

**TOWN OF DOUGLAS
SPECIAL TOWN MEETING
VOTER INFORMATION BULLETIN
Saturday, November 14, 2020
Elementary School Field
10:30 AM**

FINANCE COMMITTEE MESSAGE

The fall Town Meeting is part of standard budget process for the Town. It is an opportunity to bring our fiscal budget into closer adjustment than was possible in September. Unanticipated needs that have arisen account for some increases to our budget. This fall, the Capital Improvement Committee has recommended some significant new capital expenditures, and those appear in this fall's Article (Article 8).

Howard D'Amico, Chairman
Michael Hutnak, Vice Chairman
Carol Gogolinski
Lynne Mussulli

Heather Morin
Dick Vandenberg
Sandy Kuipers
Phil Landry

TOWN MODERATOR MESSAGE

I will keep this almost as short and efficient as I plan to keep this meeting. We are going 'old school' for this one, one mic, motions made from the floor, and no video. Please bring your mask and this FinCom report with you to the meeting. We also still have 1 (one) opening on FinCom.

Thank you!

Keith Menard, Moderator Town of Douglas

Article 1.	Fiscal Year 2021 Budget Transfers / Amendments
Article 2.	Prior Year Bill(s)
Article 3.	Personnel Bylaw Classification Amendment – Add Police Lt. and Assist. Fire Chief
Article 4.	Re-Adopt OPEB Trust (MGL c32B §20)
Article 5.	Transfer from Free Cash to the OPEB Account
Article 6.	Transfer from Free Cash to Stabilization Account
Article 7.	Blackstone Valley Vocational Regional School District FY21 Budget
Article 8.	Adoption of Revised FY21-25 Capital Improvement Plan
Article 9.	Cedar Street Taking
Article 10.	Zoning Map Amendment – Gilboa Street
Article 11.	Zoning Bylaw Amendment – Section 10.0 Definitions – Car Wash
Article 12.	Municipal Separate Storm Sewer System Compliance – Year 3
Article 13.	Adopt MGL c40(8J) Commission on Disability
Article 14.	Waterways-Douglas Dive Rescue Team Account
Article 15.	Personnel Compensation Chart Amendments

• Article 1. Fiscal Year 2021 Budget Transfer / 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 September 12, 2020:

Increase Tree Warden Expenses	\$50,000
Increase Nurse Expenses (phone & monthly phone bill)	\$1,070
Increase Highway Construction & Maintenance Expenses	\$7,500
Increase Board of Health Wages (minute taker)	\$550
Increase Finance Committee Expenses (print & mailing)	\$3,800
Increase Town Hall Supplies Expenses – Postage	\$3,000
Increase Building Wages	\$38,908
Increase Cemetery Expenses	\$2,300
Increase Tax Title Expenses	\$10,000
New Position - Economic Development Coordinator Wages	\$14,200
Increase Fire Expenses	\$12,000
TOTAL:	\$143,328

, or take any other action related thereto.

• FinCom voted to recommend the Article by a majority vote.

• Article 2. Prior Year Bill(s):

To see if the Town will vote to raise and appropriate or transfer from available funds, the following sums of money to pay the following prior year bills; or take any other action relative thereto.

R.I. Analytical – Water/Sewer	\$ 278.00
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• FinCom voted to recommend the Article by a majority vote.

• Article 3. Personnel Bylaw Classification Amendment– Add Police Lieutenant & Assit. Fire Chief:

To see if the Town will vote to add the following language to the Douglas Personnel Bylaw:

IX. NON-UNION FULL TIME EMPLOYEES OF THE POLICE DEPARTMENT AND THE FIRE AND AMBULANCE DEPARTMENT

Non-union full time employees of the Police Department and the Fire and Ambulance Department, exclusive of the Chiefs, may be appointed by the Town Administrator upon the written request of the Chief of Department, provided that the positions are authorized and funded by Town Meeting, and subject to the following conditions:

1. The job description for any such position shall be approved by the Town Administrator prior to the posting of the position;
2. The positions so created will be subject to, and enjoy the terms of, Sections VI, VII and VIII of this by-law;
3. The Town Administrator may, in a written offer of employment accepted and signed by the employee, negotiate a contract term of employment of up to three years, with each year subject to Town Meeting appropriation, that will establish the terms and conditions of the employee's employment, including, but not limited to,
 - a. A bi-annual clothing stipend to cover expenses associated with obtaining and maintaining the standard issue and formal uniforms of the Department into which the employee is being hired;

- b. Use of a Town owned vehicle, or reimbursement for use of the employee's vehicle on official business, including response to calls for assistance;
 - c. Provisions relative to renewal, non-renewal, non-reappointment, and removal;
 - d. Payment for dues and subscriptions relative to professional development and participation in national, regional, state and local associations and organizations;
 - e. Conducting an annual performance evaluation; and
 - f. A rate of compensation, that may be in excess of the wage and classification plan, taking into account the employee's tenure with the Town, or in similar roles for another employer, and subject to Town Meeting appropriation.
4. With respect to all other terms of employment, the positions shall be subject to the Personnel Policies and Procedures and Personnel Bylaw of the Town of Douglas, as amended.

or take any other action relative thereto.

