

## Event Details

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### Finance Committee

Tuesday, April 12, 2022

April 12 2022 FinCom Agenda  
Douglas Town Hall  
Douglas MA

**Date:** April 12, 2022

**Time:** 7:00 PM

**Location:** Resource Room

**Address:** 29 Depot Street  
Douglas, MA 01516

1. Call to order
2. Public discussion of the FY 23 budget
3. Town Administrator's report/budget update
4. Review and vote recommendations for the FY 23 budget
5. Review and vote recommendations for the Special Town Meeting warrant articles
6. Review and vote recommendations for the Annual Town Meeting warrant articles
7. Discuss Finance Committee message and recommendation for the Finance Committee's Town Meeting flyer
8. Approve meeting minutes
9. Reserve Fund transfers
10. Next Meeting: May 2, 6:30 p.m., before the Town Meeting, Douglas High School
11. Open session for topics not reasonably anticipated 48 hours in advance of the meeting
12. Adjournment

Douglas Cable is inviting you to a scheduled Zoom meeting.

Topic: Finance Committee: April 12, 2022

Time: Apr 12, 2022 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/86721127731>

PLEASE NOTE: ALL WISHING TO JOIN THIS MEETING WILL NEED AN AUTHENTICATED ZOOM ACCOUNT

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Dial by your location  
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<https://douglas-ma.gov/530/Remote-Meetings>



## CONTACT

The Town of Douglas

Municipal Center

29 Depot Street

Douglas, MA 01516

[Contact Us](#)

FINANCE COMMITTEE  
TUESDAY, APRIL 12, 2022  
TOWN HALL

**Attendance:** Chair Dick Vandenberg, Mike Hutnak, Philip Landry, Sandy Kuipers, Lynne Mussulli, Heather Morin, Carol Gogolinski, Jeanne Lovett Finance Director

**Absent:** Howard D'Amico

Chair Dick Vandenberg called meeting to order at 7:01 PM.

**1. (7:01 PM) (0:25) Public discussion of the FY 23 budget.**

- a. Selectman - \$337,813.00
- b. Finance Director - \$194,333.00
- c. Assessors - \$193,501.00
- d. Treasurer/Collector - \$304,085.00
- e. Finance Committee - \$55,748.00
- f. Technology - \$155,600.00
- g. Town Clerk - \$145,160.00
- h. Public Building Maintenance - \$198,023.00
- i. Permanent Building Committee - \$1,146.00
- j. Community Development - \$269,587.00

Total General Government is \$1,855,347.00

- k. Police - \$1,930,916.00
- l. Fire - \$674,572.00
- m. Ambulance - \$548,883.00
- n. Building Department - \$182,758.00
- o. Tree Warden - \$21,150.00
- p. Civil Defense - \$32,468.00
- q. Weights and Measures - \$750.00
- r. Animal Control - \$19,179.00

Total Public Safety \$3,410,676.00

- s. Cemetery - \$9,860.00
- t. Highway - \$1,070,228.00
- u. Other public works (landfill, monitor wells & street lighting) - \$40,700.00

Total Public Works \$1,120,788.00

- v. Board of Health - \$110,457.00 \*Committee member put hold on budget line
- w. Council of Aging - \$130,732.00
- x. Veterans - \$67,500.00

Total Health and Human Services \$308,689.00

- y. Recreation - \$3,000.00
- z. Library - \$274,461.00
- aa. Memorial Day - \$1,750.00
- bb. Parks - \$500.00

Total Cultural and Recreation \$279,711.00

- cc. Douglas Public Schools - \$16,495,143.00
- dd. BVT - \$500.00
- ee. Medical Reimbursement - \$5,000.00

ff. Norfolk Aggie - \$327,317.00

Total Education \$16,827,960.00

gg. Insurance Employment benefits and Court Judgements - \$5,098,892.00

hh. Debt Service - \$2,050,626.00

ii. Transfer to OPEB - \$50,000.00

**Total Budget \$31,002,689.00**

(7:09 PM) (8:10) Committee will go back to the hold on Public Health and discuss, the increase in the Public Health Nurse wages. Kristen Harris Board of Health Administrator and Agnieszka Podstawka Public Nurse came to the table to explain the increase. Ms. Podstawka stated that the increase from 14 hours to 19 hours is only for a "just in case", she has no desire to increase her hours from 14 at this time.

2. (7:16 PM) (15:57) Town Administrator's report/budget update. NONE
3. (7:17 PM) (16:12) Review and vote recommendations for the FY23 budget.

(7:22 PM) (21:30) Motion for the finance committee vote to recommend that the town vote to hear and act upon the report and recommendations of the finance committee and further to fix the salary and compensation of elected officials as presented in the finance committee's FY23 budget recommendation and further to approve a total budget of \$31,002,689.00, consisting of \$15,629.00 transferred from the reserve for reduction of excluded debt account, \$370,000.00 transferred from the ambulance receipts reserved for appropriations, \$10,000.00 transferred from the wetlands protection fund, \$327,347.00 transferred from free cash and the remaining \$30,279,713.00 to be raised and appropriated all is set forth in the column entitled FY23 made by Heather Morin, seconded by Mike Hutnak. All members in favor, motion carries unanimously.
4. (7:24 PM) (23:28) Review and vote recommendations for the Special Town Meeting warrant articles.

