232,322	\$239,168
Education			
Douglas Schools			
Personnel & Expenses	\$12,889,337	\$13,323,500	\$13,589,970
Transportation	\$1,247,593	\$1,354,786	\$1,558,004
Total Douglas Schools:	\$14,136,930	\$14,678,286	\$15,147,974
Blackstone Valley Regional			
Assessment	\$912,049	see article 5	see article 5
Debt Assessment	\$44,995	see article 5	see article 5
Representative Stipend	\$500	\$500	\$500
Total Blackstone Valley Regional:	\$957,544	\$500	\$500
Medicaid Reimbursement	\$5,000	\$5,000	\$5,000
Norfolk County Agricultural	\$186,351	\$186,994	\$182,177
Total Education:	\$15,285,825	\$14,870,780	\$15,335,651
Total Insurance/ Employee Benefits	\$4,112,205	\$4,393,092	\$4,503,599
Total Debt Service	\$2,651,969	\$2,655,141	\$2,506,090
Total Capital Outlay	Capital Article	Capital Article	Capital Article

<u>FY20 Budget</u>	<u>FY18</u> Revised STM May 18	<u>FY19</u> Revised STM Nov 18	<u>FY20</u> Fin Com/ BOS/Town Admin Recommended Budget
Total Special Articles	\$125,700	\$1,297,047	
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Transfer to Special Revenue Funds			
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Transfer to Capital Projects			
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Transfer to Stabilization		\$314,390	
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Summary - Expenditures			
Total General Government:	\$1,490,781	\$1,610,268	\$1,560,639
Total Public Safety:	\$2,620,461	\$2,795,934	\$2,947,547
Total Public Works:	\$989,137	\$842,431	\$891,608
Total Health & Human Services:	\$251,647	\$251,160	\$251,324
Total Culture & Recreation	\$219,668	\$232,322	\$239,168
Total Education:	\$15,285,825	\$14,870,780	\$15,335,651
Total Insurance/ Employee Benefits	\$4,112,205	\$4,393,092	\$4,503,599
Total Debt Service	\$2,651,969	\$2,655,141	\$2,506,090
Total Capital Outlay	\$0	\$0	\$0
Total Special Articles	\$125,700	\$1,297,047	\$0
Total Transfers to Stabilization, Special Revenue, Capital Projects	\$0	\$314,390	\$0
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TOTAL BUDGET REQUEST	\$27,747,393	\$29,262,565	\$28,235,626

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	\$2,900.00
Blackstone Valley Vocational School District Rep.	\$500.00
Moderator	\$250.00
Board of Selectmen	\$1,600.00
Clerk	\$77,500.15
Water/Sewer Commission	\$3,000.00

Explanation: This article approves the salary for elected officials as listed above.

Finance Committee recommends.

Article 4: Blackstone Valley Vocational Regional School District FY20 Budget:

To see if the Town will vote to raise and appropriate the sum of **\$1,277,763** for its operating and capital assessment by the Blackstone Valley Vocational Regional School District (the “District”) for the Fiscal Year commencing July 1, 2019, which is inclusive of \$41,701 of Proposition 2 ½ exempted funds to be applied against debt service associated with Douglas’ previously (2001) voted amount for the District’s addition/renovation project.

Explanation: This is the requested FY20 Blackstone Valley Vocational Regional School District assessment. This also includes an 'Additional Assessment' in the amount of \$80,366 that the B.V.R.V.H.S. School Committee approved.

Finance Committee recommends 6 yes/1 no.

Article 5: FY20 Transfer Station Enterprise Fund:

To see if the Town will vote to raise and appropriate and/or transfer the sum of **\$225,980** from Transfer Station charges and fees, and transfer the sum of **\$60,477** from Retained Earnings, for a total of **\$286,457** to operate and maintain the Transfer Station.

Salaries/Wages	\$63,807
Expenses	\$222,650
Total	\$286,457

Explanation: The Transfer Station is an Enterprise Account which is operated using funds received by charging semiannual fees to users of this service.

Finance Committee recommends.