• **FinCom voted to recommend the Article by a majority vote.**

• Article 4. Re-Adopt OPEB Trust (MGL c 32b, §20):

To see if the Town of Douglas will vote to re-adopt and accept the provisions of Section 20 of Chapter 32B of the *Massachusetts General Laws*, as amended by Section 15 of Chapter 218 of the Acts of 2016, establishing an Other Post-Employment Benefits Liability Trust Fund; to authorize the Board of Selectmen and Treasurer to execute a declaration of trust creating an expendable trust for the purpose of holding monies appropriated to such fund; to designate the Treasurer as the trustee of such trust; to authorize the transfer of any and all monies currently held for the purpose of paying retiree health and life benefits to such trust; and to authorize the trustee to invest and reinvest the monies in such fund accordance with the Prudent Investor Rule established under Chapter 203C of the *Massachusetts General Laws*

• **FinCom voted to recommend the Article by a majority vote.**

• Article 5. Transfer from Free Cash to the OPEB Account:

To see if the Town will vote to transfer the sum of **\$27,000** from Free Cash to the Other Post-Employment Benefits (OPEB) Account, or take any other action related thereto.

• **FinCom voted to recommend the Article by a majority vote.**

• Article 6. Transfer from Free Cash to Stabilization Account:

To see if the Town will vote to transfer the sum of **\$10,000** from Free Cash to the Stabilization, or take any other action related thereto.

• **FinCom voted to recommend the Article by a majority vote.**

• Article 7. Blackstone Valley Vocational Regional School District FY21 Budget:

To see if the Town will vote to raise and appropriate the sum of **\$1,425,950** for its operating and capital assessment by the Blackstone Valley Vocational Regional School District (the "District") *for the Fiscal Year commencing July 1, 2020, which is inclusive of \$40,636 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; or take any other action relative thereto.*

• **FinCom voted to recommend the Article, vote: 5 aye, 1 abstained.**

• Article 8: Adoption of Revised FY21-25 Capital Improvement Plan

To see if the Town will vote to approve the Town of Douglas FY 21 – 25 Capital Improvement Plan as submitted by the Capital Improvement Committee, and to raise and appropriate and/or transfer the total of \$614,625 to fund the following Capital Projects, or take any other action relative thereto.

Project	Approved 05/06/19	Additional Requested	Total Project Cost
Public Safety and Highway Departments Radio System and Associated Expenses	\$173,000	\$581,500	\$754,500
Adult Social Center Asbestos Abatement, Flooring Replacement and Associated Costs	<u>\$24,000</u>	<u>\$33,125</u>	<u>\$57,125</u>
Total	\$197,000	\$614,625	\$811,625

The funds shall include the following transfers from previously approved capital projects which have been completed and closed for accounting purposes with the following balances, with the remainder coming from free cash as noted:

LED Street Lights	Art 4 05/07/18, Art 10 11/13/18	\$4,133.92
Town Clerk Voting Machines	Art 10 05/06/19	\$1,700.00
Muni Ctr Air Duct Cleaning	Art 10 05/02/16	\$8,700.00
Police Dept. Windows	Art 3 05/07/18	\$47,897.46
Portable Radios	Art 3 05/07/18	\$978.80
Ambulance & Associated Equip.	Art 5 05/06/19	\$3,612.76
LED Lighting Primary School	Art 9 11/18/19	\$18,155.00
DHS Water Booster	Art 11 05/07/18	\$400.31
Security Primary School	Art 11 05/07/18	\$12,917.47
Brush Chipper	Art 3 05/07/18	\$5,000.50
Historical Commission	Art 10 05/04/09	\$4,900.00
Muni Ctr 1 st Floor Windows		<u>\$67,372.53</u>
Total transfer from completed projects		\$175,768.75
Transfer from free cash		\$438,856.25
Total transfer from all sources		\$614,625.00

Explanation: The Capital Improvement Committee voted to fund these items based on the needs and funds available. The scope of the two projects approved in 2019 grew after additional investigation of the circumstances surrounding them. The request is to add funds to those resources already approved and complete these two high priority, safety related projects.

FY 2021 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 2021

Public Safety and Highway Departments Radio System and Associated Expenses	\$754,500
Adult Social Center Flooring Replacement and Associated Costs	<u>\$57,125</u>
	\$811,625

FY 2022

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	<u>\$63,000</u>
	\$1,039,000

FY 2023

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	<u>\$183,240</u>
	\$1,039,240

FY 2024

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	<u>\$183,240</u>
	\$1,107,240

*Would be seeking State program assistance

FY 2025

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

*Would most likely require capital exclusion or debt funding

• FinCom was split 3 to 3 on whether to recommend approval of this article. The Finance Committee's concerns here, were more related to the request to approve such significant expenditures at a relatively small voter turnout event as a town meeting, versus any position on the merits of the requests.