(7:25 PM) (24:00) Motion for article 1 for FY2022 budget transfers and amendment that the finance committee vote to recommend to amend the action taken on article 2 of the annual town meeting of Saturday May 15, 2021 by transferring from available funds the following sums of money to the following budget lines in the fiscal year 2022 budget:  
Increase the assessors expenses \$25k, increasing technology expenses \$25k, increase tax title expense \$2k, increase street lighting \$6k, increase highway maintenance \$15k, increase audit expenses \$5k, increase ambulance wages \$11k, increase animal control expenses \$1k, increase police wages \$3500.00, increase highway expenses \$7k, increase public nurse wages \$3k, decrease assessor wages \$10k, decrease tax taking expense \$2k, decrease highway wages \$6k, decrease Norfolk Aggie \$30k, decrease total insurance employee benefits and court judgements \$55,500.00 made by Heather Morin, seconded by Mike Hutnak. All members in favor, motion carries unanimously.

(7:27 PM) (26:00) Motion for article 2 for Snow and Ice account transfer that the finance committee vote to recommend the town to vote to transfer the sum of \$200k from free cash to the FY22 Snow and Ice account made by Heather Morin, seconded by Mike Hutnak. All members in favor, motion carries unanimously.

(7:27PM) (26:34) Motion for article 3 for prior year bills that the finance committee vote to recommend the town to vote to transfer the sum of \$6,750.00 from free cash to pay the prior year's bills made by Heather Morin, seconded by Mike Hutnak. All members in favor, motion carries unanimously.
5. (7:28 PM) (27:00) Review and vote recommendations for the Annual Town Meeting warrant articles.

(7:29 PM) (28:10) Motion for article 4 Blackstone Regional Vocational school district FY23 budget that the finance committee vote to recommend the town to vote to raise and appropriate the sum of \$1,581,634.00 for its operating and capital assessment by the Blackstone Valley Vocational Regional school district for the fiscal year commencing on July 1, 2022 which is inclusive of \$37,155.00 a proposition 2 ½ exempt funds to be applied against debt service associated with Douglas's previously 2001 voted amount for the districts addition renovation project made by Heather Morin, seconded by Lynne Mussulli. All members in favor, motion carries unanimously.

(7:30 PM) (29:37) Motion for article 5 for FY23 transfer station enterprise expense that the finance committee recommend the town to vote to raise and appropriate the sum of \$225k from the transfer station charges and fees and transfer the sum of \$130,268.00 from retained earnings for a total of \$355,268.00 to operate and maintain the transfer station, (salary/wages \$85,682.00 and expenses \$269,586.00) made by Heather Morin, seconded by Sandy Kuipers. All members in favor, motion carries unanimously.

(7:31 PM) (30:43) Motion for article 6 FY23 water and sewer enterprise fund that the finance committee vote to recommend the town to vote and raise and appropriate the sum of \$1,285,245.00 from the water and sewer charges and fees transfer the sum of \$256,867.00 from the water and sewer retained earnings is the sewer departments development of \$115k water system development for \$40k and the reserve for debt of \$101,867.00 for a total budget of \$1,542,112.00 to operate and maintain the water and sewer department, (salary/wages \$486,543.00, expenses \$953,300.00 & debt \$102,269.00) made by Heather Morin, seconded by Mike Hutnak. All members in favor, motion carries unanimously.

(7:33 PM) (32:23) Motion for article 7 for the FY23 PEG Access and Cable receipts reserved for appropriation that the finance committee vote to recommend the town vote to transfer the sum of \$103,130.00 from the PEG Access and Cable receipt reserved for appropriation to operate and maintain the cable department, (salary/wages \$65,989.00 & expense \$37,141) made by Heather Morin, seconded by Sandy Kuipers. All members in favor, motion carries unanimously.

(7:34 PM) (33:29) Motion for article 8 recurring business that the finance committee vote to recommend the town to vote to approve subsections A - I as printed in the warrant made by Heather Morin, seconded by Lynne Mussulli. All members in favor, motion carries unanimously.

(7:41 PM) (40:55) Motion for article 9 personnel bylaw classification and update that the finance committee vote to recommend the town to move to vote to approve the personnel classification and compensation plans for FY23 as written in the warrant made by Heather Morin, seconded by Lynne Mussulli, with amendment made by Mike Hutnak with the exception of the changes discussed being made to the public works compensation tables for the addition of specific required positions, seconded by Sandy Kuipers. All members in favor, motion carries unanimously.