Article 6: FY20 Water/Sewer Enterprise Fund:

To see if the Town will vote to raise and appropriate, and/or transfer the sum of **\$1,000,000** from Water & Sewer charges and fees, transfer the sum of **\$117,346** from the Reserved For Debt account, transfer the sum of **\$183,629** from Retained Earnings, transfer from Water System Development the sum of **\$25,000**, and Sewer System Development the sum of **\$25,000**, for a total budget of **\$1,350,975** to operate and maintain the Water/Sewer Department.

Salaries/Wages	\$394,867
Expenses	\$837,920
Debt	\$118,188
Total	\$1,350,975

Explanation: The Water/Sewer Department is another Enterprise Account within the Town. Funds received from users of these services are used to operate and maintain the Water and Sewer Systems.

Finance Committee recommends.

Article 7: FY20 PEG Access and Cable Receipts Reserved for Appropriation:

To see if the Town will vote to transfer the sum of **\$69,406** from the PEG Access and Cable Receipts Reserved for Appropriation to operate and maintain the Cable Department.

Salaries/Wages	\$50,272
Expenses	\$19,134
Total	\$69,406

Explanation: The Cable Department receives an annual payment from Charter Communications to provide Local Access and televised municipal meetings. This article appropriates those funds for the operational and capital needs of the Cable Department.

Finance Committee recommends.

Article 8: Recurring Business:

A. Assessors 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 2020; 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. Cable Receipts Reserved for Appropriation: To see if the Town will vote to reserve all receipts received by the Town from Cable user charges, to the Cable 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 in Fiscal Year 2020 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.

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 adopt a Revolving Fund Bylaw to be placed at Article 2, section 11 as "Revolving Funds", as follows, "The Town is authorized to adopt revolving funds pursuant to MGL Chapter 44, § 53E ½, subject to specific annual authorization of the terms"; or take any other actions related thereto:

#	Department	Receipts	Expenditures
1	Simon Fairfield Library pursuant to MGL Chapter 44, § 53E ½	All fines received during Fiscal Year 2020 by the Simon Fairfield Library	The Simon Fairfield Library Board of Trustees may expend a sum not to exceed Two Thousand Five Hundred dollars (\$2,500) 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 \$30,000.
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 \$30,000.
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 \$30,000.

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 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.

H. 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 2020 pursuant to MGL Chapter 44 § 53F; or take any other action related thereto.

I. 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.

Explanation: This article combines various yearly authorizations of State and Local Bylaws; they are required by many departments of the Town to conduct business.

Finance Committee recommends.

Article 9: Personnel Bylaw Classification & Update:

To see if the Town will vote to approve the Personnel Classification and Compensation plans for Fiscal Year 2020.

Explanation: This yearly recommendation has been accepted by the Town Administrator and Board of Selectmen for the upcoming Fiscal Year. It will provide a guideline for compensation for all non-union personnel working for the Town of Douglas.

Finance Committee recommends.

PUBLIC WORKS Compensation Plan - FY20 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 & Sewer Operator Chief Operator Highway Mechanic
PM-3			Working Foreman / Muni Facilities Maintenance Mgr.

COLA % Increase **1.75%**

	1	2	3	4	5	6	7	8	9	10
1 Hourly	\$18.61	\$19.03	\$19.46	\$19.89	\$20.34	\$20.80	\$21.27	\$21.75	\$22.24	\$22.74
2 Hourly	\$20.34	\$20.80	\$21.27	\$21.74	\$22.23	\$22.73	\$23.25	\$23.77	\$24.30	\$24.85
3 Hourly	\$21.34	\$21.82	\$22.31	\$22.81	\$23.33	\$23.85	\$24.39	\$24.94	\$25.50	\$26.07
4 Hourly	\$22.37	\$22.87	\$23.39	\$23.91	\$24.45	\$25.00	\$25.57	\$26.14	\$26.73	\$27.33
5 Hourly	\$24.70	\$25.26	\$25.82	\$26.41	\$27.00	\$27.61	\$28.23	\$28.86	\$29.51	\$30.18