• Article 9. Cedar Street Taking:

To see if the Town will vote to raise and appropriate, transfer from available funds and/or borrow **\$6,000** for the purpose of acquiring by gift, purchase and/or eminent domain certain parcels, interests in land and/or easements identified below and as further described in a filing in the Office of the Town Clerk entitled "Proposed Cedar Street Takings" or take any other action relative thereto:

TOWN OF DOUGLAS
ALTERATION AND EASEMENT / RIGHT-OF-WAY DESCRIPTION
CEDAR STREET OVER BADLUCK POND OUTLET

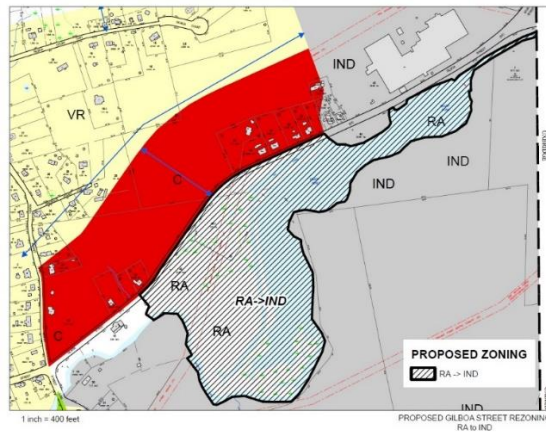
PARCEL NO.	OWNER(S)	AREA	DEED BOOK/DEED PAGE	ACQUISITION PRICE
E-1	Lawrence G. Bacon and Marleen R. Bacon	303 sf	10053/302	\$1,785.59
E-2	Dianne Hunter and Fina Mortgage Co. LLC	902 sf	41780/325	\$2,155.71
PUE-1	Lorraine A. Graves	84 sf	14818/207	\$50.42
PUE-2	Lawrence G. Bacon and Marleen R. Bacon	855 sf	8754/142	\$251.93
PUE-3	Dianne Hunter and Fina Mortgage Co. LLC	299 sf	41780/325	\$714.59
TE-1	Lawrence G. Bacon and Marleen R. Bacon	17 sf	10053/302	\$100.18
TE-2	Dianne Hunter and Fina Mortgage Co. LLC	68 sf	41780/325	\$162.50
TE-3	Dianne Hunter and Fina Mortgage Co. LLC	326 sf	41780/325	\$779.08

- **FinCom voted to recommend the Article by a majority vote.**

• Article 10. Zoning Map Amendment – Gilboa Street:

To see if the Town will vote to amend the Zoning Map for the Town of Douglas, Massachusetts:

1. Change the Rural Agricultural (RA) Zoning District to Industrial (I) on the following Town Tax Assessors Parcels: Map 138, Parcels 44, 45, and 45.1; Map 141, Parcel 67; and Map 139, Parcel 1.



or take any other action relative thereto:

- **FinCom voted to recommend the Article by a majority vote.**

• Article 11. Zoning Bylaw Amendment – Section 10.0 Definitions – Car Wash:

To see if the Town will vote to amend the Use Table in the Town's Zoning Bylaws by adding a new commercial use as follows:

USE	DISTRICTS							
	R-A	RC-1	RC-2	VR	VB	Comm	IND	SFOS
C. Commercial								
25. Carwash	N	N	N	N	PB	PB	Y	N

And further to insert the following Definition to **Section 10.0 DEFINITIONS**:

“Car Wash – A structure containing facilities for washing vehicles with automatic or semi-automatic application of cleaners, brushes, rinse water and/or heat for drying, including equipment (i.e., drying, vacuuming, air pressure, etc.) separate from the structure.”

or take any other action relative thereto:

- **FinCom voted to recommend the Article by a majority vote.**

• Article 12. Municipal Separate Storm Sewer System Compliance – Year 3 Funding:

To see if the Town will vote to raise and appropriate the sum of **\$35,000** for funding Year 3 of the Municipal Separate Storm Sewer System Compliance Services, or take any other action related thereto.

- **FinCom voted to recommend the Article by a majority vote.**

• Article 13. Adopt MGL c40(8J) Commission on Disability:

To see if the Town will vote to adopt MA General Law, Chapter 40, section 8J: Powers & Duties of Cities and Towns: Disability Commission, or take any other action relative thereto:

- **FinCom voted to recommend the Article by a majority vote.**

• Article 14. Waterways-Douglas Dive Rescue Team Account:

To see if the Town will vote to transfer the sum of **\$8,000** from the Waterways Receipts Reserved for Appropriation Account 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.

- **FinCom voted to recommend the Article by a majority vote.**

• Article 15. Personnel Compensation Chart Amendments:

To see if the Town will vote to change the Personnel Compensation Chart, by

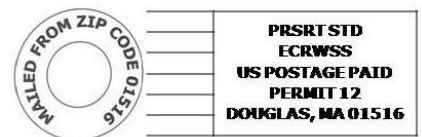
- Removing the Assistant Fire Chief from M-4,
- Adding Assistant Fire Chief to PS-5, and
- Create Economic Development Project Coordinator to MS-4.

or take any other action related thereto.

- **FinCom voted to recommend the Article by a majority vote.**



Town of Douglas
29 Depot Street
Douglas, MA 01516



**CURRENT RESIDENT
DOUGLAS, MA 01516**