(7:51 PM) (50:20) Motion for article 10 the adoption of revised FY23-28 capital improvement plan that the finance committee vote to recommend the town to vote to raise and appropriate the sum of \$50k and to transfer the sum of \$1,266,048.00 from free cash to fund the following capital projects:

- Post office and adult social center parking lot paving and associated costs for \$90k
- Roadway paving and repairs and associated costs for \$360k
- Fire department replace engine number 1 and major equipment and associated costs, this replaces the 1999 engine 1 in the amount of \$750k

- Police department and municipal center replace security cameras and service and associated costs for \$35k
- Building department vehicle purchase and associated costs for \$50k
- School department, Douglas Middle School convection oven associated costs for \$9,474.00
- School department, Douglas High School steam jacketed kettle and associated costs for \$15,574.00

FOR A GRAND TOTAL OF \$1,310,048.00 made by Heather Morin, seconded by Lynne Mussulli. Five members in favor with one abstention, motion carries.

(8:20 PM) (1:19:48) Motion for article 11 zoning and bylaw amendment for section 10 definitions that the finance committee vote to recommend the town to vote to amend section 10 definitions of Douglas Zoning bylaws to include building elevation and building height definitions as printed in the warrant made by Heather Morin, seconded by Carol Gogolinski. Five members in favor and two abstentions, motion carries.

(8:26 PM) (1:25:24) Motion for article 12 Zoning bylaw removal section 8.4 that the finance committee vote to recommend the town to vote to remove in its entirety section 8.4 temporary moratorium on the regulation and taxation of marijuana act of the Douglas Zoning bylaws as printed in the warrant made by Heather Morin, seconded by Mike Hutnak. All members in favor, motion carries unanimously.

(8:27 PM) (1:26:50) Motion for article 13 Zoning bylaw amendment section 9.4 site plan review that the finance committee vote to recommend the town to vote to amend section 9.4 of the Douglas Zoning bylaws subsections 9.4.2 and 9.4.4 as printed in the warrant made by Heather Morin, seconded by Mike Hutnak. All members in favor, motion carries unanimously.

(8:30 PM) (1:29:08) Motion for article 14 Zoning bylaw modification section 6.8 residentially scaled and commercially scaled solar energy systems that the finance committee vote to recommend the town to vote to amend its zoning bylaws by adding a new section 6.8 as printed in the warrant made by Heather Morin. Committee decided to table the recommendation until next meeting when the verbiage is solidified.

(8:47 PM) (1:46:11) Motion for article 15 gift of land to the town that the finance committee vote to recommend the town to vote to accept a certain track of land situated along the Douglas Uxbridge town boundary as described in the warrant made by Heather Morin, seconded by Sandy Kuipers. All members in favor, motion carries unanimously.

(8:50 PM) (1:49:20) Motion for article 16 match for one stop grant site readiness that the finance committee vote to recommend the town to vote to transfer the sum of \$35k from free cash for the purpose of matching the recently accepted \$314,850.00 site readiness grant award for design and engineering for our future water/sewer project on Davis and Monroe Street made by Heather Morin, seconded by Phil Landry. All members in favor, motion carries unanimously.

(8:51 PM) (1:50:10) Motion for article 17 match for the North Street project that the finance committee vote to recommend the town to vote to transfer the sum of \$100k from free cash for the purpose of matching a \$500k site readiness grant application in June 2022 for approximately \$600k for design and engineering cost involving a water, sewer, storm water infrastructure upgrade and road widening/realignment project with the sidewalks on North Street from Gilboa to the Sutton town line made by Heather Morin, seconded by Sandy Kuipers. All members in favor, motion carries unanimously.

(8:54 PM) (1:53:04) Motion for article 18 call firefighter retirement bylaw adoption that the finance committee vote to recommend the town to vote the acceptance of provisions of GL chapter 32 section 4 (2B 1 ½ ) as printed in the warrant made by Heather Morin, seconded by Mike Hutnak. All members in favor, motion carries unanimously.

APPROVED  
June 21, 2022

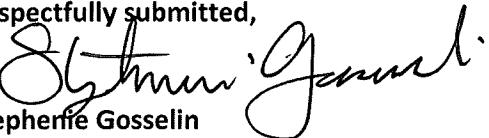
(9:03 PM) (2:02:55) Motion for article 19 sewer asset management project that the finance committee vote to recommend the town to vote to raise and appropriate the sum of \$126,500.00 for the Douglas Sewer asset management project which is on the Massachusetts 2022 clean water state revolving fund asset management planning project list, the total project cost is comprised of a \$75,900 grant 60% of the total project cost which the town will be reimbursed for in two payments of approximately \$37,950.00 each at 50% and at a 100% project completion by Mass DEP and the Massachusetts clean water trust the balance of the project will be comprised in-kind services provided by the town valued at \$25,300.00 and a transfer of the sum of \$25,300.00 from retained earnings from the water/sewer enterprise fund made by Heather Morin, seconded by Carol Gogolinski. All members in favor, motion carries unanimously.

6. (9:14 PM) (2:13:06) Discuss Finance Committee message and recommendation for the Finance Committee's Town Meeting Flyer

Upcoming Meeting: May 2 @ 6:30 PM, before the Town Meeting, Douglas High School

(9:14 PM) (2:13:47) Motion to adjourn meeting made by Sandy Kuipers, seconded by Lynne Mussulli. All members in favor, motion carries unanimously.

Respectfully submitted,



Stephenie Gosselin  
Recording Secretary