MISCELLANEOUS Compensation Plan - FY20 Budget

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

COLA % Increase **1.75%**

	1	2	3	4	5	6	7	8	9	10
0 Hourly	\$12.00	\$12.27	\$12.55	\$12.83	\$13.12	\$13.41	\$13.71	\$14.02	\$14.34	\$14.66
1 Hourly	\$14.56	\$14.89	\$15.22	\$15.57	\$15.92	\$16.27	\$16.64	\$17.01	\$17.40	\$17.79
2 Hourly	\$17.48	\$17.87	\$18.28	\$18.69	\$19.11	\$19.54	\$19.98	\$20.43	\$20.89	\$21.36
3 Hourly	\$19.22	\$19.65	\$20.09	\$20.55	\$21.01	\$21.48	\$21.97	\$22.46	\$22.96	\$23.48
4 Hourly	\$22.09	\$22.59	\$23.10	\$23.61	\$24.15	\$24.69	\$25.25	\$25.81	\$26.39	\$26.99

Public Safety Compensation Plan - FY20 Budget

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

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

COLA % Increase **1.75%**

	1	2	3	4	5	6	7	8	9	10
1 Hourly	\$12.00	\$12.27	\$12.55	\$12.83	\$13.12	\$13.41	\$13.71	\$14.02	\$14.34	\$14.66
2 Hourly	\$14.56	\$14.89	\$15.22	\$15.57	\$15.92	\$16.27	\$16.64	\$17.01	\$17.40	\$17.79
3 Hourly	\$17.48	\$17.87	\$18.28	\$18.69	\$19.11	\$19.54	\$19.98	\$20.43	\$20.89	\$21.36
4 Hourly	\$19.22	\$19.65	\$20.09	\$20.55	\$21.01	\$21.48	\$21.97	\$22.46	\$22.96	\$23.48
5 Hourly	\$20.17	\$20.62	\$21.09	\$21.56	\$22.05	\$22.54	\$23.05	\$23.57	\$24.10	\$24.64
6 Hourly	\$21.17	\$21.65	\$22.13	\$22.63	\$23.14	\$23.66	\$24.19	\$24.74	\$25.29	\$25.86
7 Hourly	\$22.26	\$22.76	\$23.27	\$23.80	\$24.33	\$24.88	\$25.44	\$26.01	\$26.60	\$27.20
8 Hourly	\$23.36	\$23.89	\$24.42	\$24.97	\$25.53	\$26.11	\$26.70	\$27.30	\$27.91	\$28.54
9 Hourly	\$24.56	\$25.11	\$25.68	\$26.26	\$26.85	\$27.45	\$28.07	\$28.70	\$29.35	\$30.01

Article 10: Adoption of Revised FY 20 – 24 Capital Improvement Plan:

To see if the Town will vote to approve the Town of Douglas FY 20 – 24 Capital Improvement Plan as submitted by the Capital Improvement Committee, and transfer **\$584,240** from Free Cash, and **\$17,000** from Cable Receipts Reserved for Appropriation, for a total sum of **\$601,240** to fund the following Capital Projects.

Public Safety and Highway Departments Radio System and Associated Expenses	\$173,000
Municipal Center Resource Room Sound System Upgrades and ADA Compliance	\$18,000
Municipal Center Backup Generator and Associated Expenses	\$135,000
Highway Dump Truck with Sander and Plow and Related Costs	\$198,240
Police Tablets and Related Expenses	\$30,000
Senior Center Flooring Replacement and Associated Costs	\$24,000
Town Clerk Voting Machines and Related Expenses	\$23,000
	\$601,240

Explanation: The Capital Improvement Committee voted to fund these items based on the needs and funds available. These Capital Items have been recommended as necessary for operation of the various departments of the Town. The addition and improvement of Assets owned by the Town will improve Departmental operations. Safety is a major component of decisions by the Committee.

Finance Committee recommends.

FY 2020 Capital Improvement Committee Report

The Capital Improvement Committee reviews, prioritizes, and offers recommendations concerning all requests for funds for capital projects submitted by departments. The following summary five year plan reflects the recommendations of the Committee based on the information available today and known priorities, and will be refined each year going forward. A more detailed plan, including a list of all projects requested and potential funding sources, can be found at the Town's website or upon request from the Selectmen's office.

FY 2020	
Public Safety and Highway Departments Radio System and Associated Expenses	\$173,000
Municipal Center Resource Room Sound System Upgrades and ADA Compliance	\$18,000
Municipal Center Backup Generator and Associated Expenses	\$135,000
Highway Dump Truck with Sander and Wing Plow and Related Costs	\$198,240
Police Tablets and Related Expenses	\$30,000
Senior Center Flooring Replacement and Associated Costs	\$24,000
Town Clerk Voting Machines and Related Expenses	\$23,000
	<hr/>
	\$601,240

FY 2021	
Police Replace Fingerprint Machine	\$30,000
Former Town Hall, Interior and Exterior Painting	\$50,000
Municipal Center Roof and Rooftop HVAC Replacement	\$345,000
Town Clerk Climate Control for Document Storage Area	\$60,000
Library Interior Renovations	\$25,000
Water Department – North Street Main Upgrade	\$403,000
Police Department Drone	\$23,000
Highway Main Street Sidewalks	\$40,000
School Department Tractor and Attachments	\$63,000
	<hr/>
	\$1,039,000

FY 2022	
Highway Mower and Attachments	\$15,000
Highway Sidewalk Tractor/Plow/Snowblower	\$131,000
Water Department Gilboa Street Main Upgrade	\$710,000
Highway Dump Truck with Sander and Straight Plow	\$183,240
	<hr/>
	\$1,039,240

FY 2023	
School Department Recoat and Paint Running Track	\$100,000
School Department Primary School Major Renovation*	\$639,000
Old Town Hall HVAC Replacement	\$60,000
Fire Department Fire Station Roof, HVAC, and Floors	\$125,000
Highway Dump Truck with Sander and Straight Plow	\$183,240
	<hr/>
	\$1,107,240

*Would be seeking State program assistance

FY 2024	
Fire Department Replace Engine/Pumper	\$600,000
Old Town Hall Replace Windows	\$270,000
Police Headquarters Feasibility / Options Study	\$150,000
Highway New Building*	\$2,750,000
	<hr/>
	\$3,770,000

*Would most likely require capital exclusion or debt funding

Article 11: Short-Term Rental Law – M.G.L. c. 64G:

To see if the Town will vote to accept Sections 51 and 52 of Ch. 27 of the Acts of 2009 amending M.G.L. c. 64G, § 3A, to take effect on July 1, 2019 at six percent (6%), on the rental of rooms in hotels, motels, lodging houses and bed and breakfast establishments in the Town, as provided by such law.

Explanation: Options exist for the Town of Douglas to collect revenue allowed by State Law by accepting this Statute.

Finance Committee recommends 6 yes/ 1 no.

Article 12: Personnel Bylaw Amendment:

To see if the Town will vote to approve a proposed new Personnel Bylaw so as to replace the existing version, the proposed text as on file in the office of the Town Clerk.

Explanation: Changes recommended by Town Labor Counsel to update the Bylaw to be more consistent the Special Act Establishing a Town Administrator, and with current practice.

Finance Committee recommends.

Article 13: General Bylaw Change – Editorial Revisions:

To see if the Town will vote to amend the Town of Douglas Bylaws by inserting the following:

Article 1: Town Meeting**Section 13 - Editorial Revisions**

A. The Town Clerk is authorized to assign appropriate numbers or letters to bylaw sections, subsections, paragraphs, and subparagraphs where none are approved by Town Meeting; and if such numbering or lettering is approved by Town Meeting, to make non-substantive editorial revisions to the same to ensure consistent and appropriate sequencing and numbering; and to make non-substantive editorial revision to references regarding such numbering or lettering as contained within the bylaws to ensure accuracy and conformity.

B. All such editorial revisions shall be identified with a footnote which describes the revision and the reason therefore.

Explanation: The General Bylaws require review and corrections due to omissions and errors. This will provide a cleaner and more reliable source of our Bylaws.

Finance Committee recommends.

Article 14: Interagency Permitting Board Filing - Removal of PDS Designations

To see if the Town will vote to approve the filing of a request with the Interagency Permitting Board, under the provisions of G.L. c. 43D, as accepted by the May 7, 2007 Town Meeting, for removal of designation(s) as Priority Development Sites of certain parcels of land located in the area of Route 16, near the Webster Town Line, as more specifically identified in the Town Assessor's records as: Map 206, Lots 1 and 2; Map 207, Lots 1 and 2; and Map 230, Lot 2. (See figure 3 attached)

Explanation: This relates to land to be used by a defunct business proposal and is now owned by the State. It no longer requires permitting of any sort.

Finance Committee recommends.

Article 15: Interagency Permitting Board Filing - Additional PDS Designations

To see if the Town will vote to approve the filing of a formal proposal with the Interagency Permitting Board, pursuant to the provisions of G.L. c. 43D, as accepted by the May 7, 2007 Town Meeting, for the designation as Priority Development Sites of certain parcels of land located in northeast Douglas off or on in the vicinity of Route 16 and Uxbridge Street, near the Uxbridge Town Line, as more specifically identified in the Town Assessor's records as: Map 166, Lot 15; Map 167, Lots 1 and 2; and Map 192, Lots 1 and 5. (See figure 4 attached)

Explanation: This expedited permitting technique can be a valuable tool to improve desirability of Industrial Land by developers. It ensures that the Town is willing to put in the extra effort to shorten the time needed to develop a site through many available means.

Finance Committee recommends.

Article 16: Zoning Bylaw Change – Editorial Revisions:

To see if the Town will vote to amend the Town of Douglas Zoning Bylaws by inserting the following:

Section 1.0: Purpose and Authority**Sub-section 1.7- Editorial Revisions**

A. The Town Clerk is authorized to assign appropriate numbers or letters to bylaw sections, subsections, paragraphs, and subparagraphs where none are approved by Town Meeting; and if such numbering or lettering is approved by Town Meeting, to make non-substantive editorial revisions to the same to ensure consistent and appropriate sequencing and numbering; and to make non-substantive editorial revision to references regarding such numbering or lettering as contained within the bylaws to ensure accuracy and conformity.

B. All such editorial revisions shall be identified with a footnote which describes the revision and the reason therefore.

Explanation: The Zoning Bylaws require review and corrections due to omissions and errors. This will provide a cleaner and more reliable source of our Bylaws.

Finance Committee recommends.

Article 17: Zoning Boundary (RA to IND) Modification:

To see if the Town will vote to amend its zoning bylaws as follows:

1. By amending the Zoning Map, as codified through Section 2.3 of the Zoning Bylaws by moving the following Assessors Maps/Parcels: 165/27, 166/13, 166/14, 166/15 and 168/7 from the Rural Agricultural (RA) Zoning District to the Industrial (IND) Zoning District, in their entirety.

2. By amending the Zoning Map, as codified through Section 2.3 of the Zoning Bylaws by moving the eastern portion of Assessors Map 165 Parcel 30 from the Rural Agricultural (RA) Zoning District to the Industrial (IND) Zoning District using the westerly easement line of the Tennessee Gas Pipeline as the Boundary line Location.
(See Figure 1 attached)

Explanation: The Zoning change anticipates expanding the available area that can be used for Industrial purposes. This has also been recommended by the Planning Board after a Public Hearing.

Finance Committee recommends.

Article 18: Zoning Use & Boundary (VR to VB) Modification:

To see if the Town will vote to amend its zoning bylaws as follows:

1. By amending the Zoning Map, as codified through Section 2.3 of the Zoning Bylaws by moving the following Assessors Maps/Parcels: 163/16, 163/29, 163/30, 163/35 and 170/26 from the Village Residential (VR) Zoning District to the Village Business (VB) Zoning District.

2. By Amending Subsection C of the Use Schedule, as found at Section 3.1.3 of the Zoning Bylaws (Appendix A) by adding a new use: Function Hall, which shall be permitted by a Special Permit from the Planning Board in the VB District and prohibited in all other districts.

3. By adding a new Definition in Section 10 of the Zoning Bylaws as follows: “Function Hall: a venue for hosting weddings, conferences, banquets and other similar events, with or without accessory dining facilities.”
(See Figure 2 attached)

Explanation: Specifically, in addition to changing this area from VR to VB, it will allow a Function Hall use, with a Special Permit, to an increased area off Main Street.

Finance Committee recommends.

Article 19: P.I.L.O.T. – Douglas Renewables, LLC:

To see if the Town will vote to approve the Payment in Lieu of Personal Property Tax (PILOT) agreement between the Town, and Douglas Renewables, LLC, as on file in the office of the Town Clerk, in accordance with Chapter 59, Section 38H of the General Laws of Massachusetts, as amended (Acts of 1997 Chapter 164, Section 71(b), as amended) (hereinafter the “PILOT Statute”) and the Massachusetts Department of Revenue regulations adopted in connection therewith or any other law applicable thereto.

Explanation: This PILOT is for SOLAR farm located on 31 acres off of West Street. It provides for the Town to receive \$48,750 in year one, with the payment to increase 2.5% every year thereafter.

Finance Committee recommends.

Article 20: P.I.L.O.T. – Wallum Lake Road Solar:

To see if the Town will vote to approve the Payment in Lieu of Personal Property Tax (PILOT) agreement between the Town, and ASD Wallum MA Solar LLC, as on file in the office of the Town Clerk, in accordance with Chapter 59, Section 38H of the General Laws of Massachusetts, as amended (Acts of 1997 Chapter 164, Section 71(b), as amended) (hereinafter the “PILOT Statute”) and the Massachusetts Department of Revenue regulations adopted in connection therewith or any other law applicable thereto.

Explanation: This PILOT is for SOLAR farm located 25 acres off of Wallum Lake Road. It provides for the Town to receive \$84,000 in year one, with the payment to increase 2.5% every year thereafter.

Finance Committee recommends.

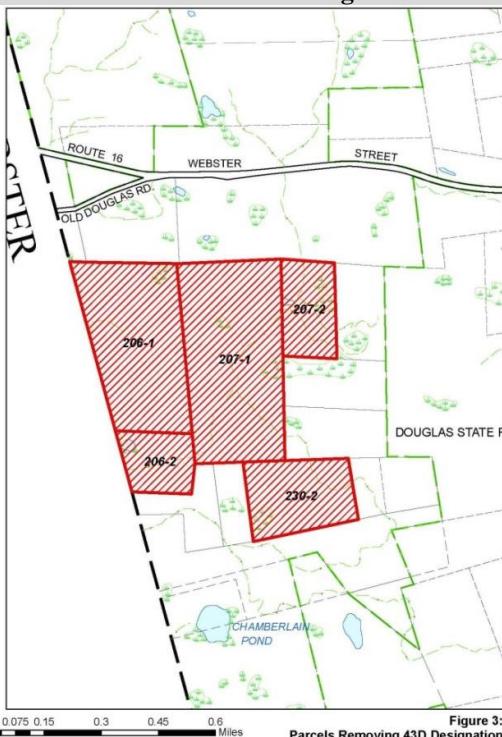
Article 21: Road Acceptance – A Portion of Darling Way:

To see if the Town will vote to accept Parcel A, as shown on a Plan dated November 3, 1995 and prepared by Andrews Survey & Engineering, Inc., said plan being on file at the Town Clerk’s office, and Worcester County Registry of Deeds as Plan book 700, Plan 87, as a public way, in continuation of Darling Way, and to authorize the Board of Selectmen to accept a deed for such way or take the same under their eminent domain authority.

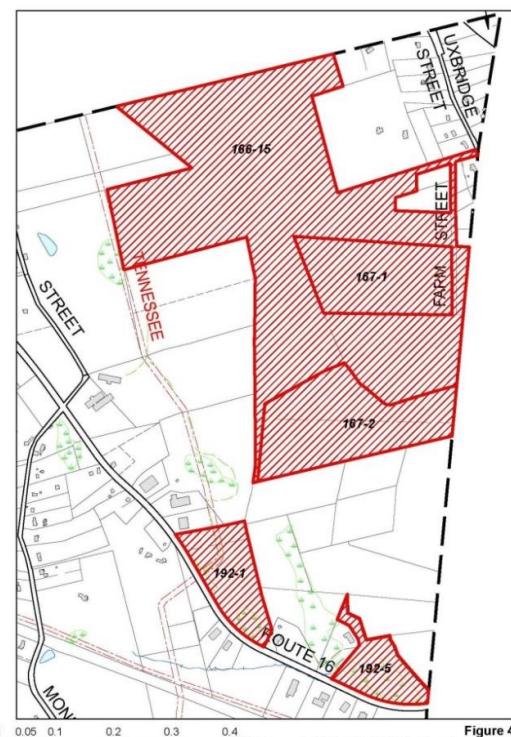
Explanation: This will correct the Road Acceptance begun last year (Article 21). This small slice of land was overlooked and must be added to the original acceptance.

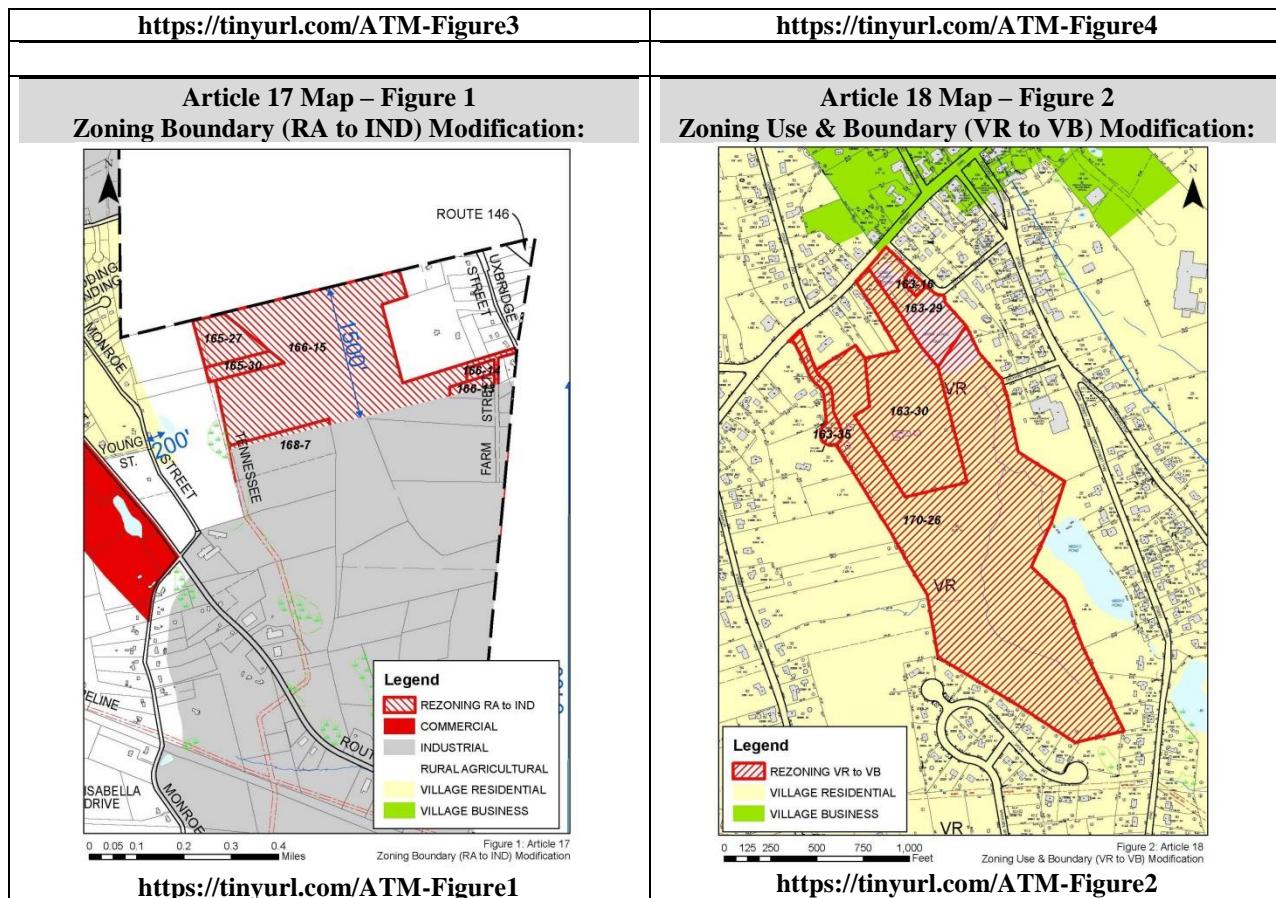
Finance Committee recommends.

**Article 14 – Figure 3
Removal of PDS Designation**



**Article 15 – Figure 4
Additional PDS Designation**





DOUGLAS

Town of Douglas
29 Depot Street
Douglas, MA 01516



**CURRENT RESIDENT
DOUGLAS, MA 01